

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
JANUARY 22, 2018  
GRAND SALON**

**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 Iris Ramirez.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Shannon Ashford		Jimmy Francis	Dr. William Watkins
Frank Benkovic		Jeremy Hamlett	
Sharon Eichten		Joe Illuminate	
Maria Elizondo		Sharon Kinard	
Stephanie Flores-Temix		Carol Nardini	
Marquita Gammage		Jonathan Navarro	
Jonathan Goldenberg		Kristen Pichler	
Debra Hammond		Dave Ross	
Jazmin Hernandez			
Habiba Naqvi			
Michael Odinlo			
Amber Perkins			
Iris Ramirez			
Shelley Ruelas-Bischoff			
Tonee Sherrill			
Avi Stewart ( <i>arrived at 12:34 p.m.</i> )			
Bhernard Tila ( <i>left at 1:42 p.m.</i> )			

**III. Approval of Agenda**

M/S/P (M. Odinlo/B. Tila) Motion to approve the agenda dated January 22, 2018.

Chair Ramirez said an amendment to the motion was needed to add a discussion item.

M/S/P (M. Odinlo/F. Benkovic) Amendment to the motion to add Discussion Item D to the agenda, "Remarks by Vice President of Student Affairs and Dean of Students, Dr. William Watkins (Time Certain: 12:40 p.m.)."

There was no discussion.

*Director Stewart arrived at 12:34 p.m.*

***Amendment passed 14-0-1.***

***Motion, as amended, passed 14-0-1.***

**IV. Approval of Minutes**

M/S/P (F. Benkovic/M. Gammage) Motion to approve the minutes dated December 4, 2017.

***Motion passed 15-0-0.***

**V. Open Forum**

None.

**VI. Discussion Items**

**D. Remarks by Vice President of Student Affairs and Dean of Students, William Watkins (Time Certain: 12:40 p.m.)**

Dr. Watkins thanked the board of directors for its service. He was a member of this board for 14 years. He hoped that the student members would have a really good experience and take advantage of the intellectual development and become outstanding leaders on campus. The current Chair and Vice Chair are an example of great student leaders. He has been amazed at the generosity the CSUN campus has exhibited as evidenced during the campaign to support the DACA students. With the donation from the USU, 21 students were assisted with their renewal fees. He remarked that supporting students in times of trouble is new. In the past, students were expected to take care of all financial responsibilities themselves and for very little money they would have to leave CSUN. Watkins thanked the board again for engaging in student leadership, and he paid a special thanks to Director Hammond who continues to fight for students. He noted that at this point only \$2,500 of the \$50,000 donation was needed but that he might be requesting funds in support of our undocumented students.

**VII. Chair Report**

Chair Ramirez addressed the board and said that overall, last semester was a great success. There were a total of eight meetings and five trainings. The trainings included the VRC, DREAM Center, PRIDE Center, Time Management with Sharon Kinard, and Parliamentary Procedure training with Tonee Sherrill. The board will continue to work on the goals throughout the spring semester. It will continue to maintain a strong connection with the marketing team and work closely with A.S. She encouraged the board to maintain engagement with the USU, especially with regard to the goals and the spring 2018 elections. Ramirez also praised the student board members for their outstanding grades during the fall 2017 semester. She thanked the board for its hard work.

**VIII. Vice Chair Report**

Vice Chair Odino reported that the Retirement Plan Committee had an action item on today's agenda. As Chair of the Retirement Plan Committee, he submitted the Mid-Year Report and will review it with the board at today's meeting.

**VIII. Executive Director Report**

Director Hammond said that Tim Rasmussen, Operations Supervisor, Reservations and Event Services, has been accepted to serve on the Conference Planning Team for the 2018 Association of College Unions International (ACUI) Region I Conference which will be held at San Diego State University in November 2018 along with Tori Lawler, USU student assistant employee. Jonathan Navarro, Accounting Manager, was elected Vice Chair of the Auxiliary Organizations Association (AOA) Finance Committee.

Hammond said that she co-facilitated an open forum for ACUI regarding the naming of awards and honors for the Association. She said that policies and procedures need to be in place to fully vet individuals for an ACUI award. Recently, the Association was notified that an award named for a retired person from the University of Wisconsin, Madison, when it was discovered that he had been a member of the student chapter of the Ku Klux Klan.

