

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
THOUSAND OAKS
MAY 8, 2017
MINUTES**

I. Call to Order

The regular meeting of the USU BOD was called to order at 12:31 p.m. by Chair Thelmari Raubenheimer.

II. Roll Call

Present	Absent	Staff	Guests
Shannon Ashford	Sharon Eichten	Isabel Ayala	
Frank Benkovic	Farhad Khorasani	Jimmy Francis	
Natalie Esparza		Jeremy Hamlett	
Marquita Gammage (<i>arrived at 12:54 p.m.</i>)		Joe Illuminate	
Debra Hammond		Jennifer Kim	
Kenya Lopez		Jonathan Navarro	
Hifza Murtuza		Kristen Pichler	
Michael Odino		Freddie Sanchez	
Iris Ramirez		Scott Schorn	
Thelmari Raubenheimer			
Shelley Ruelas-Bischoff			
Tonee Sherrill			
Avi Stewart			
Rowie Wolfe			
Maria Zaman			

III. Approval of Agenda

M/S/P (M. Odino/S. Ashford) Motion to approve the agenda of May 8, 2017.

Motion passed 12-0-0.

IV. Approval of Minutes

M/S/P (I. Ramirez/F. Benkovic) Motion to approve the minutes dated April 10, 2017.

Motion passed 12-0-0.

V. Open Forum

None.

VI. Chair Report

Chair Raubenheimer thanked those who were able to attend the Year-End Celebration. She also thanked those involved in planning the event. She congratulated Director Benkovic and Kristen Pichler, Associate Director, Human Resources and Professional Development for winning the Spirit Award. She also congratulated Director Hammond for receiving the Lifetime Achievement Award at the *San Fernando Valley Business Journal's* Women in Business Luncheon. Director Raubenheimer reminded the Board that the annual meeting will be held in the Grand Salon on June 12. She

asked the Board to prepare for a meeting that is longer than usual, as there will be a transition ceremony in addition to the year-end business that will be discussed. She concluded with the announcement that today's meeting would be the last one for Director Wolfe, as she is moving on to other endeavors outside of CSUN. Director Raubenheimer presented her with a thank you gift and expressed her appreciation for her work with the Board and as a mentor to many of the members of the Board.

VII. Vice Chair Report

Vice Chair Stewart stated that the year is winding down and that students are busy with finals this week. He asked the Board to reach out and seek out resources if they need any help during this stressful time. He reminded the Board that they will be tabling for Crunch Time in front of the East Conference Center on Thursday, May 11 from 11:00 a.m. to 1:00 p.m.

VIII. Executive Director Report

Director Hammond announced that recruitment has opened for the regular positions of Reservations Manager; Assistant Director, Facilities and Maintenance; and Training & Development Specialist, and that search committees will be in place soon. She said the USU has had a number of programs and that there are many more programs, like Crunch Time, being offered for finals week. Some of the services include massages, scantrons, and giveaways, but also rooms are reserved and available for studying. She asked the Board to please remind others about these resources available to students at the USU during finals week. Director Hammond congratulated the Board election winners and asked that the Board give a warm welcome to the new BOD election winners who will be present at next month's meeting. She announced that the Veteran's Graduation and Rainbow Graduation celebrations will be held on May 18 and May 19 respectively, and welcomed members and supporters of those communities to participate in those events. Director Hammond also stated that USU Events is helping with the 35th Annual Honors Convocation with a reception in Matador Square and another one in the Plaza del Sol. Director Hammond concluded by acknowledging what a tremendous asset Director Wolfe has been for the Board. She stated that the staff position is a competitive position as many candidates apply; however, Director Wolfe definitely stood out among them. Director Hammond appreciated her consistency and commitment to the Board. Director Wolfe participated in the retreats, meetings and programs. She was active in getting information out to others on campus and has had student development at the heart of her actions. Director Hammond noted how bittersweet it is to have to say goodbye to Director Wolfe, but that she understands Director Wolfe's decision and appreciates her service to the USU Board of Directors.

IX. A.S. Report

Ms. Kenya Lopez reported that she and Sevag Alexanian, Associated Students President, are finishing their end-of-year reports for Associated Students. Lopez announced that the Student Success Innovations Town Hall Meeting will take place on Tuesday, May 9 from 12:00 p.m. to 4:00 p.m. She asked the Board members to circulate this to anyone who might be interested in conversations about innovative ways to support educational equity and student success on campus. Lopez also stated that Associated Students participated in the CSU's Day of Action in which student representatives of each university's student government were able to display their advocacy efforts against the tuition increase. President Alexanian and a senate representative went to Sacramento to show their support against the CSU tuition increase, while at CSUN, demonstrations took place at the Farmer's Market in efforts against the tuition increase. Associated Students also has planned to move Big Show to a Saturday at 8:00 p.m., returning to the traditional Big Show schedule. Lopez concluded by apologizing for missing meetings due to her advocacy efforts, but that she has enjoyed being part of the meetings.

