

UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
April 16, 2012
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	Debra Hammond	Robert Bice	
Adrian Boluarte-Chong	Vahan Khodanian	Jimmy Francis	
Clarissa Cervantes	Ryan Roope	Joe Illuminate	
Sharon Eichten		Kevin Lizarraga	
Marianne Link		Sarina Loeb	
Sabrina Lockey		Carol Nardini	
Raquel Padilla		Kristen Pichler	
Kristina Payton		Jason Wang	
Chenice Rand			
Zachary Roof			
Shelley Ruelas			
Tonee Sherrill			
Sally Spencer			
Demontae Thompson			

III. Approval of Agenda

M/S/P (C. Rand/D. Thompson) Motion to approve the agenda of April 16, 2012.

Motion passed 13-0-0.

IV. Approval of Minutes

M/S/P (S. Lockey/C. Cervantes) Motion to approve the minutes dated March 26, 2012.

Motion passed 11-0-2.

V. Open Forum

None.

VI. Chair's Report

Director Awad said that the Strategic Planning Committee is in the process of updating the USU's mission statement. She thanked Kevin Lizarraga, Marketing Manager, for conducting focus groups and provided the committee with valuable information. Everyone should plan on attending the Year End Celebration on May 4. Awad said that she attended last year and it was a really fun event. There will be two open seats for student board members and an interview committee will be formed to handle this process. The committee will be interviewing in late April, early May. Board members should send any referrals to Ella Ruzov, the BOD Graduate Assistant. Awad congratulated Director Lockey for being elected to the board.

VII. Vice Chair's Report

Director Roof referred to his report and said he had a meeting with Kevin Lizarraga and discussed potential implementation of a rewards program in the USU.

VIII. Executive Director's Report

Director Awad said that if the Executive Director went to the trouble of preparing the report, board members should read it.

IX. A.S. Report

None.

X. Committee Reports – Mid Year Reports

- Facilities and Commercial Services Chair Director Lockey said the committee discussed their thoughts about conducting a survey to determine student preference regarding the use of the Computer Lab space and also if the LGBTQ and Veterans Resource Centers should share space or have their own separate locations.
- Finance Committee Chair Cervantes reported that at tomorrow’s Finance Committee meeting they will review the annual budget.
- Personnel Committee Chair Payton said the committee again reviewed the 403(b) Plan Amendment and Adopting Resolution which the board sent back to the committee at its March meeting. The BOD had requested that the motion be split into two motions. It is Action Items A and B on today’s agenda.

XI. Action Items

C. Aida C. Salazar Award

Director Awad said that because Kristen Pichler had not arrived at the meeting yet, the board would first hear Action Item C.

Awad asked the board for nominations for the Aida C. Salazar Award.

Director Lockey said that Erin Powley from the Finance Committee nominated Frankie Palacios. Lockey said that Palacios is being nominated because of her hard work with the LGBTQ Resource Center. Palacios was instrumental in writing the proposal and bringing together a diverse group of individuals to support the Resource Center.

Director Rand nominated Chair Awad saying that Awad is the epitome of the USU’s Mission Statement. She tries to always include everyone in discussions and attends all the board’s committee meetings.

Matthew Eickhoff, Program Coordinator, Training and Development, passed out yellow slips of paper for the board to vote and then collected same.

A. 403(b) Plan Amendment and Adopting Resolution – Exclusion from Plan

Motion from the Personnel Committee to approve amending the 403(b) Plan effective April 16, 2012 to exclude the following employees from Plan participation: Non-Resident Aliens; Employees who normally work less than 20/hours/week; and Student Employees.

Kristen Pichler, Human Resources Officer, said that at the board’s March 26 meeting, they voted to return the matter to the Personnel Committee. Pichler said that new IRS regulations governing 403(b) plans were recently passed enabling employers to specifically exclude students from participation. She also said that the USU is required to provide benefits to employees that are “comparable” to those provided by the University. Individuals currently employed by the University in positions reserved for students are not eligible for benefits, including 403(b) participation.

Director Payton added that the Personnel Committee discussed the benefits of conducting financial workshops for committee members next year.

Motion passed 12-0-1.

B. 403(b) Plan Amendment and Adopting Resolution – Available Distribution

Motion from the Personnel Committee to approve amending the 403(b) Plan effective April 16, 2012 to allow in-service distributions due to: Age (minimum 59-1/2); and Hardship (deferrals; disability).

Kristen Pichler said that the current 403(b) Plan document does not provide for any in-service (active employment) distributions. A modification to the plan is therefore being recommended and in accordance with new IRS regulations, permitting in-service distributions as indicated.

Motion passed 13-0-0.

D. BOD Volunteer Achievement Award

Director Awad asked for nominations for the BOD Volunteer Achievement Award.

Jason Wang, Associate Executive Director, nominated Director Lockey saying that the Facilities and Commercial Services Committee nominated her. Wang said that Lockey has been a member of the board since July 2011 and also has served as chair to the Facilities & Commercial Services Committee. She is an inclusive leader of the committee and encourages dialogue and input from all committee members. Lockey genuinely cares about the work of the committee and makes time outside the meetings for committee related work.

Director Cervantes nominated Andrew Estrada, a member of the Finance Committee. He attends the committee meetings and always arrives early and is prepared for the meeting.

Director Payton nominated Director Rand who attends the Personnel Committee meetings. Rand is good at leading discussions, works hard for the committee and shares her time with other committee members.

Matthew Eickhoff passed out green slips of paper for the board to vote and then collected same.

XII. Announcements

- Director Spencer said she is the faculty advisor for the Council for Exceptional Children and on May 4, approximately 200 high school students will be on campus to sit in on classes to observe how classes are run. As part of the event, the Council is hosting Jonathan Mooney, a dyslexic writer and activist, who will speak on campus regarding his experience.
- Director Chong said he will take part in a Senior Recital on May 12 at 4:00 p.m. in the Northridge Center. He passed out flyers for the event.
- Matthew Eickhoff reminded the board to vote on-line for the Year-End Celebration awards and also to RSVP for the event.
- Kevin Lizarraga, Marketing Manager, passed out flyers for the upcoming Matador Nights – the theme is Alice in Wonderland. He asked the board to come out and support the event.
- Ella Ruzov said that the A.S. election results were official and congratulated the newly elected board members, Perlita Varela, Myles Adkins, Jeremy Spurley, Collin Johnson, and Sabrina Lockey. Ella said they would be invited to the Year-End Celebration on May 4.

XIII. Adjournment

The meeting was adjourned by Chair Awad at 1:14 p.m.

Respectfully submitted by,

Carol Nardini,
Administrative Assistant to
Executive Director