

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
GRAND SALON  
JULY 18, 2016  
MINUTES**

**I. Call to Order**

A regular meeting of the USU BOD was called to order at 12:33 p.m. by Chair Thelmari Raubenheimer.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Frank Benkovic	Sevag Alexanian	Jimmy Francis	John Doc
Sharon Eichten	Shannon Ashford	Joe Illuminate	
Natalie Esparza		Shannon Krajewski	
Marquita Gammage ( <i>arrived at 12:57 p.m.</i> )		Carol Nardini	
Debra Hammond		Jonathan Navarro	
Farhad Khorasani		Kristen Pichler	
Hifza Murtuza		Freddie Sanchez	
Michael Odino		Scott Schorn	
Iris Ramirez			
Thelmari Raubenheimer			
Shelley Ruelas-Bischoff ( <i>left at 1:57 p.m.</i> )			
Tonee Sherrill			
Avi Stewart			
Rowie Wolfe			
Maria Zaman			

**III. Approval of Agenda**

M/S/P (A. Stewart/H. Murtuza) Amendment to strike Action Item B, New Temporary Position-Personal Trainers from the agenda. Chair Raubenheimer said that she spoke to Kristen Pichler, Human Resources & Professional Development Officer, who said that the position was not needed.

*Amendment passed 12-0-1.*

M/S/P (A. Stewart/N. Esparza) Motion to approve the agenda, as amended.

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

**IV. Approval of Minutes**

M/S/P (N. Esparza/M. Zaman) Motion to approve the minutes dated June 13, 2016.

*Motion passed 13-0-0.*

**V. Open Forum**

None.

**VI. Chair Report**

Chair Raubenheimer welcomed everyone to the first meeting of the year. She said that her report was included in the packet. She thanked everyone for attending the retreat, saying that it was an insightful two days. A special thank you to Shannon Krajewski, Associate Director, Marketing and Programs, and Carrie Ward, Special Services Assignment BOD, for working so hard to make the retreat special. The attention to detail was incredible. All who attended walked away with valuable information to be used in their professional and personal lives.

This past week interviews were conducted for the committee chair positions. Raubenheimer thanked everyone for their interest. She said there will be additional leadership opportunities available for all board members throughout the year.

Board members' input in committee meetings as a voting or non-voting member is very important and influential in decision making. Those with questions regarding these positions were invited to talk to Chair Raubenheimer or Vice Chair Stewart.

**VII. Vice Chair Report**

Vice Chair Stewart thanked everyone for their participation in this year's retreat. The experience afforded everyone the opportunity to get to know one another. The visit to the University of California, Santa Barbara gave additional insight as to how the USU may go about approaching its multi-cultural center. In an effort to build relationships with the Associated Students (A.S.), Stewart and Chair Raubenheimer will have lunch with the A.S. President and Vice-President. Board members should feel free to contact Stewart with concerns or questions.

**VIII. Executive Director's Report**

Director Hammond said the title for Joe Illuminate, has been changed to Associate Director, USU Accounting & Finance effective as of July 1. The name of the department was also changed to the USU Accounting & Finance Department. Kristie Godfrey, Assistant Director USU Operations, resigned and took a job as the Associate Director, Shepherd Union, at Weber State University, Utah. The Flintridge and Thousand Oaks conference rooms received new window treatments as well as the Grand Salon. They were designed to reduce outside lighting when the projector is in use. Hammond said that because of the unrest in the world, the USU remains committed to social justice and inclusion. The staff held its first meeting last week facilitated by Paulette Theresa, University Counseling Services, to help people process feelings and emotional issues related to the unrest. Additional meetings will be planned to discuss these issues. Director Ruelas-Bischoff added that this topic is at the forefront of all discussions with Dianne Harrison, President, and William Watkins, Vice President for Student Affairs and Dean of Students. They are discussing how the campus can move forward. Students soon will be polled for their thoughts and ideas. Director Hammond said that Chancellor White recently called a meeting with all of the campus Presidents and Vice Presidents of Student Affairs, the Provosts and Chief Diversity Officers from all 23 CSU campuses to talk about these issues.

**IX. A.S. Report**

Chair Raubenheimer said that A.S. President Sevag Alexanian was unable to attend the meeting today. Mr. Alexanian's report can be found in the packet on page 22. Please contact him with any questions.

**X. Action Items**

**A. Committee Chair Appointments**

M/S/P (D. Stewart/I. Ramirez) to approve the appointment of Iris Ramirez as Chair of the Facilities and Commercial Services Committee; Michael Odinlo as Chair of the Finance Committee; and Frank Benkovic as Chair of the Personnel Committee. The terms are effective immediately and will end June, 2017.

Chair Raubenheimer said that when interviewed, Director Ramirez expressed passion for students and the diversity that CSUN represents. She is driven and displays an amazing work-ethic. She will be a great fit and we are excited to see where she will take the committee this year.

Vice Chair Stewart said Director Benkovic also expressed an amazing passion for the board and will be a wonderful committee chair. Benkovic looks forward to working with the committee in the future.

