

UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
THOUSAND OAKS
MARCH 13, 2017
MINUTES

I. Call to Order

The regular meeting of the USU BOD was called to order at 12:39 p.m. by Chair Thelmari Raubenheimer.

II. Roll Call

Present	Absent	Staff	Guests
Shannon Ashford	Marquita Gammage	Matt Eickhoff	Kidist Mekonnen
Frank Benkovic	Kenya Lopez	Jimmy Frances	
Sharon Eichten	Iris Ramirez	Joe Illuminate	
Natalie Esparza <i>(arrived at 12:41 p.m.)</i>	Shelley Ruelas-Bischoff	Jennifer Kim	
Debra Hammond		Shannon Krajewski	
Farhad Khorasani		Samantha Liu	
Hifza Murtuza		Jonathan Navarro	
Michael Odino			
Thelmari Raubenheimer			
Tonee Sherrill			
Avi Stewart			
Rowie Wolfe			
Maria Zaman			

III. Approval of Agenda

M/S (M. Zaman/S. Murtuza) Motion to approve the agenda of March 13, 2017.

M/S/P (A. Stewart/F. Benkovic) Motion to amend the agenda and move Action Item D (the Aida Salazar Award Nominations) to discussion item B and to strike Action Item E (BOD Committee Member of the Year Award Nomination) from the agenda.

Striking the BOD Committee Member of the Year Award Nomination and postponing this item until the April BOD meeting was suggested in order to give the Committee Chairs more time to discuss and conduct a vote for nominations at their individual committee meetings.

Amendment passed 11-0-0.

Motion, as amended, passed 11-0-0.

IV. Approval of Minutes

M/S/P (S. Ashford/M. Odino) Motion to approve the minutes dated February 20, 2017.

Motion passed 11-0-0.

V. Open Forum

None.

Director Esparza arrived at 12:41 p.m.

VI. Chair Report

Chair Raubenheimer reminded the Board that the Executive Director evaluations were due on Friday, March 17, and that she would send out email reminders as well. She informed the Board that they should reach out to her or Dr. Ruelas-Bischoff for any questions on how to complete the form. Director Raubenheimer also discussed tabling last Thursday in the University Student Union (USU). She said that setting up the Board of Directors (BOD) table near the food line helped increase the foot traffic to the table. She said they would table again on Thursday, March 16 at the Craft Corner event in the USU to attract more recruits. Raubenheimer announced that Director Avi Stewart is in a CSUN musical production from April 7-9 at the Valley Performing Arts Center (VPAC). She passed around a sign-up sheet for preferred dates to attend the performance as a group.

VII. Vice Chair Report

Vice Chair Stewart wished everyone a happy Monday. He announced that BOD recruitment season will end on March 20 and asked that Board members make efforts to find the best and the brightest for next year's Board. He announced that Dr. Gammage invited directors to speak to her class on Tuesday or Thursday to encourage recruitment. He stated that anyone interested should contact Dr. Gammage via email. Stewart concluded by expressing his thanks to Director Zaman and Director Esparza, who are scheduled to speak to Director Wolfe's students about BOD elections on Friday, March 17.

VIII. Executive Director Report

Director Hammond began her report with the announcement of recent staff changes. Lynn Umzam resigned with the USU to accept a position with Associated Students. Jennifer Orellana came from the Associated Students Children's Center and accepted the USU's offer of regular employment as Accounting Technician. Pero Akinbohun, former SRC Administrative Assistant, accepted the position of Events Supervisor with the USU Events Department. Ali Sadri was hired out of retirement for the position of Accountant I as a temporary emergency hire. Among the numerous USU programming events, Hammond highlighted the Veterans Resource Center (VRC) Professional Development Dinner, where student veterans and professional mentors engaged in conversations regarding the hiring process as they networked with professionals from different fields. With 47 people in attendance, Director Hammond said the event was well planned and well received. Freddie Sanchez, Assistant Director of Resource Centers, and Director Hammond also met with students and faculty from the Asian American Studies Department about the Cross Cultural Center proposal. The plans were generally well received, but there were concerns about the costs associated with the renovations and construction. Hammond noted that the Cross Cultural Center Committee meetings have been underway and that future meetings with other departments are being planned. Director Hammond also announced that Staff Assistant Carol Nardini has been out on medical leave for surgery. Hammond passed around cards for the BOD members to sign for Carol's well-being and speedy recovery. Carol is expected to be out of the office for an extended period and Jennifer Kim, Executive Administrative Analyst, will serve as her back up. Hammond also attended the Women Inspired to Succeed and Discover Opportunities through Mentoring (WISDOM) event that was facilitated by Associated Students Outdoor Adventures last week. Mentors and mentees were able to interact and get to know each other through activities on the field. Hammond noted that Kidist Mekonnen, a WISDOM mentee, was invited to attend today's BOD meeting as an interested BOD candidate.

