

**UNIVERSITY STUDENT UNION, INC.  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
JUNE 11, 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**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Elizabeth Awad		Robert Bice	Ella Ruzov
Adrian Boluarte-Chong		Tamika Braud	Tanesha Young
Clarissa Cervantes		Jimmy Francis	Augie Garibay
Sharon Eichten		Kristie Godfrey	J.P. Gale
Debra L. Hammond		Joe Illuminate	Hillary Wells
Vahan Khodanian		Samantha Liu	Perlita Varela
Marianne Link		Kevin Lizarraga	Shahtaj Khan
Sabrina Lockey		Sarina Loeb	Tiffany Castellanos
Raquel Padilla		Kristen Pichler	Myles Adkins
Kristina Payton		Jason Wang	Kimberly White
Chenice Rand		Michal Jankowski	Collin Johnson
Zach Roof		Steven Wein	Ivor Weiner
Ryan Roope		Grant Rockfellow	Kali Pichler
Shelley Ruelas		Michael Jurczak	Justin Weiss
Tonee Sherrill		Kaila Lavin	
Sally Spencer		Jonathan Navarro	
Demontea Thompson		Bernetta Johnson	
		Sharon S. Kinard	

**III. Approval of Agenda**

M/S/P (Z. Roof/D. Thompson) Motion to approve the agenda of June 11, 2012.

M/S/P (Z. Roof/R. Padilla) Amendment to change Discussion Item B from “Name/Logo of the LGBTQ Resource Center” to “Name Resource Centers.”

*Amendment passed 14-0-0.*

*Motion, as amended, passed 14-0-0.*

**IV. Approval of Minutes**

M/S/P (C. Cervantes/S. Lockey) Motion to approve the minutes dated May 7, 2012.

*Motion passed 14-0-0.*

**V. Open Forum** (no comments)

**VI. Chair’s Report**

Director Awad thanked the 2011-2012 directors for exceeding her expectations and lauded them as an incredible group of individuals of which she was proud. She said that it was her honor to work with Vice Chair Zach Roof. She thanked Executive Director Debra Hammond for being a servant leader and commended the staff for its assistance. She said that she was pleased to have been a member of the board that approved resource centers for the LGTBQ and veterans communities.

**VII. Vice Chair’s Report**

Director Roof thanked the board for a remarkable year and shared an appreciation to the staff whose members served as mentors to him. He challenged continuing directors to reflect on the past year’s accomplishments and urged them and the newly-elected members to give back to the students of CSUN. Roof then joined Awad in

explaining recognition mementos that they had purchased for the board which included a) red roses to be placed at the base of the Matador statue in recognition of successfully completing challenges, and b) symbolic gifts that represented each director's StrengthsQuest® talent themes.

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

Director Hammond acknowledged Associate Executive Director Jason Wang for his election to a two-year term on the Auxiliary Organizations Risk Management Alliance (AORMA), and congratulated Assistant Director, Reservations and Event Services and Computer Labs Kristie Godfrey for her selection as a member of the Conference Planning Committee for the 2014 Association of College Unions International (ACUI) Annual Conference in Orlando, Florida. The Florida conference will commemorate the association's 100<sup>th</sup> anniversary. Director Hammond said the USU's art acquisition project included the purchase of six new pieces this year. A USU/AS collaboration resulted in the running of multiple computer virtual operating systems onto a single server for the purpose of maximizing resources and hardware. Statistics for the Student Recreation Center show growth in memberships. Director Hammond will serve as a member of CSUN President Dianne Harrison's Ad Hoc Transition Advisory Team and noted that President Harrison would visit the USU briefly on June 12. Finally, Director Hammond commended Chair Awad and Vice Chair Roof for their exceptional leadership of the 2011-2012 board.

## **IX. A.S. Report**

Director Khodanian thanked the directors for his experience on the board, saying that he learned a lot about the corporation and was impressed by all that it had accomplished during the year. He especially noted the opening of the Student Recreation Center, calling the execution of that project "flawless." Both organizations made great strides, he said. A.S. President Amanda Flavin and Vice President Sydni Powell completed an extensive list of goals by working long hours, he said. Khodanian said there was less competition between the organizations this year and he was thankful for being a part of that achievement.

