

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
GRAND SALON
SEPTEMBER 21, 2015
MINUTES**

I. Call to Order

The regular meeting of the USU BOD was called to order at 12:36 p.m. by Chair Shahtaj Khan.

II. Roll Call

Present	Absent	Staff	Guests
Tirdad Bakhshandeh	Shelley Ruelas-Bischoff	Emilio Fernandez	Michael Good
Sharon Eichten	Tonee Sherrill	Jimmy Francis	
Juaneeq Elliott		Jeremy Hamlett	
Natalie Esparza		Joe Illuminate	
Barbara Gross		Shannon Krajewski	
Debra Hammond		Carol Nardini	
Asia Johnson		Jonathan Navarro	
Shahtaj Khan		Scott Schorn	
Usman Khan			
Thelmari Raubenheimer			
Jorge Reyes			
Samantha Simonds			
Karina Winkler			
Rowie Wolfe			
Sara Yousuf			

III. Approval of Agenda

M/S/P (S. Yousuf/T. Raubenheimer) Motion to approve the agenda of September 21, 2015.

Motion passed 13-0-0.

IV. Approval of Minutes

M/S/P (U. Khan/K. Winkler) Motion to approve the minutes dated August 24, 2015.

Motion passed 13-0-0.

V. Open Forum

None.

VI. Chair Report

Chair Khan said approximately 4,298 students attended Matador Nights on September 4. Many of our students volunteered throughout the night. She thanked everyone involved for doing a fantastic job, specifically, Shanell Tyus, Manager, USU Events, and the Marketing Department. The USU had nine departments with tables at Matafest on August 26. The board held its first *Catching a Rising Star* luncheon to promote more personal and professional relationships. Khan said that by sharing personal experiences and professional career paths, the directors can help each other be successful and encouraged everyone to continue to take advantage of this opportunity. An N-Crowd event was held September 18. N-Crowd is a program sponsored by the CSUN Alumni Association which connects student leaders with CSUN Alumni. The event was held at the High Ropes Challenge Course and included team building and trust exercises. The grand opening of the Oasis was held September 17 and Chair Khan said she was very proud to have said a few words on behalf of all the students. Other speakers included: CSUN President Dianne Harrison; William Watkins, Vice President for Student Affairs and Dean of Students; Yolanda Reid-Chassiakos, Director of the Klotz Student Health Center; Debra Hammond, Executive Director of the University Student Union, and Jimmy Francis, the Director of the Student Recreation Center. Discussion will continue about creating an Ad-Hoc Spirit Committee and Master Plan Committee. Khan wished Director Gross a happy birthday and said the board's polo shirts should be delivered in October.

VII. Vice Chair Report

Vice Chair Simonds thanked the staff, Carrie Ward, Special Services Assignment, Board of Directors, and Claudiu Caldarescu, Student Business Assistant, Board of Directors, for making the Meet and Greet such a great event. Matador Nights was an outstanding event and she thanked Directors Usman and Bakhshandeh for volunteering. Freshman Convocation took place on September 10 and had a great turn-out. Simonds recognized Directors Johnson, Usman and Bakhshandeh for their hard work this month and said she is impressed with the level of their commitment. Simonds attended a meeting with Chair Khan, Director Hammond and Mr. Reyes regarding the Dream Center. She is very excited to see a space created for the AB540 students.

Chair Khan said at 12:54 p.m. that the board would now hear Action Item A, the 2014-15 Financial Audit Report, which item had a time-certain at 12:45 p.m. She apologized for the delay.

VIII. Action Items

A. 2014-15 Audit Report

Motion from the Finance Committee to accept the 2014-15 Financial Audit Report prepared by CohnReznick LLP.

Joe Illuminate, Associate Director, Finance & Business Services, introduced CohnReznick Partner Michael Good who has been with the firm for 20 years, specializing in not-for-profit accounting.

Michael Good was pleased to report to the Audit Committee from the Independent Auditor's Report that the USU received an unmodified opinion, the highest opinion an audit firm can bestow on a client.

Michael Good directed the board members to review 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 main points in the letter are as follows:

1. The objective of the audit is the expression of an opinion on the financial statements.
2. The responsibilities of the CohnReznick and of USU management are stated in the engagement letter signed prior to commencement of the audit.
3. USU management is responsible for the financial statements and CohnReznick's audit does not relieve management of this responsibility.
4. The audit is designed to obtain reasonable, but not absolute, assurance of detecting errors or fraud that would have a material effect on the financial statements.
5. The audit was conducted in accordance with auditing standards accepted in the United States.
6. The financial statements of the USU are prepared on an accrual basis.
7. No new accounting policies were adopted during the 2014-15 year.
8. CohnReznick found that the accounting policies applied by management in the reporting and disclosure of transactions were reasonable and appropriate.
9. CohnReznick did not have any disagreements with management and there were no difficulties in performing the audit.
10. No fraud was detected during the audit.
11. CohnReznick is independent with respect to the USU.
12. There were two audit adjustments:
 - a. A restatement of \$158,544 as of June 30, 2014 to increase accrued payroll and decrease net assets
 - b. Accrued payroll in the amount of \$201,657 as of June 30, 2015.

