

**UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
JUNE 6, 2005
MINUTES**

I. Call to Order

The meeting was called to order at 1:00 p.m. by USU Chair Bobby Rodgers.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Olga Ayala	Susan Cohen	Carole Desgroppe- Brown	Felicia Carter-Aaron
Elexia Bell (<i>out 3:16 p.m.</i>)	Cara Keith	Joe Illuminate	Kristina Davey
Bernardean Broadous (<i>arrived at 1:02 p.m., out at 3:16 p.m.</i>)		Kevin Lizarraga	Allyson Gerber
Ron Clouse (<i>arrived at 1:04 p.m.</i>)		Sharon Kinard	
Shantae Conliffe (<i>arrived at 1:01 p.m.</i>)		Carol Nardini	
Jason Gray		Jason Wang	
Debra L. Hammond		Hans Weichhart	
Michael Hildebrand (<i>arrived at 1:05 p.m., out at 3:12 p.m.</i>)		Wendy Yost	
Marisol Munoz (<i>out at 2:22 p.m.</i>)			
Janet Ortiz			
Joseph Pourshalimy			
Bobby Rodgers			
William Watkins			

III. Approval of Agenda – June 6, 2005

M/S/P (J. Ortiz/E. Bell) Motion to approve the agenda of June 6, 2005.

Motion passes 8-0-0.

IV. Approval of Minutes – May 16, 2005

M/S/P (E. Bell/J. Ortiz) Motion to approve the minutes of May 16, 2005.

Motion passes 8-0-0.

Director Conliffe arrived at 1:01 p.m.

Director Broadous arrived at 1:02 pm.

Director Hildebrand arrived at 1:05 p.m.

V. Open Forum

- W. Yost asked directors to look out for an e-mail from her regarding possible dates on which to hold the board retreat. She asked for immediate responses.
- B. Rodgers announced Marisol Munoz as the recipient of the May “Cheers to You Award” for her work with the USU Bylaws Ad Hoc Committee and for serving on interview committees.

VI. Executive Director’s Report

D. Hammond referred to her written report (attachment 1).

VII. Action Items

A. 9&3 Budget Report

M/S/P (R. Clouse/J. Pourshalimy) Motion to approve the 9&3 budget for the period ended March 31, 2005.

Motion passes 11-0-0.

B. Public Relations Assistant

Motion out of the Personnel Committee to approve the new student assistant employment position of Public Relations Assistant. The person in this position would help increase the total number of USU-related articles in the Daily Sundial and increase the USU’s marketing implementation efforts. This person primarily would be responsible for writing press releases and media alerts, compiling USU article clips and assisting with marketing-related USU projects.

Motion passes 11-0-0.

C. Budget Approval 2005-2006 – Revision

M/S/P (J. Gray/S. Conliffe) Motion to approve revisions to the approved USU operating budget for the 2005-2006 fiscal year which includes \$695,130 in total revenue, \$5,067,918 in total expenses, \$4,455,000 in transfer of student fees from the revenue fund to the USU operating fund, and \$82,212 in change in fund balance (surplus). The recommendation reduces the money available to fund USU contingencies from \$126,000 to \$75,900.

Action item suspended at 1:21 p.m. for the hearing of Discussion Item A (SmartPay) which was set to be heard at 1:30 p.m. (time certain).

VIII. Discussion Item**A. SmartPay**

University Controller Robert Barker introduced the university's new SmartPay program. The program levies a higher transaction fee to those who pay for university fees via the Web using credit cards. Barker said the university has incurred merchant fees in excess of \$900,000 for the 2004-05 academic year from students who paid university fees online. Of that amount, approximately \$600,000 will be paid by the university from its general fund. With this cost estimated to peak at about \$1.2 million within five years, the SmartPay program was instituted to pass the bulk of the merchant fee charges to the card user. There will be no fee increase for those who pay in person at University Cash Services by check, cash or debit card.

Effective June 30, 2005, the university will bear the cost for electronic payments made by e-check (via the Web) or ATM/debit card (at the counter). That cost is approximately \$0.10 per transaction for e-checks and approximately \$0.50 for debit card payments. The annual cost to the university is estimated to be less than \$30,000. However, the university will provide a no-cost means for electronic payments both via the Web and at the counter. When a credit card is used to make a payment, the credit card processor will charge the transaction fee (2.9 percent of the transaction value) to the credit card. Payments by credit card will be permitted only via the Web. The university will provide terminals in the lobby of the Student Services Building for use by anyone who wishes to pay by credit card but does not have Web access.

