

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
JUNE 12, 2017
GRAND SALON
MINUTES**

I. Call to Order

The regular meeting of the USU BOD was called to order at 12:35 p.m. by Chair Raubenheimer.

II. Roll Call

Present	Absent	Staff	Guests
Shannon Ashford	Farhad Khorasani	Jimmy Francis	Maria Elizondo
Frank Benkovic		Kyle Ginley	Stephanie Flores Temix
Sharon Eichten		Jeremy Hamlett	Bryant Garcia
Natalie Esparza		Joe Illuminate	Jazmin Hernandez
Marquita Gammage		Jennifer Kim	Habiba Naqvi
Debra Hammond		Sharon Kinard	Amber Perkins
Hifza Murtuza		Samantha Liu	Bhernard Tila
Zahraa Khuraibet		Jonathan Navarro	
Michael Odinlo		Kristen Pichler	
Iris Ramirez		Scottie Schorn	
Thelmari Raubenheimer		Steven Wein	
Shelley Ruelas-Bischoff			
Tonee Sherrill			
Avi Stewart			
Maria Zaman			

III. Approval of Agenda

M/S/P (I. Ramirez /S. Ashford) Motion to approve the agenda of June 12, 2017.

Motion passed 13-0-0.

IV. Approval of Minutes

M/S/P (N. Esparza/H. Murtuza) Motion to approve the minutes of the May 8, 2017 meeting.

Motion passed 12-0-1.

V. Open Forum

None.

VI. Chair Report

Chair Thelmari Raubenheimer addressed the board and said that this was the last meeting of the year and that it was bittersweet. She referred to the updated version of the Chair’s Year-End Report and reviewed the report by noting the list of board members and the dates of the board meetings. She went on to discuss the board goals and reviewed the board’s accomplishments:

- a) The USU Board of Directors will attend scheduled site visitations to other universities’ cross-cultural/multi-cultural centers. *(Outcome: Board members attended the site visits and the information was collected and presented to the board via PowerPoint.)*
- b) The USU Board of Directors will work to continue strengthening relations with Associated Students (AS). *(Outcome: Board members hosted a mixer with Associated Students to help strengthen relations between the two organizations. The USU also supported AS by attending various AS hosted events throughout the semester, including the Viola Davis lecture, farmers market and Politics Day.)*
- c) The USU Board of Directors will participate in various workshops on inclusion and diversity. *(Outcome: Members of the board, along with other USU staff and faculty, attended monthly workshops on inclusion and diversity.)*

- d) The USU Board of Directors will increase its campus visibility. (*Outcome: BOD Student Representatives held two meet and greet events during Craft Corner and tabled at Crunch Time during finals week to support fellow students.*)

Chair Raubenheimer concluded by thanking her fellow board members who contributed greatly to accomplishing this year's goals. She thanked them for entrusting her to serve as the Chair of the Board of Directors and for their commitment to excellence.

VII. Vice Chair Report

Vice Chair Stewart began his report by thanking the board for allowing him to serve as Vice Chair this year. He also thanked Joe Illuminate, Associate Director, Accounting & Finance for allowing him to serve as the Retirement Committee Chair. He explained that his report consists of the goals and accomplishments of the Retirement Committee, which would be discussed during the Retirement Committee's Year-End update.

VIII. Executive Director Report

Director Hammond began her report with an update about The University Corporation's (TUC) interest in developing a catering kitchen space in the Northridge Center Complex in the USU. TUC has hired an architect and has conducted a feasibility study to gauge the costs and practicality of the project. TUC has determined that converting the former Northridge Center kitchen space would be costly, but still not as costly as alternative options. She stressed that the USU would not incur any costs for the project and that the USU would receive annual revenue. She noted that some USU staff would have to be relocated and that the staff is currently investigating the possibility of this project. Director Hammond said an agreement between TUC and the USU is in the works, but there are many interdependencies within the project to consider. Director Hammond went on to discuss the current recruitment efforts in the USU. She said there currently are five positions open for recruitment and more to come. The staff is in the midst of interviews and placement of new recruits before the fall semester begins. Director Hammond also discussed the success of Queer Leadership Camp at Castaic Lake. She said Michelle Best, a faculty member in the department of Recreation and Tourism Management was able to utilize a grant to fund various groups to participate in experiences at Castaic Lake. The grant also provided the transportation to get the participants to the location, which was very helpful. Director Hammond stated that several USU departments collaborated to install four Zon Powersol Umbrellas in the Plaza del Sol. These new solar umbrellas have USB charging capabilities. These four will be tested and then marketed in the fall. She also stated that the Northridge Center lobby was updated and redesigned to match the look, lettering and façade of the East Conference Center lobby area. Director Hammond congratulated the graduates of the board: Natalie Esparza, Frankie Benkovic, Shannon Ashford, Maria Zaman and Farhad Khorasani. She said that Maria, Frankie and Shannon are going on to attend Master's programs. She concluded with the discussion of the upcoming cross-cultural center/student union site visits. She said that the selected group will take a look at various cultural centers and student unions across the country during the last week in June. A number of students and several staff members, along with two architects and Dr. Gammage will be attending. The sites have strong cultural center programs, leadership examples and facilities to explore and examine. This experience will be valuable in determining the needs and goals of the prospective cross-cultural center on campus. Director Hammond extended an invitation to new board members to participate in the upcoming site visits to the new board members, and asked that they reach out to her or Jennifer Kim, Executive Administrative Analyst, as soon as possible if they are interested in attending.

