

**UNIVERSITY STUDENT UNION**  
**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**  
**BOARD OF DIRECTORS**  
**GRAND SALON**  
**JANUARY 25, 2016**  
**MINUTES**

**I. Call to Order**

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

**II. Roll Call**

Present	Absent	Staff	Guests
Tirdad Bakhshandeh	Sharon Eichten	Devin Aja Barnett	Geo Castaneda
Juaneeq Elliott ( <i>left at 12:46 p.m.</i> )	Thelmari Raubenheimer	Jimmy Francis	Lisa Cummings
Natalie Esparza		Jeremy Hamlett	Briel Garcia
Barbara Gross ( <i>left at 2:51 p.m.</i> )		Joe Illuminate	Jimmy Guevara
Debra Hammond		Sarina Loeb	Donald Stewart
Asia Johnson		Carol Nardini	
Jorge Reyes		Jonathan Navarro	
Shahtaj Khan		Kristen Pichler	
Usman Khan		Freddie Sanchez	
Shelley Ruelas-Bischoff		Scott Schorn	
Tonee Sherrill			
Samantha Simonds			
Karina Winkler			
Rowie Wolfe			
Sara Yousuf			

**III. Approval of Agenda**

M/S/P (N. Esparza/J. Elliott) Motion to approve the agenda of January 25, 2016.

Chair Khan said that Action Item E on the agenda had a time certain of 12:45 p.m.

There was no further discussion.

***Motion passed 12-0-0.***

**IV. Approval of Minutes**

M/S/P (U. Khan/N. Esparza) Motion to approve the minutes dated December 7, 2015.

***Motion passed 11-0-1.***

**V. Open Forum**

- Sarina Loeb, Coordinator, Pride Center & LGBTQ Initiatives, welcomed everyone back to CSUN. She thanked the board for the opportunity to attend the Creating Change conference held in Chicago. This conference brings together thousands of LGBTQ activists and leaders from across the country to share ideas and resources. Two students were able to attend the conference as well and returned with ideas on how the Pride Center can continue to thrive. On January 15, the CSUN Pride Center hosted the first California State University (CSU) LGBTQ Resources Meeting. Colleagues from 17 of the 23 CSU campuses attended to discuss issues that affect the LGBTQ communities and how the CSU can best support them.
- Jimmy Francis, SRC Director, said the Oasis opened in the fall and it could not have happened without the support of the Board of Directors. He presented Chair Shahtaj Khan with a Certificate of Appreciation plaque dated August 2015. The Oasis received an award from NIRSA (National Intramural and Recreational Sports Association) for Outstanding Sports Facility. Ten to fifteen are awarded each year by NIRSA for the best new construction or renovated sites. The SRC won this award in 2013. This is particularly significant because it is a wellness facility rather than a recreation facility.

**VI. Chair Report**

Chair Khan read from her report and said that she, Vice Chair Simonds and Carrie Ward, Special Services Assignment, BOD, held interviews to find a new student board member for the seat formerly held by Karina Winkler who graduated from CSUN in December. Khan said she hoped that the board would approve Donald Stewart as the recommended candidate. Khan said she thoroughly enjoyed Student Summit. She was in Track C and felt it assisted in building her confidence and in giving her a direction to take after graduation. February 15 has been chosen as the date for the winter retreat. Director Hammond agreed to conduct a leadership session at the retreat and lunch will be served. CSU Channel Islands recently visited the union. They toured the facilities and had lunch with members of the staff. Chair Khan congratulated Director Hammond for receiving the 2016 Wang Family Excellence Award.

**VII. Vice Chair Report**

Vice Chair Simonds welcomed everyone back from winter break. She also attended student summit and enjoyed a full day of training in Track C. A meeting will be scheduled soon to see if Simonds and the Chair can assist the Committee Chairs in reaching their goals.

**XI. Action Item**

**A. Form 990 (Time Certain 12:45 p.m.)**

M/S/P (U. Khan/S. Yousuf) Motion to accept the USU's 2014-15 Return of Organization Exempt from Income Tax. Joe Illuminate, Associate Director, Finance & Business Services, said the IRS recommends that the Board of Directors of non-profit organizations accept the Return of Organization Exempt from Income Tax Information prior to filing it with the IRS. The entire Form 990 packet given to the board members is also available in his office. Illuminate introduced Lisa Cummings, a CohnReznick Senior Manager, to the board.