## **X. Committee Reports**

- Facilities and Commercial Services Committee – Chair Lockey reported that her committee met all of its goals, met quorum at each meeting, learned the basics of parliamentary procedure which facilitated remarkable discussions, and noted that she grew in her professional communication skills. She thanked mentors Executive Secretary Jason Wang and Lizzie Awad. She also noted that committee member Collin Robinson was elected to the Board of Directors.
- Finance Committee – Chair Cervantes said her committee met nine times, lost and added two members, had very involved and diverse members who shared varying points of view, and met all but one goal (the bicycle cooperative). She thanked Executive Secretary Joe Illuminate for assisting her and the committee in understanding the development of policies and procedures and leadership. All of the committee's items were approved by the board. She said the experience helped her develop her public speaking skills and come prepared to each meeting. She thanked the USU and students of CSUN for the opportunity to serve.
- Personnel Committee – Chair Payton said her committee completed all of its goals and she thanked her mentors Executive Secretary Debra Hammond, HR Officer K. Pichler, and directors Awad and Roof for their support. Payton congratulated Director Rand for being named the Board of Directors Achievement Award winner for 2011-2012. Lastly, she recognized Myles Adkins as a newly elected director for 2012-2013.

## **XI. Action Items**

### **A. BOD Appointments**

M/S/P (R. Padilla/D. Thompson) Motion to appoint two student directors to the 2012-2013 Board of Directors. Chair Awad handed the gavel to Vice Chair Roof and recommended that the board appoint Shahtaj Khan and Amanda Bugarin as student representatives, both terms ending in June 2013. She said an extensive interview process revealed their leadership capabilities.

*Motion passed 14-0-0.*

### **B. Faculty Representative Appointment**

M/S/P (S. Spencer/T. Sherrill) Motion to approve the appointment of Ivor Weiner as the Faculty Representative to the USU BOD whose term would end in 2014 and begin with the seating of the 2012-2013 USU BOD. Director Roof encouraged the board to appoint Dr. Ivor Weiner for his years of involvement with special education on campus and his desire to mentor students. He said that the South African national would bring a unique diversity to the board. Director Spencer also encouraged support for Dr. Weiner, saying that as a colleague of more than 10 years, Weiner has incredible strengths and talents.

*Motion passed 14-0-0.*

**C. Re-appointment of Marianne Link**

M/S/P (C. Rand/D. Thompson) Motion to approve the re-appointment of Marianne Link as the Staff Representative to the USU BOD for one year. The term will end in 2013.

Director Hammond said that Director Link was appointed halfway through the 2011-2012 academic year and that a one-year appointment was needed to return the two-year Faculty and Staff representative positions to opposite (staggered) appointment years as per the USU bylaws.

*Motion passed 14-0-0.*

**D. Third Quarter (9&3) Budget Report**

M/S/P (D. Thompson/R. Padilla) Motion to accept the 2011-2012 Third Quarter (9&3) Budget Report as presented.

Associate Director of Finance and Business Services Joe Illuminate presented the 9&3 budget report with its projected net surplus of \$609,861.

The report reflects financial operations for the nine month period ending March 31, 2012. The optimal operating range is 75% of the yearly budget although operating limits from 70% to 80% are acceptable. *The operating percentages in this report take into account all adjustments as a result of the 9 & 3 budgeting process.*

**Comparison of the Third Quarter (9&3) Budget to the Second Quarter (6&6) Budget**

Projected revenue has decreased by a net \$51,465 and projected expenditures have decreased by \$588,487. As a result, the projected net surplus has increased by \$537,022 to \$609,861.

**Revenues**

Projected revenue was decreased by \$51,465.

**Expenditures**

Projected expenditures were decreased by \$588,487.

**Statement of Changes in Financial Position Highlights**

Cash & Cash Equivalents	\$5,531,934
Fixed Assets, Net	\$1,026,224
Post-Employment Benefits Liability	\$1,349,669
Net Assets	\$6,672,335

**Investment Summary**

The USU earned \$314 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 \$5 million invested in short-term United States Treasury bills as of March 31, 2012.

