

UNIVERSITY STUDENT UNION, INC. CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
FEBRUARY 20, 2006
MINUTES

Revised 3/27/06

I. Call to Order

The meeting was called to order at 1:02 p.m. by USU BOD Chair Bobby Rodgers.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Audris Barnes	Cyro Duarte	Carole Desgroppes-Brown	Ken Barrows
Syreeta Butler		Jeremy Hamlett	Vanessa Garduno
Brandon Carter-Robinson		Joe Illuminate	J' aime Lee
Ron Clouse		Carol Nardini	Eula McKinley
Susan Cohen (<i>left at 2:45 p.m.</i>)		Wendy Phelps	Janet Meadows
Shantae Conliffe (<i>arrived 1:07 p.m.</i>)		Hans Weichhart	Nathaniel Stiles
Jason Gray			Yolanda Vasquez
Debra L. Hammond			
Kevin McDonald			
Joseph Pourshalimy			
Bobby Rodgers			
Adam Salgado (<i>left at 1:30 p.m.</i>)			
William Watkins			
Precious Williams (<i>left at 1:50 p.m.</i>)			

III. Approval of Agenda – February 20, 2006

M/S/P (J. Gray/S. Butler) Motion to approve the agenda of February 20, 2006.

Motion passes 10-0-0.

IV. Approval of Minutes – January 23, 2006

M/S/P (A. Barnes/P. Williams) Motion to approve the minutes of January 23, 2006.

Motion passes 10-0-0.

S. Conliffe arrived at 1:07 p.m.

V. Open Forum

- Vanessa Garduno announced that Felicia Carter-Aaron resigned as Chair of the UPC Committee. She thanked Felicia for all of her hard work and dedication to the UPC. Vanessa is currently Vice Chair and will now step up as Chair.
- Janet Meadows said that the Student Assistant of the Month Award was given to Ken Barrow for the month of November, Robert Bice for December, and Alicia Salazar for January, 2006.
- Hans Weichhart reported for Operations and Meeting Services and thanked the board for approving the purchase of the table skirts which were on the tables at this board meeting. The groups will now determine how to schedule the use of the table skirts.

VI. Chair's Report

B. Rodgers referred to his report saying that it will be divided into four sections: Leadership Development, Tasks Completed, Family Business and Miscellaneous. Under Leadership Development, B. Rodgers reported that he and Vice Chair Gray are scheduled to make class presentations to recruit members for all committees over the next two weeks. He asked board members with information about leadership development opportunities to please bring it to his attention. Under Tasks Completed, Bobby is completing the final touches of a committee that he is planning to introduce to the board for implementation in the 06-07 fiscal year. Interviews for the Alumni Representative will take place over the next few weeks. He is scheduled to attend the Executive Committee of the Faculty Senate on February 23 and will try to facilitate a Faculty Representative for the board. The USU Audit Committee has been assembled. The members are Ameera Dharani, Jenny Ocegnera, Dennis D. Young, and Ron Clouse. Family Business included encouraging board members to serve on a committee. He referred to the weekly timesheets saying that student board representatives are required to fill out, sign and return them to Bobby every Monday. If a board member works on an activity, they should have the USU employee initial the

form and evaluate the board member's performance. B. Rodgers' office hours are 7:30-10:30 a.m. on Mondays and Thursdays, and 3:30-7:00 p.m. on Mondays. He thanked Felicia for her years of unparalleled service and diligent effort to the UPC.

VII. Vice Chair's Report

J. Gray referred to his attached report saying that he volunteered at the Vendor Fair and assisted in the dissemination of UPC calendars, and also attended Craft Corner last week. He will be in touch with committee chairs to schedule the Student Advisory Committee (SAC) meetings for the spring semester and that he attended two meetings with B. Rodgers, W. Phelps, and D. Hammond. J. Gray's office hours will be Tuesdays 11:00-2:00 p.m.; Wednesdays 10:00-4:00 p.m. and Thursdays 11:00-3:00 p.m.

