

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
GRAND SALON
NOVEMBER 16, 2015
MINUTES**

I. Call to Order

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

II. Roll Call

Present	Absent	Staff	Guests
Tirdad Bakhshandeh		Jimmy Francis	Donald Chung
Sharon Eichten		Jeremy Hamlett	Rene Deniz
Juaneeq Elliott		Joe Illuminate	Salvador Diaz
Natalie Esparza		Carol Nardini	Dario Fernandez
Barbara Gross		Jonathan Navarro	Tina Kronqvist
Debra Hammond		Kristen Pichler	Mario J. Leal
Asia Johnson		Freddie Sanchez	Justin A. Maldonado
Shahtaj Khan		Scott Schorn	Antonio Perez
Usman Khan			Anthony Points
Valerie Leal (<i>designee for Jorge Reyes</i>)			Caleb Portales
Thelmari Raubenheimer			Evan Remsen
Shelley Ruelas-Bischoff			Mario Sanchez
Tonee Sherrill			Peter Sharifzoo
Samantha Simonds			Angel Silva
Karina Winkler			Shaquille Sumner
Rowie Wolfe			
Sara Yousuf (<i>arrived at 12:48 p.m.</i>)			

III. Approval of Agenda

M/S/P (A. Johnson/N. Esparza) Motion to approve the agenda of November 16, 2015.

Motion passed 14-0-0.

IV. Approval of Minutes

M/S/P (U. Khan/J. Elliott) Motion to approve the minutes dated October 19, 2015.

Motion passed 14-0-0.

V. Open Forum

Dario Fernandez, Dream Project Coordinator, Educational Opportunity Programs, introduced himself and announced his support of the Dream Center project and to address any questions or concerns the board may have.

VI. Chair Report

Chair Khan said she sat with the focus group regarding the Inclusive Language Campaign led by Jenny Soto, Coordinator for the Marketing Department. The diverse group of students do not work for the USU and she enjoyed hearing what they had to say. On Friday, the Titan Student Centers Governing Board from California State University, Fullerton, toured the Oasis Center and the Student Recreation Center. Khan thanked everyone who took part in the arrangements of the tour. She wished everyone a happy Thanksgiving.

VII. Vice Chair Report

Vice Chair Simonds wished everyone a happy Thanksgiving. She attended the CSUN Volunteer Service Awards with Directors Hammond and U. Khan a few weeks ago. She enjoyed the experience and said it gave her a new perspective on alumni organizations. It was awesome to see that one of the highest awards went to a former USU Board of

Directors alum. A meeting has been scheduled with the Associated Students Senate for November 30 at 11:00 a.m. She said the meeting should be a good networking opportunity and she hoped to see those that said they would be there.

VIII. Executive Director's Report

Director Hammond said that Kaila Lavin was promoted to Assistant Director, Facility Operations, effective September 27. Currently, the USU has a number of vacancies in its facilities and must reclassify a few positions on a temporary basis. We have a new staff member, Freddie Sanchez, Assistant Director, Resource Centers. Mr. Sanchez introduced himself to the Board and said he is currently enrolled as a third year student at the Claremont Graduate University/San Diego State University Joint Ph.D. program focused on democratic schooling and social justice. He has worked in higher education for the last seven years in a variety of capacities within Student Affairs. Most recently, he served as the Assistant Director for Union Programs, Communication and Student Organizations at San Diego State University, Student Life & Leadership and Associated Students. He received a Master's of Education degree in Postsecondary Administration and Student Affairs from the University of Southern California and two bachelor's degrees from the University of California, Santa Barbara (Bachelor of Science, Financial Mathematics & Statistics; Bachelor of Arts, Spanish). He is very excited to be involved with the Inclusive Language Campaign. Director Hammond commented that cultural competency is necessary and will help the students be better positioned to handle life, once the students graduate. USU staff and students from the Marketing Department won awards at the Association of College Unions International (ACUI), Region I Conference at the University of Nevada, Las Vegas this last October. The USU is a member of Region I, which includes Arizona, Hawaii, Nevada, New Mexico, Australia, and the Territory of Guam. Hammond commented on the Computer Lab statistics saying that almost 20,000 unique students have used the computer lab with more than 40,000 students currently enrolled at CSUN. That is almost half of the student population. She noted that usage has decreased slightly but other colleges on campus allow access to students in those colleges with a certain number of free copies. A unique patron is a person who uses the lab versus the number of "usages" which counts the number of times all unique patrons use the lab. A unique patron could "use" the lab several times in one day. At the CSUN Alumni Volunteer Service Awards presentation on October 23, the Chair of the USU's Audit Committee and former USU Board member, Ron Clouse, was honored at the event. Mr. Clouse served the USU longer than 22 years and we were excited that he received the award.

