

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
JUNE 8, 2015  
GRAND SALON  
MINUTES**

**I. Call to Order**

The regular meeting of the USU BOD was called to order at 12:35 p.m. by Chair Martinez-Ramirez.

**II. Roll Call**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Talar Alexanian		Jimmy Francis	Claudio Caldarescu
Amber Bynum		Joe Illuminate	Juaneeq Elliott
Sharon Eichten		Chris Jensen	Natalie Esparza
Barbara Gross		Sharon Kinard	Asia Johnson
Jorge Guzman		Shannon Krajewski	Susan Pelico
Debra Hammond		Kingson Leung	Thelmari Raubenheimer
Shahtaj Khan		Samantha Liu	Samantha Simonds
Jaclyn Kietzman		Carol Nardini	Terry Simonds
Jesus Martinez-Ramirez		Jonathan Navarro	Carrie Ward
Josue Najera		Kristen Pichler	Rowie Wolfe
David O'Neill		Jenny Soto	Sara Yousuf
Shelley Ruelas-Bischoff		Steven Wein	
Tonee Sherrill			
Demontae Thompson			
Perlita Varela			
Asia Wheaton ( <i>via Skype</i> )			
Karina Winkler ( <i>left at 2:14 p.m., returned at 2:18 p.m.</i> )			

**III. Approval of Agenda**

M/S/P (P. Varela/A. Bynum) Motion to approve the agenda of June 8, 2015.

*Motion passed 15-0-0.*

**IV. Approval of Minutes**

M/S/P (D. Thompson/K. Winkler) Motion to approve the minutes of the May 4, 2015 meeting.

*Motion passed 15-0-0.*

**V. Open Forum**

Asia Johnson addressed the board and apologized for missing the board's orientation. She met with Shannon Krajewski, Associate Director, Marketing and Programs, who updated her about the orientation.

**VI. Chair and Vice Chair Reports**

Chair Martinez-Ramirez and Vice Chair Khan passed out their combined report. Khan thanked the board for all their hard work during the year and hoped they did well on their finals. They both had the opportunity to do a walk-through of the Oasis and are very excited for the grand opening later this summer. A Retirement Plan Committee meeting took place on May 27. Orientation was held June 1 and they thanked the USU staff members for the interactive PowerPoint sessions and helping the new board members feel prepared. Director Winkler said she had the opportunity to attend the diversity training presented by Dr. Ellis. It has given her a better perspective on the issues. Chair Martinez-Ramirez congratulated the graduates and asked them to stand and tell the board their academic discipline:

Ms. Alexanian said her degree was in Journalism and Public Relations;

Director Bynum said she graduated from the College of Business & Economics with a degree in Business Administration, Law and Marketing.

Director Thompson said he graduated from the College of Business & Economics with a degree in Business Management.

Director Guzman said he graduated from the College of Business & Economics with a degree in Business Administration.

Director Winkler said she walked with her class, but will not graduate until December 2015. She received her degree in Marketing and minored in English.

Chair Martinez-Ramirez said he graduated from the College of science and Behavioral sciences and received his degree in Political Science.

Director O'Neill said he graduated from the College of Health and Human Development and received his degree in Kinesiology and added that he loved the major.

Chair Martinez-Ramirez congratulated everyone again and asked them to keep in touch.

### VIII. **Executive Director's Report**

Director Hammond referred to her report and said that an anonymous donor gave \$75,000 to the Veterans Resource Center. Scott Schorn accepted the USU's offer as the Associate Director, Operations and Services. Mr. Schorn introduced himself to the board and said he graduated from the University of Wisconsin and has worked around the country. He has been in California for eight years and loves the California State University system and is very happy to be here. The Shake Smart project will be completed by fall 2015. A series of meetings have been held regarding the Dream Project and our centers to explore possible synergies, share resources and determine better ways to collaborate. The meetings have included Patrina Croisdale, Coordinator for the Veterans Resource Center, Sarina Loeb, Coordinator for the Pride Center, Jose Luis Vargas, Director of the Educational Opportunity Program, and Dario Fernandez, the Dream Center Coordinator. Shira Brown, Director of the Women's Resource and Research Center will be joining these meetings.

Director Hammond referred to the Memorandum in the board's folders regarding the Updated Costs for the Resource Centers Relocation. It has the latest cost estimates related to the relocation of both centers and is higher than reported in April. It was determined that the walls between the new Pride Center and the adjacent Internal Conference Rooms needed to be sound proofed. The carpet in the VRC was not part of the original scope of work. The two centers have different carpets and it was decided to replace the carpet in the entire VRC area. There was also a miscalculation in the cost of technology which has been corrected.

