

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
MAY 7, 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 Chair Iris Ramirez.

II. Roll Call

Present	Absent	Staff	Guests
Shannon Ashford	Jonathan Goldenberg	Patrina Croisdale	Matthew Contreras
Frank Benkovic	Jazmin Hernandez	Jimmy Francis	Dario Fernandez
Sharon Eichten		Jeremy Hamlett	Jasmine Medina
Maria Elizondo		Joe Illuminate	Jesus Suarez
Stephanie Flores-Temix		Raymond Juarez	
Marquita Gammage		Samantha Liu	
Debra Hammond		Sarina Loeb	
Michael Odinlo		Carol Nardini	
Amber Perkins		Jonathan Navarro	
Iris Ramirez		Kristen Pichler	
Shelley Ruelas-Bischoff		Tim Rasmussen	
Tonee Sherrill		Dave Ross	
Avi Stewart			
Bhernard Tila			

III. Approval of Agenda

M/S/P (M. Odinlo/M. Gammage) Motion to approve the agenda for May 7, 2018.

M/S/P (M. Odinlo/D. Stewart) Amendment to the motion to add Discussion Item E to the agenda, to make the Diversity & Inclusion Ad Hoc Committee a permanent BOD Committee.

There was no discussion.

Amendment passed 13-0-0.

Motion, as amended, passed 13-0-0.

IV. Approval of Regular Meeting Minutes

M/S/P (M. Odinlo/F. Benkovic) Motion to approve the minutes for the April 16, 2018 meeting.

Motion passed 11-2-0.

V. Open Forum

No report.

VI. Chair Report

Chair Ramirez said that she, Vice Chair Odinlo and Jasmine Medina, the BOD’s Project Assistant, conducted interviews for the two student member positions on the board. Ramirez was not in attendance but heard that the Year-End Celebration was a great success and thanked Randy Sorensen, Training & Development Specialist, and his team for their hard work. A finance training is scheduled for May 21 and will be hosted by Joe Illuminate, Associate Director, Accounting & Finance. The training will take place in the Altadena Room (ECC) from 12:30 p.m. to 2:30 p.m. The play “Tam Tran Goes to Washington” and the Q&A panel regarding undocumented students and deportable Southeast Asian Refugees, will take place in the Grand Salon Wednesday May 9, at 4:00 p.m. Attendance is free and seating is on a first-come, first-served basis.

VII. Vice Chair Report

Vice Chair Odinlo said a Retirement Plan Committee meeting is scheduled for May 29 and is open to everyone. He thanked the USU's Human Resources Department and Randy Sorensen for a wonderful Year-End Celebration, and thanked Audrey Martinez, Manager, USU Events, and her team for a great Matador Nights.

VIII. Executive Director Report

Director Hammond said that she attended an end-of-the-year celebration where mentors and mentees came together to reflect on WISDOM's (Women Inspired to Succeed and Discover Opportunities through Mentoring) accomplishments during the 2017-2018 academic year. Tori Lawler, Operations Assistant, Reservations and Event Services, was awarded the 2018 Association of College Unions International (ACUI) Region I Institute for Leadership Education and Development (I-LEAD) Scholarship. The \$500 scholarship award will be applied to her registration costs for the I-LEAD conference to be held from July 22-27. Patrina Croisdale, Coordinator, VRC, was presented with the Outstanding Staff Award by the Department of Disability Resources and Educational Services (DRES) for her contribution to the success of students with disabilities at CSUN. Joe Illuminate, Associate Director, Accounting & Finance, was one of three recipients to win the Staff Member of the Year Award at the USU's Year-End Celebration held Friday, May 4. He was recognized for a year in which he focused on business efficiencies while implementing Concur software, expanding the organization's credit card program, updating the procurement policy, and implementing improvements in the budget planning process. Director Hammond congratulated Mr. Illuminate and presented him with the award. Chair Ramirez could not attend the event as she was presenting her research at a symposium. Hammond shared that Ms. Ramirez reminds her of Ds, Es, and Fs, not in terms of grades, but because she is a stellar student who was accepted into a joint masters/Ph.D. program at UCLA. The Ds, Es, & Fs represent words that describe her character: D = Dedicated and Driven. E = Energetic and Enthusiastic. F = Fierce, Fearless and Fabulous. Hammond congratulated Ms. Ramirez and presented her with the award.

IX. A.S. Report

No report.

X. Committee Reports

Chair Ramirez asked the committee chairs to share their reports.

- Diversity & Inclusion Ad Hoc Committee: Chair Frank Benkovic said the committee's last meeting is scheduled for May 11 in the Tujung Room at 11:00 a.m.
- Facilities & Commercial Services: Chair Bherard Tila said that the committee had a great year and then he thanked the board for its support.
- Finance Committee: no report.
- Mentor Program Ad Hoc Committee: Chair Avi Stewart said he met with Sharon Kinard, Manager, Administration & Assessment, to prepare a report. He said that if anyone was having trouble with the assessments to contact him.
- Personnel Committee: Chair Shannon Ashford said the committee completed all but one of its goals which will be postponed to the fall 2018 semester.
- Retirement Plan Committee: Chair Michael Odinlo said that the committee discussed the Fourth Quarter 2017 Retirement Plan Review and the Retirement Health Benefit Plan update.

