

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
THOUSAND OAKS CONFERENCE ROOM
MARCH 14, 2016
MINUTES**

I. Call to Order

The regular meeting of the USU BOD was called to order at 12:32 p.m. by Chair Shahtaj Khan.

II. Roll Call

Present	Absent	Staff	Guests
Tirdad Bakhshandeh	Shelley Ruelas-Bischoff	Jimmy Francis	Alin Azadian
Sharon Eichten	Theلمari Raubenheimer	Alexander Gonzales	Jonathan Lo
Natalie Esparza (<i>left at 1:58 p.m.</i>)		Joe Illuminate	Angela Rasiah
Barbara Gross		Sharon Kinard	
Debra Hammond		Shannon Krajewski	
Asia Johnson		Carol Nardini	
Shahtaj Khan		Kristen Pichler	
Usman Khan		Scott Schorn	
Tonee Sherrill			
Samantha Simonds			
Donald Stewart			
Rowie Wolfe			
Talin Yahiyayan (<i>designee for Jorge Lopez</i>) (<i>left at 1:15 p.m.</i>)			
Sara Yousuf			

Director Hammond arrived at 12:33 p.m.

III. Approval of Agenda

M/S/P (D. Stewart/T. Bakhshandeh) Motion to approve the agenda of March 14, 2016.

Chair Khan said that Action Items B and C had the wrong attachments in the packets. Copies of the cover sheets and correct attachments for Action Items B and C were placed in the board folders.

Motion passed 11-0-0.

IV. Approval of Minutes

M/S/P (U. Khan/S. Yousuf) Motion to approve the minutes dated February 22, 2016.

Motion passed 11-0-0.

V. Open Forum

None.

VI. Chair Report

Chair Khan said the Soledad O'Brien event was fantastic. Many of the board members attended the event together which is one of the BOD goals. She thanked the USU for the opportunity to introduce Ms. O'Brien and looks forward to seeing the pictures. The date for turning in applications to run for a seat on the board ends today. Khan said there was a good turnout at the Meet & Greet event and thanked the board members for reaching out to so many students. She also thanked Shannon Krajewski, Associate Director, Marketing & Programs, and Carrie Ward, BOD, Special Services Assignment, for putting the event together. An ice breaker was not necessary as everyone enjoyed the mashed potato bar and had no trouble mingling. Khan said the MEND event was great fun and that she enjoyed the glitz and glamor of the Hollywood event. On March 10, she attended an event regarding etiquette hosted by the N-Crowd. It was held at the Orange Grove Bistro and the group learned which utensils to use and general fine dining etiquette.

Chair Khan said that the USU purchased a table for the Alumni Association's Annual Distinguished Alumni Awards event. It will be held on Saturday, April 16 at the Four Seasons Hotel in Westlake Village. The reception begins at 6:30 p.m., with dinner and program following at 7:30 p.m. Khan invited the board to attend this amazing night and said that Carol Nardini, Administrative Assistant to the Executive Director, would send out the information to the board after the meeting today.

Director Eichten arrived at 12:37 p.m.

VII. Vice Chair Report

Vice Chair Simonds wished the board Happy Pie Day. She also wished everyone a Happy St. Patrick's Day. The Meet & Greet was a great success and Simonds was impressed with her fellow board members and how articulate they were when discussing their experiences on the board. She asked the board to complete the Doodle that was recently sent out regarding the dates for a multicultural campus visit. California State University, Los Angeles and University of California, Irvine, are two of the campuses close enough to visit. When recruiting for the board elections, let students know that there are several one-year spots available and if interested, they need to apply. If they are one of the five directors elected, they can forfeit that position in favor of a one-year term.