*Director Elliott left at 12:46 p.m.*

Ms. Cummings said that Form 990 was prepared by CohnReznick, the USU's audit and tax preparation firm. All nonprofit organizations with gross receipts of more than \$50,000 per fiscal year are required to file Form 990 Return of Organization Exempt from Income Tax with the Internal Revenue Service (IRS). Form 990 must be filed with the IRS by November 15 for all organizations with a June 30 fiscal year ending date. Form 990 is due by February 15 of the following calendar year if an extension is filed with the IRS.

Ms. Cummings reviewed Form 990 with the board and then asked if there were any questions. Director Yousuf asked why the Contributions and grant revenue (page 29, line 8) was \$105,072 in fiscal year 2013-14 and zero dollars in fiscal year 2014-15. The reason is that the USU received Campus Quality Fee (CQF) funding in 2013-14, but did not receive CQF funding in 2014-15. Director Yousuf also had a question about Part IX, Statement of Functional Expenses, on page 37. She asked what the appropriate percentage of total management and general expenses was to total functional expenses. The percentage of total management and general expenses to total functional expenses was approximately 9.0% for the 2014-15 fiscal year. Ms. Cummings stated that any percentage over 25% is a red flag for readers of Form 990. A percentage greater than 25% is an indicator that an organization is spending too much on management and general expenses and not enough on programs and services. Information (Form 990).

*Motion passed 11-0-0.*

**VIII. Executive Director's Report**

Director Hammond said the University Student Union (USU) completed its 2014-15 Financial Audit Corrective Action Plan. The finding stated that the USU did not use the proper cutoff date to record the payroll expense for the 2014-2015 fiscal year. The payroll expense was recorded for the period of June 21 – June 20 and should have been recorded for July 1 – June 30. The corrective action was to ensure that the payroll expense is recorded each subsequent fiscal year from July 1 – June 30. Devin Barnett accepted the USU's offer of regular employment as the Coordinator, Student Recreation Center (SRC) Intramurals effective January 18. Ms. Barnett introduced herself to the board and said she is from Farmingdale, New Jersey. She received a Bachelor's of Science degree in Kinesiology, concentration in Athletic Training, from Towson University. She worked three years for Recreation & Fitness, University of Maryland Baltimore, as the Intramural Sports & Facility Specialist. She received her master's degree from Texas State University in Recreation and Leisure Service, while working as a graduate assistant in Intramural Sports. The AOA Annual Conference took place in Sacramento, California. The conference was very well done and had very good speakers. Jeffrey Bucholtz, who teaches at San Diego State University, gave an amazing presentation about relationship violence. Hammond said we are looking into having him come and speak to CSUN. Isaac Simon, Student Clerical Assistant II, Administration, 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. Dr. William Watkins, Vice President Student Affairs and Dean of Students, nominated Mr. Simon for the award which included a scholarship. Sarina Loeb, Coordinator, Pride Center & LGBTQ Initiatives, hosted a CSU system-wide

LGBT Regional Meeting at CSUN. She thanked Sarina Loeb, Freddie Sanchez, Assistant Director, Resource Centers, and Shannon Krajewski, Associate Director, Marketing & Programs, for their assistance in helping put this together.

**IX. A.S. Report**

Mr. Reyes announced there are two open senator positions in Engineering & Computer Science and Science & Math. The Elections Code will be amended next week. There were updates to the Financial Model, including no facility fee, it was recommended that a committee look at a State University Grant and add the role of the legislature, and shared governance and a firm commitment from the task force as it relates to student finances (tuition and fees). A.S. Awareness Month is in February. Mr. Reyes said he will be attending CSU Impact Day in Sacramento and will be meeting with the Students of Color Coalition soon.

**X. Committee Reports**

- Facilities & Commercial Services: Director U. Khan reported in Chair Raubenheimer's absence and said that the first meeting of the spring semester is January 29, at 3:00 p.m. in the Moorpark Conference Room. They will vote on the meeting schedule.
- Finance Committee: Chair Yousuf welcomed everyone back from winter break. The committee had its first meeting on January 15 and more members are needed.
- Personnel Committee: Chair Johnson said the committee will finalize dates and times of the spring meetings today.
- Retirement Committee: Chair Simonds said the committee will schedule a meeting soon.

**XI. Action Items**

**A. Board Appointment**

M/S/P (N. Esparza/T. Bakhshandeh) Motion to approve the appointment of Donald Stewart to be a student member of the USU BOD whose term will end in June, 2016.