### IX. **A.S. Report**

Ms. Alexanian was part of the search and screen committee to find a new Provost. Dr. Yi Li has been appointed CSUN's next Provost and Vice President of Academic Affairs. Dr. Li brings more than three decades of higher education leadership to CSUN. The Sustainability Center has planned their ground-breaking ceremony for January 2016. Movie Fest takes place every Thursday evening at sundown during the summer. She thanked everyone for all their guidance and support throughout the year. She wished Jorge Reyes, the new president for Associated Students (A.S.), the best of luck.

### X. **Committee Chair Year-End Reports**

1. Facilities & Commercial Services Committee: Chair Winkler reviewed the goals of the committee.

- a) Determine feasibility of renovating or upgrading the Games Room to compliment the interior design of other new USU facilities and to promote an engaging student friendly environment. **Estimated Completion Date:** Fall 2015.
- b) Address current Audio and Visual issues in the Northridge Center while keeping in mind the desired future upgrades. Map out a strategic plan addressing the remodeling concerns such as scheduling, cost and duration of project. **Completion Date:** May 2015.
- c) Examine current USU RES policies and procedures, draft revisions to reflect current and future operations, prepare draft policies for presentation and consideration of the Board of Directors. **Completion Date:** March 2015.

Winkler thanked the Chair and Vice Chair for all their support during the year. It was an amazing experience.

2. Finance Committee: Chair Varela reviewed the goals of the committee:

- a) Determine if the USU needs a Public Relations Policy. **Partially Completed** – the USU drafted a policy, but will not implement it until the campus has finalized its Hospitality Policy. The USU policy must be in accordance with the finalized campus policy.

- b) Create a Hospitality Policy & Procedure. **Partially Completed** – the USU would not be required to have a Public Relations Policy if the Foundation or University Advancement were officially designated as the entity (or entities) on campus to expend public relations funds. If this were the case, the USU would rescind its current Public Relations Policy. However, this determination has not been made because the campus does not have a Public Relations Policy.
- c) Revise the following policies and procedures:
  - a. Travel Policy – **Completed**: recommended for approval on 4/17/15.
  - b. Corporate Credit Card Policy – **Completed**: recommended for approval on 3/13/15.
  - c. Purchasing Policy – **Not Completed**: the policy was not reviewed.
- d) Review the long-term financial plan to determine if there are sufficient net assets to provide funding for current operations and future projects. **Completed** – the long-term financial plan was reviewed several times throughout the fiscal year and it was determined that there are sufficient net assets to provide funding for current operations and future initiatives.
- e) Determine the feasibility of implementing the campus P-Card. **Completed** – it was determined at the 12/21/14 meeting that it is feasible to implement the P-Card. The implementation of the P-Card would significantly reduce the quantity of purchase orders, invoices, vouchers, and checks.

Varela thanked Joe Illuminate, Associate Director, Finance and Business Services, for his patience and support throughout the year. She also thanked Director Wheaton for her interest in the committee and for acting as Chair when Varela could not attend.

