

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
GRAND SALON
JANUARY 23, 2017
MINUTES**

I. Call to Order

The regular meeting of the USU BOD was called to order at 12:31 p.m. by Chair Thelmari Raubenheimer.

II. Roll Call

Present	Absent	Staff	Guests
Shannon Ashford	Sevag Alexanian	Jimmy Francis	Avery Antonio
Frank Benkovic	Debra Hammond	Jeremy Hamlett	
Sharon Eichten		Joe Illuminate	
Natalie Esparza		Jennifer Kim	
Marquita Gammage		Sharon Kinard	
Farhad Khorasani		Shannon Krajewski	
Hifza Murtuza		Carol Nardini	
Michael Odino (<i>arrived at 12:40 p.m.</i>)		Jonathan Navarro	
Iris Ramirez		Kristen Pichler	
Thelmari Raubenheimer		Scott Schorn	
Shelley Ruelas-Bischoff			
Tonee Sherrill			
Avi Stewart			
Rowie Wolfe			
Maria Zaman			

III. Approval of Agenda

M/S/P (I. Ramirez/H. Murtuza) Motion to approve the agenda of January 23, 2017.

M/S/P (D. Stewart/F. Khorasani) Amendment to motion to strike Action Item A from the agenda.

There was no discussion.

Amendment to motion passed 13-0-0.

Motion, as amended, passed 13-0-0.

IV. Approval of Minutes

M/S/P (F. Benkovic/M. Zaman) Motion to approve the minutes dated December 5, 2016.

Motion passed 13-0-0.

V. Open Forum

Sharon Kinard, Manager, Administration & Assessment, introduced Jennifer Kim, Executive Administrative Analyst in the Administration Department. Mrs. Kim said she was excited to be at CSUN. She graduated from the University of California, San Diego, with a degree in Economics. Her experience included tutoring students who were preparing for the ACT (American College Testing) and SAT (Scholastic Aptitude Tests) tests. She has experience in research, analysis, database management, statistical analysis and both verbal and written communication.

VI. Chair Report

Chair Raubenheimer said that Homecoming would be held February 11. She encouraged board members to purchase a pinewood derby car to race against other alumni and students on CSUN's Matador Motorway. Proceeds benefit the MataCare Fund, which helps students who need short-term financial support. Cheer on your car as it races through championship heats, or place your vote in the showroom for the best looking cars. The cars will be available to purchase approximately two weeks prior to Homecoming and would cost alumni and community \$20.00 and students \$15.00.

Director Ruelas-Bischoff said she wanted to let the board know that Director Hammond's mother, brother-in-law and cousin had passed during the holiday break. She said Director Hammond would return to the office February 1. Director Ruelas-Bischoff thanked the USU staff for their hard work during Hammond's absence.

VII. Vice Chair Report

Vice Chair Stewart said he was happy to see everyone return for the spring semester. He shared about his trip during the winter break where students and staff visited four different cultural centers at Southern California Universities as part of the feasibility study for a Centers on Centers/Cross Cultural Center at California State University, Northridge. The sites visited included University of California, Irvine, California State University, San Marcos, University of California, San Diego and San Diego State University.

Director Odinlo arrived at 12:40 p.m.

VIII. Executive Director Report

Jimmy Francis, Director, Student Recreation Center, reported in Director Hammond's absence. He said that the Cross-Cultural Center Committee would organize the information from both site visits to Southern and Northern California universities and make a formal presentation to the board. The AOA (Auxiliary Organizations Association) Annual Conference took place in San Diego, California. Several USU staff members presented at the conference. Joseph Rivas, Supervisor, SRC Fitness Programs, was awarded the AOA Scholarship of Excellence Award at the AOA Annual Conference. The award recognizes academic excellence in combination with service to a community, CSU auxiliary, or nonprofit organization. Mr. Rivas' own letter which chronicled his experience, was instrumental in his winning the award. The Northridge Center Complex underwent major improvements throughout December and January including new carpet, paint, and acoustic upgrades. The Student Summit was the first event to occur in the updated facility. The Pride Center funded four non-employee students to attend T-Camp, an intercampus retreat to explore gender identity and expression that was held at the University of California, Riverside.