Hammond said that she is especially proud of the academic achievement of the student board members from the fall 2017 semester. In her more than 24 years as Executive Director of the USU, the grades this last semester are the highest ever. She wished them the best during the spring 2018 semester.

**IX. Associated Students (A.S.) Report**

A.S. President Goldenberg wished the December graduates the best of luck. He announced the availability of several senate seats. The lime green bikes have arrived on campus. In the last week, more than 200 bikes were rented with the goal being the rental of 300-400 bikes for the entire month. The company's expectations have been exceeded. He invited the board to rent a lime green bike.

**X. Committee Mid-Year Reports**

Chair Ramirez asked the committee chairs to share their reports.

- Facilities & Commercial Services: Chair Bhernd Tila said that the committee has scheduled six meetings for the spring 2018 semester. The committee began its review of the SRC policies and also reviewed A.S. Senator Jennifer Skornic's request to increase the printing allotment for graduate students.
- Finance Committee: Chair Jazmin Hernandez referred to her report and said that the committee approved the following: the allocation of funding to capital outlay; the Cash & Equipment Donation Policy (previously known as the Cash Donations Policy); the Credit Card Policy; and the 3&9 Quarterly Budget Report.
- Personnel Committee: Chair Shannon Ashford said the committee is on track to complete its goals by the end of the spring semester. Should the Board approve the following items later during the meeting, they will be

updated: review and recommend an updated salary range schedule for Regular Employees; and review and recommend changes to the classification review policy for Regular Employees.

- Retirement Plan Committee: Chair Michael Odinlo said the committee approved the addition of the Wells Fargo Special Mid-Cap Value Fund, and the deletion of the John Hancock Disciplined Value Mid-Cap fund from the investment line up of the 403(b) and pension plans. They reviewed the Second Quarter 2017 Retirement Plan with financial planner Dennis DeYoung, and reviewed Retirement Plan Expenses.
- Mentor Program Ad Hoc Committee: Chair Avi Stewart said the committee had a very productive semester. They transitioned from a committee to a program. They set program goals and created online Pairing Forms for Student Representatives. They created BOD Mentor FAQs for mentors and launched and selected matches based on interests, observations, and expertise. They held a successful Meet Your Match lunch event (December 6) where the mentors and mentees met, interacted, were formally paired and scheduled their first meetings.
- Diversity & Inclusion Ad Hoc Committee: Chair Frank Benkovic said the committee was able to create goals and brainstormed Carnaval ideas with the events department. The Diversity & Inclusion Committee members participated in a USU marketing video.

Director Hammond said that Carrie Ward graduated and would soon be leaving the USU. She informed the board that a new student administrative support assistant had been hired. Jasmine Medina introduced herself to the board and said that she is majoring in marketing and is very excited to work with everyone.

## **XI. Action Items**

### **A. Pension Plan Amendment**

Motion from the Retirement Plan Committee to approve the amendment to the University Student Union of California State University, Northridge Employees' Pension Plan & Trust, allowing direct rollovers from other retirement plans.

Chair Odinlo said that a recent staff employee was hired and requested a direct rollover of their retirement funds from a previous employer. It was while processing this request that it was learned that direct rollovers to the pension plan were not addressed in the pension plan document. Language was added to the Employees' Pension Plan and Trust to cover a rollover contribution.

*Motion passed 15-0-0.*

### **B. Classification & Compensation Administrative Plan guide (Regular Employees)**

Motion from the Personnel Committee to approve the Classification & Compensation Administrative Guide for Regular Employees.

Kristen Pichler, Associate Director, Human Resources & Professional Development, said that a Classification & Compensation Administrative Guide for Regular Positions was developed to ensure the effective implementation and administration of the USU's position classification and compensation plan. The Guide applies to all USU Regular Employment positions, including Executive Management Team positions. Information outlined in the Guide has been developed to promote effectiveness, equity and consistency in the recruitment and retention of highly qualified staff and management employees.

Director Hammond added that when employers request a reference check, they cannot ask for the current salary of the employee. Similar positions, male and female, should receive an equal salary to comply with fair pay regulations. A review of the salaries is needed.

*Main motion passed 15-0-0.*

### **C. Salary Range Schedule, 2017-2018**

Motion from the Personnel Committee to approve the Salary Range Chart for Regular Positions effective July 1, 2017.