VIII. Executive Director's Report

Director Hammond said that Sunny Days Camp is one-third sold out for the entire summer. There is a full day program and a half-day program available. Bryan Greene completed the last installment of a \$400,000 pledge. The installment was in the amount of \$80,000. Regarding programs, there were so many programs held last month that staff needed to be careful to not impede on any other events taking place at the same time. The Marketing & Programs Department will take a closer look at programs for next year. It is the USU's intent to increase the quality and decrease the quantity of the programs. Students have been leaving their USB drives in the computers at the Computer Lab which has implemented a new lost and found initiative that can search the USB and identify its owner. Employers Group (the consultants), were hired to conduct the employees' opinion survey and analyze the organization's compensation/classification structure. They made a presentation to the USU full-time staff on March 1. Work will begin soon on various aspects of the project including document analysis, focus groups, job analyses, market review, job alignment and capacity assessment. The next process will take six to eight months.

IX. A.S. Report

Associated Students Senator Talin Yahiyayan, sat in for President Jorge Reyes, who was in Sacramento attending a CHESS (California Higher Education Student Summit) meeting. The senate will be participating in the *Relay for Life* event to be held April 2. Associated Students participated during CicLAvia on March 6 in the San Fernando Valley. CicLAvia is an event that happens twice a year in Los Angeles. Streets are closed to cars and open for the public to walk, bike, and skate through the open streets. The purpose of it is to encourage other forms of transportation in Los Angeles and to think about sustainability.

X. Committee Reports – Mid-Year Reports

- Facilities & Commercial Services: Director U. Khan reported in Chair Thelmar Raubenheimer's absence and said that quorum was not met at the last meeting. The committee's next meeting is April 8.
- Finance Committee: Chair Yousuf said that one of her committee members is running for a seat on the board. The committee plans on attending Matador Nights as a group. The committee did not have an action item for the March 14 agenda, but will in the future.
- Personnel Committee: Chair Johnson said that one of her committee members is running for a seat on the board. April 13 is the next meeting for the committee. Johnson said she will be presenting two action items at today's meeting.
- Retirement Committee: Chair Simonds said the committee met February 29 and that she has an action item on today's agenda.

Talin Yahiyayan left at 1:04 p.m.

XI. Action Items

A. Retirement Plan Investment Lineup Changes

Motion from the Retirement Plan Committee to approve the following changes to the 403(b) and pension retirement plans:

1. Delete the T. Rowe Price Retirement 2010 fund
2. Delete the T. Rowe Price Retirement 2015 fund
3. Add the T. Rowe Price Retirement 2020 fund
4. Add the T. Rowe Price Retirement 2030 fund

5. Add the T. Rowe Price Retirement 2040 fund
6. Add the T. Rowe Price Retirement 2050 fund
7. Add the T. Rowe Price Retirement 2060 fund
8. Add the Janus Global Life Sciences fund
9. Add the Vanguard Information Technology Index fund
10. Add the Oppenheimer Global fund

Vice Chair Simonds said that Financial Advisor Dennis DeYoung recommended the fund additions and deletions. The T. Rowe Price Retirement 2010 and 2015 funds should be deleted because there are no assets in the funds and the retirement time periods have now passed. The T. Rowe Price Retirement 2020, 2030, 2040, 2050 and 2060 funds should be added so that the target retirement dates are in five year increments instead of ten year increments. The T. Rowe Price Retirement 2025, 2035, 2045 and 2055 funds are already part of the 403(b) and pension plan retirement plan line ups. The addition of the Janus Global Life Sciences, the Vanguard Information Technology Index, and the Oppenheimer Global funds adds more diversity and investment choices for plan participants.

Motion passed 12-0-0.

B. Policy Update – General Salary and Merit Increases for Regular Employees

Motion from the Personnel Committee to approve updating the General Salary Increases & Merit Increases for Regular Employees policy as proposed, to specify the effective date of increases.

Director Johnson said the General Salary Increases & Merit Increases for Regular Employees policy was initially approved by the Board of Directors on June 9, 2014. A policy update is being recommended to make the policy more specific. The second sentence in the paragraph below was changed. It was adjusted so that the dates would align with the dates of the pay period.

