

**UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
OCTOBER 22, 2012
MINUTES**

I. Call to Order

The regular meeting of the USU BOD was called to order at 12:34 p.m. by Chair Sabrina Lockey.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Myles Adkins	Adan Garay	Jimmy Francis	Christina Cocca
Shoorideh Asgari		Kristie Godfrey	Tower Hazard
Shelley Ruelas-Bischoff			
Tiffany Castellanos		Jeremy Hamlett	
Sharon Eichten		Joe Illuminate	
Debra Hammond		Sharon Kinard	
Collin Johnson		Shannon Krajewski	
Shahtaj Khan		Kingson Leung	
Marianne Link (arrived at 1:12 p.m.)		Samantha Liu	
Sabrina Lockey		Kevin Lizarraga	
Chenice Rand		Sarina Loeb	
Nicole Riley		Montaigne S. Long	
Tonee Sherrill		Kristen Pichler	
Demontae Thompson		Jenny Soto	
Perlita Varela			
Ivor Weiner			

III. Approval of Agenda

M/S/P (S. Khan/N. Riley) Motion to approve the agenda of October 22, 2012.

Motion passed 14-0-0.

IV. Approval of Minutes

M/S/P (M. Adkins/S. Khan) Motion to approve the minutes dated September 24, 2012.

M/S/P (S. Eichten/D. Hammond) Amendment to strike the last sentence of the second paragraph under Section XII.C. USU BOD Goals, which reads: “*Director Eichten said she is the Chair of the Student Fee Advisory Committee and students want to know why there is not more support for additional classes.*”

Amendment passed 14-0-0.

Motion, as amended, passed 14-0-0.

V. Open Forum

None.

VI. Chair’s Report

Chair Lockey said the grand opening of the Pride Center was a great success and that she was proud to be a part of the process for both the Pride Center and the Veterans Resource Center. She encouraged the board to talk to their constituents and get the word out on campus about the two centers. She praised Roni Sanlo’s speech at the Pride Center’s grand opening and how meaningful it was to listen to the history Roni shared. A complete review of the bylaws is one of the BOD’s goals and an ad hoc committee must be formed. Lockey remarked that it will be an excellent leadership experience and anyone who is interested in chairing the committee or being a member should contact her. She wished Director Khan a happy birthday and asked all board members to give her their birthdates.

VII. Vice Chair's Report

Vice Chair Thompson commented on the opening of the Pride Center saying it was a great event. He attended a Master Class at the SRC. He asked the board to come out and support him in a play that he is performing entitled *The Possibility Project*. *The Possibility Project*, put on by the Southern California Foster Family and Adoption Agency, is playing on October 28, 29, and 30 at 7:30 p.m. in Culver City. The play is an original musical drama written and performed by a diverse group of Los Angeles teenagers in the foster care system.

VIII. Executive Director's Report

Director Hammond said she would highlight a few things from her report. Joe Illuminate, Associate Director, Finance & Business Services, has filed an application with the State Controller's Office to establish an SRC membership payroll deduction for campus faculty and staff employees by January 2013. Hammond said that the USU has many great programs, like Soulful Saturday, Craft Corner Events, Noontime Concerts, and recently a Murder Mystery which was sold out. She announced that Jimmy Francis, former Interim Associate Director, Student Recreation Center (SRC), is now the Director. Jimmy introduced himself to the board and said that the SRC recently won a Facility of Merit Award from Athletic Business. Athletic Business is a multimedia company that serves as a resource for those in the fitness and recreation industry. Professionals on campus, community, military, corporate, etc. recreation and fitness utilize many of the resources that Athletic Business offers to improve how they serve their target markets. Each year Athletic Business recognizes 10 facilities with the Facility of Merit Award. This award is judged on a number of factors ranging from architectural features to analysis of the value of the investment the entity made versus the end result of the project.