- 3. Personnel Committee: Chair Bynum reviewed the goals of the committee:
  - a) Review and consider recommending a new regular (staff) employment position: Manager, Wellness Center; possibly consider approving a new Regular (staff) employment position, Assistant Director, SRC. **Completed** and final recommendation approved by the Board of Directors (November 2014).
  - b) Review and consider approving changes to the USU Employee Handbook. **Completed** and final recommendation approved by the Board of Directors (January 2015).
  - c) Review and consider recommending changes to policy titled, Graduate Assistantship Program Benefits. **Completed** and final recommendation approved by the Board of Directors (April 2015).
  - d) Review and consider recommending an updated salary schedule for regular (staff) employment positions. **Completed** and final recommendation approved by the Board of Directors (May 2015).
  - e) Review and consider recommending changes to some Regular employment position job descriptions regarding exempt/non-exempt classification status. To ensure legal compliance, USU is outsourcing this project after which it will be brought to committee as an information item.
  - f) Review and consider approving updated policy regarding the use of USU electronic equipment and social media. February 25, 2015 – Draft policy has been finalized but University Human Resources need to approve – finalization is not anticipated until summer 2015. Goal should be deferred to fall 2015.
- 4. Retirement Committee: Chair Shahtaj Khan reviewed the goals of the committee:
  - a) Determine the feasibility of funding the USU’s Retirement Health Benefit Plan obligation (RHBP) via a VEBA Plan. **Completed** - it is feasible to fund the RHBP obligation via the auxiliary Voluntary Employee Beneficiary Association (VEBA) if the RHBP is amended to (1) include the payment of health insurance premiums directly to an insurance carrier on behalf of the USU retirees; and (2) the USU has a health insurance provider that will allow both active employees and retirees on the same health plan. The decision to join the VEBA was deferred until these issues can be fully addressed.
  - b) Monitor 403(b) and pension plan expenses to ensure that the fees assessed by the Standard are competitive with other retirement plan service providers. **Completed**- the committee reviewed plan expenses at the 10/15/14 committee meeting.
  - c) Ensure that the USU’s investment platform (The Standard) furnishes at least two investment education seminars. **Partially Completed** - The Standard provided one investment education seminar in December 2014.
  - d) Ensure that the USU’s financial advisor provides plan participants the opportunity to participate in a minimum of one (1) individual session to discuss their retirement accounts and investment choices. **Not**

**Completed** - the USU did not schedule the financial advisor to come to the USU to provide individual sessions to discuss their retirement accounts and investment choices. However, Dennis De Young, the USU's recently appointed financial advisor, has had individual appointments with plan participants who have contacted him for appointments.

Chair Martinez-Ramirez thanked all the committee chairs for their commitment during the year. They all did a great job.

## **XI. Action Items**

### **A. 2015-16 Major Purchases & Repairs and Replacement Budget**

Motion from Finance Committee to approve the 2015-16 Major Purchases and Major Repairs and Replacements Budget Proposal in the amount of \$828,878.

Director Varela said that the 2015-16 major purchases/major repair and replacement proposal in the amount of \$828,878, is for the following items: Grand Salon Audio System, Executive Board Room Audio System, Moorpark Room Audio Visual System, Portable Audio System, Mobile Projection System, Plaza del Sol Performance Hall Audio Visual System, SRC South Side Hill Renovation, Games Room Renovation, and Northridge Center Renovation Feasibility Study. The funding source for major purchases and repairs is the Repair & Replacement fund.

A question was asked regarding the cost of a feasibility study. Director Hammond said that those studies are very expensive; as a comparison, the Satellite Student Union feasibility study was approximately \$85,000 and is a fraction of the actual costs of the project.

*Motion passed 15-0-0.*

### **B. 2015-16 Capital Outlay Budget**

Motion from the Finance Committee to approve the USU 2015-16 Capital Outlay Budget Proposal in the amount of \$136,173.

Director Varela said the 2015-16 capital outlay budget request in the amount of \$136,173 is for the following: Northridge Center Event Lighting Equipment, Executive Board Room Furniture, Budget Preparation Software, and Plaza del Sol Performance Hall Fire Curtain Upgrade.

Director Varela fielded questions regarding which equipment needed to be updated. Director Hammond said that most of the equipment was purchased in 2006; it is outdated and causes integration problems when installing new equipment.

*Motion passed 15-0-0.*

### **C. 2015-16 Reserves Budget**

Motion from the Finance Committee to approve the USU 2015-16 Reserves Budget Proposal in the amount of \$874,945.

Director Varela said that reserves are provided to meet the potential and anticipated business needs of the USU per the USU's Reserves Policy. The USU is requesting designated reserves in the amount of \$379,945 and unallocated working capital reserves in the amount of \$495,000 for a total of \$874,945. The designated reserves are for payroll-related items such as general salary increases, bonuses, vacation advances, and payroll taxes and reserves for student assistant sick leave and the minimum wage. The proposed Reserves Budget does not include administrative contingencies which are reserved for one-time purchases that will not be included in the subsequent year's budget. Administration contingencies are included in the annual operating budget.

*Motion passed 15-0-0.*

### **D. 2015-16 Operating Reserves Budget**

Motion from the Finance Committee to approve the USU 2015-16 Operating Budget Proposal with projected revenues and expenses of \$14,169,271.

