

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
GRAND SALON  
JULY 20, 2015  
MINUTES**

**I. Call to Order**

The regular meeting of the USU BOD was called to order at 12:30 p.m. by Chair Shahtaj Khan.

**II. Roll Call**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Natalie Esparza	Sharon Eichten	Ryan Hairapetian	Claudiu Caldarescu
Barbara Gross	Juaneeq Elliott	Joe Illuminate	Carrie Ward
Debra Hammond	Shelley Ruelas-Bischoff	Shannon Krajewski	
Asia Johnson		Kingson Leung	
Shahtaj Khan		Sarina Loeb	
Usman Khan ( <i>arrived at 12:34 p.m.</i> )		Jorge Lopez	
Thelmari Raubenheimer		Carol Nardini	
Jorge Reyes		Jonathan Navarro	
Tonee Sherrill		Kristofer Newsome	
Samantha Simonds		Tiffany Shanks	
Karina Winkler ( <i>arrived at 12:33 p.m.</i> )			
Asia Wheaton			
Rowie Wolfe			
Sara Yousuf			

**III. Approval of Agenda**

M/S/P (A. Wheaton/S. Simonds) Motion to approve the agenda of July 20, 2015.

Director Hammond said that Action Item C, Position Approval – Special Assistant, Administration, is to be stricken. Discussion Item E, USU BOD – How to Connect, is to be removed. Legal Issues, Conflict of Interest, is to be added as a new Discussion Item E.

M/S/P (D. Hammond/T. Sherrill) Amendment to the motion to remove from the agenda both Action Item C, Position Approval – Special Assistant, Administration, and Discussion Item E, USU BOD – How to Connect. A new Discussion Item E, Legal Issues, Conflict of Interest, is to be added.

***Amendment passed 10-0-0.***

There was no discussion.

*Director Winkler arrived at 12:33 p.m.*

***Main motion, as amended, passed 10-1-0.***

*Director U. Khan arrived at 12:34 p.m.*

**IV. Approval of Minutes**

M/S/P (S. Yousuf/A. Johnson) Motion to approve the minutes dated June 8, 2015.

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

**V. Open Forum**

- Sarina Loeb, Coordinator, Pride Center & LGBTQ Initiatives, addressed the board and said the board has supported the Pride Center from the beginning and has continued throughout the process of relocating the Center to the second floor of the Sol Center. Ms. Loeb welcomed the board to stop by and visit the new center.

- Shannon Krajewski, Associate Director, Marketing and Programs, said that Patrina Croisdale, the Veterans Resource Center Coordinator (VRC), could not be at the meeting today and Krajewski thanked the board on Croisdale's behalf for their support during the VRC renovation. For the first time, the VRC is hosting an orientation for transfer students on Wednesday, July 29 in the Northridge Center.

## **VI. Chair and Vice Chair Reports**

Vice Chair Simonds commented on how amazing the board's retreat was last month. The USU staff worked hard to create a space in which the board was able to bond, get to know each other and work as a team for the upcoming year. She also thanked Director Hammond for the thoroughness of her presentation at the retreat regarding servant leadership. Chair Khan said the committee chair interviews were held and will be voted on later during the meeting. Khan said that the student union site trip was amazing and she thanked everyone who made it possible. Khan said she felt fortunate for being chosen to be a part of it. She commented on how advanced our student union is after having the opportunity to visit student unions during the trip to Auroria Higher Education Center, Colorado State University, University of Colorado, Boulder, University of Houston, Oklahoma State University, and Wichita State University. Khan said she returned inspired with many new ideas. Khan said that Director Wheaton would be stepping down from her position after this meeting and she thanked her for her service to the organization.

