

**UNIVERSITY STUDENT UNION, INC.  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
SEPTEMBER 24, 2012  
MINUTES**

**I. Call to Order**

The regular meeting of the USU BOD was called to order at 12:31 p.m. by Chair Sabrina Lockey.

**II. Roll Call**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Myles Adkins		Robert Bice	Joe Castagno
Tiffany Castellanos		Jimmy Francis	David Haygood
Sharon Eichten		Jeremy Hamlett	Jenifer Siou
Adan Garay		Joe Illuminate	Melissa Simon
Debra Hammond		Shannon Krajewski	
Collin Johnson		Kingson Leung	
Shahtaj Khan		Carol Nardini	
Marianne Link (left at 1:51 p.m.)		Kristen Pichler	
Sabrina Lockey			
Chenice Rand			
Shelley Ruelas (arrived at 12:34 p.m.)			
Tonee Sherrill			
Demontae Thompson			
Perlita Varela			
Ivor Weiner			

**III. Approval of Agenda**

M/S/P (M. Adkins/T. Castellanos) Motion to approve the agenda of September 24, 2012.

*Motion passed 14-0-0.*

**IV. Approval of Minutes**

M/S/P (M. Adkins/S. Khan) Motion to approve the minutes dated August 27, 2012.

*Motion passed 14-0-0.*

*Director Ruelas arrived at 12:34 p.m.*

**V. Open Forum**

- Joe Castagna addressed the board and said that he is a veteran and has worked very hard as a student here at CSUN. He asked the board to find out why the Oviatt Library is not open until Midnight during the week. Director Garay, the board’s Associated Students (A.S.) representative, said that he will be attending an A.S. senate meeting the following Monday and told Mr. Castagna that he would bring it up at the meeting and look into the matter. Director Hammond said that the Oviatt Library is not under the USU’s purview and suggested that Mr. Castagna could contact the Dean of the Oviatt Library.

**VI. Chair’s Report**

Chair Lockey read from her report and mentioned that Matafest was successful in educating students about the USU programs and facilities. The Veterans Resource Center’s (VRC) grand opening was wonderful and she thanked Montaigne Staats Long, VRC Coordinator, and Shanell Tyus, USU Events Manager, for their hard work in coordinating the event. This coming Thursday, the Pride Center will hold its grand opening and everyone should come and support the event.

**VII. Vice Chair’s Report**

Vice Chair Thompson read from his report and said he attended Matador Nights on September 7, 2012. It was fantastic and he thanked Shanell Tyus and her team for all their hard work. He invited everyone to attend “One

Amazing Community” which will take place tonight in the Oviatt Library, lower level. The program begins at 6:00 p.m. The event highlights the life stories of 11 members of the CSUN community. Seven out of the 11 are current or former members of the USU.

## **VIII. Action Items**

### **A. Audit Report – 2010-2011 (Time Certain 12:45 p.m.)**

Motion from the Audit Committee to accept the Fiscal Year-End 2011-2012 USU Financial Audit Report prepared by NSBN LLP.

Joe Illuminate, Associate Director, Finance & Business Services, said that the Audit Committee met earlier today and unanimously accepted the audit report. NSBN LLP recommended that an actuarial study be completed each fiscal year instead of every two years because the USU recently restated the Retirement Health Benefits plan and the healthcare market is in a continual state of flux. Illuminate then introduced Jenifer Siou, a partner at NSBN LLP.

Jenifer Siou thanked the USU for their cooperation during the audit process. She said the USU has a solid and organized accounting system with good internal controls and accounting policies in place. There were no accounting adjustments or any negative findings issued for the audit. NSBN issued an unqualified opinion which means the USU’s financial statements present fairly, in all material respects, the financial position of the organization as of June 30, 2012. An unqualified opinion is the best opinion that a public accounting firm can issue.

David Haygood, Senior Audit Manager at NSBN LLP addressed the board and referred to the SAS 114 Letter which is a communication that audit firms are required to make to those responsible for governance (Board of Directors) in relation to the planned scope and timing of the audit. He noted that there were no difficulties encountered in the audit and that there were no disagreements with management.

