

**UNIVERSITY STUDENT UNION, INC.  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
MAY 6, 2013  
MINUTES**

**I. Call to Order**

The regular meeting of the USU BOD was called to order at 12:35 p.m. by Chair Sabrina Lockey.

**II. Roll Call**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Myles Adkins		Jimmy Francis	Tanesha Young
Shoorideh Asgari		Kristie Godfrey	
Shelley Ruelas-Bischoff		Jeremy Hamlett	
Tiffany Castellanos <i>(arrived at 12:38 p.m.)</i>		Joseph Illuminate	
Sharon Eichten <i>(arrived at 12:45 p.m.)</i>		Shannon Krajewski	
Adan Garay		Kevin Lizarraga	
Debra Hammond		Carol Nardini	
Collin Johnson <i>(arrived at 12:40 p.m.)</i>		Kristen Pichler	
Shahtaj Khan		Jack Raab	
Marianne Link		Kara Smith	
Sabrina Lockey			
Chenice Rand			
Nicole Riley			
Tonee Sherrill			
Demontae Thompson			
Perlita Varela			
Ivor Weiner			

**III. Approval of Agenda**

M/S/P (S. Khan/P. Varela) Motion to approve the agenda of May 6, 2013.

*Motion passed 12-0-0.*

**IV. Approval of Minutes**

M/S/P (M. Adkins/P. Varela) Motion to approve the minutes dated April 15, 2013.

*Motion passed 12-0-0.*

**V. Approval of Minutes – Emergency Meeting**

M/S/P (P. Varela/S. Khan) Motion to approve the minutes dated April 22, 2013.

*Motion passed 9-0-3.*

**VI. Open Forum**

Director Khan thanked the board for all the kind words and condolences regarding her uncle.

*Director Castellanos arrived at 12:38 p.m.*

**VII. Chair’s Report**

Chair Lockey said the Year-End Celebration Friday night was wonderful. The room was decorated beautifully and she thanked all the people involved for all their hard work. She congratulated Sven Saaretalu from the Finance Committee for winning the Board Achievement Award. Lockey said Director Link will be leaving as her term is up next month. May 17 is the Investiture Ceremony for President Harrison. Lockey will attend and hopes everyone will join her. She wished the students good luck with their finals.

*Director Johnson arrived at 12:40 p.m.*

## **VIII. Vice Chair's Report**

Vice Chair Thompson first wanted to thank those that were present at the board's emergency meeting on April 22. He appreciated their effort and he also enjoyed chairing the meeting for the first time. He enjoyed the Year-End event last Friday and congratulated Director Khan for a job well done as co-host. He thanked everyone for voting for him as the recipient of the Spirit Award. He thanked Joe Illuminate, Associate Director, Finance & Business Services, for his assistance at the Retirement Committee meetings. Matador Nights was phenomenal and the rides were good and scary. He thanked the Marketing Department and the Facilities Maintenance Department for all their hard work at Matador Nights. He urged the students to take advantage of Crunch Time which the USU hosts each semester during finals. Held at the USU and Housing, there are free massages offered, yoga, games, snacks, study kits and more to help students prepare to do their best during the stressful week.

*Director Eichten arrived at 12:45 p.m.*

## **IX. Executive Director's Report**

Director Hammond said that the Sunny Days Camp Web site is now 75% full. Matador Nights attracted 2,674 students. Spring Matador Nights have traditionally had lower turnouts than the fall – but students had a great time. Tonight there is a reception for the graduating veterans. Sixteen veterans will participate and President Harrison will also be present to say a few words. We have begun a new program to host meet-and-greet luncheons for incoming students. Two luncheons took place in the last couple of weeks to welcome students and ask about their experiences and what they are looking forward to. Approximately 76 of our students are graduating. The SRC won another award from the National Institute of Architects. These are the same architects that built the SRC and are now working with us on the Wellness Center.

Director Ruelas-Bischoff asked about the Upward Bound program. Jimmy Francis, the SRC Director, said this is the second year we have partnered with Upward Bound. It is a federally funded program that assists low-income, first-generation high school students who are planning on continuing their education through college. The funding will also help fund a six-week summer program. Students live on campus for part of the experience, and have class instruction on completing college applications and assistance with financial aid and scholarships. They also offer math and science classes, but Jimmy said this year they will offer an introduction to intramural sports class and he hopes that they will be able to introduce more health and wellness classes in the future.

## **X. A. S. Report**

Director Garay said A.S. is hosting an e-recycling event until June 3. Items they are looking for are listed on the A.S. Web site and include: inkjet cartridges, iPads, calculators, etc. Drop-off sites are at the A.S. office and the USU Marketing office. Summer Orientation Camp will be scheduled soon and will take place at Castaic Lake. A.S. will vote to approve a resolution on Friday to enforce the creation of accessible gender inclusive restrooms all over campus. Summer Movie Fest begins June 6 and everyone is welcome. Movies start at sundown, at approximately 7:30 p.m. on the Sierra Quad lawn.

