

**UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
July 18, 2011
MINUTES**

I. Call to Order

The regular meeting of the USU BOD was called to order at 12:33 p.m. by Chair Lizzie Awad.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Elizabeth Awad	Adrian Boluarte-Chong	Robert Bice	Luis Carbajo
Robert Barker (<i>arrived at 12:42 p.m.</i>)	Marianne Link	Jimmy Francis	Paul Mewrell
Clarissa Cervantes		Jeremy Hamlett	Sydni Powell
Amanda Flavin		Aida Johnson	Ella Ruzov
Debra Hammond		Sharon Kinard	Debra Wallace
Sabrina Lockey		Shannon Krajewski	
Raquel Padilla		Kevin Lizarraga	
Kristina Payton		Carol Nardini	
Chenice Rand		Jason Wang	
Zachary Roof			
Ryan Roope			
Tonee Sherrill (<i>arrived at 12:40 p.m.</i>)			
Sally Spencer			
Demontae Thompson			
William Watkins			

III. Approval of Agenda

M/S/P (R. Padilla/D. Thompson) Motion to approve the agenda of July 18, 2011.

Motion passed 11-0-0.

IV. Approval of Minutes

M/S/P (C. Cervantes/C. Rand) Motion to approve the minutes dated June 13, 2011.

Motion passed 10-0-1.

V. Open Forum

None.

VI. Chair's Report

Director Awad said that the board retreat was absolutely incredible and she thanked everyone involved for a great job. The Chair and Vice Chair have been meeting with Director Hammond to finalize the board's goals. As a result of the meetings, it was decided an Ad Hoc Strategic Planning Committee should be formed to conduct focus groups on campus to determine the needs of the students. Site visits to other campuses may also be scheduled to gather data and determine best practices. Awad announced that Director Cervantes is the new Finance Committee Chair; Director Lockey is the new Facilities & Commercial Services Committee Chair, and Director Payton is the new Personnel Committee Chair. Awad mentioned that six outstanding individuals applied to interview for the committee chair positions.

Director Sherrill arrived at 12:40 p.m.

VII. Vice Chair's Report

Director Roof said that the interviewing process for the committee chairs was a great experience. He thanked everyone involved.

Director Barker arrived at 12:42 p.m.

VIII. Executive Director's Report

Director Hammond referred to her report saying that the Multi-Faith Resource Center was given thirty days written notice that their Sublease Agreement would not be renewed. They have until August 5 to vacate the premises.

Hammond thanked Director Barker for his service to the board. He is officially retiring as the University Controller and this will be his last board meeting. We will miss his input, his expertise and contributions regarding fiscal affairs which have been important to this board's development. He was also a member of the Finance Committee and has been a tremendous source of historical knowledge. He is returning to teaching as a faculty member here at CSUN.

IX. A.S. Report

Director Flavin reported on the A.S. retreat. Meetings have been held on different campuses regarding the additional 12% increase in student fees (22% in total).

X. Action Items

A. Multi-Faith Center Space Allocation

M/S/P (R. Padilla/D. Thompson) motion to allocate the former Multi-Faith Center space for use by the USU Marketing Department and convert the Calabasas Room and adjacent storage room back to their original intended purposes.

Discussion included that the Multi-Faith Center has been in operation for over 15 years with a variety of organizational/leadership structures and varying levels of programming intended to address the spiritual needs of CSUN students. The Center is charged a lease rate of \$0.52 per square foot which covers the actual cost of utilities and custodial services. Other USU tenants are charged a rate of \$1.12 to \$1.60 per square foot, depending on several contractual factors. The Multi-Faith Center is currently 173 days past due for \$471.96 as of June 24, 2011. A notice to vacate has been sent by the USU and accepted by the Multi-Faith Center. The space will be vacant as of August 5, 2011. The USU recognizes there is a need for space on campus for this purpose, including prayer space for the Muslim Student Association. USU staff and Facilities will be following up on this issue.