Director Ashford said that Title V of the Education Code requires that CSU auxiliaries provide full-time employees with salaries, working conditions and benefits comparable to CSU employees performing similar services. The USU's classification and compensation plan is driven by the CU Classification & Qualification Standards. Salary ranges for all regular (staff) positions were last updated in 2016. Ashford noted that according to the Salary Range Schedule attached, most of the USU's positions were in range. Salary adjustments will be made to those that are not in the range to the minimum of the new pay range.

*Main motion passed 15-0-0.*

## **XII. Discussion Items (continued)**

### **A. BOD Goals – Update**

Chair Ramirez reviewed the board's goals.

1. Enhance USU marketing efforts within the USU and throughout California State University, Northridge while promoting and providing information about the Center on Centers/Cross Cultural Center Initiative.
  - Concern: Students are confused about the Cross Cultural Center initiative and skeptical about its creation.
  - Areas for Improvement: As a result, Executive Director Hammond, Vice Chair Odinlo, Freddie Sanchez, Assistant Director, Resource Centers, and I will discuss how to improve the information given to students regarding the USU Cross Cultural Center initiatives. We will start planning for a future referendum.
  - Concern: There are many on-campus initiatives that we must respect.
  - Areas for Improvement: Executive Director Hammond, Vice Chair Odinlo, and I will be sure to continue conversations with campus entities.
  - Concern: Student participation has dwindled at the Cross Cultural Center and Student of Color Coalition planning meetings.
  - Areas for Improvement: Vice Chair Odinlo, Freddie Sanchez, and I will discuss how to improve student participation to ensure equitable representation.
  - Areas for Improvement: Outreach to student organizations and USU students and staff.
  - In progress: Elections video to be released between February 1-9. Special thanks to the USU Marketing Team.
2. Create a Mentor Program to help form a stronger relationship with USU staff and administration to help develop our student leaders professional endeavors.
  - Concern: Students will have six months to work alongside their new mentors.
  - Areas for Improvement: Ensure that the mentor program is well structured for the future.
  - Areas for Improvement: Work with Director Stewart to ensure the progress of each pairing.
  - In progress: Mentor Program events.
3. Collaborate with Associated Students (A.S.) to continue strengthening relations and better support our student body.
  - Areas of Improvement: tabling events with A.S., attend A.S. events (i.e. Big Lecture), and maintain strong relationships through the election process.
4. Continue to spread inclusivity within the USU and outside the USU while empowering student organizations on our campus by working with them to accomplish their goals.
  - Concern: Students are not as engaged in the USU Cross Cultural Center meetings.
  - Areas for Improvement: Work with USU students and staff to strategize on efforts to increase student organizational representation and communication.
  - Areas for Improvement: Increase Diverse & Inclusive programming.
  - Areas for Improvement: Work alongside current USU Diversity & Inclusion initiatives, i.e., WISDOM (Women Inspired to Succeed and Discover Opportunities through Mentoring).

Chair Ramirez said that the board must continue to work on the goals throughout the spring semester.

*Director Tila left at 1:42 p.m.*

## **B. Strategic Priorities – Update**

Director Hammond began her review of the Strategic Priorities updates.

Goal 1.1: - Participate in the Student Affairs Program Review process in order to assess compliance with the Council for the Advancement of Standards (CAS) in Higher Education and continually improve SRC operations, services, facilities and programs.

**POSTPONED:** The SRC CAS program review has been postponed until FY 2018-19. A revised timeline has been created, which has the project being completed by June 30, 2019.

Goal 1.2: - To continually improve and enhance USU facilities in order to provide the CSUN community and guests with quality facilities, equipment, and technology in support of student success efforts and to increase revenue-generating opportunities.

**POSTPONED:** The potential referendum to fund a renovation/construction project will not take place in spring 2018. Marketing plans to execute a referendum are on hold until a new timeline is developed. We are currently moving forward with the USU branding campaign.

Strategy 1.2.2: - Develop a program plan defining the scope, schedule and budget for a potential renovation/construction project.

**IN PROGRESS:** The Renovation and Expansion Work Team has been working in conjunction with LPA and campus partners to accomplish this strategy. As a result of the potential referendum vote being postponed, a three-week schedule has been adopted, and the goal is to complete this project by June, 2018.