## **XI. Committee Reports**

- Facilities & Commercial Services – Chair Varela said the committee brainstormed names for some of the lounges once they have been renovated. The committee accomplished its goals. The committee had a good semester and worked hard.
- Finance Committee – Chair Johnson said the last meeting is this Friday where the 2013-14 budget will be voted on and USU scholarships will be discussed. Everyone is invited.
- Personnel Committee – Chair Adkins said the committee has had two meetings and are recommending the job positions and employee handbook revisions today. The committee reviewed smart goals and decision making at their last meeting.
- Bylaws Ad Hoc Committee – Chair Khan said the meetings were productive and that she is very excited to share the results of the committee's work with the board today.

## **XII. Action Items**

### **A. USU Employee Handbook Revisions**

Motion from the Personnel Committee to approve the USU Employee Handbook as updated.

Director Adkins reviewed the changes to the handbook.

### **SECTION 1: EMPLOYMENT POLICIES**

#### **Employment Eligibility**

*Clarifying language - students who are not currently enrolled are not eligible for employment in positions reserved exclusively for students.*

**Equal Employment Practices**

*Clarifying language – Student employment positions are open for recruitment for a one week period.*

**SECTION 2: EMPLOYMENT PRACTICES AND PROCEDURES**

**Student Assistant**

*Clarifying language - specifies that students must be currently enrolled at CSUN to be eligible for employment in student assistant position classifications.*

**Working Hours and Schedules**

*Clarifying language - indicates that each department may have its own procedure regarding requests for changes in work schedules, and employees should follow their department's procedures regarding same; clarifying language.*

**Overtime**

*Updated language - consistent with that provided in recently approved HRMS policy.*

**Make-Up Time**

*Updated language - consistent with actual practice.*

**Timekeeping Procedures**

*Updated language - consistent with actual practice.*

**Payment of Wages**

*Updated language - consistent with actual practice.*

**Performance Evaluations**

*Updated language reflects recently approved Student Assistant employee Performance Review and Merit Increase Eligibility policy.*

**Personnel Records**

*Updated language complies with AB2674.*

**Employment in Another Position, Reclassification, Transfer**

*Clarifying language – consistent with actual practice.*

**Discipline**

*Updated and clarifying language at the recommendation of USU legal counsel.*

**SECTION 3: STANDARDS OF CONDUCT**

**Prohibited Conduct**

*Clarifying language –based on recommendations made by USU managers/supervisors.*

**Information Systems and the Internet**

*Updated language based on AB1844 which prohibits employers from requiring or requesting employees or job applicants to provide user names or passwords for personal social media accounts and from requesting an employee or applicant to divulge personal social media information. The University is currently in the process of developing a social media policy. Once complete, USU will re-examine its policy so it aligns with University guidelines.*

**Dress Code**

*Updated language – complies with AB1964.*

**SECTION 4: BENEFITS**

**Holidays**

*Corrects duplication error.*

**Vacation**

*Section modification will simplify record-keeping and has no impact on current employees.*

**Sick Leave**

*Section modification will simplify record-keeping and has no impact on current employees.*

**Funeral or Bereavement Leave**

*Section modification will provide Regular and Temporary employees with five (5) days bereavement or funeral leave following the death of a significantly close person. Clarifies which employees are eligible for Funeral or Bereavement Leave.*

**Jury Duty Leave**

*Clarifies which employees are eligible for jury duty leave.*

There was no discussion.

***Motion passed 15-0-0.***

**B. New Position Description – Technical Coordinator**

Motion from the Personnel Committee to approve the Technical Coordinator position and salary range.

The position's salary and benefits have been incorporated as part of the 2013-14 annual budget. This position will support the USU Reservations & Event Services Department which has a growing number of high-level AV events.

There was discussion about whether a degree was necessary for this position or if experience would be accepted. Kristen Pichler, Human Resources Officer, said that she could make a modification and change the requirement to "comparable experience."

***Motion passed 15-0-0.***

**C. New Position Description – Aquatics Supervisor**

Motion from the Personnel Committee to approve the Aquatics Supervisor position and wage range.

The position's salary and benefits have been incorporated as part of the 2013-14 annual budget. The position will support the Student Recreation Center's Aquatics Department.

M/S/P (M. Adkins/T. Castellanos) Amendment to change the pay rate from \$20.00 per hour to \$17.50 - \$23.00 per hour.

Director Hammond said that a pay range must be given. The University's Human Resources Department must approve all new positions. 25 hours per week is not a benefitted position.

***Amendment passed 15-0-0.***

***Motion, as amended, passed 15-0-0.***

**D. Additional Investment Option: American Century Government Bond Fund**

Motion from the Retirement Plan Committee to approve the addition of the American Century Government Bond fund as an investment option in both the 403(b) and pension plans.

