

**UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
May 7, 2012
MINUTES**

I. Call to Order

The regular meeting of the USU BOD was called to order at 12:32 p.m. by Chair Lizzie Awad.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Elizabeth Awad	Vahan Khodanian	Robert Bice	Vaniesha Bellows
Adrian Boluarte-Chong	Sabrina Lockey	Frances Caron	Heather Cairns
Clarissa Cervantes	Zach Roof	Jimmy Francis	David Crandall
Debra Hammond		Kristie Godfrey	Leora Kirk
Sharon Eichten		Jeremy Hamlett	Strongman Osom
Marianne Link		Joe Illuminate	Ella Ruzov
Raquel Padilla		Samantha Liu	
Kristina Payton (<i>left at 2:26 p.m.</i>)		Kevin Lizarraga	
Chenice Rand		Sarina Loeb	
Ryan Roope (<i>arrived at 12:36 p.m.</i>)		Carol Nardini	
Shelley Ruelas		Kristen Pichler	
Tonee Sherrill (<i>arrived at 12:54 p.m.</i>)		Jason Wang	
Sally Spencer			
Demontae Thompson			

III. Approval of Agenda

M/S/P (K. Payton/R. Padilla) Motion to approve the agenda of May 7, 2012.

M/S/P (C. Rand/S. Ruelas) amendment to strike Discussion Item B – BOD Goals – Updated.

Director Awad said Director Roof was sick and could not attend the meeting. The BOD Goals will be on the June 11 agenda.

Amendment passed 11-0-0.

Motion, as amended, passed 11-0-0.

IV. Approval of Minutes

M/S/P (C. Cervantes/S. Eichten) Motion to approve the minutes dated April 16, 2012.

Motion passed 11-0-0.

Director Roope arrived at 12:36

V. Open Forum

- Director Rand thanked everyone for awarding her with the Board Volunteer Achievement award.
- Director Spencer said that the Council for Exceptional Children event held on May 4 was a big success. She thanked the Facilities Department for all their help securing a site, and also Kevin Lizarraga and the Marketing Department for donating materials for the students. She commended Director Roof for his inspirational speech to the students.
- Director Link thanked the USU for allowing the Klotz Student Health Center to participate in Matador Nights. The Student Health Center received a grant focusing on DUI awareness. She handed out flyers regarding the new RADD designated driver program, which were distributed to 279 students that night.

VI. Chair's Report

Director Awad said that the interviews for student board members will be completed by June. She has been impressed with all the candidates. Matador Nights was amazing and a lot of fun. The Strategic Planning Committee will meet today after the board meeting. She wished everyone good luck with their finals. She thanked the board for the Aida Salazar Award that was presented to her at the Year-End Celebration.

VII. Vice Chair's Report

None.

VIII. Executive Director's Report

Director Hammond said that preparation has begun for the Internal Compliance Audit. It is a great deal of work and it must be ready by July 9. The CSUN Poetry Slam Team placed ninth over-all in the country and one member of the team was nominated as the best female poet. This is only the second time CSUN has competed in this event. The team was coached by Samantha Liu, Coordinator for ISSP (Information Services & Special Projects) and SSU (Satellite Student Union). The SRC now has 19,690 members. Hammond pointed out that once the SRC has been opened for a year it will provide a baseline which will enable us to better determine a budget for the SRC. Kudos to Jimmy Francis, Mike Jurczak and Jonathan Navarro for their assistance in organizing the USU's donation of Fitness Centre equipment to the Student Health Center, A.S. Sports Club, Poly High School and Rancho San Antonio Boys Club in Chatsworth.

IX. A.S. Report

None.

X. Committee Reports – Mid Year Reports

- Facilities and Commercial Services – no report.
- Finance Committee Chair Cervantes said that Action Item A came from the committee. The committee's last meeting is tomorrow May 8.
- Personnel Committee Chair Payton said the last meeting of the committee was May 1 and Action Items B through E are from the committee. She wished everyone good luck with finals.

Director Sherrill arrived at 12:54 p.m.

XI. Discussion Item

A. Heather Cairns, The University Corporation, Geronimo's Update (Time Certain: 1:00 P.M.)

Heather Cairns, Associate Director of Administrative Services for The University Club (TUC), handed out a packet and began describing the changes to be made during the summer to the Fernandeno Room which is part of Geronimo's. There is a space in the restaurant that is always empty and the plan is to reconfigure the space to make it more inviting. She referred to the drawings in the packet to give the board an idea of what the changes will be. Director Hammond thanked Ms. Cairns for taking the time to show the board what changes will be made. She commented on how the relationship between the USU and TUC has greatly improved and Hammond now feels there is a real partnership with TUC to promote what is best for the campus. Comments from the board included how awesome Geronimo's is now. Ms. Cairns was asked if there are plans to open a *Freudian Sip* in the general area or inside of Geronimo's and she responded that discussions are taking place.

XII. Action Items

A. Operating, Reserves and Capital Outlay Budgets 2012-13

Motion from the Finance Committee to approve the University Student Union, Inc. Fiscal Year 2012-13 Reserves, Capital Outlay, and Operating Budgets enumerated as follows: Reserves Budget: Working Capital - \$453,200; Designated Reserves - \$160,618, Total Reserves - \$613,818. Capital Outlay Budget: \$387,292. Operating Budget: Revenues - \$12,055,413; Expenditures - \$12,050,432; Change in Net Assets - \$4,982.

