

UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
February 20, 2012
MINUTES

I. Call to Order

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

II. Roll Call

Present	Absent	Staff	Guests
Elizabeth Awad	Clarissa Cervantes	Joe Illuminate	Collin Johnson
Adrian Boluarte-Chong	Kristina Payton	Kevin Lizarraga	Ella Ruzov
Sharon Eichten	Sally Spencer	Samantha Liu	
Debra Hammond		Carol Nardini	
Vahan Khodanian		Dave Ross	
Marianne Link		Jason Wang	
Sabrina Lockey			
Raquel Padilla			
Chenice Rand			
Zachary Roof			
Ryan Roope			
Shelley Ruelas			
Tonee Sherrill			
Demontae Thompson			

III. Approval of Agenda

M/S/P (S. Lockey/D. Thompson) Motion to approve the agenda of February 20, 2012.

Motion passed 11-0-0.

IV. Approval of Minutes

M/S/P (C. Rand/R. Padilla) Motion to approve the minutes dated January 23, 2012.

Motion passed 11-0-0.

V. Open Forum

- Kevin Lizarraga, Marketing Manager, addressed the board and passed out information sheets containing current statistics regarding the Student Recreation Center (SRC). The SRC has Facebook and Twitter accounts. In 2010, the Facebook account had 996 fans. Currently there are over 2,310 fans. In 2010, the SRC Twitter account had no fans, and currently there are 333. Lizarraga encouraged the board to interact with students on both Facebook and Twitter.

VI. Chair’s Report

Director Awad wished everyone a Happy Valentine’s Day and expressed her continuing appreciation of the board’s hard work. Director Sherrill is now a member of the Strategic Planning Committee. That committee is in the process of revising the USU’s Mission Statement to include all of the USU’s newest endeavors, i.e., the SRC, and the Veterans and LGBTQ Resource Centers. Directors Roof and Thompson are in charge of drafting a new Mission Statement.

VII. Vice Chair’s Report

Director Roof said that the members of the Strategic Planning Committee have all been delegated tasks and the goal is to finalize the USU’s Mission Statement by June 2012, which will then be presented to the board. He commented on how good it was to have this meeting at the SSU and looks forward to having an informal lunch with everyone.

Director Sherrill arrived at 12:43 p.m.

VIII. **Executive Director's Report**

Director Hammond referred to her report saying that since the opening of the SRC, people are staying later on the campus. The vendors in the USU have extended their hours in support of the SRC. The Budget Retreat was held on February 3. There are nine new budget managers that required more training, so an additional day of training was scheduled. Hammond said that the Grand Opening of the SRC was a huge success. Many e-mails have been received commenting on the activities that took place that day, including the A.S. tradition of the rose which calls students to place roses on the new matador statue to symbolize accomplishments, struggles, or other symbolic changes taking place in their lives.

IX. **A.S. Report**

Director Khodanian said that CSUN enrollment for 2012-13 was 3-5% over projected figures which will result in penalties. Director Eichten said the figure is closer to 1.5% and that the total loss of tuition-fee revenue will not be known until the fall semester. Khodanian handed out forms as part of the campaign called "The Bucks Start Here." He asked the student board members to complete the forms and return them to the A.S. office. As reported at last month's board meeting, the campaign gives students the opportunity to convey how the cuts to higher education have diminished their college experience. He commented that since the SRC opening, the campus has experienced a jump in school spirit.

X. **Committee Reports – Mid Year Reports**

- Facilities and Commercial Services Chair Director Lockey read from her report saying she is excited about the semester. The committee is currently brainstorming ideas regarding the current computer lab space.
- Finance Committee - Joe Illuminate, the Assistant Director, Finance and Business Services, reported that at the last meeting, the committee passed the 6 & 6 Budget Report.
- Personnel Committee – Director Hammond said the committee's February 21 meeting was cancelled. At the January 31 meeting, there was an in depth discussion and members were given assignments and are gathering information.

XI. **Action Items**

A. **6 & 6 Budget Report**

Motion from the Finance Committee to accept the 2011-2012 Second Quarter Budget Report.

Joe Illuminate, Associate Director, Finance and Business Services, addressed the board and reviewed the budget report. The report reflects financial operations for the six month period ending December 31, 2011. The optimal operating range is 50% of the yearly budget although operating limits from 45% to 55% are acceptable.