VIII. Executive Director's Report

D. Hammond handed out copies of Determining Priorities (Post Renovation) that were brainstormed at the Spring BOD Retreat in January. She said they will narrow the list and report back to the board. Debra said she is involved in creating a Life Skills Institute pilot program regarding financial management. The vice president of student affairs has offered to support the program and EPC graduate students will help. The program is due to start in March. Suze Orman has agreed to be a keynote speaker and the event will be held in the Northridge Center in March. Help will be needed to get the word out quickly. Financial Aid, Student Affairs and Wells Fargo Bank are all cooperating in planning a number of workshops. Stephanie Auerbach has been hired to serve as the Union's Acting Program Coordinator and UPC advisor. Stephanie is an EPC CSUN graduate student from several years ago. Inquiry was made about the Texas Hold'em poker tournaments and whether the gambling-on-campus issue had been addressed. Jeremy Hamlett responded saying Gambler's Anonymous material and flyers regarding gambling dependency are available. The university's attorneys said that since money is not involved it does not violate University policy. It was suggested that copies of the materials be given to the health center.

IX. A.S. Report

Adam Salgado handed out his report (attached) and said that Executive Order 969 affects all clubs and organizations including new and chartered. Meetings will be conducted with the leaders on campus regarding the effects. The Policy Committee has a March 7 deadline to review the A.S. J.C. Code. The A.S. Elections Code is also currently under review. Dr. Piper has offered to provide initial funding for Mission Matadors – a campus spirit group. He will match up to \$25,000 to purchase projectors for clubs and organizations to advertise events. The projectors will be placed around campus. Comedian Margaret Cho is scheduled to perform on March 15 at 3:00 p.m. in the San Fernando Room.

IX. Committee Reports

A. Union Program Council

Report attached.

B. Facilities & Commercial Services Committee

Report attached.

C. Personnel Committee

Report attached.

D. Finance Committee

No report attached.

E. Renovation Committee

No report attached.

F. Marketing and Recruitment

No report attached.

X. Action Items

A. 6 & 6 Report

M/S/P (W. Watkins/B. Robinson) Motion from the Finance Committee to accept the 6 & 6 Budget Report. The budget report is for the first quarter ending December 31, 2005. The fiscal impact is an \$89,858 decrease in the USU fund balance resulting in a projected deficit of \$60,035. The decrease in the USU fund balance is attributable to the accrual of \$167,500 for the balance owed to the University for the purchase of PeopleSoft accounting software. A thorough analysis is being performed to determine which expense budget line items can be reduced in order to offset the \$60,035. D. Hammond said that the University loaned the USU money to purchase the software, but we did not project the accrual of this debt onto our books. This is a correction.

Motion passes 11-0-0.

B. Bylaws Revisions

Motion to approve Section III.B.1.b.ii of the bylaws.

- “ii. Undergraduate candidates for office must have been enrolled at the campus for at least one (1) semester prior to the election or appointment, completing and earning a total of at least six (6) units during that semester.”

Motion passes 10-0-1.

Motion to approve Section III.B.1.b.ii of the bylaws.

- “i. All student Board members must maintain a GPA of 2.0 each semester during their term of office and in the semester prior to taking office. For purposes of this section, the grade of “CR” shall be calculated as a 2.0 grade point. In the event that a Board member does not achieve a semester GPA of 2.0 or higher, that Board member shall have until 5:00 p.m. of the second Friday of the following semester to correct any grade deficiencies that may exist. In extenuating circumstances, an extension not to exceed thirty (30) calendar days of this deadline may be granted at the discretion of the Executive Director of the University Student Union.”

Motion passes 10-1-0.

Motion to approve Section III.B.2.a of the bylaws.

- “a. One CSUN staff member (University Student Union staff are not eligible) shall be nominated through a petition process and selected as a USU BOD member by the voting members of the Board. This staff position will be a voting member of the Board.