IX. A.S. Report

No report.

X. Committee Reports

Chair Raubenheimer asked the committee chairs for updates.

- Facilities & Commercial Services: Chair Ramirez was absent, but the BOD received her committee report, which announced the committee's collaboration with the Career Center to find space for the Center's new program, investigation of USU logistics with the help of Scott Schorn, Associate Director, Operations & Services, and assisting Brittney Washington, Student Assistant, with cultural center presentations. Director Raubenheimer invited anyone with questions to reach out to Chair Ramirez.
- Finance Committee: Chair Odinlo said the committee reviewed the 6 & 6 budget reports, gift card policy and procedure, and capital outlay reallocations at their last Finance Committee meeting and that more detail will be discussed as actions items today.
- Personnel Committee: Chair Benkovic said a sub-committee was started to discuss the educational fee reimbursement policy. He also said the minimum wage increase schedule would be finalized at their next meeting. The committee also will be voting for the BOD Committee Member of the Year Award nomination at its next meeting.

- Retirement Plan Committee: Chair Stewart said the Retirement Plan Committee plans to meet on Monday, March 27 at 11:00 a.m. The committee will discuss amendments to the retirement health benefits plan. Chair Stewart will meet with Joe Illuminate, Associate Director, Accounting & Finance to discuss a conversation that they had with Wells Fargo.

XI. Action Items

A. 2016-17 Second Quarter (6&6) Budget Report

Motion presented by the Finance Committee.

Director Odinlo addressed the Board to discuss the motion on the floor to accept the 2016-17 Second Quarter Budget Report. He presented highlights of the details of the report discussed with the Finance Committee. The report summarizes the financial results of the USU as of December 31, 2016. The report is a reflection of the financial operations for the sixth-month period, which ended on December 31, 2016. The optimal operating range for the sixth-month period is 50% of the yearly budget, although limits from 45% to 55% are acceptable. He indicated that the USU's financial condition is solid as of December 31 and listed the following performance indicators:

- a. Actual change in net assets (surplus) of \$728,219
 - i. Source: Statement of Activities
- b. Cash balance of approximately \$4.3 million
 - i. Source: Statement of Financial Position
- c. Total revenues are 49.5% to budget
 - i. Source: State of Activities
- d. Total expenditures are 45.6% to budget
 - i. Source: Statement of Activities
- e. Total assets are \$5,112,347
 - i. Source: Statement of Financial Position
- f. Investment income is steadily increasing
 - i. Source: Quarterly Investment Report
- g. \$366,000 cash balance in the USU Foundation Account
 - i. Source: Foundation Account Balances
- h. \$21,000 balance in Work Study
 - i. Source: Work Study Summary
- i. There is a \$525,531 balance in unallocated reserves due to funds that department managers identified that will not be utilized this fiscal year
 - i. Source: Unallocated Reserves Summary
 - 1. A net total of \$128,262 (not \$244,140 as stated in the summary on pages 16 and 19 of the BOD packet) was returned to the unallocated reserves budget in the second quarter. This atypical amount of underutilized funds returned to unallocated reserves was due to the following:
 - a. Long-term vacant staff positions and the corresponding decline in employee benefits
 - b. Multiple maintenance projects that will be deferred to the next fiscal year
 - c. Revised utilities estimates based on current invoices for electricity, gas, and water

Director Odinlo also reported that funds were transferred in from the Major Repair & Replacement fund for the following expenditures:

- a. \$195,745 to remodel the Northridge Center
 - i. Source: Second Quarter Budget Report
- b. \$34,500 for a feasibility study to renovate the maintenance shop
 - i. Source: Second Quarter Budget Report

There was no discussion.

Motion passed 12-0-0.

B. Gift Card Policy and Procedure

Motion out of the Finance Committee.

M/S/P (M. Odinlo/F. Khorasani) Motion to amend the Gift Card Policy and Procedure and make the policy effective July 1, 2017. The reason for the amended date was to provide sufficient time for training and implementation of the Gift card Policy and Procedure.

