

**UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
March 26, 2012
MINUTES**

I. Call to Order

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

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Elizabeth Awad	Sharon Eichten	Robert Bice	Matthew Ashman
Adrian Boluarte-Chong	Debra Hammond	Frances Caron	Collin Johnson
Clarissa Cervantes	Kristina Payton	Jimmy Francis	Tyler Moore
Vahan Khodanian (<i>arrived at 12:45 p.m.</i>)	Sally Spencer	Joe Illuminate	Ella Ruzov
Marianne Link		Kevin Lizarraga	Trisha Sprouse
Sabrina Lockey		Carol Nardini	
Raquel Padilla		Jonathan Navarro	
Chenice Rand		Grant Rockfellow	
Zachary Roof		Jason Wang	
Ryan Roope			
Shelley Ruelas (<i>arrived at 12:37 p.m.</i>)			
Tonee Sherrill			
Demontae Thompson			

III. Approval of Agenda

M/S/P (R. Padilla/T. Sherrill) Motion to approve the agenda of March 26, 2012.

Motion passed 10-0-0.

IV. Approval of Minutes

M/S/P (S. Lockey/R. Padilla) Motion to approve the minutes dated February 20, 2012.

Motion passed 9-0-1.

V. Open Forum

None.

Director Ruelas arrived at 12:37 p.m.

VI. Chair's Report

Director Awad read from her report and said that she and Director Cervantes had the pleasure of attending the Association of College Unions International (ACUI) conference in Boston this past week. It was an incredible experience and she is grateful to have had the opportunity. The focus of the conference was on StrengthsQuest. Awad said that by talking to people from other colleges, she realized that our Board of Directors is on a higher level as far as the board's involvement in making decisions that affect the campus. She attended a key note speaker event given by Elizabeth Alexander. Alexander was an excellent speaker.

Director Khodanian arrived at 12:45 p.m.

VII. Vice Chair's Report

Director Roof said the Strategic Planning Committee (SPC) held a meeting on March 12 where a new timeline was developed. The committee decided to move towards planning focus groups rather than surveys in the development of a new mission statement for the USU. Roof and Joe Illuminate, Associate Director, Finance and Business Services, interviewed a student for the Audit Committee. The appointment is an action item on today's agenda.

VIII. Executive Director's Report

None.

IX. A.S. Report

Director Khodanian said that A.S. elections are this Wednesday and Thursday and encouraged everyone to vote. Approximately 50 candidates are running for various seats, and every category has at least two people running against each other. He said that CSUN's new president, Diane Harrison, will hold a meet and greet in the VPAC courtyard tomorrow.

X. Committee Reports – Mid Year Reports

- Facilities and Commercial Services Chair Director Lockey said the committee continues to brainstorm ideas regarding the current computer lab space. A decision was made to conduct student surveys to get their input on the computer lab space. She congratulated Director Chong on his musical accomplishments which were listed in an article written by the Sundial last week. Director Lockey is running for a seat on the board and asked everyone to vote for her.
- Finance Committee Chair Cervantes reported that at the last meeting they did not have quorum. The next meeting is March 27. They have a new member, Breanne Acio. She thanked the board for the opportunity to attend the ACUI conference which she enjoyed very much. She found the training sessions at the conference to be excellent and has brought back ideas that she will be sharing with various USU staff members.
- Personnel Committee – no report.

XI. Action Items

A. Staff Position – Updated Salary Range for Facilities Projects & Services Technician to Facilities Projects Coordinator

M/S/P (C. Cervantes/C. Rand) Motion to approve updating the salary range for the Facilities Projects Coordinator from \$27,300-\$43,321 to \$34,128-\$45,146 annually and retroactive to July 10, 2011.

Jason Wang, Associate Executive Director, said that this item is brought before the board because there is an ambiguity in the policy entitled "Human Resources Related Items Requiring Board of Directors Approval." The policy is not clear so it was decided that in order for the USU to be transparent, this item and Action Item B would be brought to the board for approval.

Wang said that Grant Rockfellow has worked for the USU for five years and his duties and responsibilities have increased over the years. He has demonstrated his knowledge and continues to learn and improve. Wang said Rockfellow has become someone he can count on and is a valuable member of the USU staff. A classification review of the position was conducted by University Human Resources and they recommended:

- (1) The position has changed to involve more complex job duties but remains non-comparable to a CSU position
- (2) The position be retitled Facilities Projects Coordinator
- (3) The salary range be updated to \$34,128-\$45,146 to reflect more complex job duties
- (4) A salary increase be granted to the incumbent retroactive to July 10, 2011.

