

**UNIVERSITY STUDENT UNION**  
**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**  
**BOARD OF DIRECTORS**  
**GRAND SALON**  
**SEPTEMBER 19, 2016**  
**MINUTES**

**I. Call to Order**

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

**II. Roll Call**

| Present   | Absent          | Staff            | Guests         |
|---|-----------------|------------------|----------------|
| Shannon Ashford                                 | Sevag Alexanian | Jimmy Francis    | Patrick Bailey |
| Frank Benkovic                                  | Sharon Eichten  | Joe Illuminate   | Maria Elizondo |
| Natalie Esparza                                 |                 | Jonathan Navarro |                |
| Marquita Gammage                                |                 | Carol Nardini    |                |
| Debra Hammond                                   |                 | Kristen Pichler  |                |
| Farhad Khorasani                                |                 | Freddie Sanchez  |                |
| Hifza Murtuza                                   |                 |                  |                |
| Michael Odinlo ( <i>arrived at 12:36 p.m.</i> ) |                 |                  |                |
| Iris Ramirez                                    |                 |                  |                |
| Thelmari Raubenheimer                           |                 |                  |                |
| Shelley Ruelas-Bischoff                         |                 |                  |                |
| Tonee Sherrill                                  |                 |                  |                |
| Avi Stewart                                     |                 |                  |                |
| Rowie Wolfe                                     |                 |                  |                |
| Maria Zaman                                     |                 |                  |                |

**III. Approval of Agenda**

M/S/P (S. Ashford/I. Ramirez) Motion to approve the agenda with a time certain for Action Item A, the 2015-16 Audit Report, to begin at 12:45 p.m. September 19, 2016.

*Motion passed 13-0-0.*

**IV. Approval of Minutes**

M/S/P (F. Benkovic/H. Murtuza) Motion to approve the minutes dated August 29, 2016.

*Motion passed 13-0-0.*

*Director Odinlo arrived at 12:36 p.m.*

**V. Open Forum**

Patrick Bailey, Director, Student Involvement & Development, and Maria Elizondo, Activities Coordinator, Community and Volunteer Involvement, passed out fliers regarding the CSUN Food Pantry which is scheduled to open Wednesday, September 21. The Pantry will operate Wednesdays from 3:00 to 7:00 p.m. and Thursdays from 11:00 a.m. to 3:00 p.m. He also passed out a CSUN Food Pantry Donation Wish List which contained both food and personal care items that are needed. The food pantry's temporary location is on the southeast corner of the Bookstore building near the loading dock. Directors thanked Bailey for bringing the information to them. If people want to donate items on the list they can bring them to the CSUN Food Pantry or the Matador Involvement Center (MIC).

**VI. Action Items**

**A. 2015-2016 Audit Report**

Motion from the Audit Committee to accept the 2015-16 Financial Audit Report prepared by CohnReznick LLP.

Joe Illuminate, Associate Director, USU Accounting & Finance, introduced CohnReznick Senior Manager Georgina Harris.

In her brief report, Harris informed the Board of Directors from the Independent Auditor's Report that the USU received an unmodified opinion, the best opinion that an audit firm can issue. According to the Communicating Internal Control Related Matters Identified in the Audit letter, there were no deficiencies, material weaknesses, or negative findings found or reported.

Ms. Harris directed the board members to the "Required Communications with Those Charged with Governance" letter. The purpose of the communication is to ensure that the Audit Committee and Board of Directors have sufficient information regarding the scope and results of the audit that is relevant to their responsibilities of overseeing the financial reporting process of the organization. The letter describes the responsibilities of an audit; significant accounting policies; unusual transactions; management judgments; and accounting estimates and audit adjustments. There were no unusual transactions and no audit adjustments made.

Ms. Harris directed the board's attention to the Pension Related Charges line in the Non-operating section of the Statements of Activities. She pointed out that the Pension Related Charges increased by approximately \$78,000 due the decrease in the discount rate from 4.6% to 3.75%. A lower discount rate signifies that the USU would pay a greater portion of retiree postretirement health benefits because there are less investment earnings available to fund future benefits.

***Motion passed 14-0-0.***

**VII. Chair Report**

Chair Raubenheimer said that she and Vice Chair Stewart will have lunch with Associated Student's President, Sevag Alexanian and Vice President, Kenya Lopez tomorrow to discuss both organizations' goals and how to work together to support each other. The ACUI Region I conference will be held at UC Berkeley in November and will be attended by four student board members, including Raubenheimer, Vice Chair Stewart, Directors Ashford and Benkovic. The USU hosted a visit by CSU San Bernardino recently who were looking into making changes to their student union and wanted to get ideas from our USU. She thanked everyone who attended the faculty/staff luncheon. Faculty members said that the board is doing an amazing job.

