

UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
February 21, 2011
MINUTES

I. Call to Order

The regular meeting of the USU BOD was called to order at 12:33 p.m. by Chair Luis Carbajo.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Elizabeth Awad	Neil Sanchez	Jimmy Francis	Shaina Campbell
Robert Barker		Kristie Godfrey	Linda Reid-Chassiakos
Luis Carbajo		Jeremy Hamlett	Adrian Boularte-Chong
Andrew Collard		Joe Illuminate	Tessie Navarro
Debra Hammond		Aida Johnson	Zach Roof
Marianne Link		Shannon Krajewski	Louis Rubino
Kenneth Melcombe		Samantha Liu	Samantha Tata
Sigourney Nunez		Carol Nardini	
William Overvold		Jonathan Navarro	
Raquel Padilla		Jason Wang	
James Pilkington			
Sydni Powell			
Sally Spencer			
William Watkins			

III. Approval of Agenda

M/S/P (W. Overvold/E. Awad) Motion to approve the agenda of February 21, 2011.

M/S/P (A. Collard/W. Watkins) Amendment to hear Action Item D “Wellness Center Proposal” before Action Item C “2010-2011 Second Quarter (6&6) Budget Report.”

Amendment to Motion passed 12-0-0.

Motion, as amended, passed 12-0-0.

IV. Approval of Minutes

M/S/P (S. Powell/A. Collard) Motion to approve the minutes of January 24, 2011.

Motion passed 12-0-0.

V. Open Forum

None.

VI. Chair’s Report

Director Carbajo handed out his report and spoke in support of his recommendation that Zach Roof and Adrian Chong be appointed to the board of directors. Election season begins February 22 with the opening of the filing period. The filing period ends March 15 at noon. National Recreational Sports and Fitness Day is tomorrow, February 22, from 11:00 to 1:00 p.m. Everyone is encouraged to come and support the event.

VII. Vice Chair’s Report

Director Collard handed out his report and encouraged the board to come out and support the National Recreational Sports & Fitness Day to be held tomorrow. The purpose of the event is to promote recreational sports, health and wellness. It is also one of the BOD’s goals – to hold an SRC event twice a year. Activities will include a hula hoop contest, broad jump, fitness trivia and free Subway sandwiches. The Annual ACUI International Conference will be held in Chicago and begins February 26. Collard will be attending with Director Powell, USU staff and student members.

VIII. **Executive Director's Report**

Director Hammond introduced Aida Johnson as the new Student Recreation Center Director. Aida addressed the board and said she is excited to be a part of CSUN and the USU. She taught and managed fitness centers in New York, Miami and Chicago. In Chicago, she worked for the Mayor's Office of Special Events as a special events coordinator and served as Chair of the Mayor's fitness council. She served in the United States Army as part of the VII corps track and cross country team while stationed in Germany. Her motto is: "To Sweat is To Live" and she wants to help everyone find the joy in being active.

The Pub Sports Grill has extended its spring hours Monday to Thursday until 8:00 p.m. The Pub's DirecTV was upgraded and all the TV screens were replaced with flat screen LCD High-Definition Multimedia Interface TVs.

The USU recently hired Jimmy Francis as a temporary emergency hire to the position of Facilities Projects Manager. Jimmy addressed the board and said he is happy to be here. He came to us from Ohio State where he held a position at the student recreation center which was very similar to his position with the USU. Kevin Chow was recently hired as a temporary emergency staff web designer. Samantha Liu received a regular staff appointment to the position of Coordinator, Information Services and Special Projects.

A recent GoPrint Report showed that users increased by 11.86% and printing increased by 15%. The average number of pages printed per user per day was 8.9. The USU has installed a *Students Today – Matadors Forever* sign on the front of the Sol Center to help promote school spirit. The USU is collaborating with the Small Business Consulting Class (BUS 491) to determine the feasibility of starting a student-managed bicycle shop on USU premises.

IX. **A.S. Report**

Director Carbajo reported that Neil Sanchez will no longer be the Associated Students (AS) representative. Carbajo will get in touch with AS to find out who will replace Neil.