*A vacated, unexpired term of office shall be filled within **thirty (30) to forty-five (45)** calendar days through normal selection procedures. If this deadline is not met, the USU Board Chair shall select, subject to Board approval, an individual to fill the vacant unexpired term of office.”*

Motion passes 10-1-0.

Motion to approve Section III.B.2.b of Ron Clouse’s recommendations of the bylaws.

“III. MEMBERSHIP AND ORGANIZATION

B. SELECTION OF USU BOD MEMBERS

2. Faculty/Staff Members

- b. One faculty member of the USU BOD shall be appointed by the CSUN Faculty President for a two-year term of office coinciding with the term of office of the appointing faculty president. This faculty position will be a voting member of the Board.

In the event of a vacated, unexpired term of office, the Faculty President shall appoint a replacement to complete the original term of office. This appointment should occur forty-five (45) calendar days following notification to the Faculty President of the vacancy. If this deadline is not met, the USU BOD Chair shall select a CSUN faculty member, subject to Board approval, to fill the vacant, unexpired term of office.”

M/S (R. Clouse/P. Williams) Motion to amend Section III.B.2.b of the bylaws.

R. Clouse referred to his recommendations to Section III.B.2.b of the bylaws.

“In the event of a vacated, unexpired term of office, the Faculty President shall appoint a replacement to complete the original term of office. This appointment should occur forty-five (45) calendar days following notification to the Faculty President of the vacancy. If this deadline is not met, the USU BOD Chair shall select a CSUN faculty member, subject to Board approval, to fill the vacant, unexpired term of office.”

Discussion ensued regarding R. Clouse’s recommendations which give the Faculty President the power to appoint a faculty representative.

Precious Williams left at 1:50 p.m.

B. Rodgers said quorum was lost. He called for a poll by a show of hands to hold a special meeting to review the bylaws. It was voted down.

C. Capital Outlay SICO Table Supplemental Request

M/S/P (B. Robinson/J. Gray) Motion from the Finance Committee to approve a supplemental fund allocation of \$5,054.00 from existing Capital Outlay budget savings and from the completed Hub Audio Visual project for the SICO table purchase.

Calculations provided on the quote from the SICO representative was short by over \$8,000.00. Several options were pursued. SICO negotiations resulted in pricing less than current industry costs yet still represented an increase; other table vendors were investigated but not considered due to increased expense and inventory inconsistencies; and savings from other projects were realized that offset the requested amount. The entire project has \$3,244.00 in savings and the SICO bid was under by \$8,289.00, less the \$3,244.00 savings, the project has a \$5,054.00 deficit.

Motion passes 9-0-1.

D. Capital Outlay Boom Life

M/S/P (B. Robinson/S. Cohen) Motion to approve \$19,251.00 from existing Capital Outlay budget savings from the completed Hub Audio Visual project to purchase a boom lift. Regular projects where an indoor/outdoor articulating boom lift would be indispensable include: changing Northridge Center and Grand Salon lights; changing exterior light pole lights and banners; trimming trees and palm fronds; repairing difficult to access roofs; hanging exterior banners.

Discussion included the rental fee for a boom lift when needed which was priced at \$500.00 a day. The amount asked for is for a renovated boom lift. The purchase of a warranty plan is also being researched.

Motion passes 9-0-1.

E. DBMER Chiller/Mechanical System Upgrade

M/S/P (S. Conliffe/J. Gray) Motion to approve \$165,687 from the DBMER budget for USU chiller and mechanical system upgrades of the large and small chiller units, mechanical layout and pumps.

DBMER stands for Dormitory Building Maintenance Equipment Repair. The account was created for major system purchases which add value to the facility. Concern was expressed regarding the amount left in the DBMER account if the system is purchased. It was said that if it was not replaced it could be very costly later on. The amount in the DBMER account should be increased over the next few years.

Motion passes 10-0-0.

