

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
THOUSAND OAKS CONFERENCE ROOM
APRIL 18, 2016
MINUTES**

I. Call to Order

An emergency meeting of the USU BOD was called to order at 12:35 p.m. by Chair Shahtaj Khan.

II. Roll Call

Present	Absent	Staff	Guests
Tirdad Bakhshandeh	Jorge Reyes	Joe Illuminate	Hakim Chambers
Sharon Eichten	Sara Yousuf	Sharon Kinard	Cindy Doan
Natalie Esparza		Samantha Liu	Hifza Murtuza
Barbara Gross		Carol Nardini	
Debra Hammond		Jonathan Navarro	
Asia Johnson		Scottie Schorn	
Shahtaj Khan		Steven Wein	
Usman Khan			
Thelmari Raubenheimer (<i>left at 2:23 p.m.</i>)			
Shelley Ruelas-Bischoff			
Tonee Sherrill (<i>left at 2:28 p.m.</i>)			
Samantha Simonds			
Donald Stewart			
Rowie Wolfe			

III. Approval of Agenda

M/S/P (U. Khan/A. Johnson) Motion to approve the agenda of April 18, 2016.

Motion passed 13-0-0.

IV. Approval of Minutes

M/S/P (N. Esparza/A. Johnson) Motion to approve the minutes dated March 14, 2016

Motion passed 12-0-1.

V. Discussion Items

A. USU Site-Visit Presentation

Chair Khan introduced the students who will make their presentation to the board today: Demont Oliver, Graduate Assistant, Intramurals, Director Raubenheimer, and Bryant Garcia, Student Operations Assistant. They began by saying they visited six colleges: Auraria Higher Education Center in Denver, Colorado, Colorado State University, University of Colorado-Boulder, the University of Houston, Oklahoma State University, and Wichita State University. The focus of the trip was to visit student unions, recreation centers and cultural/resource centers, and examine the best practices for each. The students were impressed with the school spirit around all of the campuses they visited. They suggested that when the USU begins to redesign or create new spaces, it should include cultural history and create leisure spaces. It should also include upgraded and innovative technology. When redesigning and repurposing current facility spaces, designate spaces for underrepresented students, i.e., Dream Center and Center on Centers; and sustainability.

Director Hammond thanked the students for the wonderful presentation. The USU goes on site visits every few years. The learning experience is invaluable and those who attend come back energized with new ideas. It is great to see how other colleges operate and what they have on their campuses. It is an opportunity to gather information and “borrow” ideas. The sign on the Sol Center building — “Students Today Matadors Forever” is language that

was borrowed from the University of Connecticut on a prior site visit. The timing of this site visit was perfect as we will soon be in the process of upgrading the Northridge Center and are currently creating the Facilities Master Plan.

Director Simonds said that the implementation of a One Card is one of the President's two-year priorities. It is an *all-access* card which will allow students to use it anywhere on campus, including for the purchase of tickets, food, bookstore items, etc. There was a discussion about bowling alleys, how expensive they are and difficult to run and maintain. It was also said that there is a bowling alley located about one mile from the campus.

B. Brailsford & Dunlavey Facility Master Plan Presentation-Update

Hakim Chambers and Cindy Doan introduced themselves to the board. Both work for Brailsford & Dunlavey which is headquartered in Washington, D.C. Mr. Chambers said he is a CSUN alum and a USU alum. Ms. Doan said she went to University of California, San Diego. They proceeded to make their presentation. Highlights from a February 2016 student survey indicated that the greatest student impact may be in creating small/medium conference rooms. The top two reasons students visited the USU were to get something to eat and utilize the computer lab, while the reasons to not visit the USU were because students were not aware of programs and the buildings were crowded. The days and time of day that students visited the USU most often was between 11:00 a.m. and 1:00 p.m. on Tuesdays and Wednesdays.

The next steps will be to integrate comments and questions from the committee, document Phase 1 findings and begin Phase 2 which is the initial concept development. Discussion included clarification of what a Center on Centers is and that it could include specifically, the Pride Center, Veterans Resource Center, the Women's Research and Resource Center (WRRC), and the Dream Center. There are other organizations on campus that would be interested in joining. Concern for the location of the Center on Centers was expressed. People need their own identity and they need to come together. Directors asked if a bowling alley would be feasible, or a movie theatre. Bowling alleys are expensive to maintain and operate. It was stated that the responses regarding concepts like a bowling alley, night club, and movie theater are all starting points for more conversation about what a renovated and expanded USU could look like. It was noted that the breadth and depth analysis helps to analyze if students would use a facility/service and how often they might use it.

V. Open Forum

None

VI. Chair Report

Chair Khan said that her report was included in the packet and asked if the board had any questions. There were no questions.

Highlights of the report included: thanks to the University Student Union for sending her to this year's Association of College Unions International (ACUI) annual conference. She congratulated Jeremy Hamlett, Commercial Services Manager, for serving as Chair of the Conference Planning Team. Mr. Hamlett did a phenomenal job putting together a robust educational conference. She saw how other unions operate food pantries on their campuses and also how unions can be more involved with the international student population. She congratulated Steven Wein for winning an award on behalf of CSUN while also working with ACUI on its web/media content. Matador Nights is officially two weeks away and do not forget to share Matador Nights on Facebook, Twitter, and Instagram. Friday, April 29 is the USU Year-End Celebration. Also included in Chair Khan's report were comments from Directors Bakhshandeh and Esparza.

Director Bakhshandeh thanked the USU for the opportunity to attend the ACUI Conference. The experience enhanced his personal and professional life. He was proud to be involved with the USU and to witness firsthand how much the USU invests in bringing students to ACUI to learn and improve the quality of campus life.

Director Esparza thanked the Board and the University Student Union for the opportunity to attend the ACUI Annual Conference. The conference presented countless opportunities and experiences to improve leadership and communication skills whether it was through community service activities, educational student learning sessions, or being part of the keynote audience.

VII. Vice Chair Report

Chair Khan said Vice Chair Simonds submitted her report, a copy of which was previously distributed to the board. She asked if the board had any questions regarding the report. There were no questions.

Highlights included: Vice Chair Simonds said she attended the Annual ACUI Conference in New Orleans. She found the conference to be exciting and loved the opportunity to travel with fellow union students and staff. She learned about managing priorities, and attended a session directed to over-involved student leaders. The session was about how to manage the over-involved student with suggestions for success. Attending the conference was a priceless opportunity and to see what other schools are doing in their college unions. She reminded the board to RSVP for the site trip next Monday no later than April 18.

VI. Executive Director's Report

Chair Khan said that Director Hammond submitted her report, a copy of which was previously distributed to the board. She asked if the board had any questions regarding the report. There were no questions.

Highlights included: Registration for the 2016 Sunny Days Camp is 75% complete. The Full-Day program will run from June 6 – August 12 and the Half-Day program will run from June 20 – July 22. Troy Thornton accepted the USU's offer of regular employment as Supervisor, Marketing effective March 24, and "Femi" Fayehun has been appointed Supervisor, Reservations, as a temporary emergency hire effective March 24. Monica Welch, Supervisor, Marketing has separated employment effective March 23, John Kenneth Villanueva, Special Projects Assistant, has separated employment effective March 17, Christopher Van Nest, Aquatics Supervisor, SRC has separated employment effective March 17. Recruitment opened for the regular position of USU Reservation and Events Planner, the regular position of Manager, Wellness Center, and the regular position of Coordinator, Membership Services. Tamika Braud has been reclassified and promoted to Accountant I, Accounts Receivable.

VII. A.S. Report

No report.

VIII. Committee Reports – Mid-Year Reports

Chair Khan said the committees had submitted their reports and copies were distributed to the board. She then asked if the board had any questions for the committee chairs. There were no questions. Highlights included:

- Facilities & Commercial Services – at a recent meeting, the committee discussed the possibility of a Food Bank in the union.
- Finance Committee - recently approved the Hospitality Policy and reviewed the 6&6 budget report. At its next meeting, the committee will work on the 3&9 report as well as the budget for the 2016-2017 year.
- Personnel Committee - the committee hopes to have several action items for the board meeting in May.
- Retirement Committee: No report.

IX. Action Items

A. BOD Student Member Appointment

MSP (D. Stewart/S. Simonds) to approve the appointment of Hifza Murtuza, whose term will end June 12, 2017.

Chair Khan introduced Hifza Murtuza. Ms. Murtuza introduced herself and said she is a commuter who wanted to get more involved on campus. She hoped that by joining the board she will get to know other students and will begin to know CSUN. She is a sophomore and a political science major.

Chair Khan said that Ms. Murtuza has replaced Director Elliott.

Motion passed 13-0-0.

Director Murtuza then joined the board at the table.

Director Raubenheimer left at 2:23 p.m.

B. Aida Salazar Award

M/S/P (S. Simonds/N. Esparza) motion to open the floor for nominations for the Aida Salazar Award.

Motion passed 13-0-0.

Matthew Eickhoff, Program Coordinator, Training & Development, described the qualifications necessary to receive the Aida Salazar Award:

- Must be a member of the CSUN community, and
- Must have significantly promoted and supported the mission of the University Student Union.

Matthew Eickhoff said he was submitting the nominations of Jose Luis Vargas and Dario Fernandez, Educational Opportunity Program, on behalf of Shannon Krajewski, Associate Director, Marketing & Programs.

Vice Chair Simonds nominated Jessica Cardiel, Pride Center.

Matthew Eickhoff handed out pieces of paper for the board to vote by secret ballot and then collected same.

The winner will be announced at the Year End Celebration scheduled for April 29, 2016.

Director Sherrill left at 2:28 p.m.

C. BOD Committee Member Award

M/S/P (S. Simonds/D. Stewart) motion to open the floor for nominations for the Board Committee Member of the Year Award.

Motion passed 12-0-0.

Matthew Eickhoff explained the qualifications necessary to receive the Board of Directors Committee Member of the Year Award. The person must be an outstanding committee member. Each Committee Chair discusses the award with their committee and then nominates one of their members.

Director Johnson, on behalf of Director Raubenheimer, Chair of the Facilities & Commercial Services Committee, nominated Cecilia Cano.

Joe Illuminate, Executive Secretary for the Finance Committee, nominated Director Esparza.

Director Johnson, Chair of the Personnel Committee, nominated Elizabeth Durodola.

Vice Chair Simonds, Chair of the Retirement Plan Committee, nominated Director Esparza.

Matthew Eickhoff handed out pieces of paper for the board to vote by secret ballot and then collected same.

The winner will be announced at the Year End Celebration scheduled for April 29, 2016. It was suggest that the committee chairs should invite their nominees to the Year End Celebration.

D. 2015-16 Capital Outlay Reallocation

Motion from the Finance Committee to reallocate \$13,000 from the Budget Preparation Software line item to the Northridge Center (NRC) Event Lighting Equipment line item.

Joe Illuminate, Associate Director, Finance & Business Services, said the Jands Vista I3 lighting console is the system that was approved as part of the 2015-16 Capital Outlay budget at a cost of \$13,246. The Technical Coordinator is now recommending the Jands Vista L5 lighting console instead of the Jands Vista I3. The Jands Vista L5 is more functional in that all the controls are in one central location versus the Jands Vista I3 which requires separate components (screen, keyboard, and software). The Jands Vista L5 is a superior package offering more surface playbacks and physical controls. A reallocation of \$13,000 is required in order to purchase the Jands Vista L5 lighting console.

There was no discussion.

Motion passed 12-0-0.

E. Major Purchases/Repair and Replacement De-allocation

Motion from the Finance Committee to de-allocate a total of \$445,474 from the Major Purchases and Major Repair & Replacement fund for the following projects approved by the Board in May 2015:

1. \$196,131 - Student Recreation Center South Side Hill Renovation;
2. \$132,000 - Games Room Renovation;
3. \$117,343 - Northridge Center Feasibility Study (Brailsford & Dunlavy).

Joe Illuminate addressed the board and said that the funding source for the Student Recreation Center South Side Hill Renovation was the Oasis Wellness Center construction fund. These funds were available for the South Side Hill renovation because the total cost of the Oasis Wellness Center came in under budget. The Games Room Renovation will not occur until recommendations are received from the Brailsford & Dunlavy feasibility study on how to proceed. The funding source for Brailsford & Dunlavy Northridge Center feasibility study was the USU 2015-16 operating budget due to time constraints. The use of the campus purchasing process would have pushed back the desired start date of the study.

There was no discussion.

Motion passed 12-0-0.

XIII. Announcements

- Director Ruelas-Bischoff said that we were all saddened by the passing of Jose Luis Vargas, the Director of The Educational Opportunity Programs. There will be a Memorial Service on Friday, April 29, at 2:00 p.m. in the VPAC. She said it has been a busy semester and discussions in the Chancellor’s Office were taking place regarding

faculty salaries. She said she was happy to have avoided a strike. Commencement: the deadline for printing tickets for Commencement was last Friday. Security for Commencement will now include a metal detector and bags will be checked by police services. Raji Rys began her new job as Chief Diversity Officer this week and Ruelas-Bischoff said she would invite her to a board meeting soon.

- Vice Chair Simonds said that the elections results can be found online. Many people ran for a seat on the board but only five seats were available. Board members can encourage those who did not get a seat to fill out an application for an upcoming opening of one of the board's committees. As a Senator for A.S., one of the resolutions that students voted on was gender neutral restrooms. Students overwhelmingly approved and voted for them to be installed in every building. Also on the A.S. ballot was a question regarding food stamps for the Cal Fresh Program. Discussion included that there is not an official name or location yet but it is hoped to have both by the end of the fall 2016 semester. There could be two locations on the campus and many groups are interested, have offered support and want to be involved with the food pantry/food bank/food insecurity issue.
- Director Eichten said that the campuses impaction efforts for 2016-2017 will hopefully succeed in reducing our enrollment by 1%.
- Chair Khan said that the site visit is next Monday, April 25. Carrie Ward, Special Services Assignment, BOD, sent an email regarding lunch choices and carpooling and BOD members need to respond. Board members attending the Cal State Los Angeles site visit should meet in the parking lot behind the Performing Arts Center at 12:00 p.m. Everyone should wear their Polo shirts, and/or the grey jackets, and name tags. She thanked Shannon Krajewski, Associate Director, Marketing & Programs, and Carrie Ward for all their help in organizing the site visit. She asked the board to let all their friends and classmates know about Matador Nights.

XIV. Adjournment

The meeting was adjourned by Chair Khan at 3:05 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director