Director Odinlo explained the main points of the policy and procedure from the PowerPoint slides on pages 33 to 45. Odinlo said the Finance Committee is creating a gift card policy in order to create fiscal accountability in the gift card purchasing process. The definition of gift card would include traditional gift cards, movie passes, and event tickets. The policy would indicate that purchases of gift cards would have to be approved by a member of the Management Team and that gift cards would be stored in a secure location, such as the cashier's office safe. Gift card purchase requests would be initiated via the Gift Card Purchase Request Order Form on the intranet, promoting business efficiency and accountability. Once purchased, gift cards, including receipts would be delivered to the cashier's office and stored in the safe. The physical quantity and dollar amount of all gift cards would be tracked using a perpetual inventory spreadsheet created by Michael Jardinico, and gift cards would be disbursed to authorized recipients with identification, who will sign for them at the cashier's window. In cases when a staff member would need to purchase gift cards to be distributed at an event, like Student Summit, the staff member would use a proxy form. The staff member would need to sign out the gift cards from the cashier's office and would be responsible for distributing the cards to the authorized recipients directly. The recipient would sign the proxy form to indicate receipt of the gift card. The proxy form would then be returned to the cashier's office along with any gift cards that were not distributed. The Accounting Manager/designee would have the responsibility of ensuring that the quantity and dollar amount of gift cards purchased matches the quantity and dollar amount of the gift cards turned into the cashier's office.

There was discussion from the Board about the development and implementation of a gift card policy that would provide guidelines of distribution and appropriate policy in the uses of gift cards. The Management Team would provide the approval of gift cards and determine the appropriateness of obtaining gift cards because of the challenge in defining all of the specific uses and types of gift cards. The challenge would be in developing a guideline/policy that would not be too broad or too lengthy in detail. The Board determined that it would be more reasonable to allow the Management Team to use its discretion to determine the appropriate uses and allocation of the gift cards.

Amendment passed 13-0-0.

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

C. 2016-17 Capital Outlay Reallocation Request

Motion presented by the Finance Committee.

Director Odinlo presented the motion to approve the reallocation of \$66,139.72 from six areas (ADA Stage Lift, Maintenance Shop Dust Collector, Plaza Del Sol Performance Hall-Front of House Console, Virtual Desktop Infrastructure (VDI), Student Recreation Center Pool Deck Tension Shade, and Student Recreation Center Turf Field Access Booth) for the purchase of one replacement fire alarm control panel and two replacement roll down fire doors for the Plaza Del Sol Performance Hall.

Director Odinlo stated that purchase of the fire alarm control panel and the roll down fire doors would have no additional fiscal impact since the cost of the purchase would be offset by the reallocation of funds.

Odinlo explained that the fire alarm control panel in the Performance Hall needed replacing because of the construction of the Associated Students Sustainability Center, which would have a more technologically advanced fire alarm control panel than the fire alarm control panel currently in the Performance Hall. The new fire alarm control panel in the Performance Hall would allow the two fire alarm control panel systems to be compatible. Since the fire alarm control panel for the Sustainability Center would directly tie into the alarm panel in the Performance Hall, it would be necessary to have the systems match. In addition, the entire campus would be converting over to this updated fire alarm control panel system, which would be a proprietary product required to be purchased from Simplex Grinnell. Odinlo also stated that the replacement of the fire doors would be a health and safety priority because there are mechanical issues with the motors that control the speed of how the fire door gates are lowered during and emergency. In their current condition, the motors are not slowing the speed of the gates and they drop very quickly, which is a safety hazard that needs immediate correction. An individual standing under the gates could be seriously injured if a fire alarm were to be activated.

There was no discussion.

Motion passed 13-0-0.