Joe Illuminate, Associate Director, Finance and Business Services, reported that Reserves are provided to meet the potential and anticipated business needs of the USU per the USU's Reserve Policy. The USU is requesting unallocated working capital reserves in the amount of \$453,200 and designated reserves in the amount of \$160,618 for a combined total of \$613,818.

Jason Wang, Associate Executive Director, reported on the Capital Outlay budget that the total capital outlay request is \$387,292, and outlined the categories listed.

Director Cervantes reported on the Operating budget and said that the USU is proposing a change in consolidated net assets (surplus) of \$4,982. Consolidated revenues are \$12,055,413 and the consolidated expenditures are \$12,050,432. The Operating Fund Revenues are projected to increase by a net \$12,024,623 or

9.3%. The Operating Fund Expenditures are projected to increase by \$1,092,482 or 10% and she outlined the breakdown of the changes. The USU is not requesting funding for DBMER repair and replacement projects. The projected DBMER cash transfer reflected in the long-term financial plan from the revenue fund is \$1,550,000 for fiscal year 2012-13.

Discussion took place regarding if students had to pay to use the SRC during the summer. If a student enrolls in just one class during the summer, they would not have to pay a fee to use the SRC. Classes are offered through the Tseng College in the summer.

Motion passed 13-0-0.

B. Position – Coordinator, Administrative Support Services

Motion from the Personnel Committee to approve the Coordinator, Administrative Support Services position.

Director Awad said that the position is badly needed.

Motion passed 13-0-0.

C. Position – Assistant Director, Operations

Motion from the Personnel Committee to approve the Assistant Director, Operations position and job description.

Motion passed 13-0-0.

D. USU Employee Handbook Revisions

Motion from the Personnel Committee to approve the updates to the Employee Handbook.

Motion passed 13-0-0.

E. Retiree Health Benefits Policy

Motion from the Personnel Committee to approve amending and restating the Retiree Health Benefits Plan.

Kristen Pichler, Human Resources Officer, said that the USU is charged with providing benefits comparable to those provided by the CSU. CSU provides health benefits for retirees and their eligible spouses. In March, 2007, USUB approved policy providing health benefits for retirees and their eligible spouses. It was subsequently determined however, that the approved policy could not be administered as only active employees are eligible for participation in the USU health benefits program except for a limited time through COBRA election. A comprehensive policy review has since been conducted, and recommendations made for policy amendment and re-statement. The updated policy has been reviewed and approved by both CSUN Human Resources and the USU's legal counsel.

Motion passed 13-0-0.

Director Hammond thanked Kristen Pichler and Joe Illuminate. For the last 18 months, they have been working hard to make this plan more affordable and something the USU could administer.

F. Artificial Turf Field Approval

M/S/P (C. Cervantes/D. Thompson) motion to approve the allocation of \$5,539,604 from the USU's revenue fund to the USU Student Recreational Field.

Jason Wang said that the Board of Directors delayed construction of the SRC Field at the September 21, 2009 meeting. It was originally designed to be located on the southwest corner of Zelzah and Plummer. Construction realities and the CSUN Master Plan have relocated the SRC Field from this original location to the G4 parking lot. Doing so will enable a restroom/storage facility to be added but will also require a more extensive retaining wall than originally designed – both of which will increase costs. The Finance Committee and Board of Directors approved the USU's long-term financial plan in December 2011 which included an allocation of \$5,067,030 for construction of the SRC Student Recreational Field. The projected cost of the project has increased from \$472,574 to \$5,539,604 based on the latest CPDC 2-7 cost estimate.

Director Ruelas left at 2:12 p.m.

Discussion ensued and Jason said that there would be a job walk soon – then bids and a notice to proceed would be filed by June. There will be a 160 day construction cycle and the field should be open by late January or early February 2013. It is possible that the job could come in under budget. A decision about the fencing has not been decided.

Motion passed 11-0-0.

Director Ruelas returned at 2:15 p.m.

G. Executive Director's Evaluation (Closed Session)

M/S/P (C. Cervantes/R. Padilla) motion to go into closed session.

Motion passed 11-0-0.

M/S/P (S. Ruelas/C. Rand) Approval of Executive Director's evaluation from board members and board review team for 2011-12.

Motion passed 12-0-1.

Director Payton left at 2:26

M/S/P (D. Thompson/T. Sherrill) motion to come out of executive session.

Motion passed 11-0-1.

XII. Announcements

- Director Rand asked if anyone was interested in Board Bowling in June.
- Ella Ruzov, BOD Graduate Assistant, passed out flyers for Up All Night which begins May 8 through May 17, and includes free snacks, crafts, test kits and massages.
- Director Chong reminded the board of his performance this Saturday at 4:00 p.m. in the Northridge Center.
- Director Cervantes asked everyone to come to her graduation May 23 at 8:00 a.m.
- Director Hammond complimented Director Cervantes on the great job she did during her presentation of the budget – she was well prepared.

XIII. Adjournment

The meeting was adjourned by Chair Awad at 2:36 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director