

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
OCTOBER 16, 2017
GRAND SALON**

MINUTES

I. Call to Order

The regular meeting of the USU Board of Directors was called to order at 12:32 p.m. by Chair Iris Ramirez.

II. Roll Call

Present	Absent	Staff	Guests
Shannon Ashford	Frank Benkovic	Jimmy Francis	
Sharon Eichten	Jonathan Goldenberg	Jeremy Hamlett	
Maria Elizondo		Joe Illuminate	
Stephanie Flores-Temix		Carol Nardini	
Marquita Gammage		Jonathan Navarro	
Debra Hammond		Kristen Pichler	
Jazmin Hernandez		Tim Rasmussen	
Habiba Naqvi		Freddie Sanchez	
Michael Odinlo			
Amber Perkins			
Iris Ramirez			
Shelley Ruelas-Bischoff			
Tonee Sherrill			
Avi Stewart			
Bhernard Tila			

III. Approval of Agenda

M/S/P (S. Ashford/A. Perkins) Motion to approve the agenda for October 16, 2017.

Motion passed 14-0-0.

IV. Approval of Minutes

M/S/P (B. Tila/S. Ashford) Motion to approve the minutes for the September 18, 2017 meeting.

Motion passed 14-0-0.

V. Open Forum

None.

VI. Chair Report

Chair Ramirez said that the board was invited to meetings regarding the potential referendum for the renovation and expansion of the USU's facility along with LPA, Inc., the architectural firm that designed the SRC, Oasis and Extended Learning Building. The first meeting was held on October 13 and the second was scheduled for October 27 in the ECC's (East Conference Center) Van Nuys Conference Room. Ramirez and Vice Chair Odinlo attended a facilities branding meeting on October 27. She advised the board that there is an Associated Students (AS) mixer on November 13 from 11:00 a.m. to 12:30 p.m. and hopes that all will attend. Ramirez, Vice Chair Odinlo, Directors Naqvi and Stewart will attend the ACUI Region I conference to take place at the University of Arizona, Tucson November 17-20. She reminded the committee chairs that reports will be due on a monthly basis and would like them to be included in the packet that Carol Nardini, Staff Assistant, sends out prior to every board meeting. The Chair requested that the student board members remain after today's meeting for a quick catch-up meeting.

VII. Vice Chair Report

Vice Chair Odinlo reported that the Retirement Plan Committee held its first meeting of the semester and passed an action item that is on today's agenda. He was able to attend all three standing committee meetings and said they ran smoothly. Odinlo met with Director Stewart and Sharon Kinard, Manager, Administration & Assessment, to discuss the Mentor Program Ad Hoc Committee.

VIII. Executive Director Report

Director Hammond said that the rollout of the Concur travel software is continuing and will automate the processes for travel requests, travel expense reports, and credit card expense reports in order to create business efficiencies. The American Express (AMEX) corporate credit card program has been expanded from six to 18 cards, which resulted in the gradual decline in the number of purchase orders, vendor invoices, and check payments processed. Recruitment opened for the regular position of Assistant Director, Diversity & Inclusion. Hammond said she will be co-chairing the ACUI Awards and Honors Working Group. The Group will recommend a process to consider for the naming of awards/honors as well as when new information comes to light about an honoree. The vetting process for the individuals considered for awards must be reviewed thoroughly. The USU has entered a sponsorship agreement with Dignity Health Northridge Hospital along with CSUN Athletics and other groups on campus. Dignity Health will assume the University's first-ever designation as the "Community Health Partner of the CSUN Matadors." They will receive commercials on the SRC in-house radio station and banners will be displayed on the USU and SRC's exterior. The two-year deal is a first-of-its-kind healthcare partnership across the CSUN campus, including the athletics programs. The Oasis Wellness Center won the LearningSCAPES 2017 Juror's Award which honors projects that create learning environments through architectural design. LPA, the architectural firm that designed the Oasis, submitted the project for the award.

IX. A.S. Report

No report.

X. Committee Reports

Chair Ramirez asked the committee chairs to share their reports.

- **Facilities & Commercial Services:** Chair Bherard Tila said that the committee held its first meeting and conducted a training/orientation for the committee. They reviewed the role of the union, S.M.A.R.T. goals, email etiquette, and parliamentary procedure. The next meeting is scheduled for October 30 in the Executive Board Room at 4:00 p.m.
- **Finance Committee:** Chair Jazmin Hernandez said that the committee held its first meeting, completed its orientation and reviewed goals. The next meeting is scheduled for October 25 in the USU Conference Room at 11:15 a.m.
- **Personnel Committee:** Chair Shannon Ashford said the committee held its first meeting and said the committee has three new members and three former members. The next meeting is scheduled for November 3 in the Moorpark Conference Room at 2:00 p.m.
- **Mentor Program Ad Hoc Committee:** Chair Avi Stewart said that over the past few weeks he has met on Friday afternoons with Vice Chair Odinlo and Sharon Kinard to discuss the committee and its goals. They have received at least eight applications from students interested in the program.
- **Diversity & Inclusion Ad Hoc Committee:** Chair Frank Benkovic said the committee held a training on October 13. Another meeting is scheduled for Friday to discuss goals and explore the possibility of making it a standing committee.