## **VII. Executive Director's Report**

Director Hammond said there was an emergency capital outlay purchase in the amount of \$12,750 for the installation of a new controller that regulates the amount of chlorine emitted in the SRC pool. Emergency repairs are an important issue and often require immediate solutions as they are usually related to life/safety issues. The board will always be informed of any emergencies that occur. The internal compliance audit was completed July 10 with three findings. One finding was related to a hospitality policy. The University is currently updating their Hospitality Policy and we have been waiting for it to be completed before finalizing the USU's hospitality policy. The second is about making sure we erase or destroy hard drives when computers are retired or donated. We have been doing this but do not have an official policy. The third is related to a Conflict of Interest and will be reviewed in Discussion Item E. The SRC construction fund closed in June and the Chancellor's Office issued a check in the amount of \$476,619 to be deposited in the USU's revenue fund. Hammond introduced Tiffany Shanks, the new Manager of the Wellness Center. Ms. Shanks introduced herself saying she is a licensed family and marriage therapist and has lived in the San Fernando Valley for 11 years. She has practiced in her field for six years and is excited to be here. Hammond said Shanks has a skill set that we need and we all look forward to working with her. Jorge Lopez has been appointed as the Coordinator, Membership, SRC, as a temporary emergency hire. Mr. Lopez introduced himself to the board and said he graduated from CSUN with a degree in Psychology. He has worked for the USU in the past and is excited to be here and part of the team. Hammond said we are excited to have him. In 2014, while working as a student assistant, Mr. Lopez was voted the Most Resourceful Student Assistant Employee of the Year and in 2015, he was voted Student Assistant Employee of the Year. He received both awards at our Year-End Celebrations. Kris Newsome, the Intramural Coordinator, SRC, has resigned. He is getting married and moving to Florida. We want to thank Mr. Newsome for taking our intramural program to a new level. Hammond thanked Ani Avetisyan, Special Assistant to the Executive Director, who planned the student union site visit. Ani did an outstanding job with the organization and coordination of the trip. She also thanked Carol Nardini, Administrative Assistant to the Executive Director, who helped plan all of the airline reservations. The comradery between all of the attendees during the student union site visit was amazing and made the trip enjoyable. There were four flights and on one of the days there was a morning and evening flight. A condition of the trip was no checked luggage which made getting in and out of the airports much faster. More information will be coming about the trip as the group is planning a presentation.

## **VIII. A.S. Report**

Jorge Reyes, President, Associated Students (A.S.), announced that a new resource would be added to the campus. A mobile Matador Bicycle Shop has been in the works since May of this year and will be welcomed with open arms by students. The shop will be run by student staff that will provide bicycle repairs as well as self-help stations. The shop will provide resources on the best bike routes in the area and safety measures to be taken before going on a ride. There are still two open positions on the A.S. Cabinet which they hope will be filled soon. Students need to be more informed about the Student Involvement Representation Fee (SIRF). Advertising is now on the A.S. Web site regarding SIRF and contains more information on how the yearly \$4.00 fee is utilized by the California State Student Association (CSSA).

## **IX. Action Items**

### **A. Committee Chair Appointments**

M/S/P (T. Raubenheimer/S. Yousuf) Motion to approve the appointment of Thelma Raubenheimer as the Chair of the Facilities and Commercial Services Committee; Sara Yousuf as the Chair of the Finance Committee; and Asia Johnson as the Chair of the Personnel Committee. The terms are effective immediately and will end June 13, 2016.

Chair Khan said she was very proud of the directors who applied for the chair positions as they are new to the board. They are all hardworking students with unique qualities and much to offer.

*Motion passed 12-0-0.*

**B. Position Approval – Assistant Director, Resource Centers**

M/S/P (D. Hammond/K. Winkler) Motion to approve the Assistant Director, Resource Centers, position and salary range.

Director Hammond said that the funds for this position were approved by the board at the June meeting. With the recent physical expansion of the Pride Center and Veterans Resource Center now complete, both Centers are poised to deliver additional programs and services specifically designed to meet the needs of their respective populations. In conjunction with this, additional, higher-level staffing is needed to provide administrative oversight to the Centers and to effectively manage the University Student Union's advocacy, inclusion and diversity-related efforts. Under the guidance of the Associate Director, Marketing and Programs, the position will supervise and provide direction to the Veterans Resource Center Coordinator, and Pride Center and LGBTQ Initiatives Coordinator.

Hammond fielded questions and said that anyone can apply for this position, a full search will be conducted.

*Motion passed 12-0-0.*

**XIII. Discussion Items**

**A. Strategic Priorities PowerPoint Presentation – Status Report**

Director Hammond began her presentation and said that Strategic Priorities provide a sense of direction, guides day-to-day decisions, evaluates progress and will enable us to modify our approach based on current circumstances. As an organization, we need direction and a plan, we need to be efficient with our time and accountable to the students on how we use their fees. Outcomes for the 2014-15 Strategic Priorities included the Wellness Center (Oasis) is nearing completion and the grand opening is scheduled for September 17. The University Club (TUC) is interested in operating food service in the Games Room and further consideration is being given on how to include a TUC foodservice concept. We have surveyed students and completed assessments regarding the relationship and possible impact between SRC participation and GPA to determine if there is a correlation between the two. Operational control of the Satellite Student Union (SSU) has been transferred to Student Housing and the USU is no longer incurring any expenses related to the SSU. A document outlining terms and conditions for both the funding, remodel and food service commission has been completed and is being reviewed by the University. The remodel of the Games Room will begin in fall, 2015. We continue to implement an ongoing employee training and development program for supervisors.