Joe Illuminate, Associate Director, Finance and Business Services, said both the Retirement Plan Committee and board approved the addition of the PIMCO GNMA fund as an investment option both to the 403(b) and pension plans. It was discovered subsequent to approval that this fund was not included on the Standard's "approved list." A fund not on the approved list means that the Standard will not accept a fiduciary role for this fund. As a result, the fund was no longer an acceptable alternative. Patrick Robison, the USU Financial Advisor, is recommending the American Century Government Bond fund as an alternative and it is on the Standard's approved list.

***Motion passed 15-0-0.***

**E. Alumni Representative Re-Appointment**

Vice Chair Thompson said that Tonee Sherrill's appointment was to conclude June 10, 2013. Mr. Sherrill requested to remain on the USU BOD as its Alumni Representative for another two-year term. The Alumni Association was notified and subsequently endorsed his re-appointment.

M/S/P (S. Khan/C. Johnson) motion to approve the re-appointment of Tonee Sherrill, as the Alumni Representative to the USU BOD, for a two-year term. The term will end in 2015.

***Motion passed 15-0-0.***

**F. Executive Director Evaluation (Closed Session)**

M/S/P (D. Thompson/P. Varela) motion to go into closed session at 1:17 p.m.

***Motion passed 15-0-0.***

M/S/P (T. Castellanos/P. Varela) motion to exit from closed session at 1:29 p.m.

***Motion passed 15-0-0.***

### **XIII.**

#### **Discussion Items**

##### **A. Bylaws Revisions**

Kara Smith, Accounts Receivable Technician, introduced herself to the board saying that she is the Executive Secretary for the Bylaws Ad Hoc Committee.

Director Khan then reviewed the changes suggested to the bylaws by the committee as follows:

##### **Revision 1: III.C.1.b.ii (Appointments)**

Remove Paragraph 1 in its entirety from Section III.C.1.b.ii. This paragraph is redundant; a course of action is already defined in Section III.C.1.a.ii.

##### **Revision 2: III.C.1.b.iii (Appointments)**

Remove “but is not limited to” and “Personnel Chair” from the first sentence. Add sentence “*The Personnel Chair will serve on the interview committee if one of the interviewers is unable to participate.*” Remove “Chair” from second sentence. Remove third sentence and replace with “*The Chair/designee serves as the Chair of the interview committee and makes the recommendation on behalf of the committee to the BOD. Final approval for all appointments is made by the BOD.*”

Discussion ensued regarding this change; board members asked why it was suggested that the Personnel Chair be removed. Director Khan said that having four people on the interview committee could result in a tie. Reducing it to three people will keep a tie from occurring.

##### **Revision 3: IV.A. (Officers)**

Remove “of the USU BOD” and “from within its voting student membership.”

##### **Revision 4: IV.D (Officers)**

Add “*by secret ballot.*” Remove “first ... following the BOD orientation” and replace with “*annual.*” Add the following sentences “*Two tellers shall be appointed by the Executive Director to count the ballots. The tellers shall inform the current Chair of the election results, who will then present them to the BOD.*”

##### **Revision 5: V.A (Standing Committees)**

Third paragraph remove “meeting” and replace with “*reservations and event.*”

##### **Revision 6: V.B (Standing Committees)**

Add “*/designee*” after USU BOD Chair.

##### **Revision 7: IX.H (Meetings)**

Add “*standing*” prior to committees.

Ms. Smith referred the board to the documents contained in their folders. One was a memorandum from a Professional Registered Parliamentarian that the USU hired to review the bylaws. Director Hammond also drew their attention to a document that Shannon Krajewski, Associate Director, Marketing & Programs, prepared. Krajewski had additional changes to the bylaws. Hammond said that clarification from the consultant was needed. A telephone conference will be set up as soon as possible with the bylaws ad hoc committee members and the consultant. Ms. Smith said that the bylaws were sent to the USU’s attorneys to be reviewed. A reply has not yet been received.

Hammond said that a two-thirds vote is necessary when the board votes on changes to the bylaws. Because of the additional changes to the bylaws, there may be another bylaws ad hoc meeting.

### **XIV.**

#### **Announcements**

- Kevin Lizarraga, Marketing Manager, handed out flyers regarding Crunch Time. The USU offers many services during finals weeks, i.e., coffee, snacks, massages and study kits. He encouraged the board to take a look at the flyers to see everything offered.
- Director Link said the Living Well Lounge is open this week and next week and lots of things will be available to help the students with stress reduction. The Lounge is a great place to take a break. If a student visits three times, they receive a free gift.
- Director Eichten said that everyone should take a look at the Oviatt Library’s Web site; there is a one minute video on what it will look like after the renovations.
- Director Ruelas-Bischoff wished the student board members good luck on their finals and that it is an important time for them to look forward to the next year.
- Director Hammond congratulated Director Link for being chosen as *Advisor of the Year* by Clubs & Organizations.

**XV. Adjournment**

The meeting was adjourned by Chair Lockey at 1:48 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director