Goal 2.1: - To examine the outcomes associated with student engagement within a college union facility and develop an initial framework of how the role of the college union contributes to student learning and success in a complex higher education environment (ACUI Research participant).

Strategy 2.1.1: - Participate as a research site and serve as researchers for other campuses during the fall 2017 and spring 2018 semesters to discover the conditions within a college union/student center that impacts student learning, student engagement, and student success (e.g. physical space, student employment, programming, campus partnerships, policies, and practices).

**IN PROGRESS:** Sharon Kinard participated in a research site visit to North Carolina State University in September and has submitted to ACUI her qualitative findings for the DEEP (Documenting Effective Educational Practice) report. A team of three researchers conducted a site visit with the USU and CSUN from November 13-15, 2017. Debra Hammond will participate in a research site visit to the University of Houston from January 31-February 2. All six research teams will meet in Anaheim in March to review the collective findings and begin to discuss an initial framework.

Goal 5.1: - To provide learning-based student work experiences that offer interventions, interactions and tasks that support student readiness for post-college employment.

Strategy 5.1.1: - Examine findings from the USU's new pre/post-employment instrument for evidence of impact on post-college employment readiness.

**IN PROGRESS:** Review existing data from pre- and post-employment assessments for outcomes. Data will be reviewed during the spring semester 2018.

Goal 5.2: To provide learning-based student work experiences that support student readiness for post-college employment.

Strategy 5.2.1: Require USU Student Assistant Employees to take the National Association of Student Personnel Administrators (NASPA) survey to learn about student perceptions of the impact of the USU work experience as it pertains to their skill development in customer service, time management, leadership, team work, organizational skills, transferable career skills, skills relevant to academic majors, and skills to be used after graduation.

**IN PROGRESS:** Launch the NASPA survey to all student assistant employees during the spring semester 2018. The Assessment Committee is determining the date range for the launch.

Goal 6.1: - To operate the organization efficiently by identifying and developing cost-saving measures.

Strategy 6.1.1: - Examine the organization's practices as it relates to technological, operational, fiscal, and human resources in order to identify manual processes that could be automated.

Outcome 6.1.1: - The Business Efficiencies Work Team will fully roll out the Concur software in order to automate the travel approval, travel expense reporting, and monthly corporate credit card reporting process by December 31, 2017.

**COMPLETE:** The Concur software was rolled out December 31, 2017. Staff are required to submit travel requests, travel expense reports, and AMEX corporate credit card expense reports via Concur. There has been a noticeable decrease in the quantity of purchase orders, vendor invoices, and vendor payments as a result.

Outcome 6.1.2: - The Business Efficiencies Work Team will complete the conversion of online forms to workflow forms by December 31, 2017.

**IN PROGRESS:** The Adjustment to Actuals and Budget Modification Forms were converted to online forms and tested in early July 2017. It was discovered that maintaining the intranet workflow is a labor intensive process. As a result, the conversion of other forms to online forms will be limited. A determination will be made prior to fiscal year-end if it is still feasible to fully implement the Adjustment to Budget and Budget Modifications Forms as a result of the workflow limitations.

Director Hammond said that when changes occur throughout the semester, she will bring the information to the board.

**C. Executive Director Administrative Work Plan - Update**

Director Hammond said that she expects to make significant progress on all of the goals by the end of the year. Because of the decision to postpone the referendum, a plan will need to be developed to maintain student engagement. Hammond has been involved in attending protests related to activism and inclusion. She has spearheaded a group that presented to various Student Affairs colleagues regarding the new Time, Place and Manner policy. A live stream of a symposium on racial justice in higher education was held January 22 and was sponsored by ASHE (Association for the Study of Higher Education), ACPA (American College Personnel Association) and the USC (University of Southern California) Race & Equity Center.

**XIII. Announcements**

- Director Ruelas-Bischoff said it is good to be back on campus following a family leave. The campus has several priorities, and one of them is to try to keep up with the changes to DACA which are very confusing. Student Affairs will do its best to keep everyone informed. Congratulations on a great fall semester.
- Director Elizondo said that the CSUN Pantry has moved to Laurel Hall. Starting in the month of February, there will be a fresh-food distribution and a recipe book will be provided to all who visit. For the latest information on The Pantry, please check the website at: <https://www.csun.edu/mic/csun-food-pantry>

**XIV. Adjournment**

Chair Ramirez adjourned the meeting at 1:55 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director