Haygood pointed out that the USU staff was able to provide all the requested audit data in a timely manner even though the Chancellor’s Office internal compliance audit (which takes place once every three years) was occurring at the same time as the financial audit.

*Motion passed 15-0-0.*

## **IX. Executive Director’s Report**

Director Hammond referred to her report and said that the Campus Quality Fee helped the USU to open the new computer lab, the new bike shelter as well as the Veterans Resource and Pride Centers. Signage will be going up in these areas to denote the contribution.

Hammond said that the new bike shelter provides 51 additional bike parking spaces and more are planned to be installed throughout the USU. With the opening of the new computer lab, patronage has increased by over 45% during the first two weeks of the semester and printing has also increased by over 34%.

Kevin Lizarraga, Marketing Manager, has been selected to work under the guidance of Dr. Vance Peterson, Vice President for University Advancement, and with Dave Moon, Art Professor and Director of The Center for Visual Communication (Viscom), to produce the new CSUN Identity Standards document. These guidelines will provide details regarding use of the new University slogan "Shine" as well as the CSUN acronym, word mark, and colors. Hammond congratulated Kevin for all his hard work.

## **X. A.S. Report**

Director Garay said that he recently attended a luncheon and President Harrison was the guest speaker. She discussed how to boost campus spirit. CSUN is a commuter campus, and activities are needed to keep the students on campus. Matafest and Matador Nights are programs that have helped school spirit and he thanked the USU. Garay also mentioned that the opening of the VRC and Pride Center will also increase school spirit.

## **XI. Committee Reports**

- Facilities and Commercial Services Chair Perlita Varela said the committee recruited four new members and has one returning member. Director Khan is the board representative. An orientation was held September 11 and six meetings have been scheduled. The first meeting is tomorrow at 4:00 p.m. in the Burbank Room.
- Finance Committee Chair Collin Johnson thanked everyone for their help and the committee recruited three new members with one returning member. The board representative is Director Riley. The first meeting for the committee is October 5 at 2:15 in the USU Conference Room. He said the committee member training was very informative.
- Personnel Committee Chair Myles Adkins said the committee has four new members and three returning members. The board representative is Director Castellanos. The committee’s first meeting is tomorrow at 4:00 p.m. in the Agoura Room.

## XII.

### Action Items (continued)

#### B. Change of Date – December BOD Meeting

M/S/P (C. Rand/C. Johnson) Motion to approve the revised USU BOD Meeting Schedule, 2012-2013, with the new date of December 3, 2012, instead of December 10, 2012 which is during finals week.

*Motion passed 15-0-0.*

#### C. USU BOD Goals

Chair Lockey addressed the board and said that the board would now review the goals. She asked them what their thoughts were and called on board members to comment.

Director Sherrill asked if the board would be able to accomplish all six goals in less than one year. Director Weiner referred to the first goal and said he recently attended a forum on financial issues on campus. Many students voiced their opinions on where the money came from to build the Matador Statue, seeing it as wasteful in these economic times. The students on campus are not well informed and do not know where the money came from to build the statue. Perception, and not the facts, needs to be taken into consideration if the board votes for this goal. Chair Lockey said she recently spoke to Dr. Watkins, Vice President for Student Affairs, Dean of Students, who told her that students were upset about the new benches that were placed around campus, seeing them as not as important as classes. Lockey said students still ask her where the money came from to build the new Student Recreation Center (SRC).

Chair Lockey called for a motion.

M/S/P (T. Sherrill/M. Adkins) to approve the USU BOD goals for 2012-2013 as set forth:

- 1) The USU BOD will examine the feasibility of developing an annual gift to CSUN;
- 2) The USU BOD will examine the feasibility of developing an organic rooftop garden;
- 3) The USU BOD will assist in completing the development and opening of an innovate technologically advanced study space utilizing the former computer lab space;
- 4) The USU BOD will examine the feasibility of creating additional center(s) spaces/services for different “communities” on campus;
- 5) The USU BOD will do a complete review and revision of our Articles of Incorporation and Bylaws to address any required or desired changes; and
- 6) The USU BOD will continue to assist in the development, design and financial approval of the Wellness Center.