IX. A.S. Report

The new Associated Students (AS) Vice President, Zahraa Khuraibet, introduced herself and congratulated the board for a successful year. She said she hopes that the relationship between AS and the USU will continue to strengthen. She stated that she and AS President, Jonathan Goldenberg would be planning their programming and initiatives for the year over the summer and that the board should reach out to them for any questions or concerns. She concluded her report by wishing the outgoing board good luck.

X. Committee Chair Year-End Reports

Facilities & Commercial Services Committee: Chair Iris Ramirez reviewed the committee's accomplishments:

- a) Finish the Facility Master Plan needs assessment and implement positive changes to the USU. **(Completed.)**
- b) Take the information provided by those who attended the summer 2016 site visits and make recommendations for implementation. **(Completed.)**
- c) Work with TUC to enhance the food options available in the USU for students with cultural, faith-based, and dietary restrictions. **(Completed.)**
- d) Follow up on the progress of potential technology upgrades. **(Completed.)**

Ramirez stated that the committee was able to accomplish those four goals. She reviewed the following areas of concern:

- a) Evaluation of the overall accessibility of the USU and recommendations for creating more “safe spaces” within the USU for differently-abled students.
- b) Ensuring a relationship and board representation with the Students of Color Coalition.
- c) Maintaining a relationship with the Career Center and its Career Closet initiative.

Ramirez said the committee will meet for the last time on June 13 to share feedback and recommendations. She concluded her report by thanking the Chair and Vice Chair for allowing her this amazing opportunity to represent students and for their support during the year.

Finance Committee: Chair Michael Odinlo said that the committee reached most of its goals but some could not be finished due to time constraints. He reviewed the committee’s accomplishments:

- a) Revised Credit Card Policy (Completed.)
- b) Created the Gift Card Policy & Procedure (Completed.)
- c) 2016-2017 First Quarter (3&9) Budget Report (Completed.)
- d) 2016-2017 Second Quarter (6&6) Budget Report (Completed.)
- e) 2016-2017 Third Quarter (9&3) Budget Report (Completed.)
- f) Rescission of the Purchasing Policy (Completed.)
- g) Created the Procurement Policy (Completed.)
- h) Major Repair & Replacement Fund – Reallocation Request (Completed.)
- i) 2017-2018 Major Repair & Replacement Fund Proposal (Completed.)
- j) 2017-2018 Capital Outlay Proposal (Completed.)
- k) 2017-2018 Designated Reserves Allocation Proposal (Completed.)

Odinlo stated that the Risk Management & Contracts Policy was not completed due to time constraints. He thanked Joe Illuminate, Associate Director, Accounting and Finance and Tina Jensen Kronqvist, USU Accounting and Finance Assistant for the amazing job that they did the entire year. He said that without them, nothing would have been completed. He thanked the Accounting and Finance department for being extremely helpful, supportive, and efficient. He also thanked Director Shelley Ruelas-Bischoff and Director Sharon Eichten for taking the time to attend the meetings and always providing information and feedback. He said that the committee members did a fantastic job of being prepared, providing input, explaining, and participating.

