

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
MARCH 12, 2018  
GRAND SALON  
MINUTES**

**I. Call to Order**

The regular meeting of the USU Board of Directors was called to order at 12:33 p.m. by Vice Chair Michael Odinlo.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Shannon Ashford	Frank Benkovic	Jeremy Hamlett	Tori Lawler
Sharon Eichten	Jonathan Goldenberg	Joe Illuminate	Jasmine Medina
Maria Elizondo		Raymond Juarez	
Stephanie Flores-Temix		Sharon Kinard	
Marquita Gammage (arrived at 12:46 p.m.)		Samantha Liu	
Debra Hammond		Carol Nardini	
Jazmin Hernandez		Kristen Pichler	
Michael Odinlo		Tim Rasmussen	
Amber Perkins		Dave Ross	
Iris Ramirez (arrived at 12:59 p.m.)			
Shelley Ruelas-Bischoff			
Tonee Sherrill			
Avi Stewart (arrived at 12:43 p.m.)			
Bhernard Tila			

**III. Approval of Agenda**

M/S/P (A. Perkins/J. Hernandez) Motion to approve the agenda for March 12, 2018.

M/S/P (S. Ashford/B. Tila) Amendment to the motion to strike Action Item B from the agenda.

Director Ashford said that the Personnel Committee had not yet reviewed the policy.

*Amendment passed 10-0-0.*

*Motion, as amended, passed 10-0-0.*

**IV. Approval of Minutes**

M/S/P (J. Hernandez/S. Flores-Temix) Motion to approve the minutes for the February 19, 2018 meeting.

*Motion passed 9-0-1.*

**V. Open Forum**

None.

**VI. Chair Report**

Vice Chair Odinlo said that Chair Ramirez was not at the meeting due to illness. He read her report.

Director Naqvi has resigned from the board. The position will be posted soon. The Executor Director Evaluation Form is due to Director Ruelas-Bischoff today by 5:00 p.m. The Co-Chairs of every committee, including Audit, Retirement, and the ad hoc committees, Mentoring Program and Diversity & Inclusion, are eligible for the BOD Achievement Award. It is the responsibility of each committee chair to bring the results of their committee's vote to the April 16 board meeting. The USU purchased a table for the Distinguished Alumni dinner. CSUN will honor three of its most influential and inspirational alumni at this annual signature event. The dinner is scheduled for Saturday, April 21 at the Four Seasons Hotel in Westlake Village. Chair Ramirez will attend the ACUI Annual conference in Anaheim. The board congratulated the SRC which was named "Recreation Center of the Month" in the April addition of Campus Recreation Magazine.

## **VII. Vice Chair Report**

Vice Chair Odinlo reported that the Retirement Plan Committee scheduled its next meeting for March 28, at 10:30 a.m., in the Moorpark Room.

## **VIII. Executive Director Report**

Director Hammond introduced Raymond Juarez as the new Associate Director, Operations & Services. Mr. Juarez addressed the board and said he is very excited to be back at the USU. He previously worked for the USU and the Satellite Student Union. He graduated from CSUN with a bachelor's degree in Psychology and a master's in Recreation Administration. For the past 11 years, he has worked for UCLA as the Student Union Division Manager of Associated Students. He will oversee Reservations and Event Services, Technology Support Services and assist with construction-related projects.

*Director Stewart arrived at 12:43 p.m.*

Director Hammond said that students had expressed concern that the Pride Center was not providing an intersectionality of meetings during the recent fall and spring semesters. Through meetings with the students and USU staff, the Pride Center addressed their concerns and is creating new programs. Hammond said that it is an example of how problems can be resolved by "staying at the table" and dealing with issues as they arise. She was asked about the DACA renewals and how much the USU had donated. Hammond said that there were many small donations. The USU contributed \$11,000, but will donate more if needed. Dr. Watkins said the goal was \$40,000 and if that amount is not reached, he will ask the USU for additional funds. Director Ruelas-Bischoff added that she will keep the board updated about the amounts contributed and if any additional support will be needed.

*Director Gammage arrived at 12:46 p.m.*

## **IX. A.S. Report**

No report.

## **X. Committee Reports**

Chair Ramirez asked the committee chairs to share their reports.