Director Varela said the 2015-16 budget proposals are prepared in accordance with the USU's long-term financial plan. The USU will only propose an operating budget where the revenues and expenses are in alignment with the corresponding revenues and expenses in the plan. The plan forecasts revenues and expenses through June 30, 2024 for both the revenue fund and the operating fund. The Debt Service Coverage Ratio (DSCR) in the plan is greater than 1.25 for each fiscal year in the plan. A 1.25 DSCR signifies that the USU must have \$1.25 of revenue for every \$1.00 of annual debt service. A DSCR greater than 1.25 indicates that the USU has the financial capacity to make the annual debt service payment. Before discussing the details of the proposed operating budget, Director Varela made the following points:

1. Student fee income is based on the most recent student headcount forecast made available by the campus Administration and Finance. Any mandated decreases in student headcount would have an adverse impact on student fee revenue. If the Chancellor's Office mandates a reduction in student headcount, the USU would make corresponding adjustments to expenses during the preparation of the first or second quarter 2015-16 financial report.
2. The Oasis is a \$5.4 million project that will provide lounge space, resting areas, office spaces, student support spaces, and therapy and consultation rooms. It will also include outdoor areas for meditation, a labyrinth, a water feature, and a fireplace. The projected completion date is fall 2015.
3. AB1522 mandates that all workers receive a minimum of 24 hours of sick leave annually. In addition, the hourly minimum wage is increasing from \$9.00 per hour to \$10.00. The potential financial impact of AB1522 and the increase in the minimum wage are included in the long-term financial plan and in the operating budget (designated reserves).

The USU is proposing a break-even consolidated change in net assets. Consolidated revenues and expenses are \$14,169,271.

Revenues are projected to increase by \$1,035,859 or 7.9%.

Expenditures are projected to increase by \$1,151,894 or 8.8%. Salaries and benefits comprise 62.5% of the total expenditure budget and operating expenses comprise 37.5% of the total expenditure budget.

The budget proposal was prepared in accordance with the organization's long-term financial plan which provides sufficient reserves for various contingencies per the USU's Reserves Policy & Procedure. The budget provides for the continued fiscal viability of the organization while providing students with quality programs, facilities, and services.

***Motion passed 15-0-0.***

**E. Reallocation of 2014-15 Designated Reserves**

M/S/P (D. Thompson/D. O'Neill) motion to reallocate surplus designated reserves in the amount of \$92,438 for administrative contingency purchases.

Joe Illuminate, Associate Director, Finance and Business Services, said that as of March 31, 2015, it was determined that the \$92,438 remaining balance in designated reserves would not be utilized and, therefore, was available for reallocation for administrative contingency purchases in the 2014-15 fiscal year.

The management team made the decision to move to the 2014-15 fiscal year, \$410,747 of administrative contingency purchases that were requested in the 2015-16 budget. The reason is due to the availability of unallocated reserves, designated reserves, and the current net surplus to fund these purchases in 2014-15.

Reassigning designated reserves for an alternate purpose (e.g. from payroll-related items to administrative contingencies) requires approval of the Board of Directors.

***Motion passed 15-0-0.***

Director Hammond thanked the board for approving this item saying it is not our usual practice. There were many requests for the upcoming year, and there was sufficient surplus available in 2014-15. We need to complete the purchase of these items by the end of this fiscal year.

**F. 2015-16 Third Quarter Budget Report**

M/S/P (P. Varela/J. Guzman) Motion to accept the 2014-2015 Third Quarter Budget Report as presented.

Jonathan Navarro, Accounting Manager, said the USU does a thorough budget review every quarter. The third quarter budget report is for the quarter ended March 31, 2015. The term "9 & 3" signifies nine months of actual data and three months of projected data.

All revenue generating areas are currently operating at a combined 75.6% to budget. The total revenue budget increased by \$10,166 during the third quarter when compared to the second quarter revised budget.

Rental Income: Subleases, Room, Equipment – The budget was increased by a net amount of \$12,640. This net amount is comprised of a \$9,000 increase in equipment rental income and an \$11,640 increase in meeting room rental income which is offset by a decrease of \$8,000 in the non-operating rental income budget since anticipated film shoots in the USU have not occurred.

The meeting room rental income budget was increased by \$11,640 due to a new policy that requires the addition of an audio visual technician for all events that take place in the Grand Salon and Northridge Center. The cost of the audio visual technician is billed to the client.

The equipment rental income budget was increased by \$9,000 based on current reservations in the Event Management System (EMS).

Rental Income: SRC Lockers and Towels – This category is above the optimal range due to the beginning of the semester rush. Sales will level out for the remainder of the year as sales typically decline as the semester progresses.