Chair Raubenheimer said Director Odinlo showed a strong passion for finance. He hopes to get the committee engaged and enthusiastic about working with numbers. Odinlo served on the Finance Committee last year. He will do a great job.

*Motion passed 13-0-0.*

**B. New Temporary Position – Personal Trainers**

Stricken.

**C. New Temporary Position – Boxing Supervisor**

Motion from the Personnel Committee to approve a temporary part-time boxing supervisor position and salary range.

Kristen Pichler, Human Resources & Professional Development Officer, said that at its final meeting of the fiscal year on May 4, 2016, the Personnel Committee recommended that the Board of Directors approve the new Regular part-time employment position of Boxing Supervisor. The Student Recreation Center (SRC) currently employs a part-time boxing supervisor in a temporary emergency appointment. In accordance with USU policy, temporary emergency appointments require a break in service following one year of appointment. Due to the popularity of the boxing program, it is recommended that this position be transitioned into a temporary position through June 30,

2017 while the USU currently undergoes a job/compensation/capacity analysis. It was noted that the position is already funded in both the 2015-16 operating budget and the recommended 2016-17 operating budget.

***Motion passed 13-0-0.***

*Director Gammage arrived at 12:57 p.m.*

**D. Salary Range Update – Regular Positions**

Motion from the Personnel Committee to approve the updated salary schedule for regular employment positions.

At its final meeting of the fiscal year on May 4, 2016, the Personnel Committee recommended that the Board of Directors approve updates to the Salary Schedule for Regular (staff) Employment Positions.

The schedule is typically reviewed annually following CSU bargaining unit negotiations and was last updated in April, 2015. To ensure salary range comparability with existing CSU positions (defined by either type of duties performed, or similar degree of responsibility with respect to type of duties performed), the USU is recommending approval of an updated Salary Schedule for Regular (staff) Employment Positions.

***Motion passed 13-1-0.***

**XI. Discussion Items**

**A. Strategic Priorities-2015-16 + 2016-17-Status Report and Review**

Director Hammond began the presentation and said that Strategic Priorities provide a sense of direction, guides day-to-day decisions, evaluates progress and will enable the USU to modify its approach based on current circumstances. She said as an organization, we need direction and a plan, we need to be efficient with our time and accountable to the students on how we use their fees.

Hammond reviewed outcomes for the 2015-16 Strategic Priorities including, the opening of the Oasis on the first day of the fall 2015 term. Other updates included: progress on the Games Room renovation; progress on the written draft of the master plan for facilities; the Northridge Center complex is in need of an update and upgrade; the program review results were completed; the SRC and GPA correlation report is complete; diversity and multicultural competency training and programs are ongoing; the alignment of duties, responsibilities and employee morale throughout the organization is in progress; and training in Ultipro and Time Force is complete.

Hammond then reviewed the 2016-17 Strategic Priorities' new initiatives, including a three-year plan for an Inclusive Language Campaign with structural framework; a review of the Student Employment Program to discover possible impacts on persistence and connections to CSUN; exploring a student union fee increase to ensure sufficient financial resources for future renovation and construction projects; examining the impact of a student employment program for employment readiness; and identifying manual processes that could be automated.

Director Hammond said the PowerPoint will be sent to the board via email.

**B. Administrative Work Plan-2015-16 + 2016-17 – Status Report and Review**

Director Hammond reviewed the work plan and updated the board on progress made for the 2015-16 fiscal year. She then reviewed the 2016-17 work plan. Discussion included the feasibility of housing The University Corporation's (TUC) catering kitchen in the USU. All food establishments on campus must have operating licenses. If a hotel is built on campus, it will mean the destruction of the Orange Grove Bistro and TUC is currently looking for a new location for catering. The hotel might have 150 rooms and be like a Hilton Garden Inn.

**C. USU BOD Goals Discussion**

Director Sherrill proceeded with his presentation regarding the importance of the goal setting process and its connection to the USU Mission Statement. He then had the board break into three groups. Each group had 10 minutes to brainstorm ideas for goals using the USU Mission Statement. The groups then reported to Director Sherrill and he wrote down each group's suggestions as follows:

*Director Ruelas-Bischoff left at 1:57 p.m.*

**Innovative Technologies, Facilities, and Services**

1. Mind Boards
  - Boards around campus
  - “Day in the life of a CSUN student,” a slide of monthly and daily events
2. Using technology, develop something that gives students access/availability to all vacant study rooms on campus with ability to reserve
3. Highlight resources from USU on e-mails

4. Explore and update USU app\*\*\*\*
  - Bring awareness
  - Live streaming

**Engaging, Energetic, Inclusive Programs**

1. Having an art show on the Plaza Del Sol that allows students to display art\*\*
  - Need more chances to show art
  - Bring Mike Curb college to USU
  - Brings different audience
2. Transgender Ally Training or Events\*\*\*\*
3. Go to inclusive/conscious workshops\*\*\*\*
4. Marketing of inclusivity outside of USU\*\*\*