**Reserves & Capital Outlay**

A total of \$73,723 of working capital reserves was transferred to the operating budget during the fiscal year:

<b>Description of Reserves Transferred</b>	<b>Amount</b>
Fitness Centre uniforms	\$4,700
Repair of audio equipment for USU RES	\$1,046
WTS consultant recruitment fees for the SRC Aquatics and Membership Coordinator positions	\$10,900
Retirement Health Plan Benefits Policy Actuarial Study	\$7,500
New student assistant position for the ISSP department	\$5,077
Extension of the WTS SRC consulting contract	\$44,500
<b>Total</b>	<b>\$73,723</b>

A total of \$272,996 of capital outlay was expended this fiscal year.

<b>Capital Outlay Asset Category</b>	<b>Amount Expended</b>
Software	\$12,999
Computers & Peripherals	\$135,712
Leasehold Improvements	\$124,285
<b>Total</b>	<b>\$272,996</b>

The revised capital outlay budget was increased by \$450,790 from the original approved budget due to the transfer of \$376,559 in Campus Quality Fee funds from the operating budget for the Computer Lab Renovation project and the SRC Bike Rack purchase. The balance of the increase was due to a \$74,231 hot water line leasehold improvement repair.

**Work Study**

The USU had a positive Work-Study balance of \$7,869: \$42,373 received less \$34,504 expended. The balance in the work study account will be zero (\$0.00) by fiscal year end.

**Change in Net Assets**

The *actual* change in net assets or net surplus as of 3/31/2012 is \$1,773,162. The reason is a combination of receipts and expenditures below the optimal range of 75%.

87.4% of the budget revenues were received by 3/31/2012 which is 12.4% (\$247,194) above the optimal range. 64.7% of the budgeted expenditures were expended by 3/31/2012 which is 10.3% below the optimal range (\$1,068,055).

The principal reasons why expenditures are under budget is attributable to the Student Recreation Center and the transfer of Campus Quality Funds to the capital outlay budget. Being the first year of operation for the SRC, this budget was prepared very using recommendations and estimates from a variety of sources. The actual result is that expenses are much lower than anticipated in the budget.

The actual change in net assets for the fiscal year could range from \$1.5 million to \$2 million depending on fourth quarter revenue and expense activity. The advantage of having a large surplus is that it provides more financial flexibility in times when the full impact of the deteriorating condition of the 2012-13 California state budget on student headcount is not completely known.

***Motion passed 14-0-0.***

**E. Chick-Fil-A Services**

Motion from the Facilities and Commercial Services Committee to not actively seek Chick-Fil-A services and have *Matadors for Equality* work with USU Events to host conscious consumerism programming.

Director Lockey said WinShape, the philanthropic organization associated with Chick-Fil-A, has made contributions to organizations that are known to exclusively support marriage between a man and a woman and that *Matadors for Equality* along with other student groups have expressed concerns. This proposal was viewed as a compromise between both positions that allows Chick-Fil-A to seek campus consumers while empowering the campus community to raise its consciousness about corporations that are opposed to same-sex marriage and decide through consumerism whether to support such organizations.

Discussion ensued about personal beliefs, topic awareness, freedom of speech, and consumer choice.

M/S/F (T. Sherrill/D. Thompson) Motion to amend the main motion by splitting it into two parts to vote a) on the move to not actively seek Chick-Fil-A services and then to vote on b) a motion to have *Matadors for Equality* work with USU Events to host conscious consumerism programming.

***Motion failed 6-8-0.***

***Main motion passed 13-0-1.***

**F. A.S. Athletic Training Office**

Motion out of the Facilities and Commercial Services Committee to allocate the Weight & Exercise Room (SW-006) and storage (SW-006A) in the southwest building (aka "Sub-Pub") to be used for a Sport Club/Athletic Training office by Associated Students rent free as a USU/AS collaboration.

Director Lockey said that the large space had been used by A.S./Fitness Centre for more than 15 years and that the opening of the Student Recreation Center left the space vacant. J.P. Gale, an A.S. Sports Club Coordinator, said the CSUN sport clubs program is 15 years behind what other campuses are doing. Converting the storage space for athletic training services would fulfill a need for Rec Sports, he said.

