

UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
January 23, 2012
MINUTES

I. Call to Order

The regular meeting of the USU BOD was called to order at 12:34 p.m. by Chair Lizzie Awad.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Elizabeth Awad		Robert Bice	Ella Ruzov
Clarissa Cervantes		Joe Illuminate	
Adrian Boluarte-Chong		Aida Johnson	
Sharon Eichten		Kevin Lizarraga	
Debra Hammond		Carol Nardini	
Vahan Khodanian		Jason Wang	
Marianne Link			
Sabrina Lockey			
Raquel Padilla			
Kristina Payton (<i>left at 1:45 p.m.</i>)			
Chenice Rand			
Zachary Roof			
Ryan Roope			
Shelley Ruelas (<i>arrived at 12:37 p.m.</i>)			
Tonee Sherrill			
Sally Spencer (<i>arrived at 12:45p.m.</i>)			
Demontae Thompson			

III. Approval of Agenda

M/S/P (D. Thompson/C. Rand) Motion to approve the agenda of January 23, 2012.

Motion passed 13-0-0.

IV. Approval of Minutes

M/S/P (S. Lockey/K. Payton) Motion to approve the minutes dated December 5, 2011.

Motion passed 13-0-0.

V. Open Forum

- Director Rand said she participated in the SRC’s dress rehearsal last Friday. She was very excited about the opening of the SRC and was happy to have been invited.

Director Ruelas arrived at 12:37 p.m.

VI. Chair’s Report

Director Awad said the Retirement Plan Committee met and that Action Item C on the agenda came from this committee. The Ad Hoc Strategic Planning Committee also met in January. Awad said the SRC dress rehearsal was a great success and quoted a student who said “I feel like a kid in a candy store.” The SRC Grand Opening begins at 10:00 a.m. this Thursday and will last all day.

VII. Vice Chair’s Report

Director Roof said that he attended the Student Fee Advisory Committee. He also attended the Retirement Plan Committee and Strategic Planning Committee. He helped facilitate a team builder exercise at the Student Employee Orientation for the SRC, gave tours at the SRC and attended the SRC Dress Rehearsal. Roof said he was pleased with the BOD presence at the dress rehearsal.

Director Spencer arrived at 12:45 p.m.

VIII. Executive Director's Report

Director Hammond referred to her report saying that The University Corporation (TUC) will increase their hours during the 2012 spring semester in response to the SRC hours of operation. The Mercantile Exchange and Subway are expanding their weekly hours and will also have weekend hours. 5,000 people have already registered with the SRC. The Student Retreat last Wednesday was well attended and included all of the newly hired SRC students, over 150 students.

IX. A.S. Report

Director Khodanian reported that elections will be held in April. AS will take part in a campaign called "The Bucks Start Here." It is a grassroots effort started by the California State Student Association intended to draw attention to the disinvestment of public higher education in California. The campaign was launched on November 7, 2011 by Associated Students (ASI) at San Diego State University and will end on March 5, 2012 with ASI at Sac State. This campaign gives students the opportunity to convey how the cuts to higher education have diminished their college experience. Students will write their stories on the back of a mock \$650 million dollar bill. The money box holding the bills will travel up the state, stopping at each CSU campus and will eventually land at the State Capitol. The bills will be delivered to the Governor during the annual March for Higher Education on March 5th.

X. Committee Reports – Mid Year Reports

- Facilities and Commercial Services Chair Director Lockey said she has been amazed at the committee's dedication and constant participation at all meetings and events. They accomplished all of their goals for the fall semester and are now ready for the spring.
- Finance Committee Chair Director Cervantes said the group was made up of dedicated and energetic individuals and was well represented. She noted that the spring meeting dates have changed to Tuesdays to accommodate its members. She thanked the board for its support and the opportunity to serve.
- Personnel Committee Chair Director Payton said the committee plans on achieving the rest of its goals by the end of the spring semester and will continue to improve on Parliamentary Procedure.

XI. Action Items

A. May 2012 Board Meeting – Date Change

M/S/P (K. Payton/C. Cervantes) motion to approve the revised USU BOD Meeting Schedule, 2011-2012, with the new date of May 7, 2012, instead of May 14, 2012.

Director Awad said that in July of 2011, the board approved the Meeting Schedule for calendar year 2011-2012. May 14, 2012 was approved, but it is the first day of the spring semester finals. May 7, 2012 is recommended as an alternative date.

Motion passed 15-0-0.