Michael Good noted that the two audit adjustments meets the definition of a material weakness which is defined as "a deficiency or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Union's financial statements will not be prevented, or detected, and corrected on a timely basis."

He pointed out that this is a one-time deficiency and that it did not have any negative impact on awarding the USU an unmodified opinion. Since the deficiency was rectified during the audit, he was confident that it would not be repeated in the future.

Motion passed 13-0-0.

IX. Executive Director's Report

Director Hammond said that more than 600 students have visited the Oasis on a daily basis (Monday through Thursday) since it opened. They are replenishing with power naps. Soon there will be enough data to study the impact and persistence of the Oasis on students with help from the Office of Institutional Research. Director Eichten asked if nutrition is addressed at the Oasis. Director Hammond said the Oasis offers peer nutrition counseling. ShakeSmart also

has healthy eating options. Director Hammond answered questions about the sleeping pods at the Oasis, saying it is necessary to make an appointment. The sleep pods are wiped down after every customer leaves.

Director Hammond said there were many open houses and programs held during the month. We participated in the Founders Day program on Saturday which celebrated Alumni 50 years after graduation. USU staff and staff from the Veterans Resource Center handed out medallions. Background checks are now required to hire all USU personnel. The level of the position's sensitivity impacts the length of the background check. The USU is looking into how to proceed if there is a need to hire someone quickly.

The USU has a policy titled, "Board of Directors Approval Requirements for Human Resources Actions" that sets forth what the board is responsible for approving and what the Executive Director is responsible for approving. Reclassifications and changes in job titles are the responsibility of the Executive Director. Two reclassifications recently took place which were drafted by the USU and sent to the University's Human Resources Department for approval. The University completed a classification review of the two positions based on an expanded scope of responsibilities and job duties. Sandra Salute's title was Manager, Fitness & Wellness, and is now Assistant Director, Facilities & Wellness. Kristen Pichler's title was Human Resources Officer, and is now Human Resources & Professional Development Officer. The USU is considering hiring a consulting firm to develop a needs assessment for the Northridge Center, the Plaza del Sol, and the Games Room. A master plan will be developed that spans a three-five-ten year period and will include short and long-range plans.

X. A.S. Report

Associated Students President Jorge Reyes complimented the USU on the great job it did with Matador Nights and thanked the USU for serving so many CSUN students. He also wished the USU the best on the new Oasis. The AB540 Dream Center Resolution will be presented to the senate in two weeks. ZimRide is a carpooling system for students and A.S. has decided to allocate money for it. It is hoped that it will help reduce parking congestion. Currently, CSU Fresno and CSU Long Beach are testing the system. A.S. is working on new legislative referrals including: more Hydration stations on the other side of campus; an attempt to reduce printing paper receipts from the Matador Mercado stores; the feasibility of having free parking after 6:00 p.m., have A.S. Production events use compost materials and provide compost bins on campus; and looking into the feasibility of creating a CSUN food pantry. Big Show is October 3. Board members asked Mr. Reyes for more information about ZimRide, including who can apply to be a driver, if it is free to students and the specific hours that it will be in use. Mr. Reyes said ZimRide is a ride-sharing service which connects students who travel similar routes. It can only be accessed through the campus portal using a student CSUN log-in and password. ZimRide will provide an estimated cost of the trip but takes no payment and provides no payment interface. It will be available during non-school hours and for any commuting a student seeks to do. It is not an on-demand car/taxi service.

XI. Committee Reports

- Facilities & Commercial Services: Chair Thelmari Raubenheimer said the committee has six very diverse student members. The goals have been finalized and the first meeting will be held at the beginning of October.
- Finance Committee: Chair Sara Yousuf said the committee has five student members. The orientation meeting will be held September 25 in the Calabasas Room from 2:00 p.m. to 4:00 p.m. Everyone is invited.
- Personnel Committee: Chair Asia Johnson said she will be interviewing student members this week. She thanked Kristen Pichler, Human Resources & Professional Development Officer, for her help.
- Retirement Committee: Chair Samantha Simonds said the committee has a meeting scheduled for October 1 at 11:00 a.m., in the USU Conference Room.

XII. Action Items

B. USU BOD GOALS

M/S/P (S. Yousuf/N. Esparza) motion to approve the USU BOD Goals 2015-2016.