General salary increases and merit increases shall typically be provided one time per fiscal year. General salary increases and merit increases shall be retroactive to the first day of the pay period of the increase effective date.

Motion passed 12-0-0.

C. Student Assistant Classification & Wage Schedule

Motion from the Personnel Committee to approve the Student Assistant Classification & Wage Schedule effective June 19, 2016.

Director Johnson said that effective July 1, 2016, the City of Los Angeles is increasing its minimum wage to \$10.50/hour. In conjunction with this increase, the University Student Union is proposing an updated Student Assistant Classification & Wage Schedule that is in compliance with the new City mandate. If approved, the new wage schedule will go into effect at the start of the pay period covering July 1, 2016 or on June 19, 2016. At that time, current employees who are being compensated at a rate of pay that is below the minimum of the range rate of their employment classification will receive an increase in pay to the bottom of their classification's new wage range or the minimum pay rate for their employment position, whichever is greater. For budgetary reasons, longevity increases for continuing employees are not recommended as the minimum wage in Los Angeles is scheduled to increase annually to \$15.00/hour by 2020. Increases may be provided by special exception and on a case-by-case basis upon recommendation by an employee's supervisor.

Discussion ensued and Kristen Pichler, Human Resources & Professional Development Officer, said that the new wage schedule will go into effect at the start of the pay period that includes July 1, 2016. The beginning date of that pay period is June 19. The USU will still perform its review of staff and students and will make sure all student employees' wages are in compliance with the new law. Director Hammond said we have always monitored student wages to be consistent with the University. Director Eichten shared that the University is paying a big price to be in compliance with the new mandate. It is also looking at how the student wage increase may impact staff wages due to compression.

Motion passed 12-0-0.

XII. Discussion Items

A. B&D Presentation – Facilities Master Plan – April 18 Presentation

Chair Khan said that there was not enough time at a regular meeting for a presentation from Brailsford & Dunlavey regarding the Facilities Master Plan. An emergency meeting of this board will be held on April 18, 2016 to hear the presentation which would take a minimum of 45 minutes and possibly an hour with questions and answers.

B. XD Evaluation

Chair Khan said the University Student Union (USU) Board Review Team is comprised of the Chair of the BOD, the Chair of the Personnel Committee, and the Associate Vice President for Student Life. The primary responsibility of the Review Team is to annually conduct an evaluation of the performance of the USU Executive Director (XD), and review and recommend compensation increases and/or bonuses for management employees, when appropriate. Chair Khan passed out an evaluation form for the XD that will be used in conducting the 2015-2016 evaluation of Debra L. Hammond, the USU Executive Director. She asked the board to complete the evaluation and then place it in a sealed envelope and forward it by Friday, April 1st to Dr. Ruelas-Bischoff in University Hall, Suite 310, or to her assistant, Michael Clemens at michael.clemens@csun.edu. An electronic version would also be sent via email from Carol Nardini. She then told the board that their input is very important and thanked them, in advance, for completing the form.

C. Aida Salazar and BOD Committee Members Awards

Matthew Eickhoff addressed the board and read the following: The Aida C. Salazar Award was created in 1986 in the name of a former Board member. In response to Aida's tragic death this award is presented annually to the person who has contributed to the mission of the USU by bringing unique or new, diverse groups into the Union. Criteria for this award include the following:

- Must be a member of the CSUN community, and
- Must have significantly promoted and supported the mission of the University Student Union.

In addition to the plaque to be hung in the USU, a separate plaque will be awarded to the recipient as well as \$100.

Nominations can be submitted by anyone from the USU board or committee members, staff or student assistants, for anyone in the CSUN community. The recipient does not need to be a USU employee or volunteer. At the April meeting, the nominations are heard, including brief rationales for each nomination. Voting is conducted by secret ballot and tallied by the Training and Development Coordinator/designee. The winner is announced at the Year-End Celebration which is scheduled for April 29.

