

**UNIVERSITY STUDENT UNION, INC.  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
JULY 22, 2013  
MINUTES**

**I. Call to Order**

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

**II. Roll Call**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Shelley Ruelas-Bischoff <i>(left at 1:25 p.m.)</i>	Sharon Eichten	Jimmy Francis	Talar Alexanian
Tiffany Castellanos	Talia el-Zaatari	Joe Illuminate	Joseline Cubas
Jorge Guzman	Demontae Thompson	Sharon Kinard	Susan Leahy
Debra Hammond <i>(left at 1:25 p.m.)</i>		Carol Nardini	Jonathan Wong
Collin Johnson		Jonathan Navarro	
Jaclyn Kietzman		Kristen Pichler	
Diana Madueno			
Gavan Rathje			
Nicole Riley			
Tonee Sherrill			
Perlita Varela			
Ivor Weiner <i>(left at 2:14 p.m.)</i>			
Christopher Woolett			

**III. Approval of Agenda**

M/S/P (T. Castellanos/N. Riley) Motion to approve the agenda of July 22, 2013.

Chair Johnson said that Discussion Item A, Study and Lounge Space Furniture & Fabrics, must be removed from the Agenda. Director Hammond said that Jack Raab, Associate Director, Operations & Services, had an emergency at home and could not be at the meeting to present this item. It will be heard at the August meeting.

M/S/P (D. Hammond/N. Riley) Amendment to the motion to remove Discussion Item A from the agenda.

*Amendment passed 11-0-0.*

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

**IV. Approval of Minutes**

M/S/P (P. Varela/G. Rathje) Motion to approve the minutes dated June 10, 2013.

*Motion passed 11-0-0.*

**V. Open Forum**

Jonathan Wong approached the board and said that he attended the ACUI Table Tennis Tournament at Arizona State University recently. He had a wonderful time and was able to meet many new people who shared their knowledge of student unions with him. He took second place. He also thanked Jeremy Hamlett, Commercial Services Manager, for the opportunity.

**VI. Chair's Report**

Chair Johnson said he was excited about the upcoming school year and hoped everyone was doing well in summer school. He spoke about the board's retreat held at the end of June and said that the interaction between the board members was good to see. Director Shahtaj Khan has resigned from the board. Johnson said he wished Khan the best. Recruiting for the open seat has begun and interviews will be held soon.

**VII. Vice Chair's Report**

Vice Chair Varela said she is thrilled to be the new vice chair. She took part in the interviews for the committee chairs and everyone who interviewed were excellent candidates and making decisions was extremely difficult. She said that Directors Thompson and Madueno will be attending the ACUI I-LEAD conference from July 28 to August 2. Varela and Director Madueno will be attending the CSUnity student leadership conference at Cal State L.A. August 8-11, 2013.

**VIII. Executive Director's Report**

Director Hammond said that the implementation process for Taleo, a Human Resources applicant tracking software, is underway. There were reclassifications for four positions. When employees take on new duties outside of their current classification, their positions may be reclassified. Two new employees were hired. Numerous professional activities took place during June and programs were held at the Pride Center and the Veterans Resource Center. The SRC continues to host a program called "I Work Out." Currently 325 participants are enrolled. Shannon Krajewski, Associate Director, Marketing & Programs, is out on maternity leave and a list of who will be handling her areas will be sent soon.

**IX. A.S. Report**

Mr. Woolett reported that *Collaboration* is the A.S. theme of the year. Many meetings and retreats have taken place this summer in an effort to strengthen relationships on campus. There will be two Higher Education Committee meetings during the fall semester. The California State Student Association (CSSA) will focus on two major topics for the year: "On-line Education and Smoke Free Campus." The California State University (CSU) Board of Trustees will meet July 23. The Chancellor reports to the Board of Trustees (BOT). The BOT receives their mandates from the State Assembly and the Senate. When a law is passed through the State Assembly and Senate, it can affect the CSU's and Higher Education must comply.

The Governor of California makes all of the appointments to the CSU Board of Trustees. The Governor recently appointed a new trustee, CSUN student and current A.S. Vice President, Talar Alexanian. Alexanian will represent 437,000 students.

**X. Action Items**

**A. Committee Chair Appointments**

Chair Johnson said that the board will vote for each committee chair individually.

M/S/P (P. Varela/J. Kietzman) Motion to approve the appointment of Director Diana Madueno as Chair of the Facilities and Commercial Services Committee. The term is effective immediately and will end June 9, 2014.

Chair Johnson said that he was impressed with Madueno's enthusiasm and she is taking advantage of all the opportunities offered, including the ACUI I-Lead program and the CSU Cal State Los Angeles Leadership Conference in August. Vice Chair Varela said that even though Madueno is a new board member this year, Varela is excited to see what she has to offer the board.

***Motion passed 10-1-0.***

M/S/P (P. Varela/T. Castellanos) Motion to approve Director Demontae Thompson as Chair of the Finance Committee. The term is effective immediately and will end June 9, 2014.

Chair Johnson said that Thompson showed a real interest in this committee. He is passionate and dedicated and we can count on him to run a good committee.

***Motion passed 11-0-0.***

M/S/P (P. Varela/J. Guzman) Motion to approve Director el-Zaatari as Chair of the Personnel Committee. The term is effective immediately and will end June 9, 2014.

Chair Johnson said that el-Zaatari will go out of her way to get things done. She has been a member of the Personnel Committee for several years and she will be a good chair.

***Motion passed 11-0-0.***

Chair Johnson thanked all the board members who interviewed for the chair positions.

**XI. Discussion Items**

**A. Study and Lounge Space Furniture & Fabrics**

Stricken.

**B. Strategic Priorities/Board Goals/Brainstorming**

Director Hammond proceeded with a PowerPoint presentation on Strategic Priorities. She noted that these priorities will drive the work of the USU staff over the next year. The Strategic Priorities for 2013-14 are as follows:

1. Complete design/construction and program of the Wellness Center
2. Complete design/construction of East Conference Renovation
3. Examine feasibility of and need to renovate/remodel interior of Building C (Kitchen/storage areas between NCR & former Fitness Centre)
4. Examine, plan and publish corporate –wide assessments
5. Complete the USU’s Program Review Assessment Process
6. Develop a research/assessment plan for the Student Recreation Center (SRC)
7. Continue to update/monitor the USU’s long-term financial plan
8. Examine alternate possible uses/partnerships regarding the SSU
9. Continue implementation of employee training & development program for supervisors
10. Continue to refine/assess use of StrengthsQuest as a learning tool for student assistant employees & board members
11. Examine feasibility, need for & funding of, operational plan & possible installation of innovative technology lounge space (in former computer lab space)
12. Fully implement use of online, Web-based recruitment software & make changes as needed

The presentation will be sent to the board electronically shortly.

**C. Parliamentary Procedure**

Susan Leahy introduced herself to the board and proceeded with a training presentation on Parliamentary Procedure. Susan is the owner of a company called *Robert’s Rules Made Simple* and she is the former President of the Associated Students at Cal Poly Pomona. The objective is for everyone to become comfortable with Parliamentary Procedure as a tool of participation at board meetings. Additional on-line training or checking out a DVD is available.

**XIV. Announcements**  
None

**XV. Adjournment**  
The meeting was adjourned by Chair Johnson at 2:35 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director