XI. Action Items

A. Student Member Appointments to BOD

M/S/P (F. Benkovic/S. Flores-Temix) Motion to approve the appointment of Jesus Suarez and Michelle Olmedo-Torres, as Student Representatives, whose terms will take effect with the seating of the 2018-2019 USU BOD, on June 11, 2018. Both appointments are for one year and will end June 10, 2019.

Chair Ramirez said that interviews were held last week. The team recommended Jesus Suarez, currently a CSUN VITA (Volunteer Income Tax Assistant) Tax Consultant, and Michelle Olmedo-Torres, currently a member of the Diversity & Inclusion Ad Hoc Committee. The interview team felt that both individuals would be great assets to the board's student representative team.

Jesus Suarez introduced himself to the board and said he has been involved with student organizations on campus. He said he was shocked that none of his peers in the College of Business had heard of the USU or knew where it was located. If he is approved to be a member of the board he would like to make the USU more visible to the CSUN campus.

Motion passed 13-0-0.

B. Classification and Compensation Plan – Salary Range Updates

Motion from the Personnel Committee to approve updated salary ranges for Regular positions effective June 18, 2017.

Director Ashford said that in 2016 in response to both employee concerns regarding compensation as well as new regulations related to the California Fair Pay Act (SB 358), the USU contracted with Employers Group, a well-known Auxiliary Organization Association (AOA) business partner, to assist the USU in assessing its classification and compensation plan. Employers Group was charged with (1) conducting an exemption analysis on a representative sample of positions; (2) assisting the USU in conducting job evaluations for each of its approximately 65 regular (staff) positions; (3) recommending a new classification system; and (4) recommending an accompanying salary structure. Employers Group confirmed the accuracy of the USU's exemption analysis and recommended a new classification system and salary structure based on "grades." While Employers Group's recommendation had value, it represented a significant departure from the CSU's classification and compensation system raising concerns about comparability, as well as the USU's ability to recruit and retain qualified staff. The recommendation was discussed with CSUN Manager, Classification & Compensation, Lynn Marks, who shared that in her experience working with other campus auxiliaries, the salary ranges provided by Employer's Group were at times "low," particularly in comparison to CSU salary ranges, as well as those of other auxiliary organizations located in similar geographic areas. After considerable review, including consultation with the University Human Resources Department, Kristen Pichler, Associate Director, Human Resources & Professional Development, created a classification and compensation system more closely aligned with the University's structure. The individual salaries of all Regular staff have been reviewed for purposes of internal equity and in conjunction with the Equal Pay Act, a one-time salary adjustment has been made to a number of staff positions. In addition to complying with the law, it is anticipated that the updated classification and compensation system will assist the USU in both recruiting and retaining qualified employees.

Motion passed 13-0-0.

Director Hammond thanked Ms. Pichler for the tremendous amount of work she did on the two-year project. It took courage to say that consultant's recommendation was going in the wrong direction for the USU in relation to comparability with the University. The gender equality issue was also examined among the USU staff. Inequities were found and corrected.

C. Designated Reserves Allocation

M/S/P (M. Odino/S. Flores-Temix) Motion to transfer \$30,773 from Unallocated Reserves to Designated Reserves in order to fund salary adjustments as a result of the completion of the Classification & Compensation Plan.

Mr. Illuminate said that the transfer of unallocated reserves to designated reserves was necessary to fund staff salary adjustments as a result of the completion of the Classification & Compensation Plan, set forth in Action Item B. The proposed salary increases for selected staff range from 1% to 22.8% with the average increase being 4.9% including as appropriate, position reclassifications. The increases will be retroactive to the start of the pay period beginning June 18, 2017. It was noted that only the board can approve allocations in *designated* reserves.

Motion passed 13-0-0.

Director Hammond thanked Director Ruelas-Bischoff for the formation of this proposal and the board for its support. She also thanked Mr. Illuminate for all of his hard work.

D. EOP DREAM Center Expansion

Motion from the Facilities & Commercial Services Committee to allocate the existing USU Northridge Center Green Room (B115) to the EOP DREAM Center, and to repurpose one of the gender inclusive restrooms back to a green room in the Northridge Center.

Director Tila said that on March 26, 2018, the Facilities and Commercial Services Committee discussed the potential expansion of the EOP DREAM Center based on the needs of the growing population of undocumented students at CSUN. After meeting with students, student assistants, and representatives from the EOP DREAM Center, access to a larger resource center was one of the main needs that students requested from the USU.

