

**UNIVERSITY STUDENT UNION, INC.**  
**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**  
**BOARD OF DIRECTORS**  
**September 26, 2011**  
**MINUTES**

**I. Call to Order**

The regular meeting of the USU BOD was called to order at 12:32 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	Katie Grayot
Clarissa Cervantes		Jeremy Hamlett	Ella Ruzov
Adrian Boluarte-Chong		Joe Illuminate	Hussain Saka
Sharon Eichten		Aida Johnson	Jennifer Siou
Debra Hammond		Shannon Krajewski	
Vahan Khodanian		Samantha Liu	
Marianne Link		Carol Nardini	
Sabrina Lockey		Jonathan Navarro	
Raquel Padilla		Kristen Pichler	
Kristina Payton		Jenny Soto	
Chenice Rand		Jason Wang	
Zachary Roof			
Ryan Roope			
Shelley Ruelas			
Tonee Sherrill			
Sally Spencer			
Demontae Thompson			

**III. Approval of Agenda**

M/S/P (R. Roope/A. Boluarte-Chong) Motion to approve the agenda of September 26, 2011.

*Motion passed 15-0-0.*

**IV. Approval of Minutes**

M/S/P (S. Lockey/R. Padilla) Motion to approve the minutes dated August 29, 2011.

*Motion passed 15-0-0.*

**V. Open Forum**

None

**VI. Chair's Report**

Director Awad read from her report and said that the Association of College Unions International (ACUI) Regional Conference will be held at USC November 17-19. Student members need to submit their applications by October 5. National Intramural-Recreational Sports Association (NIRSA) will hold their Region VI Conference November 2-4 in Scottsdale, Arizona. Applications for the NIRSA conference are also due October 5. Student BOD members have been selected as representatives for the following committees: Director Boluarte-Chong for the Facilities Committee; Director Thompson for Finance and Director Padilla for Personnel. Director Awad thanked them for their service.

**VII. Vice Chair's Report**

Director Roof read from his report and said that at the last board meeting there were many amendments and he was pleased to see how the group acted in the face of discomfort. He met with Shannon Krajewski, Associate Director, Marketing and Programs, and held a mock meeting to gain experience with amendments and parliamentary procedure. He attended the AS fair and the USU's Matafest and said both events were scheduled early in the semester and felt they set a positive tone for the students.

## **VIII. Action Items**

### **A. Audit Report (Time Certain 12:40 P.M.)**

Motion from the Audit Committee to accept the Fiscal Year-End 2010-2011 USU Financial Audit Report prepared by NSBN LLP.

Joe Illuminate, Associate Director, Finance & Business Services, addressed the board and stated that he was pleased with the service that the USU received from the new audit firm NSBN LLP. He thanked Jonathan Navarro, Accounting Supervisor, and his staff for their assistance during the audit. Illuminate then introduced Jenifer Siou, Audit Partner.

Jenifer Siou thanked the USU for their cooperation during the audit process. She said the USU has a solid and organized accounting system with very 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, 2011. An unqualified opinion is the best opinion that a public accounting firm can issue.

Director Hammond emphasized that the Audit Report was thoroughly reviewed and approved by the USU Audit Committee on September 19, 2011. Members of the Audit Committee include Ron Clouse, former BOD member and former CSUN Budget Director; Sharon Eichten, Director of Finance and Administration Service Budget Planning & Mgmt.; and three student members. She thanked Jenifer Siou and also the USU Business Services Department under the leadership of Joe Illuminate. This is the seventh consecutive audit in which there were no audit findings. The USU is financially strong despite the current economic slowdown.

*Motion passed 15-0-0.*

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

Director Hammond referred to her report saying that Jenny Soto, a recent CSUN graduate, has joined the Marketing Department as the Marketing Supervisor. Many programs were held in the Games Room including a Dorm Mixer, a Welcome Back event, and Neon Nights. There were noontime concerts, Craft Corners, and a Red Rally fan appreciation event. The Intramural program has expanded under the leadership of Michael Jurczak, Intramural Coordinator, to include independent basketball and flag football, volleyball, Greek ultimate Frisbee, sorority and fraternity volleyball. Please check out the schedule on [src.csun.edu/intramurals/schedule.php](http://src.csun.edu/intramurals/schedule.php). President Koester toured the SRC and was very impressed. The SRC project is now at a critical stage and the USU will not be able to offer general tours to the campus as it is imperative we do everything we can to insure that the project is completed on schedule. Hammond also mentioned the expanded programs in the Fitness Centre under Sandra Salute's (Fitness and Wellness Coordinator) leadership. The Interfaith Reflection Room will temporarily be located in the space that formerly belonged to Cellular Flux. They will be in the space until December. The Veterans Resource Center will then take possession.