Discussion ensued about the amount of money the USU would save as the result of the university's lower merchant fees. As an auxiliary, the USU contributes to the university's portion of the merchant fees. Barker said he did not have specific figures, but believed the USU's contribution would drop from about \$54,000 in 2004-05 to \$10,000 or less in future years.

VII. Action Items (continued) at 1:48 p.m.**C. Budget Approval 2005-2006 – Revision (cont.)**

R. Clouse stated his concern about the implications on reserves, reducing the amount for staff increases to 1.8 percent when the board just approved a 24 percent stipend increase for student directors. W. Watkins concurred, urging the board to find the dollars requisite for the support staff. He said the board has always held the position that its staff would not be compensated less than other staff on campus. B. Rodgers concurred.

M/S/P (R. Clouse/W. Watkins) Amendment to the motion to revise the contingency budget by not allocating the \$75,900 in projected board reserves for 2005-2006. Instead the total would be placed as unallocated into a general contingency in the reserve budget. The total budgeted change in fund balance (surplus) would not change.

Motion passes 11-0-0.

Main motion w/amendment: Motion to approve revisions to the approved USU operating budget for the 2005-2006 fiscal year reflecting \$75,900 as an unallocated general contingency in the reserve budget, \$695,130 in total revenue, \$5,067,918 in total expenditures, \$4,455,000 as a transfer of student fees, and \$82,212 in change in the fund balance (surplus).

Motion passes 11-0-0.

D. Capital Outlay Approval 2005-2006 – Revision

M/S (E. Bell/O. Ayala) Motion to approve the additional allocation of \$31,420 to the 2005-2006 fiscal year capital outlay budget for the Subway courtyard beautification project, dance floor and KeyWatcher Vault System purchases. J. Wang said the action item was in three parts: A) The Subway Court Beautification Project (\$7,900) would place 25 strategically placed red outdoor pots in the courtyard to add much needed color to the space. B) The dance floor request (\$16,000) would purchase 169 sections for dance floor sections to accommodate 500 people and C) The KeyWatcher Vault System (\$7,520) is a lockbox/combination safe for storing keys. It is a high level tracking and accountability system that could reduce staffing for issuing keys to members of the USU staff. Discussion ensued.

Director M. Munoz left at 2:22 p.m.

M/S/F (J. Pourshalimy/J. Gray) Motion to approve the dance floor for \$16,000.

Motion fails 2-6-2.

W. Watkins moved to separate the question.

Motion approved by general consensus.

M/S/P (S. Conliffe/E. Bell) Motion to approve \$7,900 for the Subway Court Beautification Project.

Motion passes 7-2-1.

M/S/P (W. Watkins/B. Broadous) Motion to amend the motion by approving \$16,000 as the maximum expenditure for the dance floor, but limiting the immediate purchase to only the number of dance floor sections needed to accommodate 300 people. The remainder of the sections may be purchased if needed if, at a later time (after an actual dance is held), it is determined that the remainder of the sections are needed.

Motion passes 10-0-0.

Main motion w/amendment: Motion to approve the dance floor request (\$16,000) but limiting the immediate purchase to only the number of dance floor sections needed to accommodate 300 people. The remainder of the sections may be purchased if needed if, at a later time (after an actual dance is held), it is determined that the remainder of the sections are needed.

Motion passes 10-0-0.

M/S/F (E. Bell/O. Ayala) Motion to approve the KeyWatcher Vault System. Discussion ensued. Cost proved to be a factor with this item. It was recommended that less expensive options such as Omni locks be reviewed in the most sensitive areas.

Motion fails 1-6-3.

E. 2005-2006 Reserves - Revisions

M/S/P (E. Bell/R. Clouse) Motion to approve \$75,900 as unallocated general contingency in the reserve budget.

Motion passes 9-1-0.

F. Executive Director's Evaluation – Executive Session

Board enters Executive Session at 2:49 p.m.

G. Legal Update – Executive Session

Board exited Executive Session at 3:16 p.m.

