

+UNIVERSITY STUDENT UNION, INC.
 CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
 BOARD OF DIRECTORS
 DECEMBER 19, 2005
 MINUTES

Revised
01-23-06

I. Call to Order

The meeting was called to order at 1:00 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	Susan Cohen	Hakim Chambers	Kevin McDonald
Syreeta Butler	Cyro Duarte	Joe Illuminate	Tonee Sherrill
Brandon Carter-Robinson	Joseph Pourshalimy	Carol Nardini	Yolanda Vasquez
Ron Clouse (<i>arrived at 1:14 p.m. left at 1:26</i>)	Precious Williams	Wendy Phelps	
Shantae Conliffe		Jason Wang	
Jason Gray			
Debra L. Hammond			
Bobby Rodgers			
Adam Salgado			
William Watkins			

III. Chair’s Report

No report.

IV. Vice Chair’s Report

Jason Gray said that he attended Craft Corner and also the Student Advisory meeting.

V. Executive Director’s Report

D. Hammond referred to her written report and said that the USU retail tenants attended a meeting and discussed the renovation timeline, signage, the revamped web site and future programming, and that another meeting has been scheduled for January 11, 2006. The focus will be on advertising and marketing. Hakim Chambers will be leaving the USU effective January 3, 2006. He took a position at the firm of Brailsford and Dunlavey in Washington, D.C., a facility planning firm that serves educational institutions, public agencies and non-profit clients. Hakim began his professional career with the USU in 2000 as the SSU Operations Coordinator, and by the fall of 2001, he was named Renovation Program Coordinator, a position he held until named Facilities Project and Services Manager earlier this year. He will be sorely missed. Jason Wang and D. Hammond will take on some of Hakim’s duties. Jennifer Odum was hired as an emergency hire Renovation Coordinator and will assist with the administrative aspects of the renovation. Hans Weichhart’s “You are the M.A.G.I.C!” education session was voted Best Educational Session of the Region for ACUI’s Region 15 2005 Annual Conference held in Sacramento. His second presentation, “Your Voice Says it All” was voted runner-up. Region 15 plans to send Hans to ACUI’s Annual Conference in Kansas City from March 17-20 to present “You are the M.A.G.I.C.” and will provide some of the funds for his trip. Attendance was up for Finals Week at the SSU December 11-14. Texas Hold’em has become very popular on all college campuses and the Fall 2005 USU Poker Championship was held on December 1 in the Pub Sports Grill. Trophies were awarded to the top three winners of the championship after consulting with University attorneys as to the legality of prizes awarded to the winners. Jeremy Hamlett attended an American Camp Association workshop in December in preparation for the accreditation process for Sunny Days Camp scheduled for summer 2006.

R. Clouse arrived at 1:14 p.m.

VI. Approval of Agenda – December 19, 2005

M/S/P (W. Watkins/B. Robinson) Motion to approve the agenda of December 19, 2005.

Motion passes 7-0-0

VII. Approval of Minutes – November 21, 2005

M/S/P (B. Rodgers/W. Watkins) Motion to amend the motion to postpone approval of the November 21, 2005 minutes until the next meeting of this board on January 23, 2006.

Motion passes 7-0-0.

M/S/P (J. Gray/A. Barnes) Motion to approve the minutes of November 21, 2005, as amended.

Motion passes 7-0-0.

B. Rodgers introduced Adam Salgado as the new A.S. representative.

VIII. Committee Reports

A. Union Program Council

Report attached.

B. Facilities & Commercial Services Committee

No report attached.

C. Personnel Committee

Report attached.

D. Finance Committee

No report attached.

E. Renovation Committee

Report attached.

F. Marketing and Recruitment

No report attached.

IX. Action Items

A. Bylaws Revisions

The bylaws were tabled because 12 voting board members were not in attendance.

B. BOD Appointment

M/S/P (S. Butler/J. Gray) Motion to accept Kevin McDonald as a USUB representative, whose term will end in June, 2006. McDonald is a third year finance major and currently a member of the Personnel Committee. He told the board that A. Barnes has been an example to him and he wants to learn what she has learned. He hopes to boost his group management skills, has a good attitude and is also a team player.

Motion passes 7-0-0.

K. McDonald joined the board at the table.

R. Clouse left the meeting at 1:25 p.m.

C. Request from Unallocated General Contingency Reserves-Renovation Related Expenses

Motion from the Finance Committee to approve the transfer of \$10,000 from unallocated 2005-06 USU reserves to the operating budget for renovation-related expenses. Questions were raised regarding the amount listed in the attached memo, \$9,060.00 and the amount asked for, \$10,000.00. It was explained that this includes a contingency.

Motion passes 7-0-0.

D. Elimination of Obsolete Positions (Student Assistant Employees)

Motion from the Personnel Committee to approve the elimination of student assistant employment positions which are either no longer being utilized or no longer applicable due to the outsourcing of both food service operations and the Performing Arts Center.

Motion passes 7-0-0

E. Reclassification of Positions (Student Assistant Employees)

Motion from the Personnel Committee to approve reclassifying the Marketing Assistant from Classification IV to Classification II. Motion to approve reclassifying the Graphic Artist from Classification II to Classification III (New title – Graphic Artist I). Motion to approve reclassifying the Graphic Artist II from Classification IV to Classification V (New title – Graphic Artist III), and to make these actions effective as of July 1, 2005. Discussion included whether these positions were currently filled – Graphic Artist I and III are currently filled and that a Graphic Artist II position will be available in the spring. This will not significantly impact the work study contingency fund; i.e., approximately \$2,000.00

Motion passes 7-0-0.

