

**UNIVERSITY STUDENT UNION, INC.  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
November 21, 2011  
MINUTES**

**I. Call to Order**

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

**II. Roll Call**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Elizabeth Awad	Vahan Khodanian	Jeremy Hamlett	Adrian A. Arciniega
Clarissa Cervantes	Zachary Roof	Joe Illuminate	Karlee Johnson
Adrian Boluarte-Chong		Aida Johnson	Jolene Koester
Sharon Eichten		Sharon Kinard	Emmanuel Martinez
Debra Hammond		Samantha Liu	Kiera McKibbens
Marianne Link		Sarina Loeb	Katrina Meers
Sabrina Lockey		Carol Nardini	Andre Molette
Raquel Padilla		Dave Ross	Thia Nilawat
Kristina Payton		Jason Wang	Martell Okonji
Chenice Rand			Joel Paramo
Ryan Roope			Ankur Patel
Shelley Ruelas			Randy Reynaldo
Tonee Sherrill			Hugo Valencia
Sally Spencer			Jeffrey Zide
Demontae Thompson			

**III. Approval of Agenda**

M/S/P (A. Boluarte-Chong/R. Padilla) Motion to approve the agenda of November 21, 2011.

M/S/P (C. Cervantes/S. Lockey) amendment to strike Action Item E – Long-Term Financial Plan – Reduction of USU Operational Fee. The item will be voted on at the Finance Committee meeting on December 2, and will be brought to the board meeting on December 5.

*Amendment passed 14-0-0.*

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

**IV. Approval of Minutes**

M/S/P (C. Rand/C. Cervantes) Motion to approve the minutes dated October 24, 2011.

*Motion passed 12-0-2.*

**V. Open Forum**

- President Koester addressed the board and briefly reviewed her time here at CSUN and her involvement with the USU Board of Directors. She praised the board for all the hard work they have done and continue to do. By their efforts, they have made a difference on campus by creating an atmosphere of inclusivity which has awakened school pride and enhanced school spirit.
- Director Awad thanked Dr. Koester for her support and involvement with the board, having attended every *Year End Event* sponsored by the USU. Awad presented a gift to Dr. Koester from the board and wished her continued success in her endeavors after she leaves CSUN.
- Karlee Johnson, Martell Okonji, Hugo Valencia, and Andre Molette all spoke in support of the action items before the board today regarding both the LGBTQ and Veterans Resource Centers. The students all expressed how important the LGBTQ Resource Center and the Veterans Resource Center will be to the campus. They described them as a safe place of support and information for the students who have felt alone and isolated in the past. They urged the board to vote in favor of the allocation of space in the USU.

- Jason Wang, Associate Executive Director, introduced Dave Ross as the new Assistant Director, Facilities Maintenance. Dave spoke briefly about his educational background and work history and thanked the board and the USU for giving him this opportunity.
- Thia Nilawat spoke in support of the Veterans Resource Center as being vitally important to all of our veterans who are returning home from Afghanistan and Iraq. Many veterans will use the G.I. Bill to further their education. The resource center can provide needed support and information on how to adapt to the society on campus and general information on how to maneuver CSUN successfully.

**VI. Chair's Report**

Director Awad read from her report and congratulated the committee chairs on the great job they are doing. Awad attended all three committee meetings and was extremely impressed. She congratulated Director Cervantes on the birth of her beautiful baby girl and presented her with a gift from the board. She wished everyone a happy Thanksgiving. U-Day is coming up December 2 at 12:00 p.m. in the Grand Salon and encouraged the board to attend. There are two on-line training sessions that the board needs to complete and she provided the Web site addresses. She reminded student board members that the SRC is opening January 26 and encouraged them to join now! There is a sign-up event from 4:00 p.m. to 7:00 p.m. in the Plaza Del Sol tonight.

**VII. Vice Chair's Report**

Director Awad reported that Director Roof was out sick.

**VIII. Executive Director's Report**

Director Hammond referred to her report saying there have been personnel changes: Kristie Godfrey was temporarily appointed as the Assistant Director, Reservations and Event Services and Computer Labs; Samantha Liu, was temporarily reassigned to the position of Coordinator, Information Services and Special Projects and the Satellite Student Union; and Shakuntala Smith began her employment with the USU on November 14, as the Coordinator, Computer Labs. Eighteen staff and student members attended the ACUI Region 15 conference at USC over the weekend. Of note, James Matzen, Graphic Designer, won first place awards - Steal This Idea – SRC Promotions, USU Directory, the USU Annual Report, and second place for SRC Identity Standards. Kevin Chow, Web Designer, won first place – Steal This Idea – SRC Web site and second place for the USU Web site. Shanell Tyus, Manager USU Events and Shannon Krajewski, Associate Director, Marketing and Programs presented a workshop entitled, “Employing a New Program Board Strategy.” Kingson Leung, a graduate assistant from USU Events, presented a workshop, “Beyond Diversity: Knowing Oneself to Create Change.” Shannon also presented a workshop, “The Secrets to Your Success.” Director Hammond sat in on Dr. Kyriakos Pontikis’ Senior Interior Design Class. The class created presentations for the Wellness Center. Three student focus groups were held this week regarding the Wellness Center. Comments were mainly regarding the stress that students are under at college. The USU’s main heating system broke down and is affecting the Sol Center and Buildings B, C and E. Facilities is currently assessing options.

