

**UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
JANUARY 28, 2013
MINUTES**

I. Call to Order

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

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Myles Adkins	Ivor Weiner	Jimmy Francis	Tanesha Young
Shoorideh Asgari		Kristie Godfrey	
Shelley Ruelas-Bischoff <i>(left at 2:00 p.m.)</i>		Jeremy Hamlett	
Tiffany Castellanos		Joseph Illuminate	
Sharon Eichten <i>(left at 2:12 p.m.)</i>		Shannon Krajewski	
Adan Garay		Samantha Liu	
Debra Hammond		Kevin Lizarraga	
Collin Johnson		Carol Nardini	
Shahtaj Khan		Kristen Pichler	
Marianne Link			
Sabrina Lockey			
Chenice Rand			
Nicole Riley			
Tonee Sherrill			
Demontae Thompson			
Perlita Varela			

III. Approval of Agenda

M/S/P (D. Thompson/T. Castellanos) Motion to approve the agenda of January 28, 2013.

M/S/P (D. Thompson/M. Adkins) Amendment to motion to add Discussion Item D – SRC Closure Complaint.

There was no discussion.

Amendment passed 14-0-0.

Motion, as amended, passed 14-0-0.

IV. Approval of Minutes

M/S/P (P. Varela/N. Riley) Motion to approve the minutes dated December 3, 2012.

Motion passed 12-0-2.

V. Open Forum

None.

VI. Chair’s Report

Chair Lockey welcomed everyone back from winter break and hoped they are enjoying their new classes. Lockey reported that she and all the committee chairs went to dinner over the break. It was a good opportunity to get together to support and help each other develop as leaders. The ad hoc Bylaws Committee is coming together. Recruitment flyers will be sent out soon to students. She thanked Director Khan for chairing the Bylaws Committee.

VII. Vice Chair’s Report

Vice Chair Thompson said he had a great winter break. He passed around a card for the directors to sign for Director Weiner who was ill.

VIII. **Executive Director's Report**

Director Hammond said that the USU hired Jack Raab, as the Associate Director, Operations and Services. Mr. Raab introduced himself and said he recently retired from UCLA as the Director of Events. He is excited to be working for the USU and looks forward to meeting everyone. Shakuntala Smith accepted the USU's offer of regular employment as Coordinator, Computer Labs. Audrey Martinez accepted the USU's offer of regular employment as Supervisor, USU Events. Hammond asked the board to look around at the work done to the Grand Salon during the winter break, including new paint and repaired window coverings.

Student Summit took place January 16 with 289 Student Assistant Employees (SAE) in attendance. The theme was "Communication is Key." SAE's were divided into three different tracks with appropriate workshop curriculums based on their tenure of employment (A: new employees, B: continuing employees, C: employees graduating in May). All tracks included workshops for StrengthsQuest development. USU Marketing Manager Kevin Lizarraga was the keynote speaker, delivering an impactful presentation entitled "Your Brand, Your Signs."

USU Reservations and Event Services initiated a smart rooms' conversion project with 10 of the USU's conference rooms, including Thousand Oaks, Flintridge, and Lake View Terrace. The Pride Center and the Veterans Resource Center have revised their hours and will be open Monday-Thursday from 10:00 a.m. to 7:00 p.m. and Fridays 10:00 a.m. to 3:00 p.m.

IX. **Action Item**

A. **USU Form 990 Information Return (Time Certain 12:45 p.m.)**

M/S/P (P. Varela/M. Adkins) motion to accept the USU's 2011-2012 Return of Organization Exempt from Income Tax Information return.

Joe Illuminate, Associate Director, Finance and Business Services (ADFBS), explained the Form 990 Review & Disclosure Procedure to the board. He stated that pages were removed that contained compensation-related information of board members from the Form 990 packet in order to protect their privacy in a public forum. Board members could view this information in the office of the ADFBS or on the USU website once the Form 990 was filed with the Internal Revenue Service.

He then introduced David Haygood from the USU's auditing firm NSBN, who was speaking to the board via telephone. Mr. Haygood introduced himself and said all nonprofit organizations with gross receipts of more than \$25,000 per fiscal year are required to file Form 990 with the IRS by November 15 with a June 30 fiscal year ending date. Form 990 is due by February 15 of the following calendar year if an extension is filed with the IRS. It is the responsibility of the Associate Director, Finance & Business Services to ensure that each member of the board obtains a copy of the final draft of Form 990 prior to filing with the IRS. Once accepted, Form 990 will be filed by the USU's external audit firm.

