

**UNIVERSITY STUDENT UNION, INC.  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
September 20, 2010  
MINUTES**

**I. Call to Order**

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

**II. Roll Call**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Elizabeth Awad	Kenneth Melcombe	Alexander Gonzales	Taylor Aldridge
Robert Barker		Jeremy Hamlett	Carolyn Arnold
Charlotte Cabeza		Joe Illuminate	Shaina Campbell
Luis Carbajo		Sharon Kinard	Katie Grayot
Andrew Collard ( <i>left at 12:45 p.m.</i> )		Shannon Krajewski	Jennifer Jacobs
Debra Hammond		Carol Nardini	Tamara Jarrett
Allison Kent		Jonathan Navarro	Aimee Lastrella
William Overvold		Brent Nelson	Karen Nelson
James Pilkington		Kristen Pichler	Sigourney Nunez
Sydni Powell			Raquel Padilla
Neil Sanchez ( <i>left at 12:52 p.m.</i> )			Drew Tolson
Sally Spencer			
Shanell Tyus			
William Watkins			

**III. Approval of Agenda**

M/S/P (W. Overvold/J. Pilkington) Motion to approve the agenda of September 20, 2010.

M/S/P (A. Collard/E. Awad) Amendment to add an additional discussion item to be heard as Discussion Item A, entitled "Benefits for USU Executive Director."

*Amendment to motion passed 11-0-0.*

*Motion passed 11-0-0.*

**IV. Approval of Minutes**

M/S/P (W. Watkins/A. Collard) Motion to approve the minutes of August 23, 2010.

*Motion passed 11-0-0.*

**V. Open Forum**

None

**VI. Chair's Report**

Director Carbajo reviewed his report and thanked everyone for assisting in the interview process for the two open student board member positions. He reminded the board that the Committee Member Leadership Development training is September 23 from 3:30 to 6:30 p.m. Matador Nights was a huge success and congratulated the programming team and all who were involved in making it a memorable event.

**VII. Vice Chair's Report**

Director Collard passed out his report and said that meetings to begin revisions to the Bylaws will be scheduled soon. He attended a Student Recreation Center (SRC) meeting regarding the Topping Off Celebration scheduled for November 2. Meeting members are also considering a Halftime Celebration Fair for the students as another awareness event. Collard will keep the board informed as to any developments regarding the celebration of the SRC.

**VIII. Executive Director's Report**

Director Hammond said that WTS International is the consulting group that the USU has hired to help prepare for the planning and operation of the student recreation center. She introduced Tamara Jarrett, Senior Vice President, and Jennifer Jacobs, Director of Operations, from WTS International. Tamara addressed the board and said that WTS International is a 37 year-old company specializing in consulting, design, and management operations for recreation centers, fitness centers, spas and leisure facilities worldwide. Clients include corporate fitness facilities, hotels and resorts, golf and country clubs, residential properties and real estate projects of all types. WTS provides needs assessment, theme development, design consulting, pre-opening and management services for many facilities across the United States and internationally. Tamara said she is excited to be here to help the USU create and execute their vision and make sure all voices on campus are heard. Jennifer Jacobs introduced herself and echoed her excitement to be here to assist in the process.

Hammond said she has accepted a part-time interim position in the Division of Student Affairs. Her new title is: Interim Assistant Vice President for Student Life and Executive Director of the University Student Union. 55% of her time will be devoted to the USU while 45% will be devoted to the University. Board members congratulated her on her new position and Director Watkins thanked her for her hard work.

Approximately 4,500 students attended Matador Nights. Staff, students and the WTS Consultants will attend the grand opening for the new recreation center at California State University, Long Beach today.

**IX. A.S. Report**

Director Sanchez said he was informed that the kickball competition between A.S. and the USU was great fun. Sanchez was out of town at a conference and could not attend.

**X. Committee Reports**

Director Carbajo asked the committee chairs to report:

- Facilities Committee: Chair, A. Kent said the committee held their first meeting but it was informal only. The second meeting is scheduled for September 27.
- Finance Committee: Chair, J. Pilkington said meetings have been scheduled for October 4, November 1 and November 29. The committee has no returning members so all members will have to be trained.
- Personnel Committee: Director Awad said the committee had 13 applicants and most have been contacted. Sharon Kinard will be the new executive secretary for the committee.

*Director Collard left at 12:45 p.m.*

**XI. Action Items**

**A. BOD Appointments**

M/S/P (S. Powell/S. Tyus) Motion to accept Sigourney Nunez as a student board member whose term will end June 13, 2011; and to accept Raquel Padilla as a student board member whose term will end June 11, 2012.

Sigourney Nunez introduced herself and thanked the board for the opportunity of serving on the board. She fielded questions and said she is majoring in journalism and will graduate in 2011. She is Editor in Chief for El Nuevo Sol, CSUN's bilingual news publication, and is the co-secretary for the National Association of Hispanic Journalists. She believes being a member of the board will help her expand her knowledge and experience.

