

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
THOUSAND OAKS ROOM
AUGUST 24, 2015
MINUTES**

I. Call to Order

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

Steven Wein, Web Designer, took pictures of the board and the meeting resumed at 12:37 p.m.

II. Roll Call

Present	Absent	Staff	Guests
Tirdad Bakhshandeh (<i>seated at 1:05 p.m.</i>)		Jimmy Francis	Ferny Avana
Sharon Eichten		Joe Illuminate	Patrick Bailey
Juaneeq Elliott		Shannon Krajewski	Tirdad Bakhshandeh
Natalie Esparza		Charity Lavey	Akintayo Fayeum
Barbara Gross		Carol Nardini	
Debra Hammond		Jonathan Navarro	
Asia Johnson		Kristen Pichler	
Shahtaj Khan		Scott Schorn	
Usman Khan			
Thelmari Raubenheimer			
Jorge Reyes			
Shelley Ruelas-Bischoff			
Tonee Sherrill			
Samantha Simonds			
Karina Winkler			
Rowie Wolfe			
Sara Yousuf			

III. Approval of Agenda

M/S/P (S. Yousuf/K. Winkler) Motion to approve the agenda of August 24, 2015.

Motion passed 14-0-0.

IV. Approval of Minutes

M/S/P (A. Johnson/N. Esparza) Motion to approve the minutes dated July 20, 2015.

Motion passed 13-0-1.

V. Open Forum

- Patrick Bailey, Director, Student Involvement and Development, thanked the USU for their support of the New Matador Shirt. Student and Staff who wear the new Matador t-shirts on Tuesdays in September will be entitled to receive a \$1.00 beverage discount at Freudian Sip, and will also receive a free 16 ounce drink from Campus Dining locations like the Arbor Grill. Freshmen Convocation will take place on September 10 at 6:00 p.m. on the Oviatt Lawn. The freshman class will assemble in Matador Square and be led down Matador Walk to the Oviatt Library Lawn. The robing room for the Faculty/Staff Processional will be at the Bianchi Planetarium beginning at 5:00 p.m. This gathering will include the Associate Deans, Department and Program Chairs, new and other interested faculty, Student and Academic Affairs Administration, and continuing Student Leaders including the USU BOD. Mr. Bailey passed out the New Matador pins that will be distributed at Freshman Convocation.

VI. Chair's Report

Chair S. Khan welcomed the board members back to school and wished everyone a productive semester. On Tuesday, September 1, ShakeSmart will be giving out free shakes to everyone. The grand opening of the Oasis is September 17. Please stop by and take a tour. Director Usman Khan attended two conferences this summer, the ACUI I-Lead Conference and CSUnity. The Chair asked Director Usman Khan to share his experiences with the board. Director U.

Khan said that the ACUI I-Lead conference was a great experience. He said that the workshops were interesting and informative. Mentors and attendees shared their life experiences on a personal level during the group discussions. CSUnity was attended by leaders of many of the Cal State universities and focused on growth and leadership skills. All the student board members should attend these two conferences if possible, and he thanked the board for the opportunity to attend. Chair Khan said Student Summit was held August 8 and she learned a great deal about how to present herself and to use her strengths during interviews and when negotiating a salary. The USU now employs 419 student assistant employees. The board will host a Meet & Greet luncheon September 21 from 11:30 a.m. to 12:30 p.m., the day of the next board meeting. It is the board's opportunity to meet the USU staff and learn a little bit about them, their positions and departments. Matafest is scheduled for August 26 which is a fun-filled event where the USU welcomes students to CSUN as well as introducing them to the resources and services the USU provides. Nine of our departments will be tabling for the two slots: 11:00 a.m. to 2:00 p.m. and 4:00 to 7:00 p.m. Chair Khan had an opportunity to attend a Civic Student summit through the Muslim Public Affairs Council (MPAC). She spent four days getting to know the 29 other Muslim-American students from Los Angeles County and learned about active citizenship by working closely with decision-makers in our local communities to help shape policies. Tirdad Bakhshandeh is our new recommended board appointee. Tirdad is a Marketing major in his sophomore year, and is an international student from Sweden who also works in the Chicano Studies Department.

VII. Vice Chair's Report

Vice Chair Simonds welcomed everyone back. She received great feedback from students about the student orientation. She directed the board's attention to the bags that were placed in front of them at the table. She explained they are for "Catching a Star." All student board members have been paired with a staff or faculty member according to the questions they answered. Those with the same color of star on their bags have been paired together. She asked the board to take a moment and say hello. She said that if anyone had trouble beginning a conversation that they should see her or the Chair who can provide conversation material. Chair Khan said that they would like to plan a mixer for everyone to get together either September 14 or 28, and will notify everyone once a date is chosen. She thanked the committee chairs and executive secretaries and said now we need to recruit members for all the committees and put the word out. The Vice Chair said that Director Esparza has volunteered to be a member of the Retirement Plan Committee.