Mr. Haygood then asked the board if they had any questions. There were no questions and he then thanked Director Hammond and Mr. Illuminate for the opportunity to be of service to the USU.

Motion passed 14-0-0.

X. **A.S. Report**

- Director Garay reported that there is a vacancy for the A.S. Chair of Finance and if interested, please let him know. CSSA (California State Student Association) will be on campus March 15-17, and meetings will be held all day. A.S. elections will be held March 26 and 27 and the deadline to submit an application is March 1.

XI. **Committee Mid-Year Reports**

- BOD Chair Sabrina Lockey said part of her report consisted of the progress made on the BOD's goals and that she will review the goals with the board during Discussion Item A. She said that Wellness Center meetings are scheduled for February and March. The opening of the Pride Center and the Veterans Resource Center has received tremendous support from the campus community and she urged board members to advocate for the centers. The Articles of Incorporation have been sent to the State of California for review. She thanked Directors Thompson and Hammond for their support and guidance throughout the fall semester.
- Facilities and Commercial Services Chair Perlita Varela said the committee had completed Goal 1: develop a proposal for the use of the former Fitness Centre, and also Goal 3: to conduct an assessment of current and potential lounge spaces in the USU. Both goals 2 and 4 are in process and will be completed by the end of the spring semester. Goal 5: review of the Turf Field construction, is a long term goal which should be completed by the fall semester 2013.
- Finance Committee Chair Collin Johnson said his committee has reviewed, understood and approved the 3&9 Financial Report; the feasibility of having a juice bar in the SRC; the Donations Policy and Procedure; and the

USU stance on local investments. Johnson thanked Directors Ruelas-Bischoff and Sharon Eichten, for all their assistance and support on each issue.

- Personnel Committee Chair Myles Adkins said that along with completing six of their goals, the committee reviewed SMART goals, received training on parliamentary procedure and also reviewed decision-making steps. The committee should achieve all their goals before the end of the semester. Adkins thanked everyone for their support.

XII.

Action Items (continued)

B. PIMCO GNMA Fund Additional Investment Option

Motion from the Retirement Plan Committee to approve the addition of the PIMCO GNMA Institutional Fund as an investment option to the USU's 403(b) plan and pension retirement plans.

Director Thompson addressed the board and said that the USU's financial advisor, Mr. Patrick Robison, recommended adding this fund after reviewing all funds in the USU's retirement plan investment portfolio. The addition of this fund provides more diversity in bond offerings and provides another investment vehicle for plan participants with conservative investment profiles to earn higher returns.

Motion passed 14-0-0.

C. PIMCO Real Return Fund Additional Investment Option

Motion from the Retirement Plan Committee to approve the addition of the PIMCO Real Return Fund as an investment option to the USU's 403(b) plan and pension retirement plans.

Director Thompson said that the USU's Financial Advisor, Mr. Patrick Robison, recommended adding this fund after reviewing all funds in the USU's retirement plan investment portfolio. The addition of this fund provides more diversity in bond offerings and provides another investment vehicle for plan participants with conservative investment profiles to earn higher returns.

Motion passed 14-0-0.

D. SRC Refund & Cancellation Policy

Motion from the Finance Committee to approve the revisions to the SRC Refund & Cancellation Policy.

Director Johnson said that the BOD approved this policy at its meeting on December 7, 2012. The revisions are being completed to clarify programs and services refunds as well as to explain the no-show/cancellation policy. Current members have requested to transfer purchased services, have not shown up for paid sessions, or have failed to cancel services without giving ample notice.

The additions to the policy are highlighted and include specifications regarding programs and services cancellations/no show policies. The policy was also broken into three categories (membership, programs/services, and retail) to provide further clarification.

Motion passed 14-0-0.

E. Fee Waiver Policy

Motion from the Facilities and Commercial Services Committee to approve the Reservations and Event Services Fee Waiver Policy as presented.

Director Varela said that with the addition of the Student Recreation Center (SRC), the policy needs to be updated to reflect the rental space in the SRC for official recognized clubs and organizations. Additionally, the USU is supporting the campus recreation program by waiving A.S. Recreation and Outdoor Adventures fees.

Motion passed 14-0-0.