Food Service Income – This account is below the operating range because the March commission report from The University Corporation was not received until after the March accounting period was closed. The March food service commission will be recorded in April.

Program Income – This account is above the operating range because the final revenue from Matador Mall was received during the quarter. There are no other Matador Malls scheduled for the remainder of the fiscal year.

SRC Related Income – SRC Related Income is composed of income from intramurals, fitness programs, memberships, guest passes, pool passes, and swim lessons. The majority of the increase in income was derived from an increase in memberships. It is projected that this category will be within range by the end of the fiscal year.

Overall expenditures are operating at 69.7% to budget. Salaries & Benefits are at 74.7% to budget and operating expenses are at 62.9% to budget. Total budgeted expenses increased by \$23,210 when compared to the second quarter revised budget.

Staff Salaries – The budget for this category was reduced by \$49,099. The largest reduction was in surplus designated reserves which were reallocated to fund increases in administrative contingency purchases.

Student Wages – The budget for this category was decreased by \$49,835. There was a \$20,000 reduction in surplus designated reserves for student wages. These funds were reallocated for administrative contingency purchases. In addition, the Fitness & Wellness department reduced their student wages budgets by \$22,000

The General Operating Expense category will be in the operating range by fiscal year end because the savings in marketing expenses will be used to restock giveaways for the USU, SRC, VRC, Pride Center, and New Student Orientation. In addition, Matador Nights staff and volunteer T-shirts, and new event signage will be purchased.

Supplies and Services – This category is 68.1% to budget. This is due primarily to the Program Costs account since expenditures for major events such as Matador Nights, Year-End Celebration, Sunny Days Camp, and the Rainbow and Veterans graduation will be recorded in the fourth quarter.

Travel – This category is 52.2% to budget; however, it is anticipated that all funds will be expended by fiscal year end. Travel expenses for conferences such as NIRSA, ACUI, I-LEAD, IPDS will be recorded in the fourth quarter. In addition, vouchers for NIRSA, ACUI, and AOA will also be recorded in the fourth quarter.

Repairs and Maintenance – The operating range for this category is 67.1%, but is expected to be within range by fiscal year end.

Fees and Charges – This category is below the operating range but it is expected to be within range by year-end. Merchant fees will increase as Sunny Days Camp fees and additional spring semester SRC memberships are purchased with credit cards.

Reserves - the Reserves expense category is composed of administrative contingencies and unallocated working capital reserves. The balance of designated reserves and working capital reserves were transferred to administrative contingencies during the quarter.

Grant and Scholarships – This category is above the operating range because graduate assistant tuition reimbursement for the spring semester was paid in December 2014.

Expendable Equipment – This category is below the operating range, but it is expected to be within range by fiscal year because a budget modification transferring \$52,551 from the Expendable Equipment category to administrative contingencies for the purchase of MityLite tables, chairs, and carts was processed in the fourth quarter.

Amortization and Depreciation - this category is below the operating and will remain so because \$119,474 of approved capital outlay purchases will not take place this fiscal year (please reference the Capital Outlay section of this report for more details).

The USU has earned \$205 of interest income as a result of an ultra-low interest rate environment for investments that offer safety of principal and immediate liquidity which takes priority over the rate of return (according to the USU Investment Policy). Funds will be transferred to the USU's Systemwide Investment Fund Trust (SWIFT) account in June in order to increase the rate of return from 0.1% to approximately 0.5%.

A total of \$391,440 of working capital reserves was transferred to the operating budget during the second quarter. A total of \$100,152 of designated reserves was transferred to the operating budget during the third quarter.

There was a \$5,502 emergency capital outlay water heater tank purchase for the East Conference Center during the quarter.

The USU has received \$53,046 and expended \$28,745 leaving a balance of \$24,301 to expend.

Overall, the net surplus is projected to be \$102,991 compared to the actual surplus of \$832,270 because overall expenditures are operating at 69.7% to budget (6.3% below the optimal range of 75%).

Director Thompson thanked Mr. Navarro for his excellent presentation. Director Hammond said that 12 staff and students will be taking part in an out-of-state student union site visit. Work study money will be used to pay for the trip. If there is money left in work study, vouchers will be purchased for registration fees in 2015-16, for the Association for College Unions International (ACUI), Auxiliary Organizations Association (AOA), and the National Intramural-Recreational Sports Association (NIRSA).