IX. A.S. Report

No report.

X. Committee Reports – Mid-Year Reports

Chair Raubenheimer asked the committee chairs to present their mid-year reports.

- Facilities & Commercial Services: Chair Ramirez said she was happy to report that all of her committee members would return for the spring semester 2017. The committee completed three of its goals: reviewed findings of the summer 2015 Student Union site visits and made recommendations for implementation to B&D; reviewed findings of potential technology upgrades to the USU facilities and made recommendations for implementation; reviewed the Facility Master Plan proposal from Brailsford & Dunlavey and provided input, review, and analysis of project related decisions. The committee will complete its fourth goal by the end of the semester.
- Finance Committee: Chair Odinlo said the committee completed three of its goals: the 2016-2017 First Quarter (3&9) Budget Report; the Major Repair & Replacement Fund – Reallocation Request; and completed drafts of the Purchasing (Procurement) Policy & Procedure and the Gift Card Policy & Procedure. The committee hopes to complete the remaining goals by the end of the semester.
- Personnel Committee: Chair Benkovic said the committee completed two of its goals, both the Pride Center and Veterans Resource Center Supervisor positions were approved. The Performance Appraisal Policy for Regular Employees will be voted on by the board today.
- Retirement Plan Committee: Chair Stewart said the Retirement Plan Committee will meet soon to decide if the USU's Retirement Health Benefits Plan (RHBP) should be converted from an employee reimbursement plan to a plan where the USU would pay medical and dental health premiums directly to the health insurance company on behalf of retirees and their eligible partners. The committee will also consider keeping the current plan or move to the CalPERS plan.

XI. Action Items

A. 2015-16 Tax Information Return

Stricken.

B. Performance Appraisal Policy for Regular Employees

Motion from the Personnel Committee to approve updates to the Performance Appraisal Policy for Regular Employees.

Director Benkovic addressed the board and said the USU Performance Appraisal Policy for Regular Employees was last updated in 2001. Since that time other changes to USU policy have occurred that have bearing on the Performance Appraisal Policy for Regular Employees. As such, changes were recommended.

Motion passed 14-0-0.

C. Responses to Brailsford & Dunlavey USU Facilities Master Plan Recommendations

M/S/P (I. Ramirez/M. Zaman) Motion to approve the responses to the B&D Recommendations for the USU Master Plan.

Scott Schorn, the Associate Director of Operations & Services, said that in the fall of 2015, Brailsford & Dunlavey (B&D) began an assessment of the USU facilities and programs that included focus groups, discussions, and two surveys of the CSUN student body. At the November 2016, BOD meeting, B&D presented its findings and provided seven recommendations on renovations to the USU facilities.

Schorn reviewed the seven recommendations with the Board as follows:

- a. The Board and USU should conduct meetings with University Administration regarding the priorities of:
 - i. Any campus fee initiatives
 - ii. Potential timelines
 - iii. Opportunities to schedule the potential referendum at the most likely time for success.These conversations should also engage the faculty senate and leadership to ensure support for the process.
- b. The Board and USU should continue to develop and refine the proposed expansion and improvement concept.
- c. Once a timeline for the referendum is established, the Board and USU should develop an informational campaign and referendum campaign schedule.
- d. The Board and USU should create a campaign committee and sub committees for this effort led by students.
- e. The campaign committee should develop key discussion points based on the concept developed and data collected during the master planning process.
- f. The Board and USU should consider the development of imagery or renderings of the proposed improvements to the USU.
- g. The campaign committee should create a plan and schedule for outreach efforts to engage the student body during the referendum campaign.

Schorn said that the USU concurred with all of B&D's recommendations.

There was no discussion.

Motion passed 14-0-0.

