

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
DECEMBER 02, 2019
GRAND SALON ROOM
MINUTES**

I. Call to Order

The regular meeting of the USU Board of Directors was called to order at 12:31 p.m. by Chair Tyrone Carter.

II. Roll Call

Present	Absent	Staff	Guests
Melanie Alvarez	Sharon Eichten	Jimmy Francis	Alex Aquino
Stephanie Barboza	Shelley Ruelas-Bischoff	Jeremy Hamlett	Elizabeth Gutierrez
Tyrone Carter	Diana Vicente	Joe Illuminate	
Matthew Contreras		Sharon Kinard	
Arrah Ebot Enaw		Kaila Lavin	
Marquita Gammage		Sarina Loeb	
Debra Hammond		Jonathan Navarro	
Catleya Maralit		Kristen Pichler	
Gabriella Nguyen		Freddie Sanchez	
Christopher Ordonez		Steven Wein	
Tammy Rassamekiarttisak		Whitney Workman	
Timothy Roberts			
Giselle Reyes			
Tonee Sherrill			

III. Approval of Agenda

M/S/P (T. Rassamekiarttisak/M. Contreras) Motion to approve the agenda for December 02, 2019.

Motion passed 13-0-0.

IV. Approval of Regular Meeting Minutes

M/S/P (M. Contreras /M. Alvarez) Motion to approve the minutes of the November 18, 2019 meeting.

Motion passed 13-0-0.

V. Open Forum

Sarina Loeb, Pride Center Manager, introduced Whitney Workman the new Pride Center Supervisor. Workman’s gender pronouns are She/Her/Hers. Loeb is very excited to have her join the USU.

VI. Chair Report

Chair Carter recognized Director Hammond, who was awarded the Don Dorsey Award for Excellence in Mentoring on November 21, 2019. The Don Dorsey Award recognizes faculty, administrators, and staff who have demonstrated a record of excellence in mentoring CSUN students. In addition, on November 22, 2019, Director Hammond celebrated 26 years of service to the USU. Chair Carter thanked Director Hammond for her continuous service. On November 22 – 24, Chair Carter and Vice Chair Barboza attended the Circle of Change Leadership Conference hosted at CSU Dominguez Hills. The conference’s overall focus was to provide attendees with leadership and professional skills necessary to attain success after graduation and inspired them to make a positive impact in their communities. Chair Carter shared that his takeaways were from two motivational guest speakers; Kevin Bracy, who gave up his professional

baseball career to become a motivational speaker and David Coleman, who said “You will not find the right person until you become the right person.”

VII. Vice Chair Report

Vice Chair Barboza hoped everyone had a good holiday and reminded everyone to prioritize their health. She mentioned to take advantage of the USU’s Crunch Time activities to aid with the stress of finals. Vice Chair Barboza said that the Circle of Change Leadership Conference was very empowering and uplifting, especially noting the presence of women and people of color. She encouraged everyone who has the opportunity to attend this conference to take advantage of it because it is a conference that leads to motivation for the future. Vice Chair Barboza stated that she enjoyed the karate chopping board exercise. All 250 conference attendees were able to break the board, including herself and Director Carter. This exercise focused on looking within yourself and how we can let go of our fears and have a better life when we are empowered. On November 30th, CSUN’s American Indian Studies Programs and the American Indian Students Association hosted the 36th Annual Powwow where they celebrated American Indian dance and music. This event was sponsored by the USU and it was great to see the USU sponsorship across campus.