ACUI (Association of College Unions International), our professional association, will be celebrating their 100th anniversary in 2014. ACUI was recently approached by the Public Broadcasting Service (PBS) who produces the show "*Visionaries*," a documentary series that highlights the rarely told stories of nonprofit organizations all around the world that are working to make a positive difference in their communities and beyond. ACUI sent out a call to 600 members, and CSUN was one of four colleges chosen. PBS will be filming at CSUN on November 14, 15 and 16. Testimonials will be taken from staff, students and alumni. The college unions chosen (CSUN, Vermont, University of Wisconsin, and Davidson College) must raise \$150,000, and to date, only \$50,000 has been raised. A memo will be sent out soon with additional information.

IX. A.S. Report

Chair Lockey spoke in Director Gabay's absence saying that *Big Show* was held this last Saturday and over 12,000 people attended.

X. Committee Reports

- Facilities and Commercial Services Chair Perlita Varela said the committee is working on projects. Two of the action items on today's agenda are from the committee. Varela is happy with the committee – all the members are voicing their opinions.
- Finance Committee Chair Collin Johnson said they had their first meeting on October 5. The next meeting is October 26 and they will consider the August financial statement at that meeting. All board members are welcome to come to the meeting.
- Personnel Committee Chair Myles Adkins said the committee has had two meetings and both were well attended. Everyone actively participates in the meetings. The next meeting is November 14 in the Calabasas Room at 4:00 p.m.

XI. Action Items

A. Approval of Audit Committee Member

M/S/P (M. Adkins/D. Thompson) Motion to approve Tower Hazard as a student member of the Audit Committee.

Joe Illuminate said that Tower Hazard attended the September Audit Committee meeting as a guest and is very interested in becoming a member.

Mr. Hazard introduced himself to the board and said that he is a graduating senior with his major in Finance. He works for Montaigne Staats Long, the Coordinator for the Veterans Resource Center, and also volunteers at the American Red Cross. He believes the experience as an Audit Committee member will enhance his education.

Motion passed 14-0-0.

B. Space Allocation – Wellness Center/Meeting Rooms/Lounge Space

Motion from the Facilities & Commercial Services Committee to approve Option 1: Create a minimum of three meeting rooms and a study lounge in the former Fitness Centre space and allocate Activity Rooms 1, 2 & 3 from the Sunny Days Camp space at the Plaza Pool level for development of the Wellness Center.

Director Varela said that meeting rooms would need to be constructed and available for normal operation prior to the renovation of the Activity Rooms 1, 2 & 3/Sunny Days camp area. Sunny Days camp will still be able to sufficiently operate in a new meeting room space.

Chair Lockey said that the plan includes the construction of an elevator between the sub-pub and Building E. Director Hammond said that when the walkthrough was conducted with the architects it was noted that the current ramp railing is not ADA compliant. The elevator will be off the walkway. Because of the way the ramp curves, the cost of redoing the ramp would be about the same as the cost of an elevator.

Director Link arrived at 1:12 p.m.

Discussion ensued and several board members spoke on behalf of Option 1. Others said it sounded like the Center will be hard to find. Good signage and enhanced marketing will be important. It was also noted that the Plaza Pool level area allows for the development of outdoor space to compliment the wellness center.

Motion passed 15-0-0.

C. AS Sport Clubs Athletic Training Office and Allocation of Janitor's Closet Space

Motion from the Facilities & Commercial Services Committee to approve the allocation of the office space and janitor's closet in the Sub Pub area for the AS Sport Club Athletic Trainer's office and ice machine, respectively.

Director Varela said the office will be used to provide a private office space and meeting area for the Sports Clubs Athletic Trainer and physician from the health center to evaluate club participants in a confidential setting. The space will also allow the sport clubs athletic trainer to conduct business, plan practices and organize events. Furthermore, this area will allow the physician to visit us on site and provide further care for our sport club participants.

The maintenance closet allows for the storage of the ice machine. Plumbing and drainage is already in place. Nothing in the maintenance closet will need to be changed to accommodate the ice machine.

Motion passed 15-0-0.

D. Position Description – Manager, Facilities Operations, SRC

Motion from the Personnel Committee to approve the Regular position and job description of Manager, Facilities Operations, Student Recreation Center (SRC).