Director Yousuf arrived at 12:48 p.m.

IX. A.S. Report

Associated Students, Chief of Staff, Valerie Leal, sat in for President Jorge Reyes. She said Mr. Reyes attended a California State Student Association (CSSA) meeting at CSU Dominguez Hills on Sexual Assault. The A.S. senate meeting held that morning, had a moment of silence for the CSU Long Beach student who was killed during the terrorist bombings in Paris. Recently, the Los Angeles County Economic Development Corporation (LAEDC), presented California State University, Northridge, with a 2015 Eddy Award, for Educational Leadership, during a gala celebration at the Beverly Hilton. The award honors those who have played leading roles in the development of the county's economy and in the creation of well-paying jobs for its residents. CSUN joins Caltech, USC and UCLA as the fourth university to receive an Eddy Award. The 2016 Election Calendar was approved, and A.S. has visited 65 out of 100 classrooms in their drive to educate the students about their programs and services.

X. Committee Reports

- Facilities & Commercial Services: Chair Thelmar Raubenheimer said the committee held its first official meeting October 23. The committee passed the changes made to the Student Recreation Center Membership & Facility Access Policy. Dario Fernandez, Dream Project Coordinator, attended the meeting and spoke about the Dream Center proposal which is on today's agenda.
- Finance Committee: Chair Sara Yousuf said the committee has held four meetings this semester. Items B through F on the BOD's agenda today are from the Finance Committee.
- Personnel Committee: Chair Asia Johnson said that all committee members were in attendance at the last meeting. The committee discussed two separate policies. The next meeting is scheduled for December 3, at 12:30 in the Moorpark Conference Room.
- Retirement Committee: Chair Samantha Simonds said she had no report.

XI. Action Item

A. Dream Center Proposal

Motion from the Facilities and Commercial Services Committee to approve the allocation of 460 square feet of office space in the C building of the USU for the DREAM project.

Director Raubenheimer presented information, via PowerPoint, to the board regarding the Dream Center. She said that with support from the 2014-2015 Campus Quality Fee (CQF), CSUN established the DREAM Project, a resource space for undocumented students and allies. DREAM stands for dreamers, resources, empowerment,

advocacy, and mentorship. Administratively housed in the Educational Opportunity Program (EOP), the DREAM Project is a university-wide initiative to support the recruitment and retention of undocumented students at CSUN. The DREAM Project centralizes the information available to undocumented students and allies on campus and provides specialized support services.

The current space used by the DREAM Project is located in Santa Susana Hall, is slightly larger than a faculty office and has no privacy. There is 460 square feet of tenant space, with a private office, currently available in the USU. The DREAM Project is one of six established undocumented student support programs within the CSU-system. The proposed space in the USU is over two and a half times larger than the current office space and would have a much needed private office to ensure the privacy and confidentiality of students.

Motion passed 15-0-0.

B. Legal Issues and Conflict of Interest Policy

Motion from the Finance Committee to approve the Legal Issues & Conflict of Interest Policy as presented.