- Facilities & Commercial Services: Chair Bhernard Tila said that at its last meeting, the committee discussed the marketing of the USU facilities and also the possibility of converting a Sol Center restroom into a gender inclusive restroom.
- Finance Committee: Chair Jazmin Hernandez said that the committee has chosen its nominee for the Aida Salazar and BOD Achievement Awards. She noted that the time of the committee meetings was changed to begin at 5:00 p.m.
- Personnel Committee: Chair Shannon Ashford thanked the board for voting to strike Action Item B for today's agenda. The committee will review the policy at its next meeting and present it to the board.
- Retirement Plan Committee: Chair Michael Odinlo said the committee has scheduled a meeting for March 28.
- Mentor Program Ad Hoc Committee: Chair Avi Stewart said he would be sending out an email later this week about how to be more productive in meetings with mentors.
- Diversity & Inclusion Ad Hoc Committee: In Chair Frank Benkovic's absence, Director Tila said the committee recently met with the Pride Center and will soon meet with the Dream Center.

## **XI. Action Items**

### **A. Student Assistant Classification & Wage Schedule**

Motion from the Personnel Committee to approve the updated Student Assistant Classification & Wage Schedule effective July 1, 2018.

The University Student Union has developed a revised Student Assistant Classification & Wage Schedule. The Schedule outlines five classifications of employment. Each of the USU's student assistant positions is assigned to one of the classifications based on the nature of work performed, job duties and qualification requirements. In 2016, the City of Los Angeles voted to approve a Minimum Wage Increase Schedule. Effective July 1, 2016, the minimum wage for a non-state employer conducting business in the City of Los Angeles would increase incrementally and cap at \$15.00/hour on July 1, 2020. To ensure compliance with the City of Los Angeles Minimum Wage laws, the USU is recommending an updated Wage Schedule effective at the start of the pay period covering July 1, 2018. The recommended Student Assistant Classification & Wage Schedule is attached. In addition, based on supervisor recommendations, classification reviews have been conducted for some positions and a new classification and/or starting pay rate within the current classification has been assigned.

Discussion included that the board must approve the Student Assistant Classification & Wage Schedule each year until 2020. Director Hammond said that the USU has known about the wage increases for some time and

has planned accordingly. Kristen Pichler, Associate Director, Human Resources & Professional Development, said that it is not clear yet whether the wage increases would affect the USU staff wages.

***Motion passed 12-0-0.***

*Chair Ramirez arrived at 12:59 p.m.*

**B. USU Promotions & Publicity Posting Policy & Procedures**

Motion from the Facilities & Commercial Services Committee to approve the revisions to the USU Promotions & Publicity Posting Policy and Procedures.

Director Tila said that the policy originally was approved by the BOD on August 21, 2006. The revisions are to clarify that external entities cannot post in the USU without approval, and that campus groups have the first priority for postings. The policy was updated to allow postings for external entities, with the exception of individual party-for-sale-postings which are prohibited. The policy now specifies that the first priority for posting either in or on the USU and its buildings and facilities is given to campus affiliated groups and events.

There was much discussion regarding the use of the policy language of “in or on the USU.” Directors asked if the language accurately described where postings should be placed or if other language would be more descriptive. Jeremy Hamlett, Manager, Operations & Facilities Planning, said that all of the various descriptions were discussed by the committee. Directors voiced their opinions regarding the use of the words to describe the postings and whether a statement be included that helped clarify if postings in the USU should be consistent with the USU mission. It was decided to refer this matter back to the committee.

M/S/P (S. Ashford/D. Hammond) motion to refer the USU Promotions & Publicity Posting Policy & Procedures back to the Facilities & Commercial Services Committee for further review.

***Motion passed 12-0-0.***

Director Hammond advised that the committee be aware of the criteria for the revisions to the policy, the impact it will have on the USU, and that it should be aligned with the USU’s mission statement and values.

**XII. Announcements**

- Director Elizondo said that the CSUN Pantry will be closed during spring break, March 19-23.
- Director Flores-Temix invited the board to a Coffee Talk scheduled for Thursday at the Dream Center. Coffee Talks encourage conversation in a safe and comfortable environment where attendees can talk about issues relevant to the immigrant communities.
- Director Ruelas-Bischoff thanked Director Elizondo and Patrick Bailey for their hard work on a grant which involved a new initiative for a pop-up pantry during the fall 2018 semester.

**XIII. Adjournment**

Vice Chair Odinlo adjourned the meeting at 1:14 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director