

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

I. Call to Order

The regular meeting of the USU BOD was called to order at 12:30 p.m. by Chair Luis Carbajo.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Elizabeth Awad	Andrew Collard	Joe Illuminate	Virginia Bulacio
Robert Barker		Kevin Lizarraga	Samantha Tata
Adrian Boluarte-Chong		Kristen Pichler	
Luis Carbajo		Carol Nardini	
Debra Hammond		Jason Wang	
Marianne Link			
Kenneth Melcombe <i>(arrived at 12:34 p.m.)</i>			
Sigourney Nunez <i>(arrived at 12:34 p.m.)</i>			
William Overvold			
Raquel Padilla			
James Pilkington			
Sydni Powell			
Zachary Roof			
Sally Spencer			
William Watkins			

III. Approval of Agenda

M/S/P (S. Powell/A. Boluarte-Chong) Motion to approve the agenda of March 21, 2011.

M/S/P (S. Powell/W. Overvold) Amendment to move Action Item C to Discussion Item C.

Director Carbajo said that prior to the meeting, Director Barker pointed out that the California Non-Profit Integrity Act delegate sole power to the Audit Committee to select and remove audit firms. The board is not required to vote on this item and it should be a discussion item.

Amendment to motion approved by general consensus.

Motion, as amended, approved by general consensus.

IV. Approval of Minutes dated February 21, 2011

M/S/P (J. Pilkington/S. Powell) Motion to approve the minutes dated February 21, 2011.

Motion approved by general consensus.

V. Approval of Minutes dated March 7, 2011

M/S/P (S. Powell/W. Watkins) Motion to approve the minutes dated March 7, 2011.

Motion approved by general consensus.

Director Melcombe arrived at 12:34 p.m.

Director Nunez arrived at 12:34 p.m.

VI. Open Forum

None.

VII. Chair's Report

Director Carbajo said that Director Roof did a great job of introducing Naomi Klein at the Northridge Center last Wednesday. The lecture was attended by over 300 people.

VIII. Vice Chair's Report

No report.

IX. Executive Director's Report

Director Hammond referred to her report saying that the USU has begun the hiring process for the Student Recreation Center (SRC). Aida Johnson, SRC Director, attended the International Health, Racquet, Sportsclub Association (IHRSA) conference in San Francisco last week. Ten preliminary interviews were scheduled at the conference to begin the process of hiring for the SRC positions recently approved by the board.

The USU Marketing Department won seven awards at the Association of College Unions International (ACUI) in Chicago. The USU has been in touch with CSU's Sacramento, Long Beach and Fullerton requesting budgeting information with respect to their recreation centers. All three campuses have recently built new recreation centers and an exchange of information in certain areas of the process has been worthwhile. Director Barker asked if there was rain damage after the significant storm over the weekend. Jason Wang, Associate Executive Director, replied that little leaks throughout the USU were detected, and about an inch of water was found in the Games Room. No major damage was reported and repairs are underway.

X. A.S. Report

No report.

XI. Committee Reports

Director Carbajo asked the committee chairs to report:

- Facilities Committee: Chair, S. Powell, passed out her report saying that two of the items before the committee today, the CSUN Bike Collective and the Gender Neutral Restroom proposal, will be on the board's April agenda. The committee's next meeting is March 28 at 3:00 p.m.
- Finance Committee: Chair, J. Pilkington reported the committee's next meeting will be held April 11 and that this is the committee's four hour budget meeting.
- Personnel Committee: Chair, E. Awad said several committee members are running for positions on the board. The committee's next meeting is April 13.

XII. Action Items

A. 403(B) Plan Amendment

Motion from the Personnel Committee to approve amending the USU, CSUN, 403(b) Adoption Agreement to exclude student assistant employees from eligibility to participate in the 403 (b) plan.

Joe Illuminate, Associate Director, Finance and Business Services, said that 403(b) participation was previously limited to regular employees as part of their benefits and as a means of ensuring CSU comparability. Laws regarding universal availability modified eligibility requirements to individuals regularly scheduled to work 20 hours per work or more. (Adoption Agreement specifically excludes employees from participation who are normally scheduled to work less than 20 hours per week.)

Discussion ensued, questions included why is it not desirable to include student assistant employees in this plan and if it would not also be a good idea to encourage them to participate. Illuminate said that the USU would be liable for matching student employee contributions up to 6%. It is unclear as to how much that would cost the USU. Student employees have been aware of their eligibility to participate but to date none have done so.

Motion passed 9-4-0.

B. Student Recreation Center Support Staff – Marketing Supervisor

Motion from the Personnel Committee to approve the Marketing Supervisor position and job description.