Personnel Committee: Chair Frankie Benkovic said they completed nine out of their ten goals. He reviewed the committee’s accomplishments:

- a) Review and consider recommending the temporary staff position of Veterans Resource Center Supervisor (October 2016) (Completed).
- b) Review and consider recommending the temporary staff position of Pride Center Supervisor (October 2016) (Completed).
- c) Review and consider recommending changes to the Regular Employee Performance Review Policy (December 2016) (Completed).
- d) Review and consider recommending changes the Student Assistant Classification and Wage Schedule in anticipation of the July 1, 2017 City of Los Angeles Minimum Wage increase (April 2017) (Completed).
- e) Review and consider recommending changes to the Educational Fee Reimbursement Policy (April 2017) (Completed).
- f) Review and consider recommending the Regular staff position of Veterans Resource Center Supervisor (April 2017) (Completed).
- g) Review and consider recommending the Regular staff position of Pride Center Supervisor (April 2017) (Completed).

- h) Review and consider recommending the Regular staff position of Coordinator, Fitness Training (April 2017) **(Completed)**.
- i) Review and consider recommending the Regular staff position of Coordinator, Facility Operations – SRC (April 2017) **(Completed)**.
- j) Review and consider recommending changes to the policy regarding temporary staff positions **(Postponed due to time constraints from the addition of other goals)**

Benkovic said that the next committee would have to review and consider recommending to the board the changes to the policy regarding temporary staff positions and the 2018 minimum wage increase. He stated that he was proud of the committee for accomplishing most of its goals and for earning the Spirit Award at the USU Year-End Celebration.

Retirement Committee: Chair Donald “Avi” Stewart added the meeting date of August 24, 2016 to the listed committee meeting dates. Stewart said that the committee’s goals were still in progress and reviewed the goals:

- a) Decide if the USU’s Retirement Health Benefits Plan (RHBP) should be converted from an employee reimbursement plan to a plan in which the USU would pay medical and dental health premiums directly to the health insurance company on behalf of the retirees and their eligible partners. **(In Progress)**
- b) Revise the USU’s Retirement Health Benefits Policy. **(In Progress)**
- c) Join the CSU Auxiliary Voluntary Employee Beneficiary Association (VEBA). **(In Progress)**

Stewart stated that some of the difficulties in completing the goals stemmed from unforeseen circumstances that interrupted the process. One of these interruptions resulted from complications from the resignation of one of the partners of Demsey-Filiger, the USU’s former actuarial consultants. Stewart explained that those issues have been resolved and that the USU will be utilizing the services of Brian Demsey to provide updated cost projections for the current RHBP, CalPers plan, and the AOA plan, and that Total Compensation Systems was hired to assist with the USU’s annual audit reports. He further stated that the second and third goals were heavily reliant on the first goal, and therefore were not completed. He recommended that the new committee take that consideration into account as they tackle the completion of the goals next year.

XI. Action Items

A. Staff Representative - Appointment

M/S/P (M. Odinlo/I. Ramirez) motion to approve the appointment of the Staff Representative, Maria Elizondo, to the USU BOD, whose term will end June 10, 2019, and will take effect with the seating of the 2017-2018 USU BOD.

Vice Chair Stewart said that he and Director Hammond interviewed Maria Elizondo and were thoroughly impressed by her passion and readiness to serve. He said she is a fabulous candidate with a lot of experience working with students and in the nonprofit sector, and would be a great asset to the board. Director Hammond added that she appreciated her level of interest in the BOD and that her nonprofit experience will serve the board well. She stated that the USU and the Matador Involvement Center (MIC) have always had a great partnership, and knows that this will continue and expand. Director Hammond went on to urge the board members to vote in favor of Maria Elizondo’s appointment.

Motion passed 13-0-0.

B. Student Board Member - Appointment

M/S/P (F. Benkovic/S. Ashford) motion to approve the appointment of Bhernard Tila, as a Student Representative, whose term will take effect with the seating of the 2017-2018 USU BOD. Bhernard Tila’s term will end June 11, 2018 and complete Maria Zaman’s term.

Chair Raubenheimer said that she took part in Bhernard’s interview and was blown away by his experience and involvement in Associated Students, the Dream Center, and other resource centers on campus. She said she anticipates that Bhernard will bring a new perspective to the board and will be able to contribute greatly with his service. She urged the board members to vote for this appointment because Bhernard would be a great asset. Bhernard introduced himself as a student double majoring in Asian Studies and Public Health. He said he also is an allied student representative for undocumented students at the Dream Center. His passions include advocating for student rights and social justice issues, and he is looking forward to the opportunity to work with the USU board.

Motion passed 13-0-0.