Director Hammond responded to a question about rental fees for conference rooms and asked Kristie Godfrey, Assistant Director, USU Operations, to respond. Ms. Godfrey said that anyone who needs to know what conference rooms are available and how much they cost to rent should stop by the USU Reservations office. Charges are determined by a number of factors, i.e., who is renting, do they need video equipment, etc. They can also go to the USU Web site entitled "Book a Room," <http://usu.csun.edu/reservations/bookaroom/>.

F. Room Rental Charges and Payment Schedule Policy

Motion from the Facilities and Commercial Services Committee to approve the Room Rental Charges and Payment Schedule as presented.

Director Varela said that with the addition of the Student Recreation Center (SRC), the policy needs to be updated to reflect the rental space in the SRC for official recognized clubs and organizations. Varela pointed

out the changes made to the second paragraph of the policy. Rental charges will not be waived for the Northridge Center, Grand Salon or the entire Red Ring Court.

Motion passed 14-0-0.

G. Bonus Policy – Employee (Modification)

Motion from the Personnel Committee to approve modifications to the Bonus Policy.

Director Adkins said that the policy was voted on by the board at its December 4, 2012 meeting. The policy was recently reviewed by the Personnel Committee and they voted on the modifications at their December 4, 2012 meeting. A new paragraph has been added as follows:

“NOTE: This policy applies to individuals appointed to USU Regular (staff), temporary, and temporary emergency employment positions. Individuals must have been employed in one or more of the above position classifications for a minimum six (6) months during the bonus period in question to be eligible for bonus. This policy excludes individuals employed as Group Exercise Instructors.”

Motion passed 14-0-0.

H. HR Items Requiring Board Approval Policy (Modification)

Motion from the Personnel Committee to approve modifications to the Human Resources Related Items Requiring Board of Directors Approval Policy.

Director Adkins said the board approved the policy at its meeting on February 23, 2009. The purpose of the policy was to define human resources related items requiring USU Board of Directors approval, as opposed to those requiring USU administrative action. The current policy reads: *“(3) Employee salary and wage ranges.”*

The Personnel Committee suggests changes to Paragraph 3 of the policy to read as follows:

“(3) Employee salary and wage ranges (excluding salary and wage ranges reviewed and recommended for change as a result of the University Human Resources position review/reclassification process).”

Discussion included what would happen if the BOD did not approve a reclassification. Director Hammond noted that the work would have to shift to other employees/new employees would have to be hired and it would cause a morale issue for the employee who had been doing the work for the last six months.

Motion passed 14-0-0.

I. Merit Increases for Student Assistant Employees Policy (Modification)

Motion from the Personnel Committee to approve the Student Assistant Employee Performance Review and Merit Increase Eligibility Policy as revised and amended.

Director Adkins said that the USU values performance feedback as a developmental tool for all employees, but most particularly student assistant employees (SAE) who may have limited work experience. No legal or regulatory imperative exists however, requiring that satisfactory performance be linked to an increase in compensation.

Following a three (3) year suspension, merit increases for SAE’s were reinstated on July 1, 2012. Given however, the downturn in the economy coupled with the USU’s need and desire to create a real-world work experience, the USU’s current practice of providing merit increases for SAE’s following six (6) months of continuous service seems antiquated. Modifications to the policy are being recommended to change merit increase eligibility from six (6) months of continuous service to twelve (12) months of continuous service. A grandfathering clause is included in the policy for employees hired prior to January 1, 2013 since a commitment for 2012-13 has already been made. After July 1, 2013, all student employees will be eligible for a merit increase once per year.

Discussion included that the changes requested will be more closely aligned with the University’s student assistant classification and pay plan.

Motion passed 14-0-0.

XIII.

Discussion Items

A. USU BOD Goals – Status Report

Chair Lockey read from her report and said that:

Goal No. 1: The USU BOD will assist in completing the development and opening of an innovative technologically advanced study space utilizing the former computer lab space. The Goal is In Progress. The Facilities and Commercial Services Committee conducted a site visit to Steel Case Furniture Company to

investigate innovative furniture and the committee is collecting data regarding all lounge spaces in the USU to investigate their utilization.

Goal 2: The USU BOD will do a complete review and revision of our Articles of Incorporation and Bylaws to address any required or desired changes. The Goal is In Progress. The Articles of Incorporation have been sent to the State of California for approval. She said that Director Khan is serving as the chair and she is in the process of recruiting members from the student population. Interviews for the committee will be held in February.