VIII. Executive Director's Report

Director Hammond said the USU expended \$100,000 of unallocated reserves in July and August to repair failing air conditioning units in the East Conference Center and the Sub Pub areas. Many of the units have outlived their useful life and now need to be replaced. An emergency capital outlay leasehold improvement of \$50,657 was expended in August to replace the hot water equipment near the Plaza Pool. Without immediate replacement, hot water would not have been available to Subway, the Pub and other neighboring facilities. There were three temporary emergency hires in August – Christopher Van Nest, SRC Aquatics Supervisor, Charity Lavey, Accounts Receivable Technician, USU Reservations & Events Services, and Demont Oliver, Coordinator, SRC Intramurals. A temporary emergency hire means that a full recruitment has not been done. Before the position is filled permanently, a full search will be conducted. The Veterans Resource Center (VRC) held its first CSUN Veterans orientation on July 28. Seventeen vets participated and were informed of the services and resources offered on campus. An assessment will be conducted to find out about the effectiveness of the program, what information would be most helpful to vets and how the program could be structured to increase participation. Director Hammond presented her Vision Statement to the USU staff recently, and will present it to the board soon.

IX. A.S. Report

Jorge Reyes, President, Associated Students (A.S.), reported that A.S. recently held their Staff Involvement Day which was a great way to see everyone. A.S. will be creating a marketing video to let students know that Associated Students is an AB540 safe zone and welcomes everyone regardless of their citizenship status. A.S. will visit 100 classrooms in 100 days to educate the students about A.S. programs and services. The A.S. Fair is tomorrow, August 25, on the Bookstore Lawn. Refreshments and ice cream will be served. Tram Tracking will soon be available through the CSUN app. The app will let the user know where the tram is and when it will arrive at a designated station. Sports-a-Palooza is the A.S. Annual Sport Clubs tabling event, similar to Meet the Clubs. They are expecting 32 clubs to be on the Oviatt Walk recruiting for and promoting their clubs.

X. Action Items

A. BOD Appointment

M/S/P (K. Winkler/J. Elliott) Motion to approve the appointment of Tirdad Bakhshandeh, a student board member, whose term will end in June, 2016.

Chair Khan said she and the Vice Chair were very impressed with Mr. Bakhshandeh's enthusiasm and energy. He is an international student from Sweden and wants to be more involved on campus. He will complete the term of Asia Wheaton.

Tirdad Bakhshandeh introduced himself to the board and thanked everyone for the opportunity to serve. He has been on campus for two years and found it difficult to find out how to get involved on campus. Fortunately, his

brother had been to college and suggested he get involved with clubs and organizations on campus. CSUN has much to offer.

Motion passed 14-0-0.

Director Bakhshandeh joined the board at the table at 1:05 p.m.

XIII. Discussion Items

A. BOD Goals

Director Sherrill proceeded with a PowerPoint presentation regarding the importance of the goal setting process and its connection to the USU Mission Statement. He then had the board break into three groups. Each group had 10 minutes to brainstorm ideas for goals using the USU Mission Statement. The groups then reported to Director Sherrill and he wrote down each group's suggestions as follows:

- 1. Develop/Strengthen connection to Campus Community**
 - a. Dream Center (support AB540 students)
 - b. Whether **its facility/programs**
 - c. Collaboration
 - d. Assess needs
 - e. Board promote all programs/services to all students
 - f. Highlight Oasis and ShakeSmart
 - g. Support Dream Center
 - h. Service sampler truck
 - i. Sample shakes
 - j. Five-minute massages
 - k. Printing
- 2. Engaging Energetic & Inclusive Programs**
 - a. Diversity Training
 - b. Meet and greet at USU
 - c. Board serves breakfast
 - d. Marketing giveaways with USU Mata-Facts on them
 - e. Engage more students for employment opportunities
- 3. Help Students Achieve Goals**
 - a. Study lounge
 - b. Silent section
 - c. Night-time tutoring
- 4. Meaningful Employment & Leadership Experiences**
 - a. Internship Fair
 - b. Explore departments (outreach)
 - c. Returning students (leadership)
 - d. BOD to hold informational workshops for those interested in learning about leadership opportunities
 - e. Allow students to shadow current student assistant employees
- 5. Innovative Technologies, Facilities & Services**
 - a. Explore cutting-edge charging pads (Starbucks)
 - b. Group exercise
 - c. Reservations
 - d. Event announcements
 - e. Updating NRC
 - f. Livestream

Chair Khan thanked everyone for participating and a special thanks to Director Sherrill, who did a great job. The goals will be voted on at the next meeting after the Chair, Vice Chair and Executive Director have reviewed.

Director Hammond also thanked the board and Director Sherrill for accepting the challenge regarding the facilitation of the goals.

XIV. Announcements

- Vice Chair Khan said Matador Nights is September 4 and said the board should participate/volunteer. She will send out additional information after the meeting.
- Director Ruelas-Bischoff welcomed all the students back to campus and the great energy they brought with them. She said that as the Associate Vice President of Student Life, she will share with the board, the information that comes out of University Hall regarding administration and policies campus wide so they feel connected. With almost 42,000 students currently enrolled, impactation will not have an effect until next fall, 2016.

- Director Eichten said she is part of the Navigator Program on campus. Tents will be set up around campus today and tomorrow, and students can get the information they need. They Navigators have been helping from 100-200 people in a two-hour shift.
- Chair Khan passed out flyers regarding Diavolo which will be at the VPAC and will appear in a series of interactive experiences, academic programs and pop-up performances around campus.

XIV. Adjournment

The meeting was adjourned by Chair Khan at 2:15 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director