

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
GRAND SALON
MAY 2, 2016
MINUTES**

I. Call to Order

The regular meeting of the USU BOD was called to order at 12:32 p.m. by Vice Chair Samantha Simonds.

II. Roll Call

Present	Absent	Staff	Guests
Tirdad Bakhshandeh	Natalie Esparza	Jimmy Francis	
Sharon Eichten	Shahtaj Khan	Joe Illuminate	
Barbara Gross		Shannon Krajewski	
Debra Hammond		Jonathan Navarro	
Asia Johnson		Carol Nardini	
Usman Khan		Kristen Pichler	
Hifza Murtuza		Scott Schorn	
Thelmari Raubenheimer			
Jorge Reyes			
Shelley Ruelas-Bischoff			
Tonee Sherrill			
Samantha Simonds			
Donald Stewart			
Rowie Wolfe			
Sara Yousuf			

III. Approval of Agenda

M/S/P (D. Stewart/T. Raubenheimer) Motion to approve the agenda of May 2, 2016.

Vice Chair Simonds said that the interview with the Faculty Representative candidate did not take place so Action Item A, Faculty Representative – Appointment, needs to be stricken from the agenda.

M/S/P (T. Sherrill/D. Stewart) amendment to motion to strike Action Item A, Faculty Representative – Appointment.

Amendment passed 13-0-0.

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

IV. Approval of Minutes

M/S/P (S. Yousuf/T. Raubenheimer) Motion to approve the minutes dated April 18, 2016.

Motion passed 13-0-0.

V. Open Forum

None.

VI. Chair Report

Vice Chair Simonds said that Chair Khan submitted her report, a copy of which was previously distributed to the board. Highlights included that the directors visited Cal State Los Angeles and enjoyed a history lesson and tour of the four Cross-Cultural Centers. The Centers work well together because they are in close proximity to each other. Each center is right next to the other with a shared lobby space. The Centers are:

1. Asian Pacific Islander Student Resource Center
2. Chicana/o Latina/o Student Resource Center
3. Pan African Student Resource Center
4. Gender & Sexuality Resource Center

The University Student Union at Cal State Los Angeles acts as an umbrella for the Cross Cultural Centers. The centers must collaborate together on events. For example, the Chicana/o Latina/o Center collaborated on an event with the Gender & Sexuality Center. This was for students who were both Chicana/o Latina/o and part of the LGBTQ community. They felt safe being part of both communities. The Cross-Cultural Centers at Cal State Los Angeles positively impacted students' lives (example: higher graduation rates, safe space for students, and mentorship).

Simonds passed around thank you cards for the directors to sign for the Ted Talk program and for the hosts of the board's visit to Cal State Los Angeles.

VII. Vice Chair Report

None.

VIII. Executive Director's Report

Vice Chair Simonds said that Director Hammond submitted her report, a copy of which was previously distributed to the board. Highlights of the report included the Pub Sports Grill continues to host events that showcase Lakers and Clippers games on a projector screen. The events include \$2.00 food coupons and half-time raffles for prizes. Registration for the 2016 Sunny Days Camp has sold out. The full-day program will run from June 6 – August 12 and the half-day program will run from June 20 – July 22. We are very proud of Jose Medrano, an Intramural Sports Student Official, who received a bid to officiate at the NIRSA National Basketball Tournament at Ohio State University from April 22 – April 24.

IX. A.S. Report

Mr. Reyes submitted his report, a copy of which was previously distributed to the board. Highlights included Mr. Reyes' attendance at a CHESS (California Higher Education Student Summit) meeting with elected officials regarding the importance of their continued reinvestment in the CSU and to support the full budget request of the CSU Board of Trustees, which is \$102 million more than the governor's proposal. He also attended CSU Hill Day in Washington, D.C. to advocate for all-year Pell Grants for CSU students. CSU Hill Day brings many of the CSU campuses to the nation's capital to advocate for important issues regarding the CSU System. The California Faculty Association (CFA) reached an agreement with the CSU.

X. Committee Reports – Mid-Year Reports

Vice Chair Simonds said the committees submitted their reports and copies were distributed to the board. Highlights included:

- Facilities & Commercial Services: Chair Raubenheimer said the committee's last meeting of the semester is this Friday. It has been an exciting year with many changes and Raubenheimer has loved being a part of it.
- Finance Committee: Chair Yousuf said she was happy that Director Esparza won the Board Committee Member Award at the Year-End Celebration. The last meeting of the semester would be held in the East Conference Center where the committee will discuss several budgetary items, including the annual budget. The committee hopes to bring the budget to the board's Annual meeting. Committee members attended Matador Nights and were excited to go to the Year-End Celebration. Yousuf announced that one of the committee members, Michael Odino, will be sitting on the board in 2016-2017.
- Personnel Committee: Chair Johnson said that the Personnel Committee held its third meeting of the semester, and passed three action items. Two of the items were regarding employees' wages and the third was regarding a new position classification. The committee's last meeting will cover two more action items and four discussion items.
- Retirement Committee: Chair Simonds said there was no report.

XI. Action Items

A. Faculty Representative - Appointment

Stricken from the agenda.

B. Major Purchase and Major Repair & Replacement Allocation Proposal

Motion from the Finance Committee to approve the 2016-17 Major Purchases and Major Repair & Replacement allocation in the amount of \$2,105,552.

Director Yousuf said there is a potential \$2,105,552 reduction in available financial resources in the Major Repair & Replacement fund. The funding source for major purchases, repairs and replacements is the USU's Repair and Replacement fund administered by the campus on behalf of the USU. Expenditures from this fund are recorded in the University's accounting records.

Motion passed 13-0-0.

C. 2016-17 Capital Outlay Allocation Proposal

Motion from the Finance Committee to approve the 2016-17 Capital Outlay Allocation Proposal in the amount of \$289,306.

Director Yousuf said that the fiscal impact could result in a potential \$289,306 cash reduction from the USU's general checking account and a \$56,500 depreciation expense for 2016-17. Capital outlay or fixed assets are defined as a single item with a value greater than \$5,000 that has a useful life of more than one year and can be used in a productive capacity in the USU.

Director Sherrill asked what the USU's relationship is with the Plaza del Sol Performance Hall (PDSPH) and do we pay them rent. Director Hammond stated that the PDSPH does not pay rent, but has an operating agreement with the USU. Per the agreement, the Valley Performing Arts Center (VPAC) is responsible for programming the space and the USU is responsible for repairs, maintenance, and replacement of fixed assets.

In the past, outside entities were allowed to book the Performance Hall, but there were challenges with that arrangement. Student groups can book it through the PDSPH and request co-sponsorship funding from the USU. These funds are administered by Shannon Krajewski, Associate Director, Marketing & Programs. The USU held its annual Year-End Celebration there on April 29, 2016.

The Performance Hall was built around 1994 and the audio equipment has not been upgraded. As a result, the USU is requesting as part of the capital outlay allocation proposal, \$23,000 for distribution upgrades and \$29,853 for front of the house monitor consoles. The distribution upgrades to the audio equipment will enhance the power to the stage in the PDSPH. Improvements will clean up power connections, remove the need to use power cables that are run through the walls, and provide access to power for sound needed for performances.

The replacement of the console at the front of the house in the PDSPH will enhance the main mixing desk, allow for more inputs, and add an in-house monitor console eliminating the need to rent a console for events.

Motion passed 13-0-0.

D. Student Assistant Classification & Wage Schedule

Motion from the Personnel Committee to approve the Student Assistant Classification & Wage Schedule effective June 19, 2016.

Director Johnson said that in March, the board approved an updated Student Assistant Classification & Wage Schedule that was developed in conjunction with the City of Los Angeles' July 1, 2016 minimum wage increase. When managers submitted their 2016-17 budget recommendations, the total student assistant hours were projected to be 267,377 versus 251,168 hours in 2015-16. Upon further financial analysis, it was determined that the fiscal impact of both the minimum wage increase and the projected increase in student assistant hours was about \$114,500 more than what was initially anticipated, calling into question the sustainability of the newly approved Student Assistant Classification & Wage Schedule as USU revenue is not keeping pace with expenses.

With city-wide minimum wage increases approved annually through 2020, and a host of other financial unknowns which include but are not limited to, (1) the financial impact of the current job and compensation analysis, (2) proposed new federal regulations regarding exempt employees, (3) anticipated increases in benefits costs, and (4) projected changes to the Retiree Health Benefits Plan to better align it with Associated Students' plan, staff has determined that to ensure the organization's long-term financial viability, a more conservative approach is needed as we await additional information.

An updated Student Assistant Classification & Wage Schedule is proposed. If approved, it reduces the bottom of the wage rate in Classification III by 25 cents per hour, maintains the current bottom of the wage rate in Classification IV, and maintains the current top of the wage range in all five classifications. If approved, the new Schedule will go into effect on June 19, 2016 which is the start of the pay period covering July 1, 2016.

Discussion included a further explanation of the new amounts listed on the classifications and wage ranges. Director Hammond said that we needed to be very cautious when calculating as there will be five increases from now until 2020. Every time there is an increase, we will have to go through this process.

Motion passed 13-0-0.

E. Position-Fitness Supervisor

Motion from the Personnel Committee to approve the Fitness Supervisor position and salary range.

Kristen Pichler, Human Resources & Professional Development Officer, addressed the board and said that salary projections were included in the 2016-17 operating budget. The estimated cost of replacing the current graduate

assistant position with a new part-time Fitness Supervisor position is projected to result in only a \$56.00 annual budget increase.

The Fitness & Wellness Department staffing structure currently includes a 20/hour/week graduate assistant position that is charged with providing employee supervision and assisting with overall program management. The number of hours the graduate assistant works (maximum 20/hours/week during the academic semester as mandated by the CSU), is insufficient to perform the duties that this position requires. Staff is recommending the approval of a part-time regular staff position that will work 28/hours/week.

Motion passed 13-0-0.

F. Reservation Priority Policy – Update

Motion from the Facilities and Commercial Services Committee to approve the Reservation Priority Policy, as revised.

Director Raubenheimer said that periodically, the Reservation and Events Services Department reviews its policies and needs to make revisions. The last revision for the Reservation Priority Policy was in May of 2010. Since then, the following events have become a “long standing tradition of taking place in the USU: Founders-Day, Homecoming, New Student Orientation, Student Summit, and USU Graduate Seminar.” These events have been added to the Tier 1 Priority Access of the policy in line i. and line j and the term “Student Retreats” has been replaced with the term “Student Summit” in line j. Also included in the revisions is the name change of the department from “Meeting Services” to “USU Reservations and Events Services.”

There was no discussion.

Motion passed 13-0-0.

G. Executive Director Evaluation (Closed Session)

M/S/P (S. Yousuf/D. Stewart) motion to enter into closed session.

Motion passed 13-0-0.

M/S/P (D. Stewart/H. Murtuza) motion to exit closed session.

Motion passed 13-0-0.

XII. Discussion Items

A. Year-End Reports – Due June 6

Vice Chair Simonds said that year-end reports will be due from the committee chairs on June 6. Both she and Chair Khan will also complete a year-end report. Director Hammond pointed out that the reports are very helpful to the new board because they can see what was accomplished and what still needs to be completed. It also helps the staff reshape programs and training.

B. Annual Luncheon & Meeting/Transition Ceremony-June 13

Vice Chair Simonds said the annual luncheon begins at 11:30 a.m. and will be held in the Thousand Oaks Conference Room. The annual meeting will take place at 12:30 p.m. It will be exciting to meet the new board. She encouraged the board to attend the luncheon because they are great advocates and have much to share with the new board members. Simonds asked if the board preferred receiving all the reports early and most of the board agreed that it helps keep the meeting from running too long.

Shannon Krajewski said that the Board Orientation is scheduled for June 6 and will be in the Thousand Oaks Conference Room. A separate email will be sent regarding all the details, including information regarding running for committee chair positions. She pointed out that in order to keep the annual board meeting a reasonable length, it is at the luncheon that board members should say goodbye to each other and the graduating seniors.

C. BOD Retreat – June 28 and 29, or 29 and 30

Shannon Krajewski said the annual board retreat will be either June 28 and 29, or June 29 and 30. The dates will be finalized after additional information is received.

XIII. Announcements

- Vice Chair Simonds passed out flyers for Crunch Time which will be held Monday, May 9 to Thursday, May 12 in the East Conference Center, USU, 11:00 a.m. to 1:00 p.m. with free snacks, beverages, exam supplies, massages and Craft Corner, and Monday, May 16 to Thursday May 19, in the Plaza del Sol, USU, 7:30 – 9:00 a.m. with a free breakfast, beverages and exam supplies. Simonds said she has the cords for the seniors and they should come and pick them up. This is Director Bakhshandeh’s last meeting and we are saying goodbye to him as he returns to his

home. Simonds thanked the Year-End Celebration planning committee for all of its hard work, with special thanks to Matthew Eickhoff, Program Coordinator, Training & Development.

- Director Bakhshandeh said that he is very grateful that he became a member of the USU BOD and thanked everyone for making his experience so wonderful. He hopes his presence made a difference.
- Director Sherrill said that the Year-End Celebration was one of the most phenomenal events he has ever attended and thanked everyone involved.
- Director Ruelas-Bischoff said that CalFresh is a statewide program aimed at improving access to healthy and nutritious food, and that CSU Chico has implemented a program that will help several campuses across the CSU, including CSUN, to connect students with access to these resources. Patrick Bailey, Director, Student Involvement & Development, will be working with faculty and staff regarding CalFresh. She also wished the students who are graduating the best of luck.

XIV. Adjournment

The meeting was adjourned by Vice Chair Simonds at 1:40 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director