Director Adkins said the current staffing plan for the SRC provides for Director and Assistant Director, Facilities, positions. However, a review and analysis of the staffing plan has determined that a lower-level Manager position is more appropriate than a higher-level Assistant Director position. The manager position will oversee SRC facilities and the artificial turf field which is scheduled to come on-line in February. Funds have been approved as part of the 2012-13 annual operating budget for an Assistant Director, Facilities position. Compensation for the manager position is expected to be less than that budgeted for the Assistant Director position, thereby resulting in salary savings of at least \$10,000.

Questions included why a 4-year degree was necessary and it was said that the USU follows the University's protocol. Jimmy Francis, the SRC's Director, has been performing his job along with the Manager's job and the workload is too much for one person. The USU's human resources department will post the job immediately.

Motion passed 15-0-0.

E. Position Description – Accountant I, Payroll

Motion came from the Personnel Committee to approve the Regular position and job description of Accountant I, Payroll.

Director Adkins said that the USU's long-time payroll technician retired in July. The job description has been subsequently reviewed and updated to reflect the typical duties and level of responsibility the position needs to assume. Estimated fiscal impact due to an anticipated increase in salary is projected at \$3,000 to \$7,000 for fiscal year 2012-13. Funds will be sourced from unallocated working capital reserves.

Discussion ensued. Director Adkins said that a USU staff person is currently performing that job along with some of their own job responsibilities. It was noted that this position requires a higher degree of responsibility because of the new positions added by the SRC as well as regulatory and payroll research and interpretation.

Motion passed 15-0-0.

XII. Discussion Items

A. Update from the VRC

Monteigne Staats Long, Coordinator of the Veterans Resource Center (VRC), began her presentation to the board. The VRC Grand Opening was held on September 12. The Center has an average of 15 students per day. Programs and events are planned for the rest of the semester, including the viewing of a documentary called "Invisible War" November 8 at 6:00 p.m. Game Nights are on November 6 and December 5, and a Stress Management program is planned for December 3 and 4. Workshops will be held during finals week with stress management, Reiki (energy healing) and massage being offered.

B. Update from the Pride Center

Sarina Loeb, Coordinator for the Pride Center, began her presentation to the board. The Grand Opening was held on September 27 and included a LGBTQ Resource Fair, opportunities for students to decorate a swatch of fabric for the Pride Center quilt, and the NOH8 Campaign photographer, Adam Bouska, was present taking his famous NOH8 photos for a nominal fee for students. In addition, at the VIP luncheon, keynote speaker, Roni Sanlo shared her experiences of starting up and running several LGBT centers over the years. 500 lunches were served. The LGBTQ Peer Mentor Program currently has six mentees, and will be launching online mentoring in the spring semester. The LGBTQ Peer Mentors are working on several projects, including an Athletic Ally Training, Clubs & Orgs Outreach, NCOD Outreach, and a newsletter. Upcoming programs include Trans Awareness Week scheduled for the week of November 13-16, and LGBTQ Coffee Nights are held bi-weekly. The Center has approximately 25 students visit each day for various reasons, including socializing, searching for information, homework, and using the computers. Both centers feature the concept of "mentoring on the run."

Board members thanked both Monteigne and Sarina for their hard work on the centers.

C. Social Networking and Web Updates

Kevin Lizarraga, Marketing Manager, introduced Jenny Soto, Marketing Supervisor. Ms. Soto handed out copies of the report to the board and proceeded to give the fall 2012 social media update, a copy of which is attached to these minutes.

Director Sherrill left at 1:55 p.m.

XII. Announcements

- Kevin Lizarraga passed out flyers for a Super Smashbros Tournament, 11th Annual Student Showcase, and Living the Matador Life.
- Tanesha Young said the student board members need to schedule their second one-on-one StrengthsQuest meetings with her for the semester.
- Director Thompson said today is the last day to register to vote in the national elections to be held on November 6.

XIII. Adjournment

The meeting was adjourned by Chair Lockey at 2:12 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director