

**UNIVERSITY STUDENT UNION, INC.  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
December 6, 2010  
MINUTES**

**I. Call to Order**

The regular meeting of the USU BOD was called to order at 12:30 p.m. by Chair Luis Carbajo.

**II. Roll Call**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Robert Barker	William Watkins	Matthew Eickhoff	Carolyn Arnold
Elizabeth Awad		Gary Homesley	Shaina Campbell
Charlotte Cabeza		Shannon Krajewski	Kaila Lavin
Luis Carbajo		Kevin Lizarraga	Marianne Link
Andrew Collard		Carol Nardini	Drew Tolson
Debra Hammond		Cecilia Ortiz	
Allison Kent		Jason Wang	
Kenneth Melcombe <i>(arrived at 12:35 p.m.)</i>			
Sigourney Nunez <i>(left at 1:00 p.m.)</i>			
William Overvold <i>(arrived at 12:46 p.m.)</i>			
Raquel Padilla			
James Pilkington			
Sydni Powell			
Neil Sanchez			
Sally Spencer			

**III. Approval of Agenda**

M/S/P (S. Powell/J. Pilkington) Motion to approve the agenda of December 6, 2010.

*Motion passed 10-0-0.*

**IV. Approval of Minutes**

M/S/P (S. Powell/J. Pilkington) Motion to approve the minutes of November 15, 2010.

*Motion passed 10-0-0.*

**V. Open Forum**

None.

**VI. Chair's Report**

Director Carbajo referred to his report and thanked Directors Collard and Awad, and Shannon Krajewski, Associate Director, Marketing and Programs, for their help in revising the Bylaws. He is recommending the appointment of Marianne Link as the USU BOD Staff Representative. Marianne is the Assistant Director of Health Promotion at the Klotz Health Center.

*Director Melcombe arrived at 12:35 p.m.*

**VII. Vice Chair's Report**

Director Collard thanked the board for all of their input at the last meeting regarding the Bylaws. The Winter Retreat was removed as a requirement. Both the yellow highlighted and revised copies were sent to the board via e-mail, but only the revised copy was included as part of the photocopied packet. Collard said he was involved with the interviewing process for the Student Recreation Center (SRC) Director's position and also attended a software demonstration for the SRC.

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

Director Hammond said that Joe Illuminate, Associate Director, Finance and Business Services, is attending the quarterly meeting of the Auxiliary Organizations Unemployment Insurance Trust (AOUIT) Board of Trustees in San Francisco. Joe is being considered to fill a vacancy on the Board of Trustees. Hammond said that Matador Mall had a great turnout generating over \$8,000 in revenue. She commented on the SRC mock-up which passed all seven of the water tests conducted. We are waiting to hear from the Alumni Association regarding the new parking costs for the SRC. Interviews for the SRC Director position began last week. Three more candidates will be interviewed this week. All the applicants are presenting and anyone can attend. The presentations are scheduled for December 8, 9 and 10, at 2:00 p.m., in the Flintridge Conference Room. A selection will be made soon.

## IX. **A.S. Report**

Director Sanchez said A.S. will hold its winter retreat January 7-8, 2011. SPACE director interviews are currently underway.

## X. **Committee Reports**

Director Carbajo asked the committee chairs to report:

- Facilities Committee: Chair, A. Kent passed out her report and said that the committee has scheduled meetings for the spring semester. The first meeting will be held January 31, at 3:00 p.m.
- Finance Committee: Chair, J. Pilkington said that work has begun on a student-managed business on USU premises. He may have found a solid collaboration with Dr. Judith Hennessey, Business and Economics, regarding a bicycle shop.
- Personnel Committee: Chair, E. Awad said the committee had a meeting scheduled earlier today but did not meet quorum. She will be in touch with committee members to find mutually convenient dates for the committee to meet in the spring.

*Director Overvold arrived at 12:46 p.m.*

## XI. **Action Items**

### A. **Staff Representative Appointment**

M/S/P (A. Collard/S. Powell) Motion to approve Marianne Link as the Staff Representative whose term will expire in June 2012.

Marianne addressed the board and said that she is the Assistant Director, Health Promotion, for the Klotz Student Health Center. She thanked the board for the opportunity to serve CSUN students.

***Motion passed 12-0-0.***

*Director Link joined the board at the table.*

### B. **Bylaws Revisions**

M/S/P (A. Collard/A. Kent) motion to approve the revisions to the Bylaws.

Discussion ensued and clarifying questions were asked. Director Hammond explained that her role with the BOD as the Executive Secretary was now to be considered a voting position because of Assembly Bill 1233 which went into effect in January 2010. Director Pilkington referred the board to Section IV, Paragraph E and said the language in that paragraph is unclear. He asked that the intent of the paragraph be explained more clearly. Director Barker asked if the grade point average (GPA) requirement for the student members on the board was 2.5. Director Hammond said A.S. has that requirement but the USU GPA requirement is 2.0. The GPA requirement specified is from the Chancellor's Office which requires a 2.0 for all students who serve on auxiliary boards in the CSU.