VIII. Executive Director Report

Director Hammond reported that Accounting Manager, Jonathan Navarro, was elected to serve on the Auxiliary Organization Association (AOA) Executive Committee for 2020, he will take office in January. Over the course of the last reporting period, many great events took place throughout the USU. The Pride Center hosted a Trans* Empowerment Week from November 18th – 21st, which was a week dedicated to uplifting and exploring transgender identities and pertinent issues facing the Trans* community. On November 19, Director Hammond along with Directors Contreras and Alvarez, USU Graphic Designer, James Matzen and U-RISE Justice Center Exploration committee student member, Lilly Palafox attended a pop-up tour of Steelcase in San Francisco, CA to look at potential furniture for the new center. The furniture they saw was developed through research; the company observes students and identifies their needs to better support students. Steelcase has also made available their Los Angeles office for the Board’s future use. Director Hammond thanked Director Gammage for the Diversity & Inclusion workshop facilitated to USU staff on November 22. Attendees developed an understanding about how to work effectively with people who have different world views. The workshop served as a way to broaden their perspective and create a greater appreciation for a more diverse and inclusive workplace. Director Hammond said that there has been no name chosen for the new center cultural center yet, however the committee is working on it. The committee is also asking for feedback on how the mission should align with the values and beliefs of the center. Director Hammond stated that committee members have contrasting views but will continue to work and meet the needs of students. Director Hammond is hopeful that progress will be made at the next meeting. In addition, Director Hammond mentioned that today is Director Sherrill’s last day as the alumni representative on the board. He is now taking on the role of Executive Director for Associated Students at San Francisco State University. Director Sherrill was presented a token of appreciation by Director Hammond for all his contribution and years of service to the USU. His advocacy and sense of reason will be dearly missed on the board. Director Hammond is thrilled to see people who have worked at the USU move onto greater professional roles.

IX. A.S. Report

N/A

X. Committee Chair Reports

- Diversity & Inclusion Committee: Director Contreras said he hopes everyone is having a great day. He has been attending the U-RISE Committee meetings and they have been trying to finalize a name for the new center. He asked the Diversity & Inclusion committee for feedback on the possible names, which he will relay to the U-RISE Committee at the next meeting. The Diversity & Inclusion committee has also been researching on and off campus resources to address the housing and food insecurities that students are facing and how the USU can aid, if possible, with this endeavor. The committee will report back their findings at future meetings. Director Contreras reported that he also attended Steelcase, where he learned how furniture impacts students’ overall learning and promotes success. Director Contreras also hopes to share some of the Expansion Work Team updates at future meetings.

- Facilities & Commercial Services Committee: Director Reyes said the committee voted and passed their committee goals and their last meeting will take place on December 9th. The committee is still working on being able to provide students with free menstrual products, however they have to determine how funds for this initiative will be allocated. In addition, the committee is working on determining space allocations with the USU expansion project, which they will discuss at their next meeting.
- Finance Committee: Director Rassamekiarttisak said the committee had their last meeting on November 20th. She mentioned they have voted and passed their committee goals along with 4 action items, which will be presented shortly. For the spring semester, they will be looking to prepare a Renovation Project Financial Plan, which will need to be accepted by the Chancellor's Office.

Director Ordonez left at 1:03 p.m.

- Personnel Committee: Director Maralit said the committee still has one more meeting this semester. Director Ebot Enaw noted they are still trying to reschedule their December meeting for a later date.
- Retirement Committee: Director Barboza said the committee's next meeting will take place December 4th. She will be providing an update of their progress at the next meeting.

XI. Action Items

A. Salary Range Schedule for Regular (Staff) Employment Positions

Motion out of the Personnel Committee to approve the Salary Schedule for Regular (Staff) Employment Positions effective July 1, 2019.

Director Maralit explained to the board that the USU's classifications and compensation plan is modeled after the CSU's Classification & Qualification Standards and the CSU salary schedule. Every year the USU reviews and makes necessary changes to the salary range schedule. After the CSU posted their updates to its salary range schedule, the USU realized that all of its regular (staff) positions have are in compliance with the exception of two positions. In order to bring these salary positions within range, there would be a fiscal impact of \$756.56 total adjustment, which would be prorated back to July 1, 2019. Funding for increases for positions that are currently compensated at a rate of pay that is less than the minimum of the stated salary range shall be allocated from the designated reserves. Director Barboza asked why there is currently a difference within the salary range schedules, and Director Maralit explained that every year there are updates and therefore the USU needs to accommodate to these changes, so that they may remain within range.

Motion passed 12-0-0.

B. Student Assistant Classification & Wage Schedule

Motion out of the Personnel Committee to approve the 2020-21 Student Assistant Classification & Wage Schedule effective June 28, 2020.

Director Maralit explained that effective July 1, 2020, the minimum wage in the City of Los Angeles will increase from \$14.25 per hour to \$15.00/ hour. To accommodate this change, an updated Student Assistant Classification & Wage Schedule has to be developed by the USU. It is anticipated that the fiscal impact will be a minimum of \$197,492, which will be incorporated as a part of the 2020-21 operating budget. Director Hammond took a moment to applaud and thank the Personnel Committee for presenting this change to the board in advance, especially as we move toward the budget planning process for the 2020-21 budget.