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

Vahan Khodanian said that he has been appointed as the A.S. Designee to this board. He gave his report saying that Big Show is scheduled for Saturday. Dev is not performing but there will be a good replacement. A good-bye event is being planned for Dr. Koester on October 13. There was also discussion about A.S. sponsoring a scholarship in Dr. Koester's name. Khodanian mentioned that a proposition was approved to reinstate the "Tradition of the Rose," which calls students to place roses on the new matador statue to symbolize accomplishments, struggles, or other symbolic change or action taking place in their life.

## **XI. Committee Reports**

- Facilities and Commercial Services Chair Director Lockey read from her report saying the committee has already met twice this semester and has scheduled meeting dates for: October 10, October 31 and November 21. Goals were also discussed which include approval of all SRC related facilities policies; assess need and possible location for a prayer/meditation room for students; develop a proposal for the use of the existing Computer Lab and other vacant spaces.
- Finance Committee Chair Director Cervantes said the committee's first meeting is September 30 and will include an orientation and a discussion of goals.
- Personnel Committee Chair Director Payton said they have eight members and their first meeting was held September 26. It included an orientation presentation and the discussion of potential goals. Meeting dates are October 17, November 7 and December 5. Director Padilla is the student board representative.

## **XII. Action Items (continued)**

## **B. Gender Neutral Restroom**

M/S/P (S. Lockey/R. Roope) motion to promote existing USU single use restrooms instead of developing a gender neutral restroom.

Director Lockey said that this proposal was sent back to the Facilities & Commercial Services Committee at the December 6, 2010 USU BOD meeting in order to resolve questions involving ADA accessibility, clarification on multi – versus single-stall facilities, legal considerations, estimations on how many students are likely to be impacted and costs. They were also to check with other college campuses' experience with gender neutral restrooms. Survey questions were incorporated into the USU Spring Survey conducted in March.

The Committee convened an ad hoc committee on Monday, April 11, 2011 comprised of Committee members Kent, Powell, Dominguez, Powley, and the assistance of Jason Wang to review the USU Spring Survey results. The ad hoc committee concluded that the E-Building may not be the best location to implement the gender neutral restroom due to the location. They discussed working with Associated Students (AS) members to draft a resolution in support of an initiative for putting a gender neutral restroom in a prominent location somewhere on campus in the future. In an effort to encourage safety and inclusion, the ad hoc committee recommended advertising the location of existing USU single use restrooms.

There was much discussion. The results from the survey were divided. It was suggested that AS should continue their work on the resolution to find a prominent location on campus for a gender neutral restroom. Vahan Khodanian, the board's AS Designee, said he would check on the progress of the resolution and report his findings to the board at the next meeting. Director Hammond noted that this may not be a priority of the new administration as this was proposed in 2010-2011.

Concern was expressed regarding the location of the restroom in Building E as being difficult to find. Proper signage and promotion of the location can be done along with flyers and speaking to advocacy groups.

Several colleges were contacted regarding their use of a gender neutral restroom and only one college had a gender neutral restroom and reported no problems.

***Motion passed 10-4-1.***

## **C. Bylaws**

M/S/P (R. Roope/K. Payton) motion to amend Section V. Paragraph C (Standing Committees) of the USU BOD Bylaws as follows:

*“C. The USU Executive Director/designee shall serve as an ex-officio, non-voting member of all USU BOD standing committees (with the exception of the Retirement Committee, on which the USU Executive Director shall be a voting member).”*

Director Cervantes said that this paragraph change was necessary to clarify the wording.

***Motion passed 15-0-0.***

## **XIII.**

### **Announcements**

- Ella Ruzov, Graduate Assistant, Board of Directors, made several announcements:
  - She passed around a sheet of paper and asked the student board members to sign up for a one-on-one meeting with her to review StrengthsQuest
  - She handed out flyers regarding Monday Night Football, Neon Nights, a lecture with Lt. Daniel Choi October 11 at the Northridge Center, and a flyer with information regarding a studying abroad fair on October 5
  - Committee member training is tomorrow
- Director Awad welcomed Vahan Khodanian and thanked him for his service to the board.
- Aida Johnson, SRC Director, announced the informational job fair this Thursday at 12:30, 3:30 and 6:30 p.m. in the Grand Salon regarding jobs at the SRC.
- Director Thompson said he is enjoying his second year with the USU and is having a great time at all the amazing events hosted by the USU.

**XIII. Adjournment**

The meeting was adjourned by Chair Awad at 1:32 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director