The conversion of one of the existing Northridge Center gender inclusive restrooms (GIR) to a green room is necessary as the space that could potentially be used for the expansion is currently being used as a green room for USU RES. This conversion would allow the Northridge Center to continue to have a green room for guests

that rent the facility and prevent any impacts on its operations. It is important to note that the Northridge Center GIR will not be taken offline until the board approves the conversion of the 2nd floor Sol Center men's restroom to a GIR and the Sol Center project is completed. By expanding the resource center, the USU would allow better accessibility and privacy to students across campus that seek support from the EOP DREAM Center. Director Flores-Temix said that this conversion of facilities can further improve the resources available to students in the USU, and also strengthen their sense of belonging.

Dario Fernandez, Dream Project Coordinator, thanked the board for its great work in making this project come to life. There are many groups on campus that are involved and the commitment from the University was very important and is campus-wide. Mr. Fernandez said that the Dream Center started at a picnic table where people would gather and now it employs 15 student interns and the Center soon will add a third full-time staff member. He thanked the board for its time.

The fiscal impact will be an estimated \$3,000 for the EOP DREAM Center expansion, and \$3,000 for the gender inclusive restroom conversion from the Maintenance Department's FY 18-19 operating budget. A small increase in revenue (\$546.96) will be realized by the USU as a result of the additional square footage being allocated, and then billed at \$2.12 per square foot in fiscal year 2018-19 at the General Services Administration (GSA) rate.

Discussion included that currently, there are six GIR's at the Oasis, three at the SRC and two at the NRC, but one of the GIR's will be repurposed to a green room once the board approves the conversion of the 2nd floor Sol Center men's restroom to a GIR. After the conversion, there will be an additional GIR in USU facilities. There was concern expressed that the addition of the space for the Dream Center could negatively impact another community (LGBTQ). The board needs to be sensitive to and conscious of decision-making related to intersectionalities.

Chair Ramirez thanked Directors Tila, Flores-Temix and Benkovic for talking to many groups on campus and asked the board to think about how it could further support them.

Directors asked if the expansion will result in higher rent. Director Eichten said the University is responsible for the extra cost of the Dream Center expansion.

Director Ruelas-Bischoff thanked everyone for all of the work done on behalf of the project.

Motion passed 13-0-0.

E. Executive Director's Evaluation – Executive Session (Closed)

M/S/P (M. Odino/F. Benkovic) motion to enter into closed session at 1:37 p.m.

Motion passed 13-0-0.

M/S/P (S. Ashford/A. Perkins) motion to exit closed session at 1:57 p.m.

Motion passed 13-0-0.

XII. Discussion Items

A. New – ACU Role of the College Union - Video

Director Hammond said that an updated Role of the College Union Statement was unveiled at the 2018 Association of College Unions International (ACUI) Annual Conference in Anaheim. A working group collected data, identified trends, held focus groups, and worked with members to revise the previous statement to reflect a more current, modern understanding of the role of college union professionals. The board then watched the video. Director Hammond noted that the USU/SRC of CSUN are featured in the video. Carol Nardini, Staff Assistant, was asked to send the link to the board after the meeting.

B. Year-End Reports

Chair Ramirez reminded the board's committee chairs that the Year-End Reports are due at the June 11 Annual Board Meeting. She asked that they be submitted on time so they could be included with the packet. Mrs. Nardini will forward the form to the chairs following the meeting.

C. Annual Luncheon & Meeting / Transition Ceremony – June 11

Chair Ramirez said the annual luncheon begins at 11:30 a.m. on June 11, and will be held in the Thousand Oaks Conference Room. The annual (Transition) meeting will take place at 12:30 p.m. She encouraged the board to attend the luncheon because as great USU advocates they have much to share with the new board members. A separate email will be sent regarding the details, including information regarding running for committee chair positions. In order to keep the annual board meeting a reasonable length, it is at the luncheon that board members should say goodbye to each other.

D. BOD Retreat – June 27 and 28

Chair Ramirez said the annual board retreat will take place Wednesday, June 27 and Thursday, June 28. It will be held in Ventura and it is mandatory for all returning board members to attend.

E. Diversity & Inclusion Ad Hoc Committee

Director Benkovic said that at the June 11 meeting he will provide information to the board regarding the benefits of making the Diversity & Inclusion Ad Hoc Committee a permanent USU Board of Directors committee. Director Hammond thanked Director Benkovic and the committee for reaching out to meet with areas of the University Student Union that foster diversity and inclusion to assess and discuss how they can better serve students' needs. Directors expressed their support and praised the work that the committee accomplished during the semester.

XIII. Announcements

- Director Elizondo said this was the last week that The Matador Food Pantry would be operating until the fall semester. She invited everyone to stop by and check out the healthy options.
- Director Hammond said that the Board of Directors will have an opportunity utilizing surplus year-end funds to make contributions to recognized University programs that support the needs of students. The board has not developed a formal policy regarding a year-end donation and Director Hammond suggested that it could be one of the board's goals for the upcoming year. Board members should send suggestions to Chair Ramirez prior to the June 11 meeting.
- Director Tila said that there are 60 undocumented students who will attend the Undocu-Graduation Celebration Class of 2018 Friday, May 11 in the Northridge Center at 5:00 p.m.

XIV. Adjournment

Chair Ramirez adjourned the meeting at 2:14 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director