Director Gammage arrived at 12:53 p.m.

X. Committee Reports

Chair Raubenheimer asked the committee chairs for updates.

- **Facilities & Commercial Services:** Chair Ramirez reported that their last meeting was held on April 28, 2017. There was an award ceremony to conclude the committee's year. She said there would be two members returning to the committee next year. The following meeting goals were accomplished: finishing the Facility Master Plan needs assessment and implementing positive changes to the USU and gathering the information provided by those who attended the summer 2016 site visits and making recommendations for implementation. Some goals that were still in progress: follow-up on the progress of potential technology upgrades and working with TUC to enhance the food options available in the USU for students with cultural, faith-based, and dietary restrictions. A goal that was not completed was the investigation of the feasibility of creating more "safe spaces" within the USU for differently abled students. She stated that the committee also examined each goal and provided feedback for next year's Chair, returning members, and new members. Director Ramirez thanked Chair Raubenheimer and Vice Chair Stewart for the opportunity to serve as the Facilities & Commercial Services Committee Chair. Director Zaman expanded on the efforts of the committee to work with TUC in enhancing the food options on campus. She and Jeremy Hamlett,

Manager, Commercial Services, attended the Food Service Advisory Committee meeting and learned that TUC is heavily pushing for marketing to support on-campus purchases because on-campus purchases/funds stay on campus. She also said that three new water stations would be installed on campus to promote sustainability efforts. These water stations would provide filtered water for students to refill their reusable water bottles. Locations should be announced by the fall semester. Tapingo also was discussed as a useful option for busy students who would like to use the Tapingo service for food orders on campus. There are several places on campus that offer the Tapingo service, but the committee hopes to see Tapingo offer more incentives to use the service by fall semester. Another topic of discussion was the need for more healthy dining options. Zaman stated that she is pushing for more halal and kosher food options to campus. She said they have successfully brought more gluten free options to campus in the form of boxed lunches, which are available at the Marketplace and at Arbor Grill. She noted that halal food options were made available at the Sierra Center for a temporary testing period, and that good feedback was received. However, due to management changes, there was a shift in the momentum to continue the initiative and the food option was not brought back. She asked that anyone involved in the food committee be aware of the situation and push for more gluten free, halal, and kosher food options on campus. She concluded with the announcement that Freudian Sip will now serve breakfast, so please enjoy that starting next week.

- Finance Committee: Chair Odinlo said the committee's last meeting will take place on May 12, 2017. Odinlo expressed his thanks to the Board on behalf of the Finance Committee members. He also thanked the USU's Accounting and Finance Department for their hard work and dedication to the operations of the Finance Committee. He welcomed the Board members to attend the last Finance Committee meeting of the year, in which the annual budget and other items will be discussed. He concluded his report by thanking those that regularly attend the committee meetings.
- Personnel Committee: Chair Benkovic stated that the Personnel Committee's last meeting was held on April 27, 2017. He stated that nine out of ten committee goals were completed. The last goal will be left for the incoming Personnel Committee to review. He also thanked those who nominated the Personnel Committee for the Spirit Award. He said it was much unexpected and extremely appreciated. He gave a personal thank you to Kristen Pichler for being a mentor and guiding him through all the processes and procedures of the committee. He also shared a personal thanks to Director Esparza, who has been there for him, helped him through the Board process, and has been a true friend.
- Retirement Plan Committee: Chair Stewart said the Retirement Plan Committee had continued the discussion of hiring a new actuary since Lou Filliger, the USU's former actuary resigned from his company. After his resignation, Filliger has not been able to advise the USU because of a non-competition agreement. The committee decided that another advisor, Total Compensation Systems, will be hired to provide services to the USU. Total Compensation Systems will split the workload with Demsey Filliger. Demsey Filliger will continue to provide the immediate projections for the USU and Total Compensation Systems will complete the audit reports and newer projects on behalf of the USU.

XI. Action Items

A. Educational Fees Reimbursement Policy

Motion presented by the Personnel Committee.