XI. Action Items

A. Fund Reallocation

Motion from the Finance Committee to reallocate \$39,278.86 from the 2017-18 operating budget to the 2017-18 capital outlay budget in order to purchase five scoreboards for the Student Recreation Center.

Director Hernandez said the quoted unit price of each scoreboard was less than \$5,000 but that figure did not include an installation fee. The unit price of each scoreboard exceeds \$5,000, which meets the definition of a fixed asset purchase (capital outlay). The funding reallocation is required since the scoreboard purchase was not approved as part of the 2017-18 capital outlay budget. This purchase was discussed with CohnReznick, the USU's audit firm. They are in agreement that the scoreboard purchase should be categorized as a fixed asset in the capital outlay budget.

There was no discussion.

Motion passed 14-0-0.

B. Retirement Plan Fund Changes

Motion from the Retirement Plan Committee to approve the addition of the Wells Fargo Special Mid-Cap Value Fund and the deletion of the John Hancock Disciplined Value Mid-Cap fund from the investment line up of the 403(b) and pension plans.

Vice Chair Odinlo is the Chair of the Retirement Plan Committee and he reported to the board that the addition of the Wells Fargo fund and the deletion of the John Hancock fund is recommended by The Standard and

Dennis DeYoung. If approved, approximately \$200,000 currently in the John Hancock fund will be transferred to the Wells Fargo fund in both the 403(b) and pension plans. The definitions of a “Mid-Cap” Fund and a “Blended Fund” are as follows: A “Mid-Cap” fund is a type of stock fund that invests in mid-sized companies. A company’s size is determined by its market capitalization, with mid-sized firms generally ranging from \$2 billion to \$10 billion in market cap. A “Blended Fund” is a category of equity mutual funds with portfolios that are made up of a mix of value and growth stocks. This is also referred to as a “hybrid fund.”

The Standard has noted from Morningstar, an independent source of fund research, that the managers of the John Hancock Disciplined Value Mid-Cap have selected stocks in their portfolio that have effectively changed their classification of the fund from the Morningstar Mid-Cap Value category to the Mid-Cap Blend category.

This change of classification from the stated investment fund style or objective is defined as “Style Drift.” Style drift occurs due to intentional portfolio investing decisions by management, a change in the investment climate or attempts to chase investment returns. Style drift can become a significant risk for investors if a portfolio’s focus changes too much.

There was no discussion.

Motion passed 14-0-0.

XII. Discussion Items

A. ACUI Research Project – November 13-15

Kingson Leung, Coordinator, Assessment and Special Initiatives, discussed the ACUI Research Project. Six institutions were chosen from more than 500. The University of Houston, Oklahoma State University, University of Minnesota, Duluth, North Carolina State University, University of Wisconsin, and CSUN. Three researchers will visit CSUN November 13-15 and will meet a variety of groups on campus. The researchers have been invited to the board meeting on November 13. It has tentatively been planned to have lunch or dinner with the researchers, along with USU students, staff and members from the Board of Directors. The results from the visits to the universities will be published in 2019. From those results, toolkits will be created for professionals to apply in practice related to how to use the student union program, facilities and services as a tool for student engagement, development and success.

XIII. Announcements

- Director Ashford reminded the board to respond to the invitation from Associated Students (AS) to attend “Dinner with Seven Matadors” on Friday, October 20 at 6:00 p.m.
- Director Gammage said she would be facilitating a graduate application program in the Santa Susanna Conference Room on October 17, from 3:30 to 5:30 p.m.
- Director Ashford announced that the Take 30 applications are due November 6 and she urged the student representatives to apply and spread the word. She mentioned that Director Benkovic is the Director of the Take program.
- Director Elizondo said that October is Breast Cancer Awareness Month and she invited the board to dance for the cure. A Zumbathon is scheduled in the Plaza del Sol at 6:00 p.m. on Wednesday October 25. Tickets are \$10 and can be purchased at the AS Ticket Office. All proceeds will go to the Susan G. Komen Foundation.
- Director Flores-Temix said a Clean Dream Act teach-in organized by the student organization *Dreams to be Heard* is scheduled for November 14 from 2:00 – 4:30 p.m. The teach-in will inform the campus community about the importance of the immigration policy and why the University should take a stand.

- Chair Ramirez asked the student representatives to remain for a short meeting at the conclusion of the board meeting.

XIV. Adjournment

Chair Ramirez adjourned the meeting at 1:20 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director