**VIII. Vice Chair Report**

Vice Chair Stewart said the board will begin to plan site visit trips to other universities, student unions, and multicultural centers in late October or early November, early December and January. University staff, faculty, student assistants, and other non-BOD affiliated students will also be invited. Information regarding site-visit times, dates, and logistics will be released in the weeks to come. Stewart thanked everyone who was able to attend at least one of the Brailsford and Dunlavy Master Plan focus groups. There are more focus groups planned and he hoped that as many students as possible would be able to attend. Stewart said that he was unable to attend Matador Nights due to an academic conflict but there were 3,759 Matadors who enjoyed the festivities. He wished a special thank you to everyone who helped make the night a success.

**IX. Executive Director's Report**

Director Hammond said that there were many successful programs including Matafest and Matador Nights. The USU held its bi-annual Student Summit training conference and more than 300 students participated in workshops. Tony Magee, a CSUN Professor and author, provided a keynote address from his book "You Can't Shove a Great Life Into a Small Dream." The USU held an all-day professional development seminar for student employees who are graduating in December or next May. About 43 students participated in workshops that provided information on how to proactively prepare for a post-graduate job search.

**X. A.S. Report**

Chair Raubenheimer said that Mr. Alexanian's report was included in the packet and if anyone had questions or needed additional information, they could contact her or Mr. Alexanian.

**XI. Committee Reports**

Chair Raubenheimer asked if the committee chairs had any updates.

- Facilities & Commercial Services: Chair Ramirez said the committee received eight or nine applications and would conduct interviews soon. Two previous members are returning.
- Finance Committee: Chair Odinlo said the committee had four student members, three of which are returning from last year. Meeting dates have been scheduled for September 23 and 30, October 14 and 28, November 18 and December 16 and will be held in the Executive Board Room, from 2:15 to 4:30 p.m.
- Personnel Committee: Chair Benkovic said that the Personnel Committee had scheduled its first meeting for October 4 at 12:30 p.m. in the Executive Board Room. Interviews for members will be conducted this week.

- Retirement Plan Committee: Chair Stewart said the Retirement Plan Committee does not meet as often as the other committees and does not currently have anything to report.

**VI. Action Items (continued)**

**B. New Staff Position: Coordinator, Fitness Training**

M/S/P (N. Esparza/I. Ramirez) Motion to approve the regular, full-time temporary position of Coordinator, Fitness Training and its associated salary range.

Director Benkovic addressed the board and said that because of the large volume of student workers employed in the SRC's Fitness & Wellness Department, staff is experiencing difficulty keeping up with the supervisory challenges associated with such a large workforce. The exposure and potential risk of this situation has been magnified by the pending maternity leave of the Assistant Director, Fitness & Wellness. Reporting to the Assistant Director, Fitness & Wellness, the Coordinator, Fitness Training will be responsible for general oversight of the boxing and personal training programs including employee supervision for these areas.

Salary plus benefits (\$45,835 + \$17,417) are estimated at \$63,252. The position would be funded through a combination of staff savings, the elimination of Matador Rec Day, a 50% reduction in regional support for Intramural tournaments, and the elimination of summer 2017 intramurals. An additional \$8,758 is required to fund the position and will be provided through operating reserves.

*Motion passed 13-0-1.*

**XII. Discussion Items**

**A. SRC/GPA Research**

Jimmy Francis, Director, Student Recreation Center (SRC), gave his PowerPoint presentation and said that the University Student Union (USU) partnered with the CSUN Department of Institutional Research with the intent of studying students who attend the SRC and their academic ties. Key findings included students who use the SRC during their first semester are more likely to persist. Women with five to nine visits during their first semester have higher one-year continuation rates - 80% vs. 75%. There have been 3,055,340 visitors as of spring 2016.

**XIII. Announcements**

- Director Gammage passed out a flier regarding a call for African American female participants to take an online survey. They must be 18 or older and consent to complete the online questionnaire. If anyone has questions, they can contact Director Gammage.
- Director Ruelas-Bischoff said that "Town Halls" are being scheduled and will focus on student success. The first Town Hall will be on Friday, September 30. A.S. President Sevag Alexanian will be one of the panelists addressing the issue of how we (faculty, staff and students) can work best together in order to help all students graduate from CSUN. We hope to see everyone there so they can share their perspective.
- Chair Raubenheimer said that pictures would be taken at the conclusion of the day's meeting. Those that are available will walk to the ground-breaking ceremony for the A.S. Sustainability Center.

**XIV. Adjournment**

The meeting was adjourned by Chair Raubenheimer at 1:44 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director