B. SRC Membership and Facilities Access Policy - Revisions

M/S/P (A. Boluarte-Chong/S. Lockey) motion to approve the revisions to the SRC Membership and Facility Access Policy, effective January 23, 2012.

Director Hammond noted that the draft copies attached to this Agenda Item were the wrong documents.

The BOD approved the policy at its meeting on December 5, 2011. Revisions were made to the *Definitions* section of the policy after the USU met with Extended Learning, Alumni Relations and Faculty Affairs. Revisions and clarifications of the policy were also necessary for the Tseng College and emeritus faculty members. Emeritus faculty members receive free access to University recreation facilities as per the CSUN Administrative Manual, Emeritus Faculty Section 650.3.5, Subsection h (Rights and Privileges of Emeritus Faculty). The SRC is considered a University recreational facility and therefore free access would be granted. There are approximately 666 faculty emeritus and 33 surviving spouses/life partners to whom the benefits of Emeritus status are extended. There is no way to determine how many can or will register with the SRC. Additionally, Tseng College students (as per the definition) either pay for use of the SRC directly or as a reimbursement from the Tseng College. The rates for the Tseng College students are based on the current faculty/staff rate. Fees for matriculating/continuing students who take courses under the auspices of the Tseng College (in the summer) are yet to be determined.

Motion passed 15-0-0.

C. Financial Advisor Appointment

Motion from the Retirement Plan Committee to approve the appointment of Patrick V. Robison of the firm of Capital Analyst as the USU's Retirement Plan Financial Advisor.

Joe Illuminate, Associate Director of Finance and Business Services, said that 403(b) Advisors resigned as the USU's financial advisor on October 11, 2011. The USU contacted four different financial advisor firms and are recommending that Patrick V. Robison of the firm of Capital Analyst be appointed as the USU's Retirement Plan Financial Advisor. This action item was approved by the Retirement Plan Committee on January 04, 2012.

The USU has two retirement plans: a pension plan and 403(b) plan. As of October 20, 2011, the pension plan had total assets of \$905,665 and the 403(b) plan had total net assets of \$506,350. The pension plan is funded by the USU. Eligible employees receive an annual contribution of 5% of their eligible salary. The contribution usually occurs in November of each year. This year's contribution is estimated to be approximately \$100,000. The 403(b) plan is funded by employees who are eligible to receive up to a 6% employer match. Contributions are credited to participants' accounts every biweekly payroll.

Motion passed 15-0-0.

XII. Discussion Items

A. BOD Recruitment

Ella Ruzov, Graduate Assistant, BOD, discussed the USU BOD recruitment form. Discussion included that A.S. has not confirmed the election dates, but March 21-22 have been mentioned. Committee chairs should ask the members of their committee if they were interested in running for the board. Director Awad said she was first a student member of the Personnel Committee, then she was Chair of the Personnel Committee, and then was elected to the board and subsequently voted in as Chair. Only three current student board members will be returning to the board in July, Directors Lockey, Thompson and Rand. There will be seven seats to fill for the 2012-13 fiscal year. Five will be elected and 2 will be interviewed and then voted in.

B. BOD Goals – Status Report

Director Roof reviewed the BOD Goals status report with the board regarding the progress made during the 2011 fall semester. The fourth goal is the development of an ad-hoc strategic planning committee that met for the first time on January 10. He feels strongly that the committee should remain in place so we can ensure that the BOD and organizational goals are consistently being analyzed and assessed.

Director Payton left at 1:45 p.m.

C. USU Strategic Priorities – Status Report

Director Hammond explained that Strategic Priorities are an orderly process for envisioning an organization's desired future and determining the required actions to attain that future. The goals are long term in nature and the strategies are achievable in one year. The goals and strategies are consistent with the Division of Student Affairs priorities. She referred the board to the update notes located on the side of the report.

D. Executive Director's Administrative Work Plan – Status Report

Director Hammond reviewed the status report with the board. The completion of the construction of the SRC was within the projected budget, and expected to come in approximately \$1.5 million under budget. The account will remain open for about six months.

XIII. Announcements

- Director Thompson said that his autobiography was completed, and handed out bookmarkers to the board which contained the on-line address where it could be found.
- Director Eichten said that the Matadome recently had a \$40,000 aesthetic overhaul that included an upgraded center scoreboard with a new audio system and enhanced graphics. The funding came out of the Campus Quality Fee.

XIII. Adjournment

The meeting was adjourned by Chair Awad at 1:54 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director