Motion passed 12-0-0.

C. Risk Management Policy

Motion out of the Finance Committee to approve the revisions to the Risk Management Policy as presented

Director Rassamekiarttisak explained that the current Risk Management Policy & Contracts Policy is being converted into two separate policies. There will be one policy for Risk Management and one

separate policy for Contracts. In the separation of the policies, one of the biggest changes the Risk Management Policy had was a paragraph added to reflect the minimum insurance limits carried by the vendor. Previously, the USU required a \$1,000,000 minimum limit for each occurrence and \$2,000,000 aggregate limit. However, as of November 18, 2019, those minimum limits have been raised to \$2,000,000 and \$4,000,000 respectively. A risk assessment clause has been added, in which the USU may conduct a risk assessment to see if it is acceptable for the USU to assume the risk, should the vendor not have enough insurance to meet USU requirements. Director Contreras asked who conducts these risk assessments. Associate Director, Accounting & Finance, Joe Illuminate explained that the risk assessment is usually initiated through the contracting department. However, he then reviews the risk assessment and makes the decision on whether or not the USU can assume the risk. Chair Carter asked for an example of when a risk assessment may be necessary. Associate Director Illuminate said that the best example of when a risk assessment is done is for Matador Nights. This is a high risk event because of the rides, and therefore the \$2,000,000 and \$4,000,000 limits are too low. The USU cannot assume the risk for this event, and thus as an organization we must ask the vendor for higher insurance limits. The vendor must also do things like inspect the ride and ensure that it is a safe activity for our students. As a result, the risk assessment must be done for any deviation from the minimum requirements stipulated by the USU.

Motion passed 12-0-0.

D. Contracts Policy

Motion out of the Finance Committee to approve the revisions to the Contracts Policy as presented.

Director Roberts added that as Director Rassamekiarttisak mentioned, the current Risk Management & Contracts Policy needs to be separated. The policy states that the USU is committed to maintaining high standards of performance based upon fair, ethical and professional business practices. Per the Contracts Policy, the USU requires signed contracts with contractors, vendors, and suppliers who provide services, with clients who rent meeting rooms on a short-term basis, and with tenants who sublease office space on an annual basis. Each of these services has its own contract, Contract for General and Professional Services, Contract for Artistic Services, Contract for Informational Technology (IT) Consulting Services, Terms of Reservation Agreement, and Sublease Agreement. Having these signed contracts in place ensures that the risk management processes are not bypassed as contractor or client activities could result in an insurance claim against the USU from injured third parties. Furthermore, the USU Executive Director/designee is authorized to approve limited written exceptions to this policy.

Motion passed 12-0-0.

E. Corporate Credit Card Policy

Motion out of the Finance Committee to approve the revisions to the Corporate Credit Card Policy as presented.

Director Roberts explained to the board that with the implementation of Concur, the USU's expense and travel reporting system, the USU has decreased the amount of invoices, purchase orders and checks that Accounting & Finance processes on a monthly basis. They highly encourage the use of the corporate credit card, which is why certain modifications need to be implemented within this policy. The biggest change is that they have raised the individual credit card limit from \$5,000 to \$7,500 for more business efficiency and continuance of decreased invoice, purchase orders and checks. Director Gammage asked where the \$7,500 limit is within the policy. Associate Director, Accounting & Finance, Joe Illuminate mentioned that the limit is reflected in the procedures section of the policy. However, since the board does not vote on procedures it was left out from the package, but can be found under that section.

Motion passed 12-0-0.

F. 2019-20 First Quarter (3&9) Budget Report

Motion out of the Finance Committee to accept the 2019-20 (3&9) First Quarter Budget Report as presented.

Director Roberts and Director Rassamekiarttisak informed the board that the USU does a thorough budget review every quarter. For the first quarter, which ended on September 30, 2019, we have 3 months of actual data available and 9 months of projected data. The USU's financial performance for the first quarter is solid. Total revenues and expenditures are within the operating range (26.8% and 22.4% respectfully). There is an \$803,547 surplus and approximately \$5.3 million in cash on hand. Below are accounts that are not within optimal range with brief explanations.

Revenues

Total revenue is \$4,931,306, which represents 26.8% of the revised budget of \$18,421,134.