F. Reclassification of Technology Support Services Technician Position

Motion from the Personnel Committee to approve reclassifying the Technology Support Services Technician to Technology Support Services Coordinator and increasing the salary range from \$30,936-\$43,704 to \$37,296-\$59,520.

Motion to approve increasing the incumbent's salary to \$37,296 in the new salary range including accompanying benefits and to make these actions effective as of July 31, 2005. The position is currently filled and the money will be transferred from the computer lab budget. These funds are available because of the delayed opening of the USU construction project.

Motion passes 7-0-0.

G. Travel Policy (Revised)

Motion from the Finance Committee to approve the revised USU Travel Policy. The USU will authorize through its operating budget travel costs which include subsistence expenses, business expenses, transportation expenses, and incidental expenses. Travel reimbursements will be made on a travel expense claim form and will conform to USU travel procedures. The amount allowable shall be equivalent to the amounts set by the State Board of Control, which also regulates the University's rates. Travel may also be funded through unallocated reserves or other alternative funding sources at the discretion of the Executive Director/designee. The policy supersedes the last policy which was reviewed in 1996.

Motion passes 7-0-0.

H. Petty Cash Policy (Revised)

Motion from the Finance Committee to approve the proposed changes to the Petty Cash Policy. A. Barnes said that the items could be voted on individually. It was agreed to vote on the items individually.

Increase individual petty cash requests from \$100.00 to \$150.00. The current \$100.00 limit is not meeting staff needs. The increase would provide staff increased convenience for the purchase of items needed within a short timeframe. It would also eliminate the need for purchase orders required to purchase these items.

This is an internal compliance issue and the policy has not been revised in 13 years.

Motion passes 7-0-0.

Increase the revolving petty cash fund from \$2,000.00 to \$3,000.00. This would accommodate the increase in individual petty cash requests to \$150.00.

Security issues were discussed and better advance planning for events was suggested. The frequency of trips to the bank, one per week, sometimes two, to replenish the money, takes away time from other important aspects of the Accounting Manager's job. Petty cash is used for many reasons including payment to a vendor when using the corporate credit card is not possible and is also used for per diem expenses when people travel. There is \$10,000.00 in the safe and that with this request, now \$3,000.00 will be allocated to petty cash, and \$7,000.00 will be in the general revolving account, instead of \$2,000.00 in petty cash and \$8,000.00 in the general account. When a check is cut to get funds from the bank, two signatures are required, the executive director's and either J. Wang, W. Phelps, J. Illuminate, Robert Barker, University Controller or Willy Miranda, Manager, Financial Accounting, are all designated check signers.

Motion passes 4-2-1.

Add language to the policy allowing the Executive Director/designee to approve individual petty cash requests greater than \$150.00 for emergency purchases where the use of the corporate credit card is not practical. This would give the USU flexibility to respond to maintenance-related emergencies such as repair of hot water lines.

For security issues and to reduce liability B. Rodgers suggested that a \$399.99 cap be placed on the amount that the Executive Director is allowed to approve. It was pointed out that checks are now cut once a week and that better planning would be easier.

M/S/P (B. Rodgers/B. Robinson) Amendment to the Motion to approve the Petty Cash Policy allowing the Executive Director/designee to approve individual petty cash requests greater than \$150.00 but not to exceed \$399.99.

Motion passes 7-0-0.

M/S/P (B. Rodgers/B. Robinson) Motion to approve the main motion as amended that individual petty cash requests greater than \$150.00 but not to exceed \$399.99, for emergency purchases where the use of the corporate credit card is not practical.

Motion passes 7-0-0.

X. Announcements

- B. Rodgers said that the next meeting of this board is January 23, 2006, 1:00 p.m. in the Grand Salon.
- W. Phelps informed the Board that the Associated Students (A.S.) voted in favor of moving away from paper balloting and to on-line voting at their December 6th Senate Meeting. The change will take effect starting with the spring 2006 campus elections. W. Watkins inquired about how the change will impact the elections process. W. Phelps shared that this will allow the USU and A.S. Elections Committees to focus their energy on recruiting candidates and educating voters instead of administering the cumbersome paper balloting system. A. Salgado shared that A.S. will use E-Ballot for the first year we use online elections and then will look into managing the process internally using A.S.'s IT department. W. Phelps and T. Sherrill are currently reviewing the Elections Code as the change to online elections will require new considerations around how students are allowed to campaign. T. Sherrill is in the process of hiring the Elections Coordinator. If the board members would like to participate in reviewing the Elections Code or hiring the Elections Coordinator, they should let T. Sherrill or W. Phelps know. More information will be brought to the board after the code is reviewed and after Associated Students has their retreat in late January. W. Phelps also reminded board members of the Board Retreat – January 26th from 10:00am – 6:00pm with an optional dinner to follow. B. Rodgers said he would like to meet with W. Phelps and T. Sherrill to discuss a recent change related to how the Elections Coordinator is paid.
- A. Salgado said that the Black Eyed Peas will perform May 6 at the Big Show. He also said that he will prepare reports for this board and asked to be added to the agenda. His report will be listed on the agenda after the Executive Director's.
- H. Chambers said the 6th Annual USU Potluck Lunch and Gift Exchange is Wednesday, December 21, from 11:00 – 1:00 p.m. in the Lakeview Terrace conference rooms. All board members are invited.
- H. Chambers expressed his sincere thanks to everyone for an awesome experience at the USU. He said the renovation is moving forward. The board again expressed their thanks for Hakim's service.
- A. Salgado said he will run for A.S. president next semester.
- D. Hammond said a tally will be taken to find out who will be attending the January 23 BOD meeting.
- A. Barnes wished everyone a wonderful holiday break.

XII. Adjournment

The meeting was adjourned by general consensus at 2:29 p.m.

Respectfully submitted by,

Debra L. Hammond
Executive Secretary