Director Yousuf said that the USU's practice is to obtain a conflict-of-interest statement from every student Board member and every new non-student Board member. If a non-student Board member continued his or her service in a subsequent year, a conflict-of-interest statement was not obtained.

The internal compliance audit took place during the months of June and July 2015. One observation made by the auditor was that the "USU did not require continuing non-student Board members to sign an annual conflict-of-interest statement." The auditor's recommendation was that the "USU obtain annual conflict-of-interest statements" from all continuing non-student Board members. Beginning with fiscal year 2015-16, the USU has obtained statements from all Board members.

Motion passed 15-0-0.

C. Petty Cash Policy

Motion from the Finance Committee to approve the revisions to the Petty Cash Policy as presented.

Director Yousuf said that the revised policy will increase the petty cash fund from \$5,000 to \$7,500. The fund has been depleted several times in the past. This occurs when large student programs take place, such as Matador Nights, or when several programs occur within a short period of time.

The proposed policy clearly states that the petty cash requests by department managers must be approved by their immediate supervisor/designee. It changes the reason for the Executive Director/designee to approve petty cash requests greater than \$250.00 from "an emergency" to a "routine" matter. This will meet the business needs of the USU when the corporate credit card cannot be used.

Motion passed 15-0-0.

D. General Change Fund Policy

Motion from the Finance Committee to approve the revisions to the General Change Fund Policy as presented.

Director Yousuf said the recommendation is to decrease the amount allocated to the general change fund from \$3,000 to \$1,800 based on an observation of the internal compliance auditor in June 2015. The purpose of change funds is for USU departments to have sufficient cash on hand in order to give change to customers who purchase goods and services from the USU. The total amount of designated change funds throughout the USU is \$1,087.00. Therefore, a \$1,800 change fund leaves \$713.00 (\$1,800 - \$1,087) to establish future change funds if needed. Cash not currently allocated to a change fund is maintained in the Cashier's office safe.

Currently, there are designated change funds in the Games Room, Student Recreation Center, the Oasis Wellness Center, and USU Reservations & Events. The petty cash fund is not considered a change fund.

Motion passed 15-0-0.

E. Check Signature & Electronic Payment Authorization Policy

Motion from the Finance Committee to approve the revisions to the Check Signature & Electronic Payment Authorization Policy as presented.

Director Yousuf said that this policy was last updated in January 2007. The revisions include:

1. The name of the policy was changed from "Signature Authorization Policy" to "Check Signature & Electronic Payment Authorization Policy" in order to accurately reflect the subject in the revised policy.
2. Definitions were provided for "ACH Payment" and "Wire Transfer".
3. The SRC Director and Associate Executive Director positions were added as authorized USU check signers for the general and payroll checking accounts.

4. The titles of campus accounting officials (who are authorized to countersign USU checks) were updated.
5. The specific dollar amounts for required authorizations for both check payments and ACH payments were added to the policy.
6. The authorization protocols for wire transfers were added to the policy.

Director Yousuf said that titles are used when identifying the positions because of employee turnover.

Motion passed 15-0-0.

F. Farmers & Merchants Bank Signature Authorization Resolution

Motion from the Finance Committee to approve the following individuals as authorized users to conduct banking transactions on behalf of the University Student Union with Farmers & Merchants Bank:

1. Debra L. Hammond, Executive Director
2. Joseph Illuminate, Associate Director, Finance & Business Services
3. Scott Schorn, Associate Director, Operations & Services
4. Shannon Krajewski, Associate Director, Marketing & Programs
5. James Francis, SRC Director
6. Jonathan Navarro (Godinez), Accounting Manager

Director Yousuf said that the Signature Authorization & Electronic Payment Authorization Policy authorizes the individuals who occupy the positions listed above to conduct banking transactions on behalf of the USU. However, Farmers & Merchants Bank requires a resolution approved by the Board of Directors, authorizing individuals by name to conduct banking transactions. A new resolution is required at this time in order to add Scott Schorn, Associate Director, Operations and Services, and Jonathan Navarro, Accounting Manager. This resolution replaces any previous resolutions. The USU utilizes Farmers & Merchants Bank, as a secondary bank to Wells Fargo, to securely invest funds not required for immediate daily operations, in a safe and liquid money market fund.

