

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
GRAND SALON
OCTOBER 17, 2016
MINUTES**

I. Call to Order

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

II. Roll Call

Present	Absent	Staff	Guests
Sevag Alexanian	Marquita Gammage	Patrina Croisdale	
Shannon Ashford	Shelley Ruelas-Bischoff	Joe Illuminate	
Frank Benkovic	Maria Zaman	Jeremy Hamlett	
Sharon Eichten		Shannon Krajewski	
Natalie Esparza		Sarina Loeb	
Debra Hammond		Carol Nardini	
Farhad Khorasani		Jonathan Navarro	
Hifza Murtuza		Freddie Sanchez	
Michael Odinlo		Scottie Schorn	
Iris Ramirez			
Thelmari Raubenheimer			
Tonee Sherrill			
Avi Stewart			
Rowie Wolfe			

III. Approval of Agenda

M/S/P (N. Esparza/I. Ramirez) Motion to approve the agenda of October 17, 2016.

Motion passed 12-0-0.

IV. Approval of Minutes

M/S/P (F. Benkovic/H. Murtuza) Motion to approve the minutes dated September 19, 2016.

Motion passed 12-0-0.

V. Open Forum

None.

VI. Chair Report

Chair Raubenheimer announced that a mixer was scheduled with Associated Students (A.S.) for November 7 at 11:00 a.m. The location will be announced soon. The board will host the event and it will serve as an opportunity for the two groups to get to know each other. Raubenheimer said that fleece sweaters were ordered for the new board members and she thanked Director Hammond for the generous gift. Whenever there is a board-related event, everyone is encouraged to be on time because it is important to make a good impression. She said that the Vice Chair's play, Fabulation, was wonderful and that Stewart did a fantastic job.

VII. Vice Chair Report

Vice Chair Stewart said it was an honor to speak at the Oasis Art Reception earlier this month. CSUN students presented beautiful works of art. Student board members attended an A.S. election-themed event on October 6 that afforded the USU an additional marketing opportunity. It also supported the board's goal of strengthening its relationship with A.S. Stewart asked board members to respond as quickly as possible to event invitations.

VIII. Executive Director's Report

Director Hammond said that Emilio Fernandez, Assistant Director, Facilities & Maintenance, separated employment with the USU. Brailsford and Dunlavy invited the CSUN student body to take part in an online survey. Almost 8,000 students responded which is a 19.7% response rate. The USU has signed with a new custodial company, Contract Services Group (CSA), for custodial services which has a start date of November 1. The USU has high standards when it comes to keeping its areas clean, especially its restrooms, so Hammond asked to be informed if any USU area is in need of custodial services. The first meeting with representatives of the Students of Color Coalition (SCC) took place on September 26. The group will continue to meet every two to three weeks and discuss the possible development of a cross-cultural center. Hammond said that Director Ramirez is a member of the SCC group representing M.E.Ch.A. (Spanish: Movimiento Estudiantil Chicano de Aztlán; "Chicano Student Movement of Aztlán", the x being a gender neutral inflection). Hammond said the new art in The Oasis took a year to complete and was an inter-disciplinary academic endeavor. The two palm trees on either side of the entrance to The Oasis are inversions of themselves. The second designs are the two pillars of life with one in the outdoor lounge and one in the contemplation garden. There are notebooks in both of the pillars for students to leave wisdom/advice for future CSUN students. The third design is an unfurled Oasis logo sculpture and is located in the Mindful Garden. Hammond said that she had the opportunity to see Fabulation and complimented Vice Chair Stewart's performance.

IX. A.S. Report

Mr. Alexanian said the Grad Symposium 2025 took place last month and student success initiatives in the CSU were discussed along with best practices. The Metro U Pass program has been a huge success with more than 1,500 tickets sold. Mayor Eric Garcetti visited campus last month to celebrate the success of the program. Big Show was set for October 23 with performances by Borns, Lil Dicky, and Louis the Child.

X. Committee Reports

Chair Raubenheimer asked if the committee chairs had any updates.

- Facilities & Commercial Services: Chair Ramirez said the committee discussed its goals and decided to meet every three weeks instead of once a month.
- Finance Committee: Chair Odinlo said the committee reviewed the Orientation PowerPoint at its last meeting. It included the review of responsibilities, benefits, policy vs. procedures, and parliamentary procedure. The committee also approved its goals.
- Personnel Committee: Chair Benkovic said the committee reviewed the Orientation PowerPoint at its first meeting on October 4. The committee also reviewed its goals and hopes to approve them at the next meeting scheduled for October 25.
- Retirement Plan Committee: Chair Stewart said the Retirement Plan Committee has a meeting scheduled for November 21 to revise the retirement benefit plan. He will update the board at its December meeting.

XI. Action Items

A. Regular Temporary Position – Pride Center Supervisor

Motion from the Personnel Committee to approve the Pride Center Supervisor temporary position and salary range.

Director Benkovic addressed the board and said the workload has increased significantly for the Coordinator, Pride Center & LGBTQ Initiatives. The committee recommends the addition of a temporary, 30/hour/week staff position to oversee the day-to-day operation of the Pride Center. The position is currently scheduled to expire on June 30, 2017, but may be extended for an additional year as needed. The amount of \$14,696 is requested from unallocated reserves to support this position. Salary plus benefits are estimated at \$24,696 (\$17,640 + \$7,056). The department will contribute \$10,000 from the operating budget for funding.