*Motion passed 14-0-0.*

**G. Agoura Room**

Motion out of the Facilities and Commercial Services Committee to 1) allocate the former Multi-Faith Center for permanent use by the USU Marketing Department; 2) clear the USU Marketing Department printer/storage room and convert it back to USU Reservations and Event Services storage and 3) convert and rename the Agoura Room to be the USU Marketing Department printer/storage room.

*Director Thompson left at 1:57 p.m. He returned at 1:59 p.m.*

*Motion passed 14-0-0.*

**H. Computer Lab – Future Space**

Motion out of the Facilities and Commercial Services Committee to convert the existing Computer Lab into a social, lounge and study space and the existing Computer Lab Training Room into a meeting room.

Director Lockey said the reconverted space would serve as a social meeting space where groups could collaborate on projects in an engaging atmosphere with white-board walls in a study lounge setting. Discussion ensued about the success of mixing the concepts and purposes of lounge and study spaces. The Computer Lab was considered a quiet space for individual study whereas the lounge space concept would allow conversation and active engagement for study groups. Where concerns were raised about the potential for noise disturbances to an adjacent meeting room and nearby staff offices, directors were encouraged to consider the overall concept and allow staff to work on mitigating possible noise issues. Director Thompson called the question.

*Motion passed 14-0-0.*

**I. Risk Management & Contracts Policy**

M/S/P (S. Lockey/C. Rand) Motion to approve the Risk Management & Contract Policy Procedure as presented.

J. Illuminate, the Associate Director of Finance and Business Services, said that the USU had been using the university's Risk Management Policy for years as a guideline for outside contractors and vendors. This recommendation was for the purpose of the USU creating its own corporate policy.

*Motion passed 14-0-0.*

*Director Eichten left at 2:15 p.m. She returned at 2:17 p.m.*

**J. Public Records Access Policy**

M/S/P (R. Padilla/C. Cervantes) Motion to approve the Public Records Access Policy.

S. Kinard, the Manager of Administration and Communications, said that the policy was created as recommended by the California State University. It sets policy that allows the University Student Union, Inc. at California State University, Northridge, to adhere to the tenets of the California Public Records Act and make information pertaining to the business of the corporation subject to disclosure.

*Director Lockey left at 2:19 p.m. She returned at 2:22 p.m.*

*Motion passed 14-0-0.*

**K. USU Mission Statement**

M/S/P (T. Sherrill/R. Padilla) Motion to approve Option A as the new mission statement of the USU organization.

Chair Awad handed the gavel to Vice Chair Roof and recommended approval of a revised mission statement that reflects the USU and its purpose on campus. In light of the USU recently approving three new programs (Student Recreation Center, the Pride Center, and the Veterans Resource Center), the mission statement needed to be inclusive of those programs, she said.

## **Option A**

“The mission of the University Student Union is to assist students in establishing strong connections to the campus community – allowing them to achieve their educational goals.

We are an engaging and energetic campus program that develops students through inclusive activities, meaningful employment opportunities, leadership experiences and innovative technologies, facilities and services.”

M/S/P (D. Hammond/T. Sherrill) Motion to amend the main motion to strike Option A for Option A.1 (an option presented at the meeting). Discussion ensued about Option A.1 that included the phrase “...foster the achievement of students’ educational goals...”

“The mission of the [**University**] Student Union is to **foster** the achievement of students’ educational goals by facilitating a strong connection between students and their campus community.

We are an engaging and energetic campus program that develops students through inclusive activities, meaningful employment opportunities, leadership experiences, and innovative technologies, facilities and services.”

M/S/P (S. Ruelas/S. Lockey) Motion to amend the amendment to add [University] Student Union to the first sentence without the brackets around the word “University.”

*Motion passed 14-0-0.*

*Motion to strike Option A and replace it with A.1 as amended passed 14-0-0.*

*Motion to approve Option A.1 as the new USU mission statement passed 14-0-0.*

## **XII. Announcements**

- Director Hammond announced that the USU was awarded the Jolene Koester Team Award for 2012 for its opening of the Student Recreation Center. She said 45 staff and campus colleagues were named in the nomination and she commended the entire team.
- Chair Awad thanked outgoing BOD Graduate Assistant Ella Ruzov for a year of outstanding service to the Board.