F. USU Elections Code

M/S/P (J. Gray/K. McDonald) Motion to approve the revisions to the USU Elections Code to reflect the move to online voting.

M/S/P (W. Watkins/B. Robinson) Amendment to motion to add additional defining language to Definitions – Elections Advisor(s) and to create a definition for Elections Coordinator.

*“**Elections Advisor(s)** - the Elections Advisor(s) are appointed by the Executive Director of the University Student Union. They are responsible for hiring, training, supervising and evaluating the Elections Coordinator; serving on the Elections Steering Committee; providing general guidance throughout the Elections planning process and working with the Associated Students and Matador Involvement Center Elections Advisors to ensure that campus elections are held in accordance with existing campus policies and procedures.”*

*“**Elections Coordinator** - the Elections Coordinator is a part-time student employee assistant position. Details about the duties of this position are included in Section VII, A. - Duties and Responsibilities of the USU Elections Coordinator.”*

Amendment to motion passes 8-0-2

M/S/P (W. Watkins/J. Gray) Amendment to motion to eliminate in its entirety Definitions – Good sense and good taste.

*“**Good sense and good taste** – the term “good sense and good taste” is used throughout this document to denote elections-related content and/or behavior that is consistent with our organization’s mission statement and values:*

Mission: To be a world-class university center that educates through inclusion, personal growth, and entertainment- creating the ultimate college experience which exceeds all student expectations.

Values: Humanistic Approach, Collaboration, Holistic Development, Excellence, Ethics and Creativity”

Amendment to motion passes 9-1-0

M/S/P (R. Clouse/B. Robinson) Amendment to motion to strike in its entirety paragraph VII.C.c.i.

“i. All student Board members must maintain a GPA of 2.0 each semester during their term of office. For purposes of this section, the grade of “CR” shall be calculated as a 2.0 grade point. In the event that a Board member does not achieve a semester GPA of 2.0 or higher, that Board member shall have until ~~5:00~~ 4:30p.m. of the second Friday of the following semester to correct any grade deficiencies that may exist. In extenuating circumstances, an extension not to exceed 20 working days of this deadline, may be granted at the discretion of the Executive Director of the University Student Union.”

Paragraph is included in the USU BOD Bylaws and is redundant here.

Amendment to motion passes 10-0-0

M/S/P (W. Watkins/S. Butler) Amendment to motion to change paragraph VII.B.1.a.

“a. Quorum is defined as 50% + 1 of the voting members of the Elections Committee.”

Amendment to motion passes 8-2-0

M/S/P (W. Watkins/J. Gray) Amendment to motion to remove the word “theme” from VII.B.2.a.

“a. Develop an election marketing plan, materials and key information.”

Amendment to motion passes 8-0-2

M/S (D. Hammond/J. Pourshalimy) Amendment to motion to remove in their entirety paragraphs (c) through (h) of Section VII.C.3.

“(c) Off-campus profit or non-profit corporate sponsorship or support of any kind (including but not limited to physical materials, food, financial or monetary assistance) is not permitted.

(d) The statement that discloses the financial expenditures must include original dated receipts that account for all campaign costs.

(e) Disclosure of items such as food that is given to campaign workers or in a giveaway must be included in financial statement.

(f) The cost of clothes/apparel, materials, duplication/printing, prizes, hand-outs, giveaway, and Web page fees are required on financial statement.

(g) All donated or loaned materials from club/organizations must be documented and disclosed.

(h) Candidate(s)/ slate(s) are welcome to create Web pages that outline their position or platform. The Web site and all related fees and costs must be considered as campaign expenditures and fully disclosed.”

Susan Cohen left at 2:45 p.m.

M/S/P (B. Rodgers/A. Barnes) Amendment to amendment to change paragraph (a) of Section VII.C.3.

(a) Each candidate shall be limited to elections related expenditures and/or donations not to exceed \$500.00.