Director Hammond said that both the Pride Center and Veterans Resource Center programs have been very successful. The Pride Center Coordinator spends a large portion of the day handling case management and referrals which leaves very little time for the day-to-day tasks. Freddie Sanchez, Assistant Director, Resource Centers, was brought on to help alleviate the workload of both Coordinators, but that has not been the case. Hammond commented that she experienced firsthand how busy the two Centers were when Shannon Krajewski, Associate Director, Marketing & Programs, was out of town for a period of time.

Motion passed 12-0-0.

B. Regular Temporary Position – Veterans Resource Center Supervisor

Motion from the Personnel Committee to approve the Veterans Resource Center Supervisor temporary position and salary range.

Director Benkovic said the Coordinator, Veterans Resource Center has also experienced an increase in workload. Staff is recommending the addition of a temporary, 40/hour/week staff position to oversee the day-to-day operation of the Veteran's Resource Center. The position is currently scheduled to expire on 6/30/17, but may be extended for an additional year as needed. The committee has requested \$12,928 from unallocated reserves to support this position. Salary plus benefits were estimated at \$32,928. (\$23,520 + \$9,408). The department will contribute \$20,000 from the operating budget for funding.

Director Hammond thanked the board on behalf of the USU for approving both positions. Having the additional help will make a positive impact on both Centers, the students they serve as well as our staff.

Motion passed 12-0-0.

C. Major Repair & Replacement Fund – Reallocation Request

Motion from the Finance Committee to authorize the reallocation of \$233,398 from the 2016-17 Major Repair & Replacement (R&R) Fund budget to the 2016-17 capital outlay budget if necessary.

Director Odinlo said the approval of the motion presented in this action item will give the USU more flexibility in the acquisition of the ECC HVAC unit. It typically takes longer to purchase items through the campus acquisition process than through the USU's process. This flexibility is a necessity since the unit could fail in the near future.

If the unit does not fail, the unit will be acquired via the campus purchasing process and the funding reallocation will not take place. If the unit does fail in the near future, the funding reallocation will take place and the unit will be acquired using the USU's capital outlay purchasing process so that the purchase can be expedited.

There is no fiscal impact since the funding allocation for the ECC HVAC was already approved in the 2016-17 budget. Approval of this motion merely transfers funds from the Major R&R budget to the capital outlay budget. Funding of \$450,000 was approved in the 2016-17 Major R&R budget by the Board of Directors for the replacement of the ECC HVAC including modifications to the existing duct work, duct cleaning, electrical panels, energy management system upgrades, and architectural design and engineering.

Discussion took place and Joe Illuminate, Associate Director, USU Accounting & Finance, stated that only the HVAC unit itself was being replaced. That is why the reallocation request is for \$233,398 and not \$450,000.

Motion passed 12-0-0.

XII. Discussion Items

A. Veterans Resource Center Report

Patrina Croisdale said she is the Coordinator for the Veterans Resource Center (VRC). She thanked the board for approving the two supervisor positions which will enable both Centers (VRC and The Pride Center) to do so much more. She began the PowerPoint presentation titled "Year in Review" saying that when the VRC opened in 2012, the visitors for that year were 3,276. During fiscal year 2015-16, the number of visitors increased to 8,007, more than doubling in three years. With the expansion of the Veterans Resource Center, the Coordinator's Office is housed inside the VRC. As a result of this change, student veterans were able to schedule individual appointments with the Coordinator. During student visits, the Coordinator assessed the problem and if needed, would refer the student to community or campus resources for additional support. It soon became clear that additional help would be needed. The VRC has restructured programs and services to directly reflect the mission of the VRC, which is to help military-connected students reach their academic, personal and professional goals. All programs are now categorized under academic development, personal development, professional development and education & awareness. In an effort to support the women veterans, the VRC developed a weekly discussion group called Women to Women, which grew to include women veterans, dependents, partners, and spouses. Other activities for the women included a Military Connected Women's Picnic at Northridge Park, sponsoring four women veterans in a Higher Education Conference at CSU Fullerton, and hosting CSUN's first Women's Military History Week.

Croisdale fielded questions and said that the board can best support the VRC by spreading the word that there is a VRC on campus and also coming out and supporting the VRC during Veterans Week, November 7 – 11.

XIII. Announcements

- Director Ramirez said that Día de Los Muertos would be held Thursday October 27 from 6:00 to 10:00 p.m. and also on Friday, October 28 from 6:00 p.m. to 12:00 a.m. Both community events were designed to empower and highlight culture and political consciousness, while remembering loved ones.
- Director Benkovic announced casting calls for TAKE XXIX. For more information, the link is: <http://www.csun.edu/nso/nso-leadership-program-applications>. The deadline to apply is Friday, November 11 at 5:00 p.m. Director Wolfe asked what the benefits are to be a part of TAKE XXIX. Director Ashford said TAKE is a stage performance that includes four skits surrounding issues prevalent to CSUN students. Ten diverse students

perform at New Student Orientation for freshmen about topics such as relationships, body, prejudice and overall student transition. A few of the benefits include having lunch with the CSUN President, developing an awareness and exposure to campus involvement, developing a sense of community within the University and gaining knowledge of current campus issues. All information can be found on the site.

- Director Odinlo said a Town Hall meeting about the current higher education environment was scheduled for October 28, from 12:00 – 1:30 p.m. in Cypress Hall.
- Director Eichten reported that the campus has begun implementation of a budget planning and reporting solution with Questica. The contract allows for other CSUs and CSU partners to avail themselves of the pricing structure.
- Chair Raubenheimer said she will hand out the sweaters and the various fliers from the USU Marketing Department after the meeting.

XIV. Adjournment

The meeting was adjourned by Chair Raubenheimer at 1:36 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director