Chair Khan said that the order of the pages were mixed up. The contents of page three should be listed under page four's title: *The USU BOD and the USU staff will create new services for students focusing on Innovative Technologies, Facilities & Services*. That section is a request directed to staff and is for information purposes only. She then read through the goals as follows:

1. The USU BOD will assist in increasing awareness and support for AB540 students on campus.
 - Support the opening of a new Dream Center housed in the USU to strengthen the connection between students and the campus community.
 - Responsible USU BOD Members: Thelmari Raubenheimer, Shahtaj Khan, Samantha Simonds
 - Responsible USU Staff: Associate Director, Operations & Services
 - Responsible USU Board Committee: Facilities & Commercial Services Committee

2. The USU BOD will assist in increasing awareness of the resources and services available to students across campus through outreach programs and opportunities.
 - Host a Service Sampler Cart that would feature the multitude of services the USU has to offer, in various locations on campus, to attract students who do not normally come to the Union.
Service Samples Include:
 - Five-Minute Massages (Highlight: The Oasis)
 - Printing (Highlight: The Computer Lab/ Daily Free Prints)
 - Give Away Small Shakes (Highlight: Shake-Smart)
 - Give Away Sports Water Bottles (Highlight: SRC)
 - Set Up Gaming Station (Highlight: Games Room)
 - Responsible BOD Members: All
 - Responsible USU Staff: Associate Director, Marketing & Programs, USU Marketing Manager
 - Responsible Board Committee: N/A
 - Possible Collaboration with Associated Students
3. The USU BOD will assist in providing and creating engaging and energetic inclusive programs that support the mission of the USU and bring opportunities to students.
 - Host a Meet and Greet for the USU Board of Directors in spring for students to get to know and understand the function of the Board of Directors. (Prior to elections, possible collaboration with Associated Students.)
 - Have the USU participate in a diversity training to understand the need of oppression reduction and how student leaders can properly represent the various populations on this campus.
 - Work with marketing to submit and highlight Mata-facts about the USU using various marketing strategies.
 - Responsible BOD Members: All
 - Responsible USU Staff: Associate Director, Marketing & Programs, Marketing Manager
 - Responsible Board Committee: N/A
4. The USU BOD will continue to assist in the organization and assessment of the USU's Program Review to outline the future of the organization through the use of the Facilities Master Plan Committee and Internal Review Team.
 - Research and assess the results of the Program Review to identify what the Union can accomplish in the upcoming year.
 - Develop a long-term plan of objectives to outline future plans of how the USU can meet the things highlighted in Program Review for years to follow.
 - Responsible BOD Members: Shahtaj Khan, Samantha Simonds, Student Representatives to sit on Committee
 - Responsible USU Staff: Executive Director, Manager, Administration & Communication (MAC), Management Team
 - Responsible Board Committee: Ad-Hoc Master Plan Committee, Internal Program Review Team
5. The USU BOD will continue to participate at more USU and CSUN events and programs by creating an Ad-Hoc Spirit Committee.
 - Coordinate non-board related get-togethers for student board members at the VPAC or other CSUN related events.
 - Plan and oversee potential Starmate mixers to better engage with staff and Board members.
 - Spread awareness of the USU's events and programs to keep all Board members informed and to promote more student Board participation and involvement.
 - Bring energy and spirit to the Board by making magic happen!
 - Promote all USU student Board members to attend USU events and have an understanding of the programs they are voting on.
 - Responsible BOD Members: Shahtaj Khan, Samantha Simonds, Juaneeq Elliott
 - Responsible USU Staff: Associate Director, Marketing & Programs, Special Services Assignment, BOD
 - Responsible Board Committee: Ad-Hoc Spirit Committee

Discussion ensued and directors discussed the goals. Director Winkler said she liked Goal No. 5 regarding the creation of an ad-hoc spirit committee and the coordination of non-board related get-togethers. Her greatest memory from last year was attending a show at the Valley Performing Arts Center (VPAC) with the rest of the student board members and how much fun it was to get together and bond at an event. Director Hammond pointed out a typo on the title of Goal No. 1 – AB540 and said that we need to determine the results of the goals so that they can be measured. We need to separate the USU staff's responsibilities from the board members' responsibilities and

be committed. Other comments included that another meet and greet in the spring is a great idea. Director Hammond said that the goals will be assessed in January 2016 and again at the end of the fiscal year in June 2016.

Motion passed 13-0-0.

XIII. Announcements

- Director Yousuf reminded the board about the Finance Committee meeting scheduled for September 25 from 2:00 p.m. to 4:00 p.m. in the Calabasas Conference Room. Everyone is welcome.
- Vice Chair Simonds congratulated Director Bakhshandeh on identifying his top five Strengths. The board should learn more about their strengths and how to apply them.
- Chair Khan passed out flyers and a USU event calendar for September and October.

Chair Khan asked the student board members to remain for a few minutes after the meeting.

XIV. Adjournment

The meeting was adjourned by Chair Khan at 1:53 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director