Discussion included the increase of costs of materials, Web site creation services, contract services. More latitude is needed.

W. Phelps called point of order. Financial provisions are in the bylaws. It was determined not to be in the bylaws.

Amendment to Amendment passes 6-1-2.

M/S/P (R. Clouse/W. Watkins) Amendment to motion to change the time to 4:30 p.m. in paragraph IX.B.

“Any and all complaints regarding election irregularities or misconduct should be addressed in writing to the USU Elections Committee and filed with the USU Administrative Office by 4:30 p.m. on the Friday following the last day of voting.”

Amendment to motion passes 9-0-0.

M/S/P (W. Watkins/R. Clouse) Amendment to motion to change the word “will” to “may” in paragraph (e) of Section VII.4.

“(e) Voting may occur through the use of an online process.”

Amendment to motion passes 9-0-0.

M/S/F (W. Watkins/S. Butler) Amendment to amendment to change the word “may” only if it pertains to the USU in paragraph (e) of Section VII.4.

Amendment to amendment fails 3-5-1.

M/S/P (R. Clouse/B. Robinson) Amendment to motion to change the second sentence of paragraph (e) of Section VII.4.

“Special circumstances dealing only with USU elections and requiring the use of a paper ballot shall be determined by the Elections Committee.”

Amendment to motion passes 9-0-0.

M/S (R. Clouse/J. Gray) Amendment to motion to add the word “Personal” to the beginning of paragraph 6 of Section VIII.A.

“6. Personal campaigning during the two election days will take place outside of all university buildings. The exception will be if the candidate has scheduled, with a president or professor, to meet an organization, club or their class to discuss their candidacy. Any violation of this policy may result in a fine being assessed at the discretion of the Elections Committee.”

It was determined that no vote was necessary – that it was a grammatical change only.

M/S/P (W. Watkins/B. Robinson) Amendment to motion to change the language in paragraph 2 of Section VIII.A.

“2. All campaigning will be done in accordance with all university policies and procedures and the regulations of the University's Office of Student Development & International Programs/The Matador Involvement Center (see attachments - Chalking Policy, Posting Procedures and Distribution of Literature).”

Amendment to motion passes 9-0-0.

M/S/P (W. Watkins/A. Barnes) Amendment to motion to strike the last sentence of both paragraphs 10 and 11 in Section VIII.A. removing the language regarding “good sense and good taste.”

“10. All emailing that is campaign related or that involves the campaign of a candidate/ slate is to adhere to the university's policy on electronic media and posting.”

“11. All web pages that are related to, created for, and/ or found to involve a candidate’s/ slate’s campaign must follow the university’s policy concerning electronic media and posting. The Web pages should display candidate statements and/ or slate platforms.”

Amendment to motion passes 9-0-0.

M/S/P (W. Watkins/B. Robinson) Amendment to motion to remove the words “Executive Secretary” and put in their place “Primary Elections Advisor.” Section IX.D.E.

“8. Minutes will be kept of such hearings by the Primary Elections Advisor.”

Amendment to motion passes 9-0-0.

M/S/P (W. Watkins/R. Clouse) Amendment to motion to add a paragraph 9 to Section IX.D.E.

“9. Formal hearings may only be conducted if quorum is present.”

Amendment to motion passes 9-0-0.

M/S/P (J. Gray/K. McDonald) Motion to approve the revisions to the USU Elections Code to reflect the move to online voting, as amended.

Motion as amended passes 9-0-0.

XII. Announcements

- Eula McKinley from Student Health Services asked if the USU would help sponsor a dinner for the students who remain on campus during the Thanksgiving holidays. Ms. McKinley stated that there is a marked rise in the amount of anti-depressants requested by the students during the holidays. She was advised to get in touch with C. Desgropes-Brown and/or Wendy Phelps.

XIII. Adjournment

The meeting was adjourned by general consensus at 3:28 p.m.

Respectfully submitted by,

Debra L. Hammond
Executive Secretary