Vice Chair Simonds said that the interview committee was very impressed with Mr. Stewart, that he is majoring in music and will hopefully bring a different energy to the group. He expressed that he wants to take advantage of all that the USU has to offer.

***Motion passed 11-0-0.***

*Director Stewart took a seat at the table.*

Director Stewart said he is very excited to work with this group and is excited to serve as a member of the USU Board of Directors.

**B. Amendment & Restatement of the USU Employees' Pension Plan & Trust**

Motion from the Retirement Plan Committee to approve the amendment and restatement of the University Student Union of CSU Northridge Employees' Pension Plan and Trust retroactive to July 01, 2015.

Vice Chair Simonds said that in 2002, the Internal Revenue Service (IRS) required employers who offer retirement plans to restate or rewrite their plan document every 6 years. The restatement is necessary so that the Plan Document incorporates certain law changes that have taken place since the last time the Plan Document was reviewed by the IRS.

The following regulations were incorporated into the restated plan document:

1. Regulations dealing with post-severance compensation
2. Pension Protection Act of 2006
3. Heroes' Earnings Assistance and Relief Act of 2008 ("HEART")
4. Worker, Retiree, and Employer Recovery Act of 2008 ("WRERA")

The following changes were also included in the restated plan document:

1. The "Inc." was removed from University Student Union
2. The zip code for the USU was updated to include "-8272" after 91330
3. The phone number for participants to call regarding plan was updated
4. The normal retirement date was changed from age 62 to age 60
5. Change "exclude vacation taken as cash" to "Exclude vacation paid as cash"

***Motion passed 12-0-0.***

**C. Columbia Acorn Z Fund Replacement**

Motion from the Retirement Plan Committee to replace the Columbia Acorn Z fund with the JPMorgan Mid Cap Growth fund in both the 403(b) and pension retirement plans.

Vice Chair Simonds stated that Financial Advisor, Dennis DeYoung is recommending that the Columbia Acorn Z fund be replaced with the JPMorgan Mid Cap Growth fund. The Columbia Acorn Z fund has been on the Watchlist for at least one year. The overall FI360 Fiduciary Score is 69 (yellow zone). The score for the previous year was 78 (red zone). The fund meets only six out of the eleven FI360 score criteria.

The overall and one year FI360 Fiduciary Score for the JPMorgan Mid Cap Growth Fund is zero, the highest score possible on a scale of 0 to 100. Also, the JPMorgan Mid Cap Growth fund meets all eleven of the FI360 score criteria.

*Motion passed 12-0-0.*

**D. Hospitality Policy & Procedure**

Motion from the Finance Committee to approve the Hospitality Policy as presented.

Director Yousuf said the committee has diligently analyzed, reviewed, and updated the hospitality policy throughout the fall 2015 semester. As a result, the policy is now ready to be recommended to the Board of Directors for approval. The lack of a policy resulted in a finding during the last internal compliance audit which took place in the summer of 2015. Recommendation for approval of the policy by the committee and approval by the Board will satisfy this finding.

Discussion ensued regarding the policy and its definitions. A point of discussion was regarding training and development activities and should they be included in the definition of “hospitality,” and should it be on the Hospitality Approval Form. Directors asked for more clarification on this point and also discussed exclusions. Another discussion was held regarding who would be able to use the form – would students inside and outside of the USU use the form. Director Hammond apologized to the Committee Chair and the Board as she has reviewed the policy several times but still has concerns about the inclusion of training and development, employee onboarding and recruitment activities.

Director Hammond said she would check with the USU’s attorney to see if they should review the policy prior to board approval.

M/S/F (S. Simonds/D. Stewart) Vice Chair Simonds moved to call the question.

*Motion failed 0-11-1.*

There was further discussion regarding the policy and the concerns of the Board. Directors said that the policy should go back to the Finance Committee for further review and clarification.

M/S/P (T. Sherrill/S. Yousuf) Motion to refer the Hospitality Policy & Procedure back to the Finance Committee.

*Motion passed 12-0-0.*

**XII. Discussion Items**

**A. Executive Session**

M/S/P (S. Simonds/N. Esparza) Motion to go into Executive Session.

*Motion passed 12-0-0.*

M/S/P (S. Yousuf/U. Khan) Motion to return to regular session.

*Motion passed 12-0-0.*

**B. BOD Goals – Update**

Chair Khan thoroughly reviewed the goals with the board and began discussing the updates.