Director Awad said that the position is in support of the Student Recreation Center (SRC) and will be effective July 1, 2011. Salary and benefits will be included in the 2011-12 annual operating budget. Advertising and recruitment expenses have been budgeted in the 2010-11 operating budget prorated through the end of the year.

Motion passed 13-0-0.

XIII. Discussion Items

A. Aida C. Salazar and Volunteer Achievement Awards

Director Carbajo said the Aida C. Salazar Award was created in 1986 in response to Aida's tragic death and is awarded annually to the person who has contributed to the mission of the USU by bringing diverse groups into the Union. Additionally, Aida was a member of the Board of Directors. The individual must be a member of the CSUN community and must have significantly promoted and supported the mission of the University Student Union. In addition to the plaque in the USU, a separate plaque will be awarded to the recipient as well as one hundred dollars (\$100.00). At next month's board meeting, directors will nominate someone who they feel deserves the award and speak on their behalf. The board will vote by secret ballot. The winner will be announced at the Year End Celebration May 6, 2011.

The Board of Directors' Volunteer Achievement Award is given to an outstanding committee volunteer. Each committee is responsible for nominating a deserving member from their committee. In addition to the plaque in the USU, a separate plaque will be given to the recipient.

Each committee must nominate a member of their committee for the Volunteer Achievement Award and bring the names to the April board meeting. The item should be placed on the agenda of the next meeting for each committee. The committee chairs will speak on behalf of their nominee and tell the board why their nominee was chosen. The board will vote by secret ballot and the winner will be announced at the Year End Celebration scheduled for May 6, 2011.

Director Hammond reiterated how important it was for each committee chair to be prepared to speak on behalf of their committee's choice and why they were chosen.

B. Executive Director's Evaluation Process

Director Watkins passed out the evaluation packet to the board members and said that every year the board evaluates the performance of the USU Executive Director. He pointed out that the Executive Director was very busy this year as she was also performing the duties of the Interim Vice President for Student Life.

He asked the board to review the packet containing the key action steps and evaluation form. The evaluation form is to be filled out and returned to Director Watkins in a sealed envelope and marked "confidential" by April 15, 2011. Watkins said that the forms are anonymous and that the comments are valuable in the evaluation. The Board Review Team is comprised of the Chair of the USU BOD, the Personnel Committee Chair and the Vice President for Student Affairs. The results of the evaluation will be presented in closed session at the May meeting. It was requested that Director Watkins send the forms via e-mail and he said he would.

C. Selection of Audit and Tax Preparation Firm

Joe Illuminate said that the USU, Associated Students (AS), and The University Club (TUC) submitted a joint Request for Proposal (RFP) for audit and tax preparation services for the fiscal year ended June 30, 2011 with the option to extend the engagement for up to five more fiscal years. The USU, AS, and TUC have utilized Vicenti, Lloyd, & Stutzman (VLS) as its audit and tax preparation firm for the last six fiscal years.

Best practices dictate that organizations rotate its audit and tax preparation firm on a regular cycle. The RFP was issued in December 2010 and responses were received in January 2011. Three qualified audit firms presented their proposal to the selection committee on February 24, 2011. The finalist firms were NSBN and MGO. *The Audit Committee considered this action item on March 15, 2011.*

Illuminate pointed out the pros and cons with both firms saying that NSBN is a better fit for the USU. He added that the staff had good chemistry which will ensure a good working relationship. NSBN staff donates their personal time to nonprofit organizations in the community which complements their not-for-profit accounting and tax expertise. Director Watkins asked when the decision will be made for the other auxiliaries and Illuminate said hopefully by the end of this month.

XIV. Announcements

- Director Melcombe announced that the Alumni Association is having their annual Distinguished Alumni Awards Gala, April 16, 2011, at the Four Seasons Hotel in Westlake Village. This year's honorees include Don Hahn '75, producer of such Disney classics as "The Lion King", Carol Vaness MA '76, Hon.D. '98, international opera star, and Irv Zakheim '71, president & CEO of Zak Designs. Tickets are \$125 per person and table sponsorships begin at \$1,250. Registration deadline: Friday, April 08, 2011. Director Carbajo said he attended the event for the last two years and fully enjoyed it.
- Director Powell said that AS Rec will soon transfer the intramurals and open gym programs to the USU. Those funds will be reallocated and will be used to enhance the sports club program. The budget has doubled to create two new staff positions and two new graduate assistant positions beginning in 2011-12 and 2012-13, respectively.
- Director Spencer confirmed that the Year End Celebration date is May 6, 2011.

XV. Adjournment

The meeting was adjourned by Chair Carbajo at 1:20 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director