The USU Marketing Department will move into the space vacated by the Multi-Faith Center which would otherwise remain vacant. It will also free up the Calabasas Room and the large storage space currently used as the Marketing Department manager's office to be used for the displaced activity rooms due to the E-Building renovation. If the space proves effective, the current Multi-Faith Center space could be the permanent home of the Marketing Department instead of moving them into the Sol Center Computer Lab once that space is vacated after the E-Building renovation is complete.

Motion passed 12-0-1.

B. Committee Chair Appointments

M/S/P (Z. Roof/R. Padilla) Motion to appoint Director Cervantes as the Finance Committee Chair.

Director Roof said that he served with Cervantes on the Finance Committee and she showed an aptitude for financial matters. He recommends her appointment.

Motion passed 12-0-1.

M/S/P (Z. Roof/R. Roope) Motion to appoint Director Payton as the Personnel Committee Chair.

Motion passed 13-0-0.

M/S/P (Z. Roof/C. Cervantes) Motion to appoint Director Lockey as the Facilities & Commercial Services Committee Chair.

Motion passed 13-0-0.

XI. Discussion Items

A. BOD Goals/Strategic Planning

Director Hammond said that the board participated in an extensive brainstorming session during the recent Board of Directors retreat. In addition, the executive leadership of the board (Chair, Vice Chair and Executive Director) reviewed the Executive Director's self-appraisal concerns and potential goals for 2011-12, year-end reports from the 2010-11 chair, vice chair and committee chairs as well as the organization's strategic priorities for 2011-12. These documents were also distributed to the board during the recent retreat. The board is to focus on three to five goals every year. Below are four goals to be discussed:

1. *The USU Board members will assist in promoting and supporting the successful opening of the Student Recreation Center.* This is a major priority for the board. The USU will need help from everyone. Board members need to be aware of the financial matters surrounding the SRC so they can pass on that information to fellow students especially during the current fiscal climate, so students understand correctly the financial matters surrounding the SRC.
2. *The USU Board will examine the feasibility of developing/funding resource centers (i.e., LGBT, Veterans) within the USU.* This also includes the Bicycle Co-Operative. The board approved space in the USU for these groups. LGBT and the Veterans received grants for space renovation and peer mentoring. The groups must bring a plan to the board which includes their financial plan. They will also go through a feasibility study to see if the USU can help them since it aligns with the USU Mission Statement of inclusion.
3. *The USU Board will assist in creating concepts and plans related to the development of a "Wellness Center" within the USU.* The USU will be developing a Wellness Center along with Health and Human Development (HHD) and the Klotz Student Health Center. Feedback will be needed from students regarding this goal.
4. *The USU Board will develop an ad-hoc strategic planning committee that will examine current relevant assessments, data, surveys and information and make recommendations for future plans.* The board will look closely at the data the USU uses with respect to EBI (Educational Benchmarking Institute) surveys, site visits to other campuses, focus groups and other information to develop long range plans.

Director Roof said that strategic thinkers are needed. USU staff will also be presenting departmental data, plans and needs to this committee, i.e., Marketing Department, etc. The formation of an ad hoc committee will be voted on at the August meeting.

B. BOD Retreat Date

Shannon Krajewski, Associate Director, Marketing and Programs, addressed the board and said that currently, the BOD retreat dates have been institutionalized to be held on the 4th weekend in June. It is not contained in the Bylaws. The discussion is whether a 2-day, weekday format might be worth considering or to stay with the 3-day weekend format.

- summer weekends have proven challenging because people often have immovable family commitments (weddings, family reunions, etc.);
- participants are often exhausted by Sunday and have difficulty participating, so Sunday activities tend to be less effective;
- the afternoon start time on Friday usually results in driving during rush hour, leaves little time for more than dinner and a low-key team builder, which may not be the best use of time;
- by taking the majority of the weekend with the retreat, participants and staff facilitators are not afforded a break before the next work week begins.