C. Annual Gift to CSUN from USU Board of Directors

M/S (S. Ashford/M. Zaman) motion to approve the awarding of a grant in the amount of \$15,000 in support of the following CSUN programs: Matador Food Pantry - \$5,000 and Matacare Grant Fund - \$10,000.

Vice Chair Stewart stated that the USU would like to support the campus in student development resources through the donation of funds to the Matador Food Pantry and the Matacare Grant Fund. He further recommended that the USU make an annual contribution to a campus organization that helps students deepen their connections to the campus community while providing for the needs of students. This annual contribution should be reflected in an annual gift policy and budgeted accordingly. The funds for this policy would come from the USU Surplus Funds and/or the USU Foundation Funds. Director Hammond added that the USU has been looking for an opportunity to give back to the campus to impact students without necessarily having to run the program. The USU had been asked to take on the food pantry project, but could not find the space and planning to successfully run the program. The USU has had a continued interest in supporting the program and is able to financially support and further the program's efforts. Jerry de Felice, Director of Development for Student Affairs, was asked to provide more background information about the program. One revelation out of his report was the organization's difficulty in storing and providing perishable food items, like fresh produce, eggs, and dairy, to students in need. One solution was to provide grocery store gift cards to supplement the other food pantry items. The USU's funding could definitely expand the food pantry's resources. In addition, Director Hammond also spoke with Dr. William Watkins, Vice President for Student Affairs and Dean of Students, about the Matacare Grant Fund. He said that the fund awarded almost \$37,000 in grants last year. He would like to award \$40,000 - \$50,000 per semester next year. This funding provides students who are experiencing financial difficulties with grants that will allow them to continue their education. Director Hammond said these resources are very important to student success and highly impact students most in need, and therefore recommended an amendment to the motion to extend the proposed \$15,000 grant and donate additional funds. She stated that the USU has over a million dollars in year-end surplus funds and has \$327,000 unrestricted funds in the Foundation account, so she has proposed the consideration to increase the donation amount.

Bhernard Tila was asked to approach the podium to share his experience as a member of the Matacare Grant Fund Committee. Tila expressed that the need for the grants was definitely there and that most of the students receiving the grants really needed the funding. He said there were about forty applicants initially and that most were parents who were lacking transportation or were overwhelmed with healthcare costs. His recommendation to the board was to increase the donation amount to \$20,000 instead of \$10,000.

Maria Elizondo was asked to approach the podium to share her experience running the Food Pantry. She provided information in addition to the background provided by Jerry de Felice. The CSUN community is permitted to utilize the Food Pantry once per week. The Food Pantry serves about 60-70 students per week. She noted that the data is limited by design in order to take away the barriers to accessing resources. Elizondo expressed that some of the concerns included the inability to provide perishable items and the dearth in healthier food options available. Therefore, the provision of grocery store gift cards is greatly appreciated.

Director Ruelas-Bischoff added that both of these programs are still in their infancies and that she would like to see these programs grow. She underscored that both programs align with the retention efforts of the campus and aid students in getting to the finish line.

Vice Chair Stewart addressed the availability of surplus funds and the greater need for resources. He proposed to amend the motion by increasing the amount of donated funds to the Matador Food Pantry and the Matacare Grant Fund.

M/S/P (D. Stewart/T. Sherrill) motion to amend the motion to approve the awarding of a grant in the amount of \$30,000 instead of \$15,000 in support of the following CSUN programs: Matador Food Pantry - \$10,000 and Matacare Grant Fund - \$20,000.

Director Ramirez discussed the importance of the provision of resources and the prevalence of need among students in the CSUN community and proposed an amendment to the motion on the floor.

M/S/P (I. Ramirez/S. Ashford) motion to amend the amendment to approve the awarding of a grant in the amount of \$40,000 instead of \$30,000 in support of the following CSUN programs: Matador Food Pantry - \$15,000 and Matacare Grant Fund - \$25,000.

Discussion involved the availability of funding, the data on students served per week, and proposals to increase the total donation. It was proposed that more thought and discussion should be had in regards to the calculation on the amount to donate. It was concluded that while the board could spend more time to discuss the data to determine a donation value, it is better to increase the donation at this time given the amount of surplus funding available now and the evidence of success of the programs within the last year. Director Hammond encouraged the board to reach out and express their concerns and specific questions in regards to the additional information they would like to know so that the necessary information may be obtained from the respective sources. Members specifically asked about the funding goals for the programs as well as other potential funding sources.

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

Amendment passed 13-0-0.