Director Benkovic addressed the Board to discuss the motion on the floor to approve the updated Educational Fees Reimbursement Policy. The Educational Fees Reimbursement Policy was last updated in 2008. Following a review of similar policies of other CSU auxiliary organizations, the revised policy has been modified and updated. Director Benkovic noted that the changes to the original policy were made in italics on the draft version to show the modifications from the original policy and that the final draft with the changes has been provided. Major changes to the original policy were the recognition of certifications in the policy and the change in grade point average from 2.0 to 3.0 requirements for graduate students.

There was no discussion.

Motion passed 13-0-0.

B. Pride Center Supervisor

Motion out of the Personnel Committee.

Director Benkovic stated that the recommended motion on the floor is to approve the Pride Center Supervisor position and salary range. Based on a significant and sustained increase in workload for the Coordinator, Pride Center & LGBTQ Initiatives, staff is recommending the addition of a full-time regular staff position to oversee the day-to-day operation of the Pride Center. Director Benkovic noted that this position would be beneficial for the resource center and would help to ensure that the environment will thrive. Director Hammond expressed that this

position had previously been an emergency temporary position, but after evaluation, it was decided that there was a need for the position to become a regular position employment.

There was no discussion.

Motion passed 13-0-0.

C. Veterans Resource Center Supervisor

Motion presented by the Personnel Committee.

Director Benkovic presented the motion to approve the Veteran's Resource Center Supervisor position and salary range. Based on a significant and sustained increase in workload for the Coordinator, Veterans Resource Center, staff is recommending the addition of a full-time regular staff position to oversee the day-to-day operation of the Veterans Resource Center. Director Benkovic further explained that the need for the position was based on the growth of the space and the number of students using the resource center.

There was no discussion.

Motion passed 13-0-0.

D. Coordinator, Fitness Training

Motion presented by the Personnel Committee.

Director Benkovic presented the recommended motion to approve the Coordinator, Fitness Training position and salary range. Based on a significant and sustained increase in the Student Recreation Center's (SRC) fitness department (boxing and personal training), staff is recommending the addition of a full-time regular staff position. Director Benkovic stated that the SRC is one of the most popular student resources on campus and that the hire of more staff to help maintain and run the SRC and its programs is necessary.

There was no discussion.

Motion passed 13-0-0.

E. Coordinator, Facility Operations

Motion presented by the Personnel Committee.

Director Benkovic presented the recommended motion to approve the Coordinator, Facility Operations position and salary range. Based on a sustained high usage of the Student Recreation Center's facilities, staff is recommending the addition of the full-time regular staff position of Coordinator, Facility Operations who will report to the Assistant Director, Facilities & Aquatics. This is a new and unfilled position, and will be filled for the next fiscal year.

There was no discussion.

Motion passed 13-0-0.

F. Alumni Representative Appointment Vote

M/S/P (N. Esparza/I. Ramirez) motion to accept the alumni representative appointment, Tonee Sherrill.

It was noted that this recommendation was fully discussed at the last meeting.

Motion passed 12-0-1.

G. Executive Director Evaluation (Closed Session)

M/S/P (T. Sherrill/H. Murtuza) motion to enter into closed session.

Motion passed 13-0-0.

XII. Announcements

- Chair Raubenheimer passed out fliers for Crunch Time, which will be held from May 8 to May 11 in the East Conference Center, USU. The event will be held from 11:00 a.m. to 1:00 p.m. each day and include free snacks, beverages, exam supplies, massages, a spa day, open group study space, and Craft Corner. The event will be held again from May 15 to May 18 in the Plaza del Sol, USU, from 7:30 a.m. to 9:00 a.m. with free breakfast, beverages, and exam supplies. She also announced that Rainbow Graduation Celebration is on May 19 from 1:00

p.m. to 3:00 p.m. at the Northridge Center, Veterans Graduation Reception is on May 18 from 5:30 p.m. to 8:00 p.m. at the Northridge Center, and Black Graduation will be held on May 14 at 4:00 p.m. on the Oviatt Lawn.

- Director Wolfe thanked the Directors for their kind words regarding her resignation from the Board. She said that being on the Board was an amazing opportunity and that she learned so much from everyone. She said that it has been an amazing two years and that so many other opportunities have come from her experiences on the Board. She expressed gratitude for the amazing work that the Board is dedicated to doing. She said she had great memories, especially from the Board Retreats. She wished everyone the best in all of their endeavors.

XIV. Adjournment

The meeting was adjourned by Chair Raubenheimer at 1:28 p.m.

Respectfully submitted by,

Jennifer Kim,
Executive Administrative Analyst

On behalf of:
Debra L. Hammond,
Executive Director