**IX. A.S. Report**

No report.

**X. Committee Reports**

- Facilities and Commercial Services Chair Director Lockey referred to her report saying the committee will have met all its goals after their meeting later today. One of the major goals the committee worked on was providing a prayer room for the campus. The proposal will be on the board’s agenda at the December meeting.
- Finance Committee Chair Director Cervantes said that Action Items B, D and F were carefully considered and revised by the committee and she thanked Sarina Loeb, Special Assistant for Diversity Initiatives, Chair Awad, and Director Hammond for all their input and work regarding the items. December 2 will be the committee’s last meeting of the semester.
- Personnel Committee Chair Director Payton thanked Sharon Kinard, Manager, Administration and Communications, for meeting with her regarding Goal Setting and Decision Making. Payton also thanked Ella Ruzov, the board’s graduate assistant, and Chair Awad for their help during the training earlier today. December 5 will be the committee’s last meeting of the semester.

**XI. Action Items**

- A. USU-LGBTQ and Veteran’s Resource Centers Space Allocation – Commercial Leased to USU Programs**  
Motion from the Facilities and Commercial Services Committee to approve the proposal for the USU to take responsibility for operating and funding the Veterans Resource Center and the Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) Resource Center.

Director Lockey said that on April 25, 2011, the USU Board of Directors approved the motion to allocate space for both a Veterans Resource Center and a LGBTQ Resource Center contingent on Campus Quality Fee (or other) funding for any required tenant improvement and/or lease costs and a plan for renovation and occupancy no later than December 2011. Both Resource Centers applied for the Campus Quality Fee (CQF) to fully fund the implementation and operation of the Centers. The allocation requested for each center was over \$125,000.

The Veterans Resource Center and the LGBTQ Resource Center each received a \$38,000 allocation for the renovation and furnishing of the physical space for the centers and the creation of a Peer Mentoring Program (a Veterans Peer Mentor Program and a LGBTQ Peer Mentor Program). This funding cannot be utilized for professional staffing, benefits or ongoing operational costs.

Continuity, stability and professional leadership and direction are needed to create fully functioning LGBTQ/Veterans Resource Centers and peer mentor programs. Additionally such programs/services are consistent with the USU's mission of inclusion and personal growth [of students] and require the USU's commitment of financial resources and professional staff expertise.

Spring 2012: The cost for operating both peer mentor programs in Spring 2012 is \$39,767. This figure is less the funding support from the Campus Quality Fee (\$76,000). It should be noted that the resource center would not be operational until summer 2012.

2012-2013: Approximately \$103,500 for each resource center. Total annual operating costs for both centers are \$207,177 less the anticipated \$50,000 support from the Campus Quality Fee.

*Motion passed 14-0-0.*

**B. USU Financial Responsibility for LGBTQ and Veterans Resource Centers**

Motion from the Finance Committee to approve the proposal for the USU to take responsibility for funding the Veterans Resource Center and the Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) Resource Center.

Director Cervantes said that the Facilities and Commercial Services Committee voted to recommend approval of converting the allocated spaces from commercial spaces to a USU sponsored program space on October 10, 2011. The Finance Committee voted November 18, 2011 and recommended approval of the USU financially supporting and operating the Veteran Resource Center and LGBTQ Resource Center.

Cervantes said they also met with Dr. Watkins, Vice President of Student Affairs and Dean of Students, and Director Ruelas, Associate Vice President for Student Life, about the proposal for the USU to operate and fund the resource centers. It should be noted that California State University, Northridge recognizes the need to provide additional support to these two student populations as part of the institutions commitment to student access, opportunity and success.

*Motion passed 14-0-0.*

**C. Job Descriptions: Coordinator for LGBTQ Resource Center; and Coordinator for Veteran Resource Center**

Motion from the Personnel Committee to approve regular staff positions for the LGBTQ and Veterans Resource Centers Coordinators.

Director Payton said that the Personnel Committee unanimously voted their approval of the two coordinator job positions on November 7.

Director Hammond said the board should recognize the hard work that has gone into these projects including individual meetings for over a year to talk about the issues. Sarina Loeb has done a huge amount of work on budgets and research. There is a need for the USU to live up to their mission statement regarding inclusion and to develop community within a united community. Hammond said she is proud of everyone involved with this project and appreciates the work that has gone on behind the scenes.

*Motion passed 14-0-0.*

**D. 3 & 9 Budget Report 2011-12**

Motion from the Finance Committee to accept the 2011-2012 First Quarter Budget Report.

Joe Illuminate, Associate Director, Finance and Business Services, said that the report reflects financial operations for the three month period ending September 30, 2011. The optimal operating range is 25% of the yearly budget although operating limits from 20% to 30% are acceptable. *The operating percentages in this report take into account all adjustments as a result of the 3 & 9 budgeting process.* Below is an analysis of the revenue and expense categories.

Projected revenue has increased by \$537,234 and projected expenditures have increased \$444,548. As a result, the net surplus has increased from \$10,239 to \$102,924.

### **Revenues**

Projected revenue has *increased* by \$537,234. Sales–Taxable - \$2,258; SRC/Fitness Centre Income - \$26,177; Miscellaneous - \$508,798.

The \$26,177 increase is attributable to a greater than expected sale of Fitness Centre memberships. The surge in miscellaneous income is due to the following large items:

1. \$414,459 Campus Quality Fee
  - a. \$38,000 Veterans Resource Center
  - b. \$79,854 Bicycle Racks and Covers for Student Recreation Center
  - c. \$296,705 USU Computer Lab Expansion
2. \$94,509 refund of unemployment insurance premiums as a result of the dissolution of the Auxiliary Organization Unemployment Insurance Trust (AOUIT). AOUIT changed their requirements of having six times the amount of insurance to just two times the amount which resulted in the refund.

### **Expenditures**

Projected expenditures have *increased* \$444,548. Staff and Student Salaries - \$5,986; Benefits - \$6,002; Operating Expenses - \$456,536.

The overall increase in operating expenses is due to purchases of expendable equipment for the Fitness Centre. Increase in Fitness Centre membership income was used to fund the increase in expendable equipment. The increase in reserves to account for administrative contingencies set aside for expenditures of campus quality fee funds. The entire \$414,289 of campus quality fee money is required to be expended on the projects listed above.

### **Change in Net Assets**

The actual change in net assets of \$1,018,188 is \$915,264 higher than the budgeted net assets of \$102,924. The reason is related to Student Recreation Center (SRC) revenues and expenses. The monthly student fee revenue amount received includes fees related to the SRC. SRC student fees are being received without a corresponding increase in expenditures because the SRC does not open until late January 2012.

### **Statement of Changes in Financial Position Highlights**

▪ General Ledger Cash	\$3,915,910
▪ Fixed assets (net)	905,101
▪ Post employment liability	1,257,794
▪ Net Assets	3,668,178

### **Investment Summary**

The USU has earned only \$85.06 in interest this fiscal year as a result of an ultra-low interest rate environment for investments that offer safety of principal and immediate liquidity. The USU had approximately \$3.9 million in short-term United States Treasury bills as of 9/30/2011.

### **Reserves & Capital Outlay**

A total of \$16,646 of *working capital reserves* has been transferred to the operating budget this fiscal year:

- \$4,700 Fitness Centre uniforms
- \$1,046 Equipment audio repair
- \$10,900 WTS recruitment fees for the SRC Aquatics and Membership Coordinators

A total of \$12,999 of capital outlay has been expended for software this fiscal year with an additional \$124,480 encumbered (set aside) for future purchases computers and peripherals.

### **Work Study**

The USU has expended \$3,245 in work study. Checks for approximately \$19,000 for August and September work study were received in October.

***Motion passed 14-0-0.***

## **E. Long-Term Financial Plan – Reduction of USU Operational Fee**

Stricken.

## **F. Petty Cash Policy**

Motion from the Finance Committee to approve the revisions to the Petty Cash Policy as presented.

Director Cervantes said that the current daily petty cash limit is \$150.00 and the amount of the petty cash fund is \$3,000.00. Due to the increase in the need for cash as result of expenses related to the Student Recreation Center and programs for students, the following revisions to the Petty Cash Policy are recommended:

1. Increase the daily petty cash limit to \$250.00 per day
2. Increase the total amount of the petty cash fund to \$5,000.00
3. Remove the \$399.99 maximum limit for emergencies that may be approved by the Executive Director/designee since this no longer considered practical
4. Change the petty cash custodian to the Associate Director, Finance & Business Services/designee from the Accounting Manager since there is no Accounting Manager position in the organizational chart at this time

Discussion included that number 3 is no longer necessary because the members of the Management Team each have corporate American Express credit cards. Regarding number 4, Joe Illuminate's job description changed from Accounting Manager to the Associate Director, Finance & Business Services. The Accounting Manager position no longer exists.

**XIII. Announcements**

None

**XIII. Adjournment**

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

Respectfully submitted by,

Debra L. Hammond,  
Executive Director