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

Director Ashford excused at 1:37 p.m.

Director Ramirez and Director Ruelas-Bischoff excused at 1:40 p.m.

D. 2017-18 Designated Reserves Allocation Proposal

Motion from the Finance Committee to recommend approval of the 2017-18 Designated Reserves Allocation Proposal.

Director Odinlo addressed the board to discuss the recommended motion to approve the 2017-18 designated reserves allocation proposal for \$376,359. The Finance Committee recommended the approval of the 2017-18 Designated Reserves Allocation Proposal on May 12, 2017. Odinlo stated that the designated reserves consist of the following payroll related items: \$349,614 for staff wages and \$26,745 for payroll taxes. The General Staff Salary Reserve may be utilized for general salary increases, Employers Group Compensation Survey salary adjustments, salary reclassifications, potential bonuses, and accrued vacation taken as cash. The Employer-Paid Payroll Tax Reserve may be utilized to pay taxes on salaries funded by the General Staff Salary Reserve.

Motion passed 10-0-0.

Director Ramirez returned at 1:41 p.m.

Director Ruelas-Bischoff returned at 1:47 p.m.

Director Ashford returned at 1:51 p.m.

E. 2017-18 Operating Budget Proposal

Motion from the Finance Committee to adopt the 2017-18 Operating Budget Proposal with projected revenues and expenses of \$16,636,169.

Odinlo stated that the USU's budget message provides all USU stakeholders with the broad overview of the proposed budget and key changes and issues. The budget is the conduit by which the organization implements its strategic priorities and allocates resources to student facilities, programs and services. Odinlo reported that the total revenues and expenditures in the operating budget proposal are in alignment with the corresponding revenues and expenditures in the long-term financial plan for the 2017-18 fiscal year. He noted that the Debt Service Coverage Ratio (DSCR) is an integral piece of the financial plan and that it is required to be equal to or greater than 1.25. He stated that the projected DSCR is gradually trending downward because expenditures are outpacing revenues over time. The student fee increases by an average of 1.7% whereas salaries and operating expense increase by an average of 3% each year. Student wages and staff salaries continue to increase, as well as the cost of employee benefits and operating costs.

A key component of the proposed budget is that financial resources are set aside for unallocated reserves to accommodate unexpected operational changes or any other economic events that could affect the USU's operations. The USU is proposing an unallocated reserve of \$201,000 that is included as part of the operating budget proposal. In order to maintain or increase available unallocated reserve levels, the strategy of identifying and returning unutilized funds to reserves during quarterly budget reviews will remain in place for the 2017-18 fiscal year.

Another key budget component used to control expenditures is administrative contingencies. Administrative contingencies are one-time expenditures that are not ordinarily included as part of the subsequent fiscal year operating budget. The USU proposed administrative contingencies of \$591,621.

Joe Illuminate, Associate Director, Accounting and Finance, noted that the estimated cost for the Brailsford and Dunlavey and LPA administrative contingency has increased to \$325,000. These consulting firms are working on the prospective cross-cultural center and union renovation project. At the time the budget was completed, the estimate was \$240,000. Illuminate said that this increase is not too worrisome as there are sufficient funds available in reserves to cover the estimated cost increase.

Odinlo reported that the projected increase in revenue is \$1,321,697 or 8.6%. Student union fees provide 86% of the 2017-18 operating budget revenue. Student fee income is based on the most recent student headcount forecast made available by the campus. Decreases in student headcount due to impaction would have an adverse impact on student fees. Unexpected decreases in student fees subsequent to budget approval are managed by realigning expenditures with revenue during a quarterly budget review. Non-student fee revenue accounts for 14% of the operating budget revenue. The projected increase in expenditures is \$1,321,697 or 8.6%. Salaries and benefits comprise 60% and operating expenses comprise 40% of the expenditure budget.

Odinlo concluded by stating that the review and adoption of the operating budget is crucial as the budget establishes the direction for the USU's programs and services of the coming fiscal year and that it represents the synthesis of the Board of Directors' direction on how best to accomplish the USU's strategic priorities in accordance with available resources, policies, and sound financial and business practices.

Motion passed 13-0-0.

F. Third Quarter (9 & 3) Budget Report – 2016-17

Motion from the Finance Committee to accept the 2016-17 Third Quarter Budget Report as presented.

Jonathan Navarro, Accounting Manager, said that the report reflects financial operations for the nine-month period that ended on March 31, 2017 and provided projections for the next three months. The optimal operating range is 75% of the yearly budget, although limits from 70%-80% are acceptable.