1. The USU BOD will assist in increasing awareness and support for AB540 students on campus. [ In Progress ]
  - Support the opening of a new Dream Center housed in the USU to strengthen the connection between students and the campus community.
    - Responsible USU BOD Members: Thelmari Raubenheimer, Shahtaj Khan, Samantha Simonds
    - Responsible USU Staff: Associate Director, Operations & Services
    - Responsible USU Board Committee: Facilities & Commercial Services Committee

*[The board has supported AB450 students by passing the Dream Center Proposal during the November 16 board meeting. The Board will continue to support AB 540 students once the center opens in spring 2016 by attending the open house and spreading awareness through diversity trainings and the Inclusive Language Campaign.]*

2. The USU BOD will assist in increasing awareness of the resources and services available to students across campus through outreach programs and opportunities. [In Progress]
  - Host a Service Sampler Cart that would feature the multitude of services the USU has to offer in various locations on campus, to attract students who do not normally come to the Union.  
Service Samples Include:
    - Five-Minute Massages (Highlight: The Oasis)
    - Printing (Highlight: The Computer Lab/ Daily Free Prints)
    - Small Shakes giveaways (Highlight: Shake-Smart)
    - Sports Water Bottles giveaways (Highlight: SRC)
    - Set Up Gaming Station (Highlight: Games Room)
      - Responsible BOD Members: All
      - Responsible USU Staff: Associate Director, Marketing & Programs, USU Marketing Manager
      - Responsible Board Committee: N/A
      - Possible Collaboration with Associated Students

*[The Board would like to reach out to the Associate Director, Marketing & Programs and the Marketing Manager to get a foundation of how it can organize this goal with the help of USU Marketing. The Board is interested in seeing what each department can contribute to making the service sampler cart a reality. Board members can support by offering to host the service sampler cart and be advocates for the USU's programs and services.]*
3. The USU BOD will assist in providing and creating engaging and energetic inclusive programs that support the mission of the USU and bring opportunities to students. [In Progress]
  - Host a Meet and Greet for the USU Board of Directors in spring for students to get to know and understand the function of the Board of Directors. (Prior to elections, possible collaboration with Associated Students.)
  - Have the USU participate in a diversity training to understand the need for oppression reduction and how student leaders can properly represent the various populations on this campus.
  - Work with marketing to submit and highlight Mata-facts about the USU, using various marketing strategies.
    - Responsible BOD Members: All
    - Responsible USU Staff: Associate Director, Marketing & Programs, USU Marketing Manager
    - Responsible Board Committee: N/A

*[The Chair and Vice Chair will work with the Associate Director, Marketing & Programs to set a date in March (preferably a Monday at 12:30 p.m.) to host a Meet and Greet with board members and students before the spring 2016 elections. The Board will also participate in an engaging environment by collaborating with AS one week during AS awareness month. Board members have participated in or recruited students to participate in Inclusive Language focus groups to help the union launch its next campaign phase. Board members have the opportunity to participate in the spring diversity trainings by the Assistant Directors, Resource Centers.]*
4. The USU BOD will continue to assist in the organization and assessment of the USU's Program Review to outline the future of the organization through the use of the Facilities Master Plan Committee and Internal Review Team. [In Progress]
  - Research and assess the results of the Program Review to identify what the Union can accomplish in the upcoming year.
  - Develop a long-term plan of objectives to outline future plans of how the USU can meet the things highlighted in Program Review for years to follow.
    - Responsible BOD Members: Shahtaj Khan, Samantha Simonds, Student Representatives to sit on Committee
    - Responsible USU Staff: Executive Director, Manager, Administration & Communications (MAC), Management Team
    - Responsible Board Committee: Ad-Hoc Master Plan Committee, Internal Program Review Team

*[The board assisted with this goal by participating in a Union site visit trip and brought back ideas to improve Union space. Board members have served on the Facilities Master Plan, and Internal Review Team committees. Board members have also met with staff/Brailsford & Dunlavey to begin brainstorming for the future facilities plan for the USU and how a plan may be set in place to begin the remodeling of Union spaces. The Board continues to support this goal by meeting with the Internal Review Team. It will begin to outline the next steps for the Facilities Master Plan.]*
5. The USU BOD will continue to participate at more USU and CSUN events and programs by creating an Ad-Hoc Spirit Committee. [In Progress]