It was noted that this is a resolution and not a policy.

Comments included that on the Resolution itself, Shannon Krajewski's name was misspelled and needs to be corrected when officially submitted.

Motion passed 15-0-0.

XII. Discussion Item

A. BOD Winter Retreat

Chair Khan said that she and Vice Chair Simonds would like to discuss whether the Board would like to schedule a winter retreat. She asked Board members to comment, but they could also send her an email after the Board meeting.

Ideas and discussion included that a Doodle could be sent to determine the dates. Connection is important between the Board members and retreats are a good way to spend quality time together. It would be better if it was held closer to the beginning of the spring semester in case members were traveling during winter break. In the past, the Board has scheduled a dinner and then participated in an activity together.

It was suggested that the Board determine if they want the retreat to be a social gathering or a training session. Suggested activities included a weekend at Joshua Tree, hiking and ice skating. Students were reminded to use student fee money wisely and appropriately. Getting away for the summer retreat is essential for learning and bonding and if Board members were experiencing problems during the fall semester, then a winter retreat might be necessary.

Vice Chair Simonds said she would send out an email requesting everyone's opinion on whether to hold a dinner and have a fun experience, or if it should be a learning experience, i.e., parliamentary procedure or anything the Board feels it would benefit from learning. A toastmaster event was suggested, both fun and educational!

Chair Khan thanked the board.

XIII. Announcements

- Director Ruelas-Bischoff said that over the weekend, Student Affairs communicated across the campus and determined that CSUN currently has seven students studying in France, none were in Paris, and all were fine. CSUN has 19 French international students enrolled and they were offered support and resources. She also said that two town hall events regarding sexual assault were cancelled by DPS. A.S. President, Jorge Reyes, will reschedule the town hall events during the spring semester.

- Vice Chair Simonds commented on the most recent CSUN Crime Report saying that there have been robberies near campus. She encouraged everyone to be careful when walking to their cars. Escorts are available and should be utilized. She also attended a basketball game with the N Crowd at the Staple Center recently. The group had a suite and she said it was great fun. She thanked those who encouraged her to join the N Crowd.
- Director Hammond said that she contacted Richard Haller, Executive Director, Associated Students, Inc., at CSU Long Beach, and he sent out a communication that healing has begun on their campus since the tragedy in Paris that included one of their students. There were more than 2,000 at the vigil at Long Beach and support continues to be strong. She said she was proud of the Board, especially Director Raubenheimer, for all their work on the Dream Center Project. It is exciting that it will be housed in the USU. Director Hammond queried the Board to see if they received the Campus Climate Survey, and if so, she asked that they please fill it out. It is an important survey about diversity and inclusion. She did not believe everyone had received it and said she would try to find out how it was disbursed.
- Director Sherrill said CSUN is committed to diversity. He thanked the board for the opportunity to attend the Black Alumni 2nd Annual Scholarship & Awards Brunch Event over the weekend.
- Director Esparza said she also attended the Black Alumni 2nd Annual Scholarship & Awards Brunch Event over the weekend and really enjoyed the stories from the people receiving the awards. They all were so humble.
- Director U. Khan said that next Thursday there is an Etiquette Mocktail Party at the Orange Grove Bistro. It begins at 6:30 p.m., and includes beverages and hors d'oeuvres. It is to practice and learn how to network.
- Chair Khan passed out flyers to the board regarding the Turkey Burn-Off, Oasis Painting Programs, Open MIC Night, and Trans Awareness Week.

XIV. Adjournment

The meeting was adjourned by Chair Khan at 1:37 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director