M/S/P (J. Pilkington/S. Powell) motion to take a five minute recess to clarify the language of Section IV, Paragraph E.

***Motion passed 10-3-0.***

*Director Nunez left at 1:00 p.m.*

M/S/P (J. Pilkington/S. Powell) Amendment to motion to change the language in Section IV. Paragraph E as follows:

*“Students are eligible to serve in the position of Chair or Vice Chair for a total of two (2) years, or a combination of these offices for a cumulative maximum of two (2) years. Partial year service in either position shall not apply to the term limits.”*

*Motion passed 11-0-1.*

*Main motion, as amended, passed 12-0-0.*

It was noted that these Bylaws will still need to be reviewed by legal counsel.

**C. 2010-11 Capital Outlay Request – Chiller Repairs**

The motion came from the Finance Committee to approve the additional allocation of \$25,443 for F-plant additional HVAC Chiller repairs from the Capital Outlay budget.

The F-Plant chiller HVAC equipment is over 15 years old. Several leaks are affecting the efficiency and operation of the chiller. The intent of the additional repairs is to address refrigerant leakage and efficiency in operation. The 15 year old Chiller system is regularly serviced and maintained and the additional repairs needed are above and beyond normal annual maintenance and require immediate attention. The unit has 3,800 hours of use. If the unit is maintained properly it has a life expectancy of 60,000 hours.

Director Pilkington said that Gary Homesley, Assistant Director, Facilities & Maintenance attended the last Finance Committee meeting and indicated the additional \$80,000 identified in the proposal will most likely not be necessary.

*Motion passed 12-0-0.*

**D. Gender Neutral Restrooms**

The motion came from the Facilities & Commercial Services Committee to approve Option 1 (change the door signs on the existing designated men's and women's restrooms in the E-building expansion to be gender neutral and add a partition wall around the men's room urinal) and Option 3 (change the signs on existing single use restrooms in the USU to be gender neutral) in combination.

Director Kent addressed the board and explained that CSUN is an urban campus with a diverse student body. The USU aims to be the premier location for students to feel safe and included. Gender neutral restrooms would provide an inclusive option for students who identify as transgender, the LGBT (Lesbian, Gay, Bisexual Transgender) community, or those who do not identify or are not able/willing to use mainstream Men's/Women's restrooms, including caretakers of children of the opposite gender. These students are often scrutinized and subjected to both verbal and physical harassment in choosing the wrong restroom.

Discussion included that the bathrooms would also need wheelchair access and needs to be ADA (American Disabilities Act) compliant. Concern was expressed for religious ramifications and if the USU BOD would assist some students while disenfranchising others. It was asked if research had been conducted regarding other campuses who had implemented gender neutral bathrooms and what were the problems and challenges they encountered. The board would like to know if incidents involving harassment had been documented on other campuses. There are no guarantees that gender neutral restrooms would end harassment and they could possibly create more problems.

Concern was expressed for the wide dollar range requested - \$400 to \$8,000. Board members requested that this matter be sent back to committee and also reviewed by the Finance Committee for additional information and itemization of all expenses anticipated.

Director Hammond said the USU already has single use bathrooms. Additional research is needed from other campuses to get a better grasp on all issues involved.

M/S/P (A. Kent/A. Collard) motion to table this item and send it back to committee.

Discussion included that the board wants specific information, including research with other campuses, an itemized financial breakdown, and clarity of options.

*Motion to table this item and return it to committee, passed 9-3-0.*

**E. Dance Policy and Operational Procedures – Revisions**

Motion from the Facilities and Commercial Services Committee to approve the Dance Policy as recommended.

Cecilia Ortiz, Manager, Reservations and Event Services, said that improvements were deemed necessary after a recent event which shed light on areas of weakness in the policy. The current policy does not reference any ramifications for violations. The Office of the Vice President for Student Affairs, the Department of Police Services and USU management reviewed the policy and recommended improvements to the dance parameters per observations and findings stemming from incidents that transpired during a dance held in September 2010.

Cecilia outlined the changes highlighted in the draft policy. She explained that adding a consequence of two years instead of one year was necessary because many clubs have only one event per year. She also noted that the Northridge Center would not be used any longer because it contains over eight entrances and is very difficult to police. There are only two entrances into the Grand Salon.

*Motion passed 12-0-0.*

**XII. Discussion Items**

**A. Lip Dub Video**

Matthew Eickhoff, Program Coordinator, Training and Development, said that a lip dub video was recorded at the student retreat with over 100 students participating. He proceeded to show the video to the board.

**XIII. Announcements**

- Kevin Lizarraga, Marketing Manager, passed out flyers to the board regarding Up All Night. He asked that student board members distribute the flyers in their classes.
- Director Collard thanked the board for the Bylaws changes.

**XIV. Adjournment**

The meeting was adjourned by Chair Carbajo at 2:00 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director