

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

**EMERGENCY MEETING MINUTES
MARCH 12, 2018**

I. Call to Order

Chair Ramirez said that the board would take a five (5) minute break before beginning the Emergency meeting. The Emergency meeting of the USU Board of Directors was called to order at 1:22 p.m. by Chair Iris Ramirez.

II. Roll Call

Present	Absent	Staff	Guests
Shannon Ashford	Frank Benkovic	Jeremy Hamlett	
Sharon Eichten	Jonathan Goldenberg	Joe Illuminate	
Maria Elizondo		Raymond Juarez	
Stephanie Flores-Temix		Sharon Kinard	
Marquita Gammage		Samantha Liu	
Debra Hammond		Carol Nardini	
Jazmin Hernandez		Kristen Pichler	
Michael Odinlo		Tim Rasmussen	
Amber Perkins		Dave Ross	
Iris Ramirez			
Shelley Ruelas-Bischoff			
Tonee Sherrill			
Avi Stewart			
Bhernard Tila			

III. Approval of Agenda

M/S/P (A. Perkins/D. Stewart) Motion to approve the Emergency meeting agenda for March 12, 2018.

Motion passed 13-0-0.

IV. Action Items

A. Capital Outlay – Leasehold Improvement Funding Request

M/S/P (S. Ashford/M. Gammage) motion to approve the conversion of the existing USU RES conference room to a private office for the Manager, Reservation and Operations.

Director Hammond said that Jimmy Francis was not able to attend the meeting today. She said that the Manager of the Reservations and Operations Department is directly involved with the day-to-day operations of the Reservations and Event Services office (RES). Currently there are no available offices for this position in that area. There is an existing conference room that is used infrequently in the USU RES office, and with minor modifications the room could be used as a private office. The conversion of the conference room has no impact on student or campus use, as it is an internal room and is not open to the campus at large. The opportunity to place the Manager, Reservations and Operations in close proximity to the USU RES office is beneficial as a comprehensive review of the current systems and processes in that area are to begin shortly.

It should be noted that the request is an emergency because the new manager’s position will be effective March 12 and normal processing would result in at least a two-month delay. The cost of the conference room renovation is approximately \$16,368. Funding has been identified in the Capital Outlay budget, and all capital outlay leasehold improvements must be approved by the USU BOD.

Discussion ensued and directors asked if a cubicle was available which could be used instead of renovating a conference room. The expense of the renovation was a concern. David Ross, Assistant Director, Facilities Maintenance, said the air flow issues in the room will make it necessary to furnish and install a 1.5 ton ductless split air conditioning system which represents more than half of the attached quote. A director asked if there was an office for the previous manager of the USU RES department and if so, could the new manager use it? Director Hammond explained that after the last manager of the RES department left, the Events Planner moved

into the office and has been in the office for almost two years. She supervises students and requires privacy for those meetings.

Motion passed 13-0-0.

V. Adjournment

Chair Ramirez adjourned the meeting at 1:45 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director