The 2015-16 Strategic Priorities initiatives include preparation, planning and the successful opening of the Oasis; to update the Games Room to help promote engagement on campus and possibly enhance food service options in the facility; develop a written draft master plan for facilities, aesthetics, meeting rooms/conferencing and outdoor areas for future projects and upgrades; develop a funding plan, construction documents and a project timeline for the renovation of the Northridge Center (NRC); prioritize results and develop short and long-range action plans for Program Review; determine if frequency of use of the SRC contributes positively to a student's GPA and persistence; examine current utilization patterns of USU meeting rooms and develop and implement a marketing strategy for sales to generate non-student fee revenue during underutilized periods; develop a diversity and multicultural competency training program to increase knowledge and help students learn how to navigate workplace issues that require cultural competency; staff organizational and classification review and climate study to align duties and responsibilities properly throughout the organization and evaluate work place morale and satisfaction; and to continue implementation of employees training and development programs.

**B. Administrative Work Plan – Status Report**

Director Hammond said that she would not review the Administrative Work Plan with the board today. She encouraged them to review it and if they had any questions to contact her.

**C. BOD Goals, Brainstorm**

Director Sherrill said there were several board members not present at the meeting today and that the goals should be postponed until the August 24 board meeting. Director Hammond said the goals must be discussed thoroughly at the August meeting and voted on at the September 21 meeting. Director Yousuf said that an email should be sent requesting each board member submit goals to the Chair so that at the August meeting, a draft of the goals can be distributed and discussed.

**D. Catching a Star Initiative**

Chair Khan said that the previous Chair, Jesus Martinez-Ramirez, began this initiative last year. The Chair and Vice Chair work closely with Director Hammond. The committee chairs have a staff member who they will work closely with during the year and learn from. But that leaves five other student board members who do not have someone automatically appointed. It is up to them to find a USU staff member, or a University staff/faculty member who can mentor and work with them. Director Wheaton said that last year she asked Director Eichten to

be her mentor. It was difficult at first, they did not know how to begin. But they began to meet for lunch and dinner, and attended a couple of events together. Director Wheaton said she loved getting to know Director Eichten and gained so much from the experience. Director Hammond said she spoke to Director Eichten who said she loved the one-on-one connection with Director Wheaton particularly because in her role she rarely has an opportunity to work so closely with a student. Every student board member needs to be paired with a mentor. Hammond went on to say that former USU BOD Vice Chair/Director Demontae Thompson paired with Director Ruelas-Bischoff because he had an interest in Student Affairs. Thompson will enter a Master of Education in Postsecondary Administration and Student Affairs program in the fall at the University of Southern California (USC). It was suggested that questions be created to help break the ice between a student board member and potential mentor and the Chair said that she and the Vice Chair would send out the information via email.

**E. Conflict of Interest**

Director Hammond said that during the audit process, one of the findings was regarding Legal Issues and Conflict of Interest. The USU has a policy regarding same. We did not have on-going board members sign the Legal Issues Memorandum for the last three years. In the future, the Legal Issues Memorandum must be signed by the board each and every year. The 990 tax report requires that this be done annually.

**XIV.**

**Announcements**

- Director Wheaton said this meeting will be her last. She thanked everyone for all their support during her time on the board. She has always been independent and this experience was invaluable in helping her learn more about herself.
- Chair Khan said that Director Wheaton did phenomenal work as a member of the board and she is very proud of her.
- Chair Khan reminded everyone that the Committee Chair training to be held on August 20, from 9:00 to 1:00 p.m. in the Thousand Oaks Conference room.
- Director Yousuf thanked the board for voting for her as the Chair of the Finance Committee and she is looking forward to the experience.
- Vice Chair Simonds said everyone should come and see the new location of the Pride Center after the meeting. She also talked about being involved with the TAKE Program saying the first show is July 31 at 4:30 p.m. in the Northridge Center.

**XIV.**

**Adjournment**

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

Respectfully submitted by,

Debra L. Hammond,  
Executive Director