Discussion ensued. Various board members expressed their opinions on the difficulties that arise on weekend commitments. The benefits of having the retreat begin on a Thursday morning and end after dinner on Friday night vs. beginning the retreat on a Friday morning and ending it after dinner on Saturday night were explored. Comments included that it would be more economical to make it a two-day retreat with one night in a hotel. Hotels are usually less expensive on a week night as opposed to a weekend night. Fewer meals would be needed. Summer school might be an issue if the retreat started on a Thursday morning. Directors agreed that a retreat lasting two days would be preferred.

C. SRC Room Name Selections

Aida Johnson, the Student Recreation Center (SRC) Director, addressed the board saying that brainstorming sessions began in January 2011 regarding the naming of the various rooms that would be in the new SRC. Groups involved in the naming of the rooms included: USU Marketing, SRC Planning Team, SRC Advisory Team and various USU staff members.

Discussion about the various names included the difference between a training area and zone. It was said that the names appeared to have been well thought out and would explain to people what they were. Aida said that board members should e-mail her with additional comments and feedback by tomorrow. The information will soon be given to the contractors.

D. Bylaws, Recommended Changes

Director Hammond said that the USU recently sent the USU BOD Bylaws to its attorneys to analyze the changes that have been made to the Bylaws recently. The attorneys have reviewed them and returned a copy with their suggested changes:

Proposed Revision 1: III.C.2.6 (Membership and Organization)

Remove Paragraph 6 in its entirety from Section III.C.2. This paragraph will be revised and added to Section IV.

Proposed Revision 2: IV.F (Officers)

Add new paragraph F to Section IV to read as follows: *“The USU Executive Director shall serve as Executive Secretary to the Board of Directors, and Secretary and Treasurer for the Corporation.”*

Proposed Revision 3: V. (Standing Committees – Audit Committee)

An additional sentence to be added to the second paragraph (Audit Committee) as follows: *“The committee shall present an update to the Board of Directors on the financial affairs of the USU on at least an annual basis.”*

Proposed Revision 4: VIII. (Delegation of Authority)

In the second paragraph, last sentence, the word “employed” to be changed to “supervised”. The sentence will read as follows: *“All USU personnel will be supervised by the Executive Director according to policies approved by the USU BOD.”*

Proposed Revision 5: IX (Meetings)

Add new paragraph I to Section IX to read as follows: *“Meetings Via Electronic Communications. Any meeting may be held by conference telephone, through the Internet or by means of any other electronic communications equipment, as long as all Directors participating in the meeting can hear one another and any members of the public in attendance can hear all of the Directors. All such Directors shall be deemed to be present in person at such meetings.”*

The Bylaws will be voted on at the August 29 meeting. A two-thirds vote by the board is necessary to change bylaws.

There was discussion regarding Proposed Revision 5. Concern was expressed that people might try to take advantage of the use of Skype or other electronic devices to attend meetings. A set number of times a person could Skype into a meeting was proposed. The Chair would also have to approve of a member’s use of Skype or other electronic devices in order to be considered in attendance at the meeting.

The use of the word “hear” might be offensive to the CSUN deaf population. It was suggested that the word “communicate” be substituted for the word “hear.”

XIV. Announcements

- Director Flavin said that the A.S. Big Show has been scheduled for October 1. Tickets will be on sale beginning August 1. Summer movie nights will be held on Thursdays at 7:30 p.m.
- Director Barker thanked the board for their acknowledgements. He introduced Debra Wallace who was sitting in the audience. Wallace will replace Director Barker as the University Controller and Associate Vice President for Administration and Finance, but she will not be taking his place on the board. Shannon Krajewski then presented Director Barker with a gift. Many directors wished Director Barker well.

XV. Adjournment

The meeting was adjourned by Chair Awad at 1:40 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director