XII. Discussion Items

A. BOD Goals - Update

Chair Raubenheimer listed the board's goals:

- a. The USU Board of Directors will attend scheduled site visitations to other university's cross-cultural/multi-cultural centers.
- b. The USU Board of Directors will work to further continue strengthening relations with Associated Students (AS).
- c. The USU Board of Directors will participate in various workshops on inclusion and diversity.
- d. The USU Board of Directors will increase campus visibility.

She then listed the board's accomplishments:

- a. Board members attended site visits to the following universities' cross-cultural/multi-cultural centers: San Jose State, San Francisco State, UC Berkeley, Cal State San Marcos, UC San Diego, San Diego State and UC Irvine
- b. Members of the board hosted a mixer with Associated Students and attended AS held events throughout the semester to help further continue strengthening relations amongst the two organizations.
- c. Members of the board, alongside other USU staff and faculty, attended monthly workshops on inclusion and diversity.
- d. Members of the board held two meet & greets and two tabling sessions.

The Chair said that the board will continue to work on the goals during the semester and to contact her if board members have any comments or suggestions.

B. Strategic Priorities 2016-17 - Update

Jimmy Francis proceeded to update the board regarding the Strategic Priorities. The Inclusive Language Campaign (ILC) Committee was created and has held meetings. The committee has made recommendations for the future of the program, including inclusive language to encompass civil discourse. An outline of the program was drafted and a Campus Quality Fee (CQF) proposal was submitted in December to fund a program that would include the training of student leaders to facilitate programs and dialogue. An assessment of USU student employment for possible impacts on persistence, student retention and deepening connections to CSUN has been delayed for one year. During the 2016-17 fiscal year, the focus will be on ACUI assessment. The feasibility of a potential student union fee increase will be determined once the financial results of the Brailsford & Dunlavey and Employers Group reports are entered into the long-term financial plan. The creation of a three-year plan for the implementation and assessment of an intersectional and culturally competent and inclusive development training program for USU staff and student assistant employees will take place if the CQF proposal is funded. The Management Team has examined the results of the Climate Survey/Employee Opinion Survey (EOS) and has developed short, medium and long-term goals to address issues of concern, as well as identified what we may not be able to change. Implementation plans for most short-term goals are currently in progress. The Employer's Group (EG) has conducted a classification analysis of select USU positions, conducted a job analysis, and presented the USU with a market survey to evaluate the USU's compensation plan. During the spring 2017 term, the Management Team will be reviewing the survey and analysis and will also examine the findings from the USU's new pre/post-employment instrument for evidence of impact on post-college employment readiness. The Business Efficiencies Work Team has identified three current manual processes that can be automated: (1) Travel approval and travel expense reporting using the Concur software; (2) Credit card report preparation and payment using the Concur software; and (3) Conversion of online forms to workflow forms using the intranet "Forms Builder" tool. Processes 1 & 2 are estimated to be completely implemented by fiscal year end. Process 3 will not be completed until 2017-18.

XII. Announcements

- Shannon Krajewski, Associate Director, Marketing & Programs, announced that Viola Davis was the guest lecturer at the VPAC on Wednesday, February 8 at 6:00 p.m. Tickets for students were \$5.00 and staff were \$10.00. There is a board training date on February 6. She requested that the board let her know if they had any ideas for trainings.
- Director Ruelas-Bischoff reported that the campus-wide post-election Town Hall that took place last semester was attended by nearly 200 staff, faculty and students. Resources are being prepared to provide information for everyone to become more informed about issues including civic engagement, navigating difficult dialogues, legal resources for undocumented students and more. Another Town Hall is scheduled for Tuesday, January 31 at the Northridge Center and she hoped the board would attend and also help spread the word.
- Chair Raubenheimer reminded the board to purchase tickets for Homecoming, and she distributed fliers to the board regarding future events.

XIV. Adjournment

The meeting was adjourned by Chair Raubenheimer at 1:13 p.m.

Respectfully submitted by,

Carol Nardini,
Staff Assistant

On behalf of:
Debra L. Hammond,
Executive Director