XII. Discussion Items

A. Administrative Work Plan Status Report

Director Hammond discussed the Administrative Work Plan Status Report that is usually completed in January. She said that after consultation with Director Ruelas-Bischoff, it was decided that this report would be better served in March before the executive director evaluation process as a reference for the status and progress of the plan. Director Hammond stated that all items on the plan were in progress and expected to be completed by the year's end. She did specifically note that the Management Team has reviewed the Program Review recommendations and found that there were too many items on the action plan, as well as the Employer's Group focus group comments, strategic priorities, and the administrative work plan. The Management Team decided it was necessary to reprioritize in order to make the process administratively more efficient and to be able to achieve the goals within a more reasonable period. The other item for discussion was the added item of the feasibility of housing The University Corporation's (TUC) catering kitchen space in the USU. TUC is looking for another space for its catering kitchen because the Orange Grove Bistro will close when the new hotel development comes in. The Northridge Center kitchen is being considered, but the issues of feasibility in terms of costs and logistics need to be resolved. Because the kitchen space in the Northridge Center has not been used as a kitchen since 1994, there may be necessary renovations and upgrades needed to allow for a working kitchen. This should come at no cost to the USU, so pro forma budgets are being analyzed to further determine the practicality and worth of the project. Another concern is the impact on the current proposed USU renovations of the Northridge Center and the logistics of working in phases to keep the Northridge Center functioning. Hammond stated that there have been preliminary discussions, and that no set dates for the project has been determined. Chair Raubenheimer concluded the discussion by stating that this Administrative Work Plan Status Report could be used to help fill out the Executive Director Evaluation forms.

B. Aida Salazar Nominations

Chair Raubenheimer summarized the qualifications necessary to receive the Aida Salazar Award. The nominee would have been instrumental in bringing the university community at large into the USU. This does not necessarily mean "new" groups, but efforts that support the mission of the USU. It was stated that nominations could be submitted by anyone from the USU Board members, committee members, staff, or student assistants for anyone in the CSUN community. She opened the floor for nominations:

Director Odinlo nominated Freddie Sanchez, the Assistant Director, Resource Centers for his work with WISDOM and his work with the African American community in the past couple of years.

Director Murtuza also nominated Freddie Sanchez for his work in organizing the cross-cultural center site visits, inclusive language campaign, and his community involvement.

Chair Raubenheimer spoke on behalf of Director Ramirez, and nominated Freddie Sanchez as well for his dedication to social justice and being an advocate for the students in the Students of Color Coalition.

Director Hammond also noted Freddie Sanchez's involvement in a university wide group called the Wednesday Afternoon Group with Dr. William Watkins, Vice President for Student Affairs and Dean of Students, in which the group discusses ways to help navigate the waters of political change in the country while assisting our students.

Director Hammond nominated Ed Alfonso, Chair of the Art Department for his work in incorporating more student art into the USU facilities, including the new art pieces in the Student Wellness Center. She noted his appreciation and dedication to integrating art into students' experiences and supporting students in the arts, including interdisciplinary courses.

Vice Chair Stewart nominated Sarina Loeb, Coordinator, Pride Center and LGBTQ Initiatives, for her work in advocating for the LGBTQ community and her contributions to bring more awareness of the LGBTQ community to the campus.

Director Esparza also nominated Sarina Loeb for her efforts to go above and beyond in bringing more people to the Pride Center and offering resources and information to the campus community.

Matt Eickhoff announced that written nominations would also be accepted electronically and that these nominations are open to all staff and student employees as well.

XII. Announcements

- Director Esparza apologized for being late to today's meeting because of a chemistry lab that ran long.

- Director Odinlo announced that cards are available at the front desk of the Sol Center for terminally ill children. He welcomed everyone to drop by and make cards.
- Director Benkovic announced that Grad Fest is this week and invited graduating seniors to come by the bookstore on Wednesday and Thursday from 9:00 a.m. to 6:00 p.m. to participate.
- Director Ashford said that the Matador Involvement Center (MIC) T-shirt contest entry is due March 29. She asked that everyone spread the word about the contest to anyone interested in design or art. She said the winner of the contest would get a \$100 gift card and that all of next year's incoming freshmen would be wearing the winner's design.
- Director Hammond announced that some of the USU staff and students will be attending the Association of College Unions International (ACUI) annual conference in Philadelphia this week. One of the community service initiatives at the conference is the collection of shoes for the homeless, so if anyone has any gently used shoes to donate please bring them to the second floor of the Sol Center by Wednesday.
- Director Odinlo also announced that his organization, One-on-One Donations, is also collecting clothes and toys to donate. They'd like to fulfill their goal of 11,000 pieces of clothes. All toys must be brand new. Please bring the items to Board of Director's office or email Michael.

XIV. Adjournment

The meeting was adjourned by Chair Raubenheimer at 1:48 p.m.

Respectfully submitted by,

Jennifer Kim,
Executive Administrative Analyst

On behalf of:
Debra L. Hammond,
Executive Director