Mr. Eickhoff then read the Board of Directors Committee Member of the Year Award as follows: The Board of Directors Committee Member of the Year Award goes to an outstanding committee member. Each Committee Chair discusses the award with their committee. The committee nominates one of their members. At the April board meeting, each Committee Chair speaks on behalf of their nominee. The criteria for this award includes:

- Must be from a USU Board of Directors standing committee (Facilities & Commercial Services, Finance Committee, Personnel Committee, Retirement Committee)

The committee chair is not eligible for the award, but the board representatives on the committee are eligible. In addition to the plaque to be hung in the USU, a separate plaque will be awarded to the recipient as well as \$100.

At the April meeting, the nominations are heard, including brief rationales for each nomination. Voting is conducted by secret ballot and tallied by Training and Development Coordinator/ designee. The winner is announced at the Year-End Celebration. The Year-End Celebration is the USU's annual recognition ceremony. It includes an awards ceremony which recaps the highlights of the past academic year, followed by a reception with food and fun! It is a signature USU event, and one that all employees and board members should attend to be properly recognized for the important role they play in our organization.

D. Program Review

Chair Khan and Sharon Kinard, Manager, Administration and Communications, gave a presentation titled "USU: Realizing a New Future. Ideas for Today and Tomorrow." In 2014, the USU conducted a self-assessment of its programs using the standards and guidelines for the college union established by the Council for the Advancement of Standards (CAS) in Higher Education (2012, 8th Ed.). As part of the review process, the USU invited four college union professionals to serve as members of the external review team. The findings of both the Internal and External teams yielded 120 recommendations in 12 functional areas. Each of the recommended improvements was reviewed and chronicled either as work that is "In Progress," for "Future" consideration or slated to be addressed between 2015 and 2019. From the 120 recommendations, the Internal Review Team narrowed the possibilities in terms of relevance and resources of time, money and staff. Some recommendations were discussed and sparked new ideas that were refined into a related opportunity. The USU's five-member Management Team then reduced the number of projects to 61, beginning in 2014-15, and continuing through fiscal year 2016-19. Highlights for 2015-16 were as follows: prioritize projects to balance workload; ensure that supervisors and managers regularly review the statement of ethical standards with student assistant employees; and consider diversity, equity, and access initiatives during each strategic plan discussion. Highlights from 2016-17 were as follows: examine feasibility and amount of student union fee increase to support facility projects; conduct a needs assessment/ analysis of USU facilities, spaces and services (B&D); and develop strategies to manage work-life balance for full-time staff.

E. Cultural Center Site Visit

Vice Chair Simonds said that part of the board's goals this year is to schedule site visit tours to research different multicultural centers as part of the CSUN students of Color Coalition discussion. Also, the Facilities Master Plan includes plans for a multicultural center or a center-on-centers idea. It is important for the board to visit and see what other campuses have done. During a BOD goals brainstorming discussion, a few directors mentioned visiting schools such as the University of California, Irvine (UC Irvine) and California State University, Los Angeles (Cal State LA). Visiting UC Irvine would take an entire day, possibly a Friday. Cal State LA is closer and would necessitate a half day, possibly leave campus at 12:30 p.m. on a Monday. Simonds encouraged the board to complete the Doodle that was sent to help determine the most convenient times/days for the majority.

Directors mentioned other colleges as being possible choices because of their cultural centers. Mentioned were University of California, Riverside and California State University, Fullerton. Perhaps two dates would work, with half the board attending at least one of the trips. Or two groups visit two different colleges on the same day. Both the University of Southern California and the University of California, Los Angeles, were also mentioned as possibilities but their cultural sites need to be researched.

Director Esparza left at 1:58 p.m.

XIII. Announcements

- Vice Chair Simonds said that she is passionate about the hot dogs served on campus. She wants the board to be aware of how awesome they are.
- Chair Khan wished everyone luck with their mid-terms.

XIV. Adjournment

The meeting was adjourned by Chair Khan at 2:09 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director