

**UNIVERSITY STUDENT UNION, INC.  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
August 23, 2010  
MINUTES**

**I. Call to Order**

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

**II. Roll Call**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Elizabeth Awad	Sally Spencer	Jeremy Hamlett	Shaina Campbell
Robert Barker		Joe Illuminate	Kaila Lavin
Charlotte Cabeza		Michael Jankowski	Drew Tolson
Luis Carbajo		Bryanne Knight	
Andrew Collard		Shannon Krajewski	
Debra Hammond		Kevin Lizarraga	
Allison Kent		Carol Nardini	
Kenneth Melcombe		Cecilia Ortiz	
William Overvold		Jason Wang	
James Pilkington			
Sydni Powell			
Neil Sanchez			
Shanell Tyus			
William Watkins			

**III. Approval of Agenda**

M/S/P (S. Powell/S. Tyus) Motion to approve the agenda of August 23, 2010.

*Motion passed 11-0-0.*

**IV. Approval of Minutes**

M/S/P (J. Pilkington/A. Collard) Motion to approve the minutes of July 12, 2010.

*Motion passed 10-0-1.*

**V. Open Forum**

None

**VI. Chair's Report**

Director Carbajo reviewed his report saying that he was recommending Director Awad be appointed the Personnel Committee Chair. She served on the committee for one year and so has experience with the committee. The USU BOD goals will be voted on today. The goals came from a brainstorming session at the summer retreat in June of this year. Carbajo pointed out all the upcoming USU events and hopes that board members will attend as many as possible. Director Collard will chair the board's Bylaws Ad Hoc Committee.

**VII. Vice Chair's Report**

Director Collard said that his cell phone and computer recently crashed and requested that anyone who had a meeting scheduled with him to send him another notice. Collard works in the Matador Involvement Center (MIC) and can always be reached. He will be sending out an e-mail to find out who is interested in joining the Bylaws Ad Hoc Committee. Director Carbajo asked for a show of hands, and Directors Sanchez and Awad responded.

**VIII. Executive Director's Report**

Director Hammond said that Sunny Days Camp concluded on August 13. Over 200 campers were served this summer. When the camp began, only 120 campers attended. The camp continues to raise the bar on excellence. Digital 1-Hour Photo is closing their business. The Facilities and Commercial Services Committee will review potential uses for the space. Work Teams have been designated for 2010-2011 year which will give the people chairing the team an opportunity to lead.

**IX. A.S. Report**

Director Sanchez said that A.S. will kick off their fall programs beginning tomorrow with a book fair including free gifts. There are still opportunities at A.S. Please refer to the A.S. Web site for additional information. The date for the USU and A.S. kickball competition still has not been finalized.

## **X. Committee Reports**

Director Carbajo asked the committee chairs to report:

- Facilities Committee: Chair, A. Kent said the committee is still recruiting and currently has four members.
- Finance Committee: Chair, J. Pilkington said he is still in the process of recruiting people and should be finished soon.
- Personnel Committee: Director Carbajo said the committee has no report.

## **XI. Action Items**

### **A. BOD Scholarship Policy**

M/S/P (A. Collard/C. Cabeza) Motion to approve revisions to the USU Board of Directors Scholarship Policy.

Shannon Krajewski, Associate Director, Marketing and Programs, addressed the board and said the language in the policy needs to be clarified. The changes are:

- Removal of all language referring to the Chair and Vice Chair “reimbursement” of in-state fees and replacing it with “scholarship equivalent to” in-state fees
- Clarification regarding at what point the Chair and Vice Chair are eligible to receive the scholarship, i.e. once their academic good standing with the university has been verified and they have enrolled in the minimum number of required academic units for the semester
- Removal of the word “mandatory” with regard to “in-state fees” as it is no longer relevant
- Removal of all language referring to the Union Program Council, which was dissolved at the April 2010 meeting of the BOD

*Motion passed 11-0-0.*

### **B. USU BOD Goals – 2010-2011**

M/S/P (A. Collard/W. Overvold) Motion to approve the 2010-2011 USU BOD Goals.

Director Collard reviewed the goals with the board:

1. Conduct a comprehensive revision of USU BOD Bylaws and other USU Board documents that relate to student board member accountability by December 2010.
2. Conduct two Recreation Center Awareness events per semester to promote the opening and resources of the SRC.
3. Conduct year-end survey of 3,000 or 10% of student population on effectiveness and quality of USU services (facilities, programs and resources).
4. Provide two proposals of leasing contracts that would provide students with an on-campus student resource by January 2011.
5. Evaluate effect of 2010 – 2011 student enrollment on USU budget.

Board members discussed the goals and comments included that each committee will have their own goals. If the goals are not completed by year end, a reassessment will be done.

Regarding Goal #4, board members asked for clarification of the word “resource.” It refers to a vendor, as in a nail salon or food establishment. The University Club (TUC) is responsible for all food establishments on campus, but the USU can make suggestions to TUC. Jeremy Hamlett, Commercial Services Manager, is a member of the Food Advisory Committee and should be contacted with any suggestions. It is not known if the Digital 1 space would be a viable choice for another vendor. The Facilities and Commercial Services Committee will review this issue and make suggestions to TUC if appropriate.