Motion passed 11-0-0.

B. Staff Position – Updated Salary Range for USU Staff Assistant to Administrative Assistant to Executive Director

M/S/P (S. Lockey/R. Padilla) Motion to approve updating the salary range for the Administrative Assistant to the Executive Director (formerly Staff Assistant) from \$25,056-\$37,596 to \$36,888-\$55,380 annually and retroactive to July 10, 2011.

Jason Wang said that Carol Nardini began her USU employment with limited responsibilities but now has grown tremendously in the position with increasing responsibilities over the years. A classification review of the position of Staff Assistant was conducted by University Human Resources. Human Resources advised and recommended:

- (1) The position be considered "comparable" to the CSU position of Administrative Support Coordinator II
- (2) The position be retitled Administrative Assistant to the Executive Director
- (3) The salary range be adjusted to match that of the CSU Administrative Support Coordinator II or \$36,888-\$55,380
- (4) A salary increase be granted to the incumbent retroactive to July 10, 2011

Motion passed 11-0-0.

C. 403(b) Plan Amendment and Adopting Resolution

M/S (C. Rand/R. Padilla) Motion to approve amending the 403(b) Plan effective March 26, 2012 to exclude the following employees from contribution participation:

- Non-Resident Aliens
- Employees who normally work less than 20/hours/week
- Student Employees

AND to approve amending the 403(b) Plan to exclude the following employees from matching contribution eligibility:

- Collective Bargaining Employees
- Student Assistant Employees

AND to approve amending the 403(b) Plan to allow distribution due to:

- Age (Minimum 59 ½)
- Hardship (Deferrals; Disability)

Joe Illuminate said that USU Human Resources is responsible for ensuring that at the time of hire and periodically thereafter, all employees are apprised of their eligibility for 403(b) plan participation and providing documentation of same. New IRS legislation governing 403(b) plans was recently enacted allowing employers to exclude from participation, “students.” Despite ongoing education, only one USU student assistant employee is now or has ever elected plan participation.

During the discussions, Illuminate said that he was not at the Personnel Committee meeting. Quorum was not met at the meeting, so this item was not approved by the committee. In response to questions, Illuminate said that the cost of administering the plan is small and that the one student who is participating in the plan would be grandfathered in. The term “grandfathered in” means that even if the plan changes, those participating are allowed in to the revised plan.

Comments included that student assistant employees are generally employed by the USU for a short time and that is one reason why they are not interested in joining the 403(b) plan because they need the money they earn. Board members also said this is an excellent opportunity and learning experience for students to become knowledgeable of different savings plans offered by employers and it should continue to be an option for students.

Illuminate reviewed the second portion of the motion regarding the changing of the distribution age and hardship deferrals. He suggested that it be considered two separate motions.

M/S/F (T. Sherrill/D. Thompson) move to postpone the hearing of this motion until the board’s April meeting.

Motion failed 0-11-0.

Board members felt this issue should be looked at more closely by the Personnel Committee and that it should also be two separate motions.

M/S/P (T. Sherrill/D. Thompson) move to refer this motion back to committee and to make it two separate action items as follows:

Action Item One: to approve amending the 403(b) Plan to exclude the following employees from contribution participation:

- Non-Resident Aliens
- Employees who normally work less than 20/hours/week
- Student Employees

AND to approve amending the 403(b) Plan to exclude the following employees from matching contribution eligibility:

- Collective Bargaining Employees
- Student Assistant Employees

Action Item Two: to approve amending the 403(b) Plan to allow distribution due to:

- Age (Minimum 59 ½)
- Hardship (Deferrals; Disability)

Motion passed 11-0-0.

D. Audit Committee Appointment

M/S/P (S. Lockey/Z. Roof) Motion to approve Jae Kwon as a student member of the Audit Committee.

Director Roof said that he and Joe Illuminate interviewed Jae Kwon. Jae is an accounting major and is looking into audit and would like some hands-on experience by being a member of the Audit Committee. He has a 3.89 GPA, is a member of the Associated Students Finance Committee and a member of the Business Honors Association which is a challenging association. He tutors accounting and business major students. After the

interview, Jae talked to Roof about how to balance his work load. Roof considers Jae to be an excellent candidate. Director Lockey also spoke in support of Jae.

Motion passed 11-0-0.

XII.