- **Rental Income: SRC Lockers and Towels (47.6%)**
This category is above the operating range because most of the semester locker and towel services were sold at the beginning of the fall semester.

- **Program Income (17.5%)**
This category is below the operating range. The Games Room does not open until the start of the fall semester in late August 2019. It is anticipated that revenue will be within the operating range by December 31, 2019.

- **Summer Camp (48.7%)**
This category is above the optimal range because of deferred summer camp revenue carried over from the 2018-19 fiscal year.

- **SRC-Related Income (45.9%)**
This category includes income generated from the Pro Shop, Intramurals, and memberships. Membership income is the largest revenue source in this category.

This category is above the optimal range because deferred membership income is carried over from the 2018-19 fiscal year. In addition, the University Corporation made a payment of \$9,202 for memberships for their staff employees.

- **Grant Income (0.0%)**
This category is below the optimal range. The Division of Student Affairs will be invoiced in the second quarter to reimburse the USU for expenses incurred for the African American/Black Student Success Initiative (Campus Quality Fee).

- **Interest Income (100.0%)**
This category is above the optimal range because it is now the current practice for the campus to credit the USU's System Wide Investment Fund Trust (SWIFT) account with the total annual estimated amount of investment income in the first quarter.

Expenditures

Total expenses for this period were \$4,127,760, which represents 22.4% of the revised budget of \$18,421,134.

- **Staff Salaries (22.4%)**
The budget for this category was reduced by \$81,666 including \$69,570 in the SRC-Facilities department due to a staff reorganization.
- **General Operating Expenses (31.9%)**
This category is slightly above the operating range due to the following:
 1. Sunny Days Camp food costs paid in the first quarter for camp taking place in July and August.
 2. Marketing department giveaway purchases (\$25,696) at the beginning of the semester.
- **Postretirement Related Charges (25.0%)**
This category had a \$49,706 decrease in postretirement expense. Adjustment to this category is made based on periodic updates to the USU's actuarial valuation report prepared by the USU's actuarial consultant, Demsey-Filliger. Adjustments, either positive or negative, can be significant depending on changes in the discount rate.

Unallocated reserves has a balance of \$294,506. A total of \$151,404 designated reserves was transferred to the operating budget during the first quarter for general salary increases, employer-paid taxes, and vacation advances. The capital outlay budget is \$168,147.

Motion passed 12-0-0.

XII. Discussion Items

A. USU Renovation/Construction Update

Associate Executive Director, Jimmy Francis, noted that as others have mentioned, some students had the opportunity to visit Steelcase, where they learned more about how furniture really impacts the overall feel of a space. On November 21 – 22, the USU has begun to speak to those tenants who will be receiving a renovation of their space. There were many different opinions and a lot of great comments and feedback were given, which made it an overall successful meeting. On November 22, the USU Renovation & Expansion Project Work Team, met with the architects who provided more design options. They hope to present these to the board in 2020. Associate Executive Director Francis, informed the board that earlier that morning, a meeting was held to discuss the central plant of the USU. It is currently outdated and will be a big investment. They have started that process today and the USU will need to spend wisely in this area. Chair Carter asked if they will be replacing the central plant completely and Francis mentioned that prior to making any decision, the central plant is currently undergoing an assessment with engineers and discussing options. Director Contreras recommended to all to visit the furniture showcases because they are very insightful. Francis added that they will space these visits out in connection with the board schedules so more students can attend.

XIII. Announcements

- Director Rassamekiarttisak mentioned that AS President is currently out recovering from a minor surgery. In addition AS Senate held their meeting on Sierra Lawn with breakfast and pancakes. Many students approached the area and wondered what was going on. It was nice to see the engagement from students and recommended to the board if something similar can be done as well. Lastly, on December 5, at 5pm the USU Pride Center and the Asian American Studies Pathway Project will be hosting a solidarity circle in the Pride Center.

- Director Barboza reminded everyone that the USU will be hosting certain events in preparation for finals, such as Crunch Time and the Winter Pop-up. She also encouraged everyone to attend U-Day on December 6th. Lastly, Dreams to be Heard will be hosting a study night in the Panorama City Room on December 5th, if anyone needs to take advantage of the space provided.

XIV. Adjournment

Chair Carter adjourned the meeting at 1:47 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director