Shannon Krajewski said Goal #2 states that two events per semester be planned to promote the opening of the SRC. She pointed out that two events per semester may not be feasible, in part because no financing had been articulated in the budget for any recreation center-related events in 2010-2011. However, one event per semester is more feasible from a financial and planning perspective. A fall semester program could be a “Topping Out Ceremony,” which is tentatively scheduled in October to celebrate the placement of the last piece of steel. Further, having too many events promoting the completion of the SRC, which is still over a year away may frustrate students.

M/S/P (A. Collard/A. Kent) Amendment to the motion to change the word “two” to “one” in Goal #2. The goal would read as follows:

*“Conduct one Recreation Center Awareness event per semester to promote the opening and resources of the SRC.”*

***Amendment passed 11-0-0.***

M/S/P (A. Collard/J. Pilkington) Amendment to the motion to add the word “vendors” to Goal #4. The goal would read as follows:

*“Provide two proposals of leasing contracts that would provide students with on-campus student resources/vendors by January 2011.”*

***Amendment passed 11-0-0.***

M/S/P (A. Collard/S. Powell) Amendment to the motion to add the words “by the 6&6 Budget Report” to the end of Goal #5. The goal would read as follows:

*“Evaluate the effect of 2010-2011 student enrollment on the USU budget by the 6&6 Budget Report.”*

***Amendment passed 11-0-0.***

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

**C. Personnel Committee Chair Appointment – Elizabeth Awad**

M/S/P (J. Pilkington/W. Watkins) Motion to appoint Elizabeth Awad as Chair of the Personnel Committee.

There was no discussion.

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

**XII. Discussion Items**

**A. Presentations: USU Web Site and Meeting Services Web Site**

Kevin Lizarraga, Manager, Marketing Department, introduced himself. Kevin handed out fliers to the board regarding committee membership recruitment. He showed the board the upgraded site. Comments from the board included how great the site looks and appears to be much more user friendly. Feedback was obtained from students who were set up with laptops and observed as they maneuvered the site. Kevin’s department noted the difficult areas the students encountered. It was noted that a feedback link needs to be added to the site. A usability test will be conducted in the spring.

Cecilia Ortiz, Manager, Reservations and Event Services, introduced herself. She said that Meeting Services recently changed their name to “USU Reservations and Event Services.” It can be abbreviated as “USU RES.” She then showed the board the new upgraded changes made to the site. Changes were made as a result of student input. Board members commented on the improvement of usability.

**B. Proper Microphone Use**

Jason Wang, Associate Executive Director, passed out an information sheet regarding sound and reviewed the information with the board. Sound tests were conducted with several student board members. It is important for the entire board and the gallery to be able to hear what is being said during the meetings. An example of moving the microphone closer to the mouth of the person speaking was demonstrated. The gallery was asked to signal board members if they could not hear.

**C. Cancellation of Mathematics Lab at SSU**

Jason Wang discussed why the mathematics lab would not move forward. The USU received notification in mid-July that the Mathematics Lab project was not moving forward in the Shoshone Room. Rationale sighted for the decision included the undesirable geographic location relative to the campus core and the University Corporation’s potential long-term need for the space to expand food service. First, the main entrance to the Shoshone Room is now inside Geronimo’s. There are doors to access the Shoshone Room from the courtyard, however they are more difficult to find. Second, the restrooms that served the Shoshone Room on the first floor are now contained inside the new Geronimo’s hence making access to patrons not interested in eating at Geronimo’s problematic. While there are restrooms on the second floor of the SSU, they are geographically remote.

The projected revenue from the lease of the Shoshone Room has been deducted from the USU financial plan and is being offset via the unexpectedly high student enrollment figures.

The Shoshone Room is being repurposed as a study room and the Sala de la Osa study room on the second floor of the SSU is being converted into a medium sized meeting room able to accommodate approximately 110 people in theater set up. It was suggested to use partitions to provide some amount of privacy.

**XII. Announcements**

- Carol Nardini, Staff Assistant, asked the student board members to fill out the Personal Information Sheets contained in the board folders and return them to her before leaving the meeting.
- Bryanne Knight, Recreation Center Project Coordinator, introduced Kaila Lavin, Graduate Assistant for the Recreation Center Project.
- Kevin Lizarraga, Marketing Manager, passed out various fliers to the board.
- Shannon Krajewski, Associate Director, Marketing and Programs, asked the board to take multiple fliers and distribute them in their classes; wear the new red t-shirts on Tuesdays; a Red Rally is coming up this Sunday at 6:00 p.m.
- Director Powell said anyone that lives in housing may participate in the Residence Halls Association and serve on committees such as the programming committee or marketing committee. The first meeting will be held September 15.
- Director Barker said he attended the women's soccer team home opening game Sunday night under the new lights that were recently installed. It was the first soccer game held at night in nearly a decade.
- Director Carbajo asked board members to see him regarding attending committee meetings.

**XIII. Adjournment**

The meeting was adjourned by Chair Carbajo at 2:03 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director