Discussion Items

A. Aida C. Salazar and Volunteer Achievement Awards

Ella Ruzov, the BOD Graduate Assistant, said the Aida C. Salazar Award was created in 1986 in response to Aida's tragic death and is awarded annually to the person who has contributed to the mission of the USU by bringing diverse groups into the Union. Additionally, Aida was a member of the Board of Directors. The individual must be a member of the CSUN community and must have significantly promoted and supported the mission of the University Student Union. In addition to the plaque in the USU, a separate plaque will be awarded to the recipient as well as one hundred dollars (\$100.00).

At next month's board meeting, directors will nominate someone who they feel deserves the award and speak on their behalf. The board will vote by secret ballot. The winner will be announced at the Year End Celebration May 4, 2012.

The Board of Directors' Volunteer Achievement Award is given to an outstanding committee member. Each committee must nominate a member of their committee for the Volunteer Achievement Award and bring the names to the April board meeting. The item should be placed on the agenda for each committee. The committee chairs will speak on behalf of their nominee and tell the board why their nominee was chosen.

The board will then vote by secret ballot at next month's board meeting and the winner will be announced at the Year End Celebration scheduled for May 4, 2012.

B. Executive Director's Evaluation Process

Director Ruelas passed out the evaluation packets to the board members and said that every year the board evaluates the performance of the USU Executive Director. The evaluation form is to be filled out and returned to Director Ruelas in a sealed envelope marked "confidential" by April 13, 2013. Ruelas said that the forms are anonymous and that the comments are valuable in the evaluation. The Board Review Team is comprised of the Chair of the USU BOD, the Personnel Committee Chair and the Vice President for Student Life. The results of the evaluation will be presented in closed session at the May meeting. Director Ruelas said that Carol Nardini would send the evaluation packet via email to the board members. Director Roof noted that it is extremely important for everyone to turn in the forms on time.

C. Review of USU Mission Statement

Kevin Lizarraga, Marketing Manager, addressed the board and thanked Directors Awad, Roof and Hammond for allowing him the opportunity to review it at this meeting. The Strategic Planning Committee is undertaking the rewriting of the USU's Mission Statement. It will hold four Focus Groups - two will be held on March 28, and will include students from around the CSUN campus community. Two will be held on April 5, and will include USU staff and students.

The Mission Statement is being revised because it needs to include wording that is inclusive of the SRC, the LGBTQ and Veterans Resource Centers, and any other endeavors that the USU will become involved in later on.

Kevin then asked the board members to voice their ideas about the current Mission Statement. He encouraged wild ideas and brainstorming. Board members shared their thoughts about what the new Mission Statement should include:

Kevin read the USU Mission Statement and the board voiced their opinions and thoughts:

It needs to be concise and memorable, inclusion, health, personal growth, co-curricular, developing leadership. World-Class sounds very grandiose. Culture, empathy, advocate for students, be the center of campus or the community. Community is a good word instead of center.

World Class:

It should mention the Resource Centers, student auxiliary, makes it more of a vision statement. We do not want to compete with ourselves. Exemplary, above and beyond, exceeds. Remove the word "all." What is a synonym for "ultimate?" Complete experience, diverse, supportive, and always striving for the ultimate. Connect to the university, a sense of connection to the university. Like the word "innovative," the USU must change as students change. Market the USU as "the silver lining" in a college experience. Reaching for the stars and continuously challenging students.

Purpose:

Create a lively environment, the USU needs to be like home, inviting, inclusion, demonstrate connectedness. Tweak the purpose just a little. Reflect on the needs and wants of a diverse population. Resource centers must be comfortable, created by students, and be a community. Make a logo like a cobweb with students in the middle of it. Help all students with any need. Help students express themselves, help students stay here and graduate, be a home away from home. Ask students in a variety of ways how to make them happy. Be a source of all information. Comfort, source and trust – become a part of the USU. Acceptance, common place, comfortable, enhances student’s lives; give them a better life/college experience.

XIII. Announcements

- Director Awad said she has the articles on Directors Chong and Thompson and to please see her or send an email to request a copy.
- Kevin Lizarraga passed out several flyers for upcoming events.
- Director Link wished everyone a safe spring break.
- Director Thompson commented on the creativity of the Matador Nights advertisement of *The Cheshire Cat*. The theme is Alice in Wonderland.
- Ella Ruzov said that 12 candidates are running for the board of directors’ seats. Student board members will soon receive a link to vote so please do so.

XIV. Adjournment

The meeting was adjourned by Chair Awad at 2:21 p.m.

Respectfully submitted by,

Carol Nardini,
Administrative Assistant to
Executive Director