Goal 3: The USU BOD will continue to assist in the development, design and financial approval of the Wellness Center. The Goal is In Progress. There are six CSUN students serving as members and everyone involved is enthusiastic. The previous Sunny Days Camp facility has been chosen and approved by the BOD as the space for the Wellness Center. Design meetings will begin in February.

B. USU Strategic Priorities – Status Report

Director Hammond said that the Strategic Priorities are not finalized and she will be sending them to the board soon. She said that the goal of opening the turf field was somewhat impacted because of rain, but the goal of opening it should still be done this March. There is a funding placeholder for the Plaza del Sol in the long-term financial plan. The timeline and design have not yet been developed.

The average number of students visiting the Pride Center daily is 30 and the Veterans Resource Center is visited by at least 15 students a day. Both are proceeding with a number of programs including peer mentoring. Each department at the SRC has created a statistical document that details their program participation numbers. Those documents are now reviewed monthly to assess the success of programs and also potential areas of opportunity. Surveys have been conducted to see what type of programs the members would like. The Intramurals department is currently interviewing for a coordinator.

The assessment of the use of StrengthsQuest continues on schedule. The program was incorporated into the fall and winter student summits. Refinement will be explored at the end of the academic year once findings from both summits and a student self-reporting assessment are analyzed. A number of staff are currently taking part in on-line training for the next few weeks. Director Hammond said she and Tanesha Young, BOD Graduate Assistant, are attending ACUI International in St. Louis in March and are conducting a StrengthsQuest training session on mentoring and advising.

The Computer Lab has 18 Print Only stations and six are ADA compliant. The Print Only stations send a printing job through the cloud and the students can print their job and pick it up at the USU/SSU labs. CSUN is also looking into this technology.

Taleo, the recommended recruitment software company, was purchased by the Oracle Company in mid-2012, which created unanticipated customer service issues for the USU. Since mid-2012, the customer service has improved and Alexander Gonzales, Technology Support Services Manager, and Joe Illuminate, Associate Director, Finance and Business Services, have recommend moving forward with Taleo. The interface will not be completed by GNSA until the end of March 2013.

Hammond said that Bryan Green approved a reallocation of \$25,000 to help fund the PBS Special which was filmed last November at the USU. The show will be on TV in the fall this year. There will be a preview of the movie at the ACUI International Conference in St. Louis this March.

C. Executive Director Administrative Work Plan – Status Report

Director Hammond said that development and refinement of USU policies regarding the SRC will continue for the next two to three years. The new Associate Director, Operations and Services, Jack Raab, began in January. Sharon Kinard, Manager, Administration and Communications, has enrolled in a four and a half months grant-writing course and will seek opportunities from department managers by the end of the academic year. The USU will begin a program review process and is set to begin in spring/summer 2013. An orientation to program review will be presented to staff and core team in February. The USU had four findings in the internal compliance and operational review audit. Responses were submitted to the campus Internal Auditor in December, 2012.

Director Ruelas-Bischoff left at 2:00 p.m.

D. SRC Closure Complaint

Chair Lockey said that a complaint was received from a recent contributing alumni member regarding the closure of the SRC during the holiday break. The SRC was closed for a full week prior to the start of the spring semester. Discussion then took place and it was said that the SRC needs to be closed for the week to perform maintenance issues and conduct training for staff. Director Asgari said that International Students do not always go home during the holidays and look forward to using the SRC. When the SRC closes, it is always

well published. The SRC is officially closed one week in August and one week in January. Director Thompson said that they are gathering information and realize that it does impact students and staff. The board is taking the complaint seriously and looking at the issue carefully. They will correspond with the individual.

XIV. Announcements

- Director Eichten said that the Oviatt Library is currently undergoing renovation on the first floor. A Freudian Sip will be set up on the west wall with a nice seating area. A learning resource center will be on the third floor. The library will be trying out different types of modular and innovative furniture.

Director Eichten left at 2:12 p.m.

- Director Johnson said that the Finance Committee will have their first meeting on February 15 at 2:00 p.m. in the Flintridge Conference Room.
- Kevin Lizarraga, Manager, Marketing Department, said his department is moving away from paper flyers relying more on Facebook, e-mails, Twitter and E-blasts in getting information out to the students. He also encouraged the board to sign up for Pilates, intramurals, and CPR classes this week.

XV. Adjournment

The meeting was adjourned by Chair Lockey at 2:16 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director