Raquel Padilla introduced herself and said she is majoring in Communication Disorders and will graduate in 2013. She fielded questions and said that in her senior year of high school, she was President of the Spanish National Honors Society where she gained valuable leadership skills. She is very excited to be a member of this board and hopes to progress in her leadership skills.

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

*S. Nunez and R. Padilla joined the board at the table.*

*Director Sanchez left at 12:52 p.m.*

**B. 2009-2010 Financial Audit**

The motion came from the Audit Committee who met earlier this day, to accept the Fiscal Year-End 2009-2010 USU Financial Audit Report prepared by Vicenti, Lloyd & Stutzman (VLS).

Joe Illuminate, Associate Director, Finance and Business Services, introduced Karin Nelson, Partner and Taylor Ulrich, Senior Associate, from Vicenti, Lloyd & Stutzman (VLS). Ms. Nelson addressed the board and stated

that VLS has issued an unqualified opinion on the USU's financial statements. An unqualified opinion is the best opinion an audit firm can issue. A management letter was not required to be issued because there were no negative findings to report. Ms. Nelson passed out copies of the Matters Required to be Communicated to the Audit Committee to the board. Statement of Auditing Standards 114 (SAS 114) requires that auditor's report pertinent information to the Audit Committee and Board of Directors of which the following are the most important:

1. Difficulties Encountered in Performing the Audit – none were noted
2. Disagreements with Management – there were no such disagreements
3. Significant Audit Adjustments – no adjustments were made
4. Uncorrected Misstatements – there were no uncorrected misstatements identified during the audit
5. Significant Audit Findings – there were no findings resulting from this audit
6. Deficiencies in Internal Control – no significant deficiencies or material weaknesses in the design or operations of internal control were identified

Mr. Ulrich reviewed the financial highlights of the audit report with the Board:

1. Statement of Financial Position and Statement of Activities – net assets increased by \$468,983 to \$2,241,831 over the prior fiscal year. Mr. Ulrich commented the increasing net asset figure indicates the Union is in a strong financial position.
2. Statement of Cash Flows – cash increased by \$459,956 when compared to the prior fiscal year.
3. Notes to the Financial Statements – Mr. Ulrich pointed out that the last paragraph in Note 5 Related Party Transactions on page 11 of the audit report would be revised to reflect the fact that student union fees are no longer remitted to the Chancellor's Office. This change will be made before the report is finalized.

*Motion passed 12-0-0.*

## **XII.**

### **Discussion Items**

#### **A. Benefits for USU Executive Director**

Kristen Pichler, Human Resources Officer, explained to the board that Debra Hammond has accepted a part-time temporary appointment as Interim Assistant Vice President for Student Life, effective September, 2010 through March 2011. In consideration of this appointment, Hammond has been granted a 5% temporary increase in compensation. She will be employed by the USU 55% (22 hours per week) and by the University 45% (18 hours per week). To be eligible for benefits by the USU, she must work at least 30 hours per week and the University requires at least 20 hours per week. Because of the unique circumstances and temporary situation, the USU will grant an administrative exception which will allow Hammond to continue to participate in the USU's benefit program. Director Watkins, Vice President for Student Affairs, has signature authority for all fiscal and personnel matters pertaining to the Executive Director and has signed a memorandum confirming his approval. A memorandum of understanding (MOU) will also be issued stipulating that 45% of her compensation and benefits will be provided by the state.

#### **B. Technology Support Services Presentation**

Alexander Gonzales, Manager, Technology Support Services, introduced himself and proceeded with a PowerPoint presentation walk-through of the new "GoPrint" system installed in the Computer Lab. Gonzales said that the USU will save money with the new system because printing will be faster and cut down on wasted printing. There are stacks of papers at the end of the night that students leave in the printers Gonzales said. The GoPrint system monitors the number of pages allowed to be printed (20 pages per student per day) and students must verify the pages selected before the job prints. Gonzales said the system has been up and running for five weeks and will take time for students to adjust to the changes.

Brent Nelson, Technology Support Services Coordinator, introduced himself to the board and showed the board on a computer how the students access the GoPrint system and all the various fields that a student will see when preparing to print with the new system. He fielded questions from the board saying that the system will hold a printing job in the queue for three hours.

## **XIII.**

### **Announcements**

- Shaina Campbell passed out flyers for Kevin Lizarraga asking the board to take enough to be passed out to friends and in classes they attend.
- Director Carbajo reminded the board about the Committee Member Leadership Development training scheduled for 3:30 p.m. September 23 in the Flintridge Conference Room.

**XIV. Adjourment**

The meeting was adjourned by Chair Carbajo at 1:37 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director