VIII. Discussion Items

B. Bylaws Revision

The board reviewed proposed changes to the USU Bylaws. D. Hammond asked that any further recommendations be forwarded to her or to USU Bylaws Ad Hoc Committee Chair Bernardean Broadous. W. Watkins expressed the board's appreciation to the committee for its outstanding work on the bylaws revisions. Recommended changes:

1. III, B, c, iii and iv: change the word "credentialed" to "credential."
2. IV, E: (Suggestion 1) change "two (2) years" to "two (2) complete terms." (Suggestion two): delete item E.
3. V: Create a description for audit committee as part of Standing Committees.
4. IX, A: select the dates when orientation and Chairships begin.
5. IX, A: recommended for removal
6. IX, D: place the orientation between the election and the annual meeting
7. IX, G: keep as originally stated
8. Visibility Committee references throughout the document: keep the name the same until board approval of a name change
9. XI: strike the word "filled."
10. V, C: keep as originally stated to allow the board chair to vote on standing committees
11. V, B & C: state in a separate sentence how UPC members are selected

Discussion ensued about how many terms a person could serve as board Chair. There were advocates of allowing no limits and allowing board members to decide by vote. Others advocated term limits for those who serve as Chair and Vice Chair.

IX. Board Transition Ceremony/Seating of New Board/Board Recommitment

The first USU Board Transition Ceremony was held a) to officially seat five new student directors elected to the board, b) to recognize the work of directors whose terms came to an end, and c) to ask continuing members to recommit to the work of the board for the 2005-2006 academic year. Standing before the 2004-2005 board, board-elect members Audris Barnes, Syreeta Butler, returning member Shantae Conliffe, Cyro Duarte and Precious

Williams listened as Chair Bobby Rodgers read the mission of the board, Vice Chair Olga Ayala led the group in reciting the USU Mission Statement, and Executive Secretary Debra L. Hammond reviewed the expectations of the directors. After each expectation was read, board-elect members affirmed their intent to abide by the principle. Afterward, the board-elect members joined their fellow directors on stage. Continuing members recommitted to upholding their responsibilities, while outgoing members O. Ayala, B. Broadous, M. Hildebrand, C. Keith, M. Munoz and J. Ortiz were recognized, thanked and given parting gifts as they left the stage and the board table. Following the brief 12-minute ceremony, the official 2005-2006 board took its seat at the board table where the day’s business continued.

X. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Audris Barnes	Elexia Bell	Carole Desgroppe- Brown	Felicia Carter-Aaron
Syreeta Butler	Chad Charton	Joe Illuminate	Melissa Chua
Ron Clouse	Susan Cohen	Sharon Kinard	Allyson Gerber
Shantae Conliffe		Kevin Lizarraga	Carmelo Lopez
Cyro Duarte		Jason Wang	
Jason Gray		Wendy Yost	
Debra L. Hammond			
Joseph Pourshalimy			
Bobby Rodgers			
William Watkins			

XI. Action Items

A. Election of Chair

Nominations were accepted for the Chair position. J. Pourshalimy nominated Precious Williams. Williams accepted. J. Gray nominated B. Rodgers. Rodgers accepted. J. Pourshalimy nominated Cyro Duarte. Duarte accepted. Each candidate made a statement and fielded questions from the board. A vote was taken by secret ballot. B. Rodgers was elected Chair.

B. Election of Vice Chair

Nominations were accepted for the Vice Chair position. J. Pourshalimy nominated Cyro Duarte. Duarte accepted. S. Conliffe nominated herself. B. Rodgers nominated J. Gray. Gray accepted. Each candidate made a statement and fielded questions from the board. A vote was taken by secret ballot. J. Gray was elected Vice Chair.

XII. Discussion Items

A. Board Committee Chair Positions

W. Yost asked student directors to review materials sent to them about board leadership positions that included descriptions of the committees and their duties. Those interested in serving as Chair of a committee should submit an application to her by June 17.

B. Committee/Officer Reports – Acceptance of Final Reports

The board accepted as a group the reports of the following committees without discussion: Facilities & Commercial Services, Finance, Personnel, Visibility, Union Program Council as well as year-end reports from the Chair and Vice Chair.

UPC member C. Lopez presented the UPC report (attachment 2).

C. Board Meeting Dates – Frequency of

R. Clouse suggested a smaller venue for board meetings.

XIII. Announcements

A. S. Kinard asked 2004-2005 committee chairs to e-mail their year-end reports to her or C. Nardini.

XIV. Adjournment

The meeting was adjourned by general consensus at 5:50 p.m.

Respectfully submitted by,

Debra L. Hammond
Executive Secretary