***Motion passed 15-0-0.***

*Director Winkler left at 2:14 p.m.*

#### **G. Regular Position - Copywriter**

M/S/P (S. Khan/J. Guzman) motion to approve the copywriter position and salary range.

*Director Winkler returned at 2:18 p.m.*

Director Bynum said that over the course of the last few years, the University Student Union has grown exponentially, increasing the need for continuous and enhanced marketing efforts. Between 2011-12 and 2014-15 the number of Marketing Department annual project deliverables increased from 2,050 to 4,590. This represents a 123% increase in marketing volume and is more than double the number of project deliverables.

While the number of project deliverables has more than doubled in the last three years, the number of professional staff responsible for the creation and production of those deliverables has remained the same at 4 full-time employees.

In 2011-12, Marketing was completing an average of 8 deliverables per day. In 2014-15, Marketing is being asked to complete an average of 18 deliverables per day. With the upcoming launch of the new Oasis Wellness Center and the anticipated increase in work order deliverables from the SRC, USU Events, the VRC and the Pride Center, staff is projecting that Marketing deliverables for 2015-16 will reach 7,480 annually – an average of 29 deliverables per day.

To effectively handle the ongoing increases in the volume of Marketing deliverables, a full-time Copywriter position is needed to compliment the skills of existing staff and to insure an efficient work flow. Every marketing project includes the need for copywriting. The new Copywriter position serves as a much needed professional counterpart to the existing Graphic Designer staff position.

***Motion passed 14-0-1.***

Director Hammond said that is unusual to hire four individuals for staff positions at once. We did an analysis to figure out which positions were needed the most. She thanked the board for their support.

## **XII. Discussion Items**

### **A. BOD Goals – Status Report**

The Chair and Vice Chair read their report:

1. The USU BOD will increase awareness about USU Programs and Services with the support from the staff. [In Progress]

Educating the student body about the USU programs and services is a continuous process since every year there are new students. This year the board increased its outreach efforts by conducting presentations in classes, interacting with students during events such as, Matador Nights, Matafest, noontime concerts, Expressions, etc.

and utilizing social media to promote student programs and services. It is recommended that board continue its outreach efforts and find innovative ways to engage with students.

2. The USU BOD will increase their visibility and accountability. [In Progress]

The board worked tirelessly to increase its visibility both inside and outside of the USU by participating in various events. For example, the BOD participated in Matafest and signed up 149 students to learn more about the board and the USU.

To increase its visibility within the USU, the board held a Meet and Greet with the USU staff and participated in events such as, Student Summit and U-Day. The board also utilized the Intranet to increase the visibility of the board. Board members have also participated in trainings for all students within the USU including the Equality vs. Equity training. The increased visibility of the board resulted in the Chair and Vice Chair receiving one of the Janie JJ' Jones Outstanding Team of the Year Awards.

In order to increase its visibility outside of the USU, the board traveled alongside student assistants to ACUI's I-LEAD, the ACUI Region I Conference, the NIRSA Region VI Conference, ACWA's Women Leadership Boot camp, and the ACUI Annual Conference.

Three board members served on the Elections Committee, which helped increase the visibility of the board during elections and resulted in the highest number of students running in the BOD elections.

Board members submitted their performance picks for the VPAC's Community Picks initiative.

3. The USU BOD will assist in the completion of the USU's Program Review [In Progress].

Board members assisted various subcommittees in collecting, reviewing and assessing evidence. Board members also served in the Internal Review Team that reviewed the self-assessments for each subcommittee. The entire board also met with the External Review Team to discuss the role of the board, USU program and services and the future of the USU. Board members continue to serve on the Internal Review Team, which reviewed the External report and developed an action plan for upcoming years.

4. The USU BOD will assist in the assessment of the student body's utilization of space for student programs and services, lounge and study space, conference and meeting space, and storage space and recommend how to meet current and future needs. [In Progress].

The board chair and vice chair had an initial walk through and meeting with the Executive Director to discuss the current condition of USU facilities, potential renovations and future projects. After review of the utilization of the Pride Center and Veterans Resource Center, the board decided to approve the expansion of both centers in order to meet the high student demand. The board will continue to assist in developing a Long Term Facilities Plan in order to best determine utilization of space in the USU.

5. The USU BOD will continue to assist in the development and design of the Oasis (Wellness Center).

During the November board meeting, the board approved additional funding for the completion of the Oasis. The board also assisted by providing feedback on the naming process for The Oasis, its logo, and design. The project is scheduled to open 2015 fall Semester. The board will assist in the opening and promotion of the center.