- Coordinate non-board related get-togethers for student board members at the VPAC or other CSUN related events.
- Plan and oversee potential Starmate mixers to better engage with staff and Board members.
- Spread awareness about USU events and programs to keep all Board members informed and to promote more student Board participation and involvement.
- Bring energy and spirit to the Board by making magic happen!
- Promote all USU student Board members to attend USU events and have an understanding of the programs they are voting on.
  - Responsible BOD Members: Shahtaj Khan, Samantha Simonds, Juaneeq Elliott
  - Responsible USU Staff: Associate Director, Marketing & Programs, Special Services Assignment, BOD
  - Responsible Board Committee: Ad-Hoc Spirit Committee

*[The board has created an Ad-Hoc spirit committee and appointed a committee chair. The Board has also conducted star mixers and provided several opportunities for engagement over the course of the past semester. Board members will work on this goal by continuing to attend star mixers, events, and engagement opportunities put in place by the spirit committee. The Board will continue to keep board members informed of USU's events and programs by continuing to pass out monthly USU events calendars.]*

After her review, Chair Khan asked the board if they had any questions. Directors inquired if Goal No. 2 was feasible and would it be possible to complete during the spring semester. Director Hammond said the board is conducting this review to assess the goals because there are three months left in the semester and what outcome can the board reasonably achieve. Ideas were shared and discussed. It was suggested for Goal No. 2, that instead of a sampler cart, a booth might be more practical which could include as many services as possible; outreach to students requires planning and a time line should be developed; and should Goal No. 2 be cut back. Chair Khan said that USU resources need to be promoted and Goals 1 and 2 could be combined. Other suggestions were to plan an outreach each month; two or three directors could set up a table and hand out water bottles for one hour every Monday. Regarding Goal No. 3, the board needs to schedule a Monday for the Meet & Greet in early March. Chair Khan stated that further brainstorming will be done and the necessary updates to the goals will be made.

*Director Gross left at 2:51 p.m.*

#### **C. Strategic Priorities – Update**

Director Hammond proceeded with her update of the Strategic Priorities. The Oasis Wellness Center opened the first day of the 2015 fall semester. The deadline to renovate the Games Room has been extended and it has been added to the Facilities Master Plan with follow-up surveys to be conducted in the spring regarding its use. The deadline to develop a written draft of a USU Facilities Master Plan (FMP) has been extended to fall 2016. The delay of the FMP has delayed the renovation of the Northridge Center complex. The USU Program Review Analysis was completed in December 2015. Institutional Research is preparing a summary for the completed assessment of the possible impact between SRC participation and GPA to determine if there is a correlation between the two and an executive summary is expected by June 30, 2016. An Inclusive Language Awareness Week is scheduled for the month of February 2016 with focus groups to follow. The development and launching of a USU Assessment Web site is underway. Human Resources is currently assessing new hires, separating employees and gathering data for possible impacts on persistence, student retention and deepening student connections to CSUN. Current utilization patterns of the USU's meeting rooms have been examined to determine available dates for external use to generate revenue during underutilized periods. The recommendations from the facilities master plan study regarding the meeting rooms are due in the fall 2016. The Assistant Director, Resource Centers, will be facilitating two diversity trainings for staff and student assistant employee's in spring 2016. A formal training program for student assistant employees on how to utilize Timeforce and Ultipro has been developed. The assessment of current USU staffing levels and organizational structure was completed last year and a report will be completed by spring 2016. The project to develop a three-to-five year plan for organizational learning outcomes is on hold because the project was impacted by HR focus on student employee wage initiatives and background check procedures.

#### **D. Administrative Work Plan - Update**

Director Hammond said that the first 14 items on her administrative work plan were strategic priorities and she read through them. Hammond discussed the development of a Center on Centers (CoC) which will include the Pride Center, Veterans Resource Center, the Dream Center and more. A written vision will be refined after stakeholder meetings and site visits.

### **XIII. Announcements**

- Shannon Krajewski said that the opening date for filing an application for the USU elections is February 15. It will close March 14. She asked the board to help with getting the word out to the campus and encouraged the directors to use social media, i.e., Facebook, Twitter, and promote the elections. Fliers were also distributed.
- Director Ruelas-Bischoff said that Chancellor White would be on campus this Friday and would take part in an open forum from 1:30 to 2:30 p.m. in the Plaza del Sol Performance Hall. She congratulated Director Hammond for being selected as the 2016 CSU Wang Family Excellence Award recipient. It is the highest honor awarded by the CSU system, and it is rarely given to staff, and usually given to faculty members.
- Director Yousuf thanked the USU for the jackets that were recently distributed.

**XIV. Adjournment**

The meeting was adjourned by Chair Khan at 3:18 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director