## **XIII. Adjournment**

The meeting was adjourned by Chair Awad at 2:57 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director

**IV. Call to Order**

The regular meeting of the USU BOD was called to order at 3:25 p.m. by outgoing Chair Lizzie Awad.

**V. Roll Call**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Myles Adkins	Amanda Bugarin	Robert Bice	Ella Ruzov
Tiffany Castellanos		Tamika Braud	Tanesha Young
Sharon Eichten		Jimmy Francis	Augie Garibay
Debra L. Hammond		Kristie Godfrey	Kali Pichler
Colin Johnson		Sharon Kinard	Justin Weiss
Shahtaj Khan		Samantha Liu	Zach Roof
Marianne Link		Kevin Lizarraga	Lizzie Awad
Sabrina Lockey		Sarina Loeb	
Chenice Rand		Kristen Pichler	
Ryan Roope		Jason Wang	
Shelley Ruelas		Steven Wein	
Tonee Sherrill		Grant Rockfellow	
Demontea Thompson		Michael Jurczak	
Perlita Varela		Jonathan Navarro	
Ivor Weiner			

**VI. Chair’s Report**

L. Awad distributed “Choice Cards” to directors. Each card contained six statements about making choices as members of the Board of Directors. She asked directors to keep and refer to the cards throughout the upcoming year as they serve the CSUN community.

**XII. Action Items**

**B. Election of Chair**

- T. Sherrill/P. Varela nominated S. Lockey. Lockey accepted the nomination.
- T. Sherrill/S. Khan nominated D. Thompson. Thompson accepted the nomination.
- C. Rand/P. Varela nominated C. Rand. Rand accepted the nomination.
- M. Adkins/S. Lockey nominated C. Johnson. Johnson accepted the nomination.

Candidates made election statements. S. Lockey (Marketing senior) said she is a servant leader who served as Chair of the USU Facilities and Commercial Services Committee in 2011-2012. C. Johnson (Finance junior) said he served as a member of the Facilities and Commercial Services Committee, a CSUN Orientation leader, and plans to build a career in management. C. Rand (Communications Studies junior) said her previous experience as a member of the 2011-2012 Personnel and Elections committees helped developed her leadership skills. D. Thompson (Management junior) said his experience in service leadership includes work with New Student Orientation, TAKE - the college experience program, and United We Serve. He also was a member of the Finance Committee.

D. Hammond noted that she would abstain from voting for the Chair/Vice Chair positions because as the Board’s executive secretary her commitment is to work with whoever is elected.

*S. Lockey was elected as Chair with 8 votes.*

**B. Election of Vice Chair**

- M. Adkins/T. Sherrill nominated C. Rand. Rand accepted the nomination.
- T. Sherrill/T. Castellanos nominated D. Thompson. Thompson accepted the nomination.
- M. Adkins/P. Varela nominated S. Khan. Khan accepted the nomination.

Candidates made election statements. C. Rand said her aim as Vice Chair would be to help students understand the resources that are available to them and to help provide resources. D. Thompson said that his goals would be to facilitate Board connectivity and cohesiveness, be a liaison to CSUN faculty and staff, share his passion for the USU throughout the campus, and to be a servant leader. S. Khan (Business Law freshman) said she would broaden diversity throughout the USU by seeking collaborations with exchange students.

*D. Thompson was elected as Vice Chair with 8 votes.*

**L. USU BOD Meeting Schedule 2012-2013**

M/S/P (M. Adkins/P. Varela) Motion to approve the USU BOD Meeting Schedule for 2012-2013.

*Motion passed 13-0-0.*

M/S/P (T. Castellanos/P. Varela) Motion to strike the July 23, 2012 meeting date and set July 30, 2012 as the replacement meeting date.

*Motion passed 13-0-0.*

**XIII. Announcements**

- Director Link congratulated the 2012-2013 Chair and Vice Chair, commended the nominees and called them all winners.

**XIV. Adjournment**

The meeting was adjourned by Chair Lockett at 5:30 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director