6. The USU BOD will assist in the monitoring and updating of the Long Term Financial Plan [In Progress].

The board has assisted in the monitoring of the Long Term Financial Plan and factors that will impact it such as, increases in the minimum wage, the additional funding for The Oasis and the Healthy Workplaces Healthy Families Act (AB 1522). The USU is financially stable and will continue to meet the debt-service coverage ratio (DSCR) set by the Chancellor's Office.

Comments included how busy the board was during the year and how hard everyone worked.

### **XIII. Announcements**

- Director Najera said he needed to leave and thanked everyone for their support.
- Director Kietzman said she learned so much during the course of the year and wished the board the best of luck.

*Director Najera left at 2:32 p.m.*

- Director Bynum thanked everyone and said she has made many friends and hope their lives continue to flourish. She is excited for the new board.
- Director Ruelas-Bischoff said this was a fabulous group and thanked the board for the great work they did. She hoped they will continue to do great work and thanked the Chair, Jesus Martinez-Ramirez, for winning the Best Student Award. He provided outstanding leadership throughout the year.



- Director Thompson said “show me your friends and I’ll show you your future.” He truly believes the work the board does impact the campus and he is grateful to have been a part of it. He said everyone should keep in touch.
- Vice Chair Khan thanked the board for their hard work. She knows she has built great relationships and asked everyone to keep in touch.
- Director Winkler said she has one more semester and it’s scary and exciting. She is glad she is taking just 12 units in the fall and hopes to be more involved with the board until she graduates.
- Director Hammond said that the growth we have seen this year in every board member has been amazing. The Chair and Vice Chair, the dynamic duo, worked well together, truly complimented each other and were prompt in returning emails and telephone calls. All of the board members embraced our philosophy and of servant leadership by providing the highest level of student service. Students like our board members inspire us to continue to work in student affairs. Thank you for your service.
- Director Eichten thanked the board for letting her be a part of the student advisory committee. It was an ambitious year – she thanked the Chair and Vice Chair.
- Director Varela thanked everyone. She is sad to be leaving, but so happy she found her way to the board which she knows deeply enhanced her experience while at CSUN.
- Director Gross congratulated the graduating board members. She enjoyed working with all of them. She advised them to not underestimate the value of this experience as it will look great on a resume. Congratulations!
- Director O’Neill said that being a member of the board facilitated his growth this year. He told the new board they have joined a team of excellence.

#### **XV. Adjournment**

The meeting was adjourned by Chair Martinez-Ramirez at 2:50 p.m.

#### **XVI. Transition Ceremony**

Jesus Martinez-Ramirez introduced himself and welcomed everyone to the first meeting of the University Student Union Board of Directors for 2015-2016.

The transition ceremony began and Martinez-Ramirez thanked the continuing board members for their ongoing service. He asked them to come up on stage as he called their names:

- Shahtaj Khan
- Karina Winkler
- Asia Wheaton
- Tonee Sherrill
- Barbara Gross
- Sharon Eichten
- Dr. Shelley Ruelas-Bischoff
- Debra Hammond

He recognized the Board members whose service ends today and asked that they also come up on stage and handed them parting gifts:

- Jaclyn Kietzman
- Talar Alexanian
- Amber Bynum
- Jorge Guzman
- Josue Najera
- David O’Neill
- Demontae Thompson
- Perlita Varela
- Jesus Martinez-Ramirez

Martinez-Ramirez thanked the Executive Secretaries for the committees and asked that they come up on stage:

- Kristen Pichler, Executive Secretary for the Personnel Committee
- Joe Illuminate, Executive Secretary for the Finance Committee and the Audit Committee
- Jonathan Navarro, Executive Secretary for the Retirement Committee
- Jeremy Hamlett, Executive Secretary for the Facilities and Commercial Services Committee

Martinez-Ramirez extended his thanks to Carol Nardini, Administrative Assistant to the Executive Director, and asked her to come up on stage.

Director Hammond took the podium and thanked Jesus Martinez-Ramirez. She presented him with a plaque and sited him for his outstanding service as Chair of the USU Board of Directors for FY 2014-2015. She then asked everyone to please join her in thanking all of these outstanding individuals for their months and years of service to the USU Board of Directors.