X. **Committee Reports**

Director Carbajo asked the committee chairs to report:

- Facilities Committee: Jason Wang, Facilities Committee Executive Secretary, reported that the committee is in transition. They are on track with their goals and have only one left to finish this semester.
- Finance Committee: Chair, J. Pilkington reported that the committee met last Monday and have two action items that will be voted on today.
- Personnel Committee: Chair, E. Awad said the committee has a meeting this Wednesday in the Internal Conference Room. Two items on the BOD's agenda today were voted on by the Personnel Committee last month.

XI. **Action Items**

A. **BOD Appointments**

M/S/P (A. Collard/S. Powell) Motion to appoint Zach Roof as a Student Representative to the board for a term ending in June 2012, and to appoint Adrian Chong as a Student Representative to the board for a term ending June 2011.

Zach introduced himself and thanked Luis for the opportunity to serve on the board. He is majoring in Economics and hopes to graduate in June 2012. He is interested in learning about different perspectives and how to deal with problems.

Adrian introduced himself to the board saying he is excited to be here. He is an international student from Lima, Peru. He is majoring in Music Composition and hopes to graduate in June 2012.

Director Pilkington said he worked with Zach on the Finance Committee and believes he will be an excellent addition to the board.

Motion passed 12-0-0.

Directors Roof and Chong joined the board at the table.

B. **Facilities & Commercial Services Committee – Chair Appointment**

M/S/P (A. Collard/W. Overvold) Motion to appoint Director Powell as the Facilities & Commercial Services Committee Chair for the remainder of the fiscal year.

Motion passed 13-0-1.

Director Carbajo said that Director Roof will be the Personnel Committee Board Representative. Director Padilla will be the Finance Committee Board Representative. Director Chong will be the Facilities & Commercial Services Board Chair Designee.

C. Wellness Center Proposal

Motion from the Facilities & Commercial Services Committee to allocate the existing Fitness Centre location for use as a CSUN Wellness Center after the Student Recreation Center is open.

Dr. Reid-Chassiakos addressed the board and spoke in support of the Wellness Center. The focus of the Wellness Center would be to provide services (mainly for students) while also creating and supporting a learning environment for students. It would be a learning laboratory where students would learn in close partnership with and supervision by dedicated faculty, professionals, and clinical staff on campus. It would be a place where students seeking careers in the health profession could receive hands-on training in their chosen fields.

Professor Louis Rubino addressed the board and also spoke in support of the Wellness Center. He added that there would be benefits for staff working with students. It could begin to build a stronger relationship with Student Affairs and Academic Affairs.

Discussion ensued and questions included if alumni will be allowed to be included as a part of the Wellness Center. Students, staff and faculty needs would always take precedence over alumni, but no final decisions have been made and this will be taken into consideration. There was a comment made about how hard it is right now to make an appointment with the Klotz Health Center. It was asked if the new Wellness Center would have a better system so appointments would be easier to make. Dr. Chassiakos said that currently the Health Center is installing another phone line which will help more students to get through. Access to the Health Center on the Web will also be available soon to make an appointment. Dr. Chassiakos said that the Health Center offers massage, chiropractic care, acupuncture and other therapies which will also be available in the new Wellness Center.

Motion passed 14-0-0.

D. 2010-2011 Second Quarter (6&6) Budget Report

Motion from the Finance Committee to accept the 2010-2011 Second Quarter (6&6) Budget Report.

Joe Illuminate, Associate Director, Finance & Business Services, said this report reflects financial operations for the six month period ending December 31, 2010. He reported the highlights of the budget as follows:

Projected revenue has *increased* by \$83,000. Room & Equipment Rentals increased due to a surge in the number of reservations and hours booked. The Northridge Center Complex is now available for room rentals since classes are no longer held in the USU Theatre. There has been an increase in off campus clients (for example, a church group) who pay higher room rental rates. Summer Camp revenue is expected to increase by \$17,000 as a result of adding an additional week to the 2011 camping season.