The USU's financial condition is solid as of March 31, 2017. There is an actual change in net assets (surplus) of \$1,228,953, a cash balance of approximately \$4.5 million, and a \$527,274 budget balance available in unallocated reserves.

Total assets are \$5,312,823. Total liabilities are \$2,962,530 of which \$2,193,843 is the estimate to pay for the projected medical expenses of current and future USU retirees who are eligible to participate in the Retirement Health Benefits Plan (RHBP).

Actual total revenue is \$11,470,581, which is 75.3% of the revised budget of \$15,236,907. Total expenditures are \$10,475,463, which is 67.7% of the revised expenditure budget of \$15,470,922.

Explanations of note for revenue categories outside of the optimal range are as follows:

- a) Rental Income: Subleases, Room, Equipment
 - i) This category is within the optimal range, but projected revenue was reduced by \$59,000 because the Intensive English Program (IEP) suddenly cancelled all of their remaining reservations for this fiscal year. A discussion with the USU Reservations department is in the works to implement a cancellation policy to prevent incidences like this in the future.
- b) Summer Camp (84%)
 - i) This category is typically above the optimal range because most of the revenue in the budget is received in the first quarter when camp is in session in July and August. This category is expected to be within the optimal range by fiscal year-end.

Explanations of note for expenditure categories that are outside the optimal range are as follows:

- a) Staff Salaries (68.3%)
 - i) There was a reduction of \$77,422 due to savings from several vacant staff positions.
- b) Student Wages
 - i) There was a reduction of approximately \$108,000 in various departments as a result of unfilled shifts and vacancies.
- c) Supplies and Services (67.3%)
 - i) This category is slightly below the operating range. The expenditures listed below will take place in the fourth quarter that is expected to bring the category within the operating range by fiscal year-end:
 - a. Matador Nights
 - b. Crunch Time
 - c. Rainbow and Veteran's graduation receptions
 - d. Office supplies (approximately \$20,000)
- d) Repairs and Maintenance (69.3%)
 - i) This category is slightly below the operating range. The following expenditures totaling \$55,447 will take place in the fourth quarter:
 - a. \$4,316 Performing Arts Center – install roof access ladder extension
 - b. \$2,877 Freudian Sip – install one compliant ladder with a safety cage
 - c. \$5,754 Southwest building – install one compliant ladder with a safety cage

- d. \$15,000 USU walkways – repair trip hazards in cement
 - e. \$2,500 ECC – seal second floor deck outside conference rooms
 - f. \$25,000 SRC- upgrade commercial dryer lint catcher, duct work, and the addition of an exhaust fan
- e) Expendable Equipment (87.4%)
- i) The budget for this category is above the optimal range because the Technology Support Services completed its purchase of computer and peripherals expendable equipment of \$118,697 in the third quarter.

The following was stated as other important notes from the report:

- a) CSU Systemwide Investment Fund Trust (SWIFT) - the USU has earned \$25,824 in interest income fiscal year-to-date.
- b) Unallocated Reserves - the balance increased by \$1,734 during the third quarter. The strategy of transferring unutilized/surplus funds to unallocated reserves for other organizational priorities continues to be successful. The management team approved additional one-time purchases prior to the 2016-17 fiscal year-end since there are sufficient reserves remaining.
- c) Designated Reserves - \$10,634 transferred to the operating budget during the third quarter for vacation advances. The designated reserves balance is \$312,904.
- d) Capital Outlay – the revised budget is \$302,958 with a budget balance available of \$91,739.
- e) CSUN Foundation - the total cash balance is \$361,606 of which \$69,648 is restricted.
- f) Work Study – receipts year to date are \$38,095 and expenditures are \$31,218 leaving a balance of \$6,876 as of March 31, 2017.

Motion passed 13-0-0

Vice Chair Stewart was excused at 2:06 p.m.

G. Procurement Policy

Motion from the Finance Committee to approve the Procurement Policy effective July 1, 2017.

Joe Illuminate, Associate Director, Accounting and Finance, presented the proposed Procurement Policy. He stated that the policy is a product of months of intensive review and input by committee members, the management team, and professional staff. The main drivers for creating the policy was the following:

- a) The Purchasing Policy has not kept pace with our current procurement practices.
- b) Improve business efficiencies by increasing the usage of the corporate credit card for low dollar purchases.