Chair Martinez-Ramirez asked the outgoing Board members to turn their seats over to the new board. He then introduced and welcomed the new board members:

- Juaneeq Elliott
- Natalie Esparza
- Asia Johnson
- Usman Khan
- Thelmari Raubenheimer
- Samantha Simonds
- Sara Yousuf
- Rowie Wolfe, Staff Representative
- Jorge Reyes, newly elected Associated Students President and liaison to the Board

Chair Martinez-Ramirez said there will be a 10-minute break to reset for this board's first session and invited everyone to help themselves to refreshments at the back of the room.

**XVII. Call to Order**

The new board members took their seats at the table and the meeting was called to order at 3:26 p.m. by outgoing Chair Jesus Martinez-Ramirez.

**XVIII. Roll Call**

<b><u>Present</u></b>	<b><u>Absent</u></b>	<b><u>Staff</u></b>	<b><u>Guests</u></b>
Sharon Eichten	Usman Khan	Jimmy Francis	Claudio Caldarescu
Juaneeq Elliott ( <i>left at 4:46 p.m.</i> )		Joe Illuminate	Susan Pelico
Natalie Esparza		Chris Jensen	Terry Simonds
Barbara Gross		Sharon Kinard	Isaac Simon
Debra Hammond		Shannon Krajewski	Carrie Ward
Asia Johnson		Kingson Leung	
Shahtaj Khan		Samantha Liu	
Thelmari Raubenheimer		Carol Nardini	
Jorge Reyes		Jonathan Navarro	
Shelley Ruelas-Bischoff		Kristen Pichler	
Tonee Sherrill ( <i>left at 4:42 p.m.</i> )		Jenny Soto	
Samantha Simonds		Steven Wein	
Karina Winkler			
Asia Wheaton ( <i>via Skype</i> )			
Rowie Wolfe			
Sara Yousuf			

**XIX. Action Items**

**A. Election of Chair**

Chair Martinez-Ramirez asked for nominations for the Chair position.

(K. Winkler/T. Sherrill) nominated Director Shahtaj Khan. Director Khan accepted the nomination.

(T. Raubenheimer/S. Simonds) nominated Director Samantha Simonds. Director Simonds accepted the nomination.

The two candidates made statements and fielded questions from the board. Shannon Krajewski, Associate Director, Marketing & Programs, passed out sheets of paper for the board members to write their vote by secret ballot, and then collected same. The ballots were counted. Chair Martinez-Ramirez announced that Shahtaj Khan was elected Chair.

Jesus Martinez-Ramirez said goodbye and turned the gavel over to the newly elected Chair, Shahtaj Khan.

**B. Election of Vice Chair**

Newly elected Chair Shahtaj Khan asked for nominations for the Vice Chair position.

(T. Sherrill/K. Winkler) nominated Director Samantha Simonds. Director Simonds accepted the nomination.

(J. Elliott/T. Sherrill) nominated Director Sara Yousuf. Director Yousuf accepted the nomination.

(T. Raubenheimer/R. Wolfe) nominated Director Thelmari Raubenheimer. Director Raubenheimer accepted the nomination.

The three candidates made statements and fielded questions from the board. Ms. Krajewski passed out sheets of paper for the board members to vote by secret ballot, and then collected same. The ballots were counted. Chair Khan announced that Samantha Simonds was elected Vice Chair.

*Director Sherrill left at 4:42 p.m.*

**C. USU BOD Meeting Schedule 2015-2016**

M/S/P (K. Winkler/S. Yousuf) motion to approve the USU BOD meeting schedule for fiscal year 2015-2016.

There was no discussion.

***Motion passed 13-0-0.***

*Director Elliott left at 4:46 p.m.*

**XX. Announcements**

- Director Hammond reminded the board members to pick up their gifts. She passed out a letter to the board members regarding a student union site visit. The site visit will be to five different colleges, two in Colorado, and then one each in Houston, Oklahoma and Wichita. The group will fly out of Los Angeles International Airport (LAX) on July 14, and return Saturday, July 18. The people who are interested in attending must be very adaptable. There will be no checking luggage, carry-on only. The second page of the letter requests information which must be turned into Carol Nardini, Administrative Assistant to the Executive Director, no later than 4:00 p.m. this Thursday, June 11.
- Mr. Reyes congratulated the newly elected Chair and Vice Chair and he looks forward to working with everyone.

**XXI. Adjournment**

The meeting was adjourned at 4:53 p.m. by Chair, Shahtaj Khan.

Respectfully submitted by,

Debra L. Hammond  
Executive Secretary