*Director Link left at 1:21 p.m.*

Discussion included that if the first goal were to be approved, great consideration would need to be given to exactly what it would entail, possibly involving the students in some way. Setting up some type of a student scholarship might be a consideration.

Chair Lockey suggested looking at all the goals one by one. Director Riley said the mobile app which would detail USU programs, services and events was a good idea. Shannon Krajewski, Associate Director, Marketing & Programs, said that the USU Marketing Department was looking into creating such an app. Director Hammond said that Goal #5 must be completed as it is a requirement. Goal #6 is already being worked on. Goal #3 was voted on last year and is moving forward. Board members must be more involved with Goal 3. Goals 3, 5 and 6 are essential and will be done by staff members and the board.

M/S/P (T. Sherrill/M. Adkins) amendment to the motion to strike Goal #4: *The USU BOD will examine the feasibility of creating additional center(s) spaces/services for different “communities” on campus.*

Discussion included that the USU recently opened two Centers, the Pride Center and the Veterans Resource Center. USU Staff and students have worked long and hard on the two projects which took over two years to complete. The undertaking of Goal #4 would be a huge amount of work at this time. It might be best to make sure the two centers are running smoothly before undertaking another project. Director Hammond pointed out that since Jason Wang left the USU, many of his responsibilities have shifted to her. The development of this goal would be immense and time consuming.

Vice Chair Thompson called the question.

*Amendment passed 11-1-2.*

M/S/P (D. Hammond/T. Sherrill) amendment to strike Goals 1 and 2 as follows:

- (1) *The USU BOD will examine the feasibility of developing an annual gift to CSUN;*

*(2) The USU BOD will examine the feasibility of developing an organic rooftop garden.*

The board will keep Goals 3, 5 and 6, as follows:

- (3) The USU BOD will assist in completing the development and opening of an innovate technologically advanced study space utilizing the former computer lab space;*
- (5) The USU BOD will do a complete review and revision of our Articles of Incorporation and Bylaws to address any required or desired changes; and*
- (6) The USU BOD will continue to assist in the development, design and financial approval of the Wellness Center.*

Further discussion included how Goal #1, if done properly, might not be offensive. Board members expressed support for the amended motion.

Director Hammond called the question.

***Amendment passed 12-2-0.***

***Main motion, as amended, passed 14-0-0.***

### **XIII.**

#### **Discussion Items**

##### **A. State of the Union**

Director Hammond proceeded with her PowerPoint presentation of the State of the Union to the board.

##### **B. Legal Issue – Closed Session**

M/S/P (N. Riley/D. Thompson) Motion to go into closed session.

Motion passed unanimously.

M/S/P (D. Thompson/N. Riley) Motion to exit closed session and return to the regular meeting.

Motion passed unanimously.

### **XII.**

#### **Announcements**

- Chair Lockey suggested that the board refer to the Smart Goals sheet while working on the goals. There is a meet and greet scheduled before the next board meeting on October 22. It will be one hour before the meeting, starting at 11:30 a.m. in the Thousand Oaks Conference Room.
- Vice Chair Thompson reminded the board to attend “One Amazing Community” to be held in the Oviatt Library Presentation Room at 7:00 p.m. tonight.
- Tanesha Young distributed flyers to the board. There will be a “No H8” campaign from 11:00 to 1:00 p.m. during the opening of the Pride Center. Photos will be taken. She passed around a sign-up sheet for board members to list their t-shirt size for the new Polo T-Shirts.
- Director Eichten reminded the board that if they have not seen the Matadome since its renovation, they really should see it.

### **XIII.**

#### **Adjournment**

The meeting was adjourned by Chair Lockey at 2:55 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director