Projected revenue has increased by \$661,577 and projected expenditures have increased \$598,977. As a result, the projected net surplus has increased from \$62,600 to \$72,839.

The detail of approximately \$659,000 of the increase in revenue is:

1. \$27,169 - Fitness Centre membership income
2. \$452,559 - Campus Quality Fee
 - a. \$38,000 Veterans Resource Center
 - b. \$38,000 LGBTQ Resource Center
 - c. \$79,854 Bicycle Racks and Covers for Student Recreation Center
 - d. \$296,705 USU Computer Lab Expansion
3. \$94,509 - refund of unemployment insurance premiums as a result of the dissolution of the Auxiliary Organization Unemployment Insurance Trust
4. \$80,000 - Bryan Green SRC pledge
5. \$5,000 - SRC Grand Opening contribution

Projected expenditures have increased to \$598,977:

The detail of approximately \$80,700 of the increase in salaries and benefits is:

\$9,590 HR Officer is now a full time position; \$17,160 StrengthsQuest Coordinator; \$6,548 USU Events Coordinator part time position; \$24,594 Resource Center Coordinator salaries; \$11,071 benefits for Veterans and LGBTQ Resource Center positions; \$18,616 Computer Lab Coordinator added position; \$5,077 USU Res Coordinator position from part time to full time; \$10,846 SRC Fitness Instructors; \$6,052 student positions; \$(28,890) salary savings.

The detail of approximately \$508,233 of the increase in operating expenses is:

\$414,559 Campus Quality Fee expenses; \$25,192 – Sprinkler system check valves; \$48,160 – Veterans and LGBTQ Resource Center administrative contingencies; \$(27,355) – Administrative contingencies transferred to other chart field strings or departments; \$18,042 Fitness Centre and SRC-related equipment; \$5,000 CSUN

Foundation handling fees; \$6,500 SRC uniforms; \$9,000 consultant fees; \$3,750 Spinning class training (SRC); \$2,100 Timeforce licenses; \$1,500 interpretation services; \$2,237 travel; \$2,922 general operating expenses; \$(3,394) Board member scholarships due to vacancies.

The actual change in net assets of \$1,588,583 is \$1,515,744 higher than the budgeted net assets of \$72,839. The reason is related to (SRC) revenues and expenses. The monthly student fee revenue amount received includes fees related to the SRC. SRC student fees are being received without a corresponding increase in expenditures because the SRC just opened on January 26, 2012.

The USU has earned \$199 in interest this fiscal year as a result of an ultra-low interest rate environment for investments that offer safety of principal and immediate liquidity. The USU had approximately \$4.5 million invested in short-term United States Treasury bills as of 12/31/2011.

A total of \$59,711 of working capital reserves has been transferred to the operating budget this fiscal year: \$29,223 Operating reserves; \$17,977 Designated Reserves for salaries; \$12,511 Designated Reserves for benefits.

A total of \$272,996 of capital outlay has been expended this fiscal year: \$12,999 Software; \$135,712 Computer & Peripherals; \$124,285 Leasehold Improvements.

The USU has a positive work study balance of \$10,057: \$25,374 received less \$15,317 expended.

Director Hammond said that the 9 & 3 Budget Report will be very important because the USU will have actual data from the SRC. There will be many changes in the budget over the next three years. It has been determined that 12 additional classes need to be added to the SRC schedule, which will necessitate the hiring of additional teachers, etc.

Illuminate added that the Retirement Committee is currently working on a new methodology for determining retirement benefits. It will first be reviewed by the campus Human Resource Department before it is brought to the board.

Motion passed 12-0-0.

XIII. Announcements

- Ella Ruzov, BOD Graduate Assistant, reported the following:
 - Passed out a number of various flyers regarding upcoming events
 - Individual meetings need to be scheduled with the student board members regarding StrengthsQuest
 - The filing of board applications opened February 13 and will end at 5:00 p.m. on March 7. People can submit their applications to the front desk at the USU
 - Shaina Campbell has accepted a position at Los Angeles City College as the director of student involvement
 - Passed out SRC water bottles to the board
- Director Awad welcomed Collin Johnson, a member of the Facilities and Commercial Services Committee.

XIII. Adjournment

The meeting was adjourned by Chair Awad at 1:22 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director