Projected expenditures have *decreased* by \$44,000. The net increase in staff salaries is attributable to the need to hire Student Recreation Center (SRC) staff earlier than previously anticipated in order for the SRC to open on schedule. The increase in student wages is for camp counselors needed to staff the additional week of camp. Actual benefits expense was only 43% to budget allowing the budget to be reduced. This decrease is attributable to health insurance budgeted for vacant staff positions such as the web designer, painter, and landscaper. Also, the actual increase in health insurance premiums has been lower than the increase in the adopted budget. The \$37,000 increase in operating expenses is attributable to legal, administrative contingencies, and repairs and maintenance expenses.

The budget for return of student fees to operations was reduced by \$128,000 as a result of the increase in projected revenue and the projected decrease in overall expenditures. The 6 & 6 budget is \$6,350,000 which was the amount approved in the original adopted budget.

The USU has earned only \$283 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. \$2,639,000 is on deposit in the Capital Preservation Fund. \$100,000 was transferred to the Local Agency Investment Fund (LAIF) during the quarter.

A net total of \$90,818 of *working capital reserves* has been transferred to the operating budget this fiscal year. The majority of the reserves have been used to hire the WTS consulting firm to assist the USU with pre-opening services for the SRC and with the SRC Director executive search. A total of \$96,581 of capital outlay has been expended this fiscal year with another \$63,899 encumbered (set aside) for the purchase of the Northridge Center retractable theater.

The USU has recorded \$13,993 in work study receipts and \$26,219 in work study expenditures leaving a negative balance of \$12,226. The majority of the funds are expended on travel and training and development.

The rate of work study expenditures will decrease so that receipts will catch up with expenditures by the end of the third quarter.

Motion passed 14-0-0.

E. SRC Job Descriptions – Assistant Director, Facilities; Coordinator, Fitness & Wellness; Coordinator, Intramurals

Motion from the Personnel Committee to approve the Student Recreation Center positions and job descriptions for: Assistant Director, Facilities; Coordinator, Fitness & Wellness; and Coordinator, Intramurals.

Director Awad said that the positions are effective April 1, 2011. Salary and benefits have been included in the revised 2010-11 annual operating budget, prorated through year end. Prorated salaries are as follows for three months:

Assistant Director, Facilities - \$16,251
Coordinator, Fitness & Wellness - \$10,749
Coordinator, Intramurals - \$10,749

Advertising and recruitment expenses have been budgeted in the 2010-11 operating budget prorated through year end.

Motion passed 14-0-0.

F. Modification of Personal Holiday and Vacation Policies

Motion from the Personnel Committee to approve eliminating the Personal Holiday for Regular Employees effective December 31, 2011, and increase vacation time for Regular Employees by one workday per year.

Director Hammond said that USU regular (staff) employees currently accrue one (1) personal holiday equivalent to one (1) workday, on January 1 annually, assuming they are in paid status on that date.

Personal holiday time accrues, in combination with an employee's accrued vacation time, to a maximum number of hours based on the employee's length of service (272 hours for 120 months of 40/hour/week employment; 384 hours for 121 months of 40/hour/week employment).

Implementation of the USU's new human resources management system, Ultipro, has eliminated the USU's need to maintain manual record-keeping systems. Ultipro does not have the capability of providing an automated means of combining personal holiday and vacation hours.

Motion passed 14-0-0.

XII. Discussion Items

A. BOD Recruitment

Shaina Campbell, Graduate Assistant to the BOD, said that now is the time for student members to begin recruiting. They should encourage students to run for the board, and to fill out applications. She passed out flyers containing pointers for recruitment and encouraged those who want to continue to be on the board and are eligible, to fill out an application before the deadline March 15 at noon. Elections are April 13 and 14.

XIII. Announcements

- Director Melcombe said that the Alumni Association is giving away free caps and gowns on March 9 and 10, for the price of a one year membership to the Alumni Association. The cost of a one year membership to the Alumni Association is \$40.
- Director Spencer said that she attended an *All College Meeting* recently and informed them that the construction taking place at the east end of campus was the construction of a Student Recreation Center. Faculty members thought it was going to be another parking lot, very few knew anything about it. She suggested that the Facilities Committee might make presentations to the various colleges on campus to bring awareness of the project.

XIV. Adjournment

The meeting was adjourned by Chair Carbajo at 1:24 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director