Illuminate stated that the new Procurement Policy would replace the outdated Purchasing Policy. The new policy encourages the use of the corporate credit card for low-value purchases (single transaction of goods less than or equal to \$5,000) to eliminate invoices, check requests, purchase orders, and other paperwork. The policy also addresses sole brands and sole source procurement methods which limit competition. These methods should only be used when it has been determined that a competitive procurement will not meet the USU's requirements. The policy also would allow for exceptions to the purchase order and contracting requirements by the Executive Director/designee when there is an emergency involving public health, welfare, safety, or protection of USU property. The policy also prohibits conflicts of interest in that no board member or USU employee may make or participate in the making of any decision in which the employee has a personal financial interest. Illuminate concluded with a summary of the Procurement Policy revisions as follows:

- a) Purchase Orders
 - i) Any contract for services or artistic services requires a purchase order regardless of the amount (including zero dollar contracts)
 - ii) The use of blanket purchase orders is encouraged when different types of goods are purchased from the same vendor
 - iii) Acquisitions equal to or less than \$500 that do not require a contract, do not require a purchase order.
- b) Deadlines
 - i) The purchasing of foods and services should be planned well in advance in order to meet deadlines (minimum of four business days)

c) Threshold Levels

- i) Written quotations from three vendors are required for purchases of goods and services equal to or greater than \$10,000 but equal to or less than \$50,000.

Motion passed 12-0-0.

H. Rescission of the Purchasing Policy

Motion from the Finance Committee to rescind the Purchasing Policy effective July 1, 2017.

Director Odinlo stated that the Purchasing Policy, enacted on March 19, 2017, is outdated and does not reflect current procurement practices. They have been so many changes that it was more efficient to create an entirely new Procurement Policy instead of revising the Purchasing Policy.

Motion passed 12-0-0.

XII. Announcements

- Director Ramirez thanked Scottie Schorn, Associate Director, Operations & Services for all of his help and mentorship.
- Director Murtuza said this was her last term as a member of the board and thanked Director Hammond and the board for all of their support. She said she definitely learned a lot from her experience and wishes everyone the best of luck.

XIII. Adjournment

The meeting was adjourned by Chair Raubenheimer at 2:17 p.m.

XIV. Transition Ceremony

Chair Raubenheimer welcomed everyone to the first meeting of the University Student Union Board of Directors for the 2017-2018 term. Chair Raubenheimer introduced herself as the outgoing Chair of the Board. She proceeded to explain the functions of the transition ceremony: to thank the continuing board members for their ongoing service, to thank the outgoing board members for their service, to thank the Executive Secretaries and support staff, to welcome the new board members, and to officially recognize the entire board for 2017-2018.

She said she the board would be retaining nine members this year and would like to thank these members for their continued dedication and service to the Board and the University Student Union. She called the following people to the stage:

- Avi Stewart
- Michael Odinlo
- Iris Ramirez
- Shannon Ashford
- Frankie Benkovic
- Tonee Sherrill
- Dr. Marquita Gammage
- Sharon Eichten
- Dr. Shelley Ruelas-Bischoff
- Debra Hammond

Chair Raubenheimer recognized those Board members whose service on the Board ends today and thanked them for their year or more of dedicated service to the students of Cal State Northridge and to the University Student Union. She called the following people to the stage:

- Natalie Esparza
- Farhad Khorasani (unable to attend)
- Maria Zaman
- Hifza Murtuza
- Rowie Wolfe (unable to attend)
- Sevag Alexanian
- Thelmar Raubenheimer

She thanked the Executive Secretaries for the Committees and called the following people to the stage:

- Kristen Pichler, Executive Secretary for the Personnel Committee

- Joe Illuminate, Executive Secretary for the Finance Committee and the Audit Committee
- Scottie Schorn, Executive Secretary for the Facilities and Commercial Services Committee
- Jonathan Navarro, Executive Secretary for the Retirement Committee

She extended thanks to the person who takes care of the behind-the-scene details for the Board, takes meeting minutes, orchestrates the meeting logistics, and is the reason that the operation runs so smoothly and called Jennifer Kim to the stage.

Director Hammond took the podium and thanked Chair Raubenheimer. She presented her with a plaque and thanked her for her outstanding service as Chair of the USU Board of Directors for FY 2016-2017. She then asked everyone to please join her in thanking all of the outstanding individuals for their months and years of service to the USU Board of Directors.

Chair Raubenheimer asked the outgoing Board members to turn their seats over to the new board. She then introduced and welcomed the new board members:

- Amber Perkins
- Habiba Naqvi
- Jazmin Hernandez
- Stephanie Flores-Temix
- Bhernard Tila
- Staff Representative, Maria Elizondo
- And the newly elected Associated Students President and liaison to the Board, Jonathan Goldenberg (unable to attend)

XV. Call to Order

The new board members took their seats at the table and the meeting was called to order at 2:47 p.m. by outgoing Chair Thelmar Raubenheimer.

XVI. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Zahraa Khuraibet (AS Liason)		Jimmy Francis	Carrie Ward
Shannon Ashford		Jeremy Hamlett	
Frank Benkovic		Joe Illuminate	
Sharon Eichten		Jennifer Kim	
Maria Elizondo		Sharon Kinard	
Stephanie Flores-Temix		Samantha Liu	
Marquita Gammage		Jonathan Navarro	
Debra Hammond		Kristen Pichler	
Jazmin Hernandez		Scottie Schorn	
Habiba Naqvi		Steven Wein	
Michael Odinlo			
Amber Perkins			
Iris Ramirez			
Shelley Ruelas-Bischoff			
Tonee Sherrill			
Avi Stewart			
Bhernard Tila			

XVII. Action Items

A. Election of Chair

Chair Raubenheimer asked for nominations for the Chair position.

(M. Odinlo/T. Sherrill) nominated Vice Chair Avi Stewart. Vice Chair Stewart accepted the nomination.

(I. Ramirez/F. Benkovic) nominated Director Shannon Ashford. Director Ashford accepted the nomination.

(S. Ashford/F. Benkovic) nominated Director Iris Ramirez. Director Ramirez accepted the nomination.

The three candidates made statements and fielded questions from the board. Voting ballots were passed out to the board and then collected. The ballots were counted. Chair Raubenheimer announced that Iris Ramirez was elected Chair.

Thealmari Raubenheimer said goodbye and turned the gavel over to the newly elected Chair, Iris Ramirez.

B. Election of Vice Chair

Newly elected Chair Iris Ramirez asked for nominations for the Vice Chair position.

(F. Benkovic) nominated himself.

(S. Ashford) nominated herself.

(B. Tila) nominated Director Michael Odinlo. Director Odinlo accepted the nomination.

The three candidates made statements and fielded questions from the board. Voting ballots were passed out to the board and then collected. The ballots were counted. Chair Ramirez announced that Director Michael Odinlo was elected Vice Chair.

C. USU BOD Meeting Schedule 2016-2017

M/S/P (B. Tila/J. Hernandez) motion to approve the USU BOD meeting schedule for fiscal year 2017-2018.

Chair Ramirez referred to the schedule of meetings in the attachments and asked the board to make sure that the board members will be able to attend all meetings. She reminded the board that there are only three absences permitted.

Motion passed 15-0-0.

XVIII. Discussion Item

A. CSUnity – Registration

Director Hammond stated that the fourth annual CSUnity Student Leadership Conference was coming up in August. This conference prepares student leaders for the responsibilities that come with serving on a governing board. It will include sessions about leadership development, feature keynote speakers and opportunities to network with peers from across the CSU's 23 campuses. Director Stewart shared his experience with CSUnity. He described the conference as a great opportunity to network with other students from the CSU campuses. He said it was a fun learning experience and a great way to engage with peers. Director Hammond asked members who are interested in attending to reach out to Jennifer Kim, Executive Administrative Analyst or to herself before the early bird registration deadline.

XIX. Announcements

- Director Hammond asked the new board members to reach out if they would like to participate in the Cross-Cultural Center site visits. She asked that interested parties reach out to Jennifer Kim or herself as soon as possible.
- Zahraa Khuraibet congratulated the new Chair and Vice Chair. She also stated how glad she was that there was so much interest in collaborative relations with Associated Students. She would definitely like to boost the visibility of both Associated Students and the USU.
- Director Ruelas-Bischoff announced that one of her goals this summer is to see how other campuses address housing insecurity needs. If anyone is interested in discussing, please email her.
- Chair Ramirez would like everyone to be prepared for the board retreat and asked that members stay after the meeting to exchange phone numbers.

XX. Adjournment

The meeting was adjourned at 4:21 p.m. by Chair Iris Ramirez.

Respectfully submitted by,

Jennifer Kim,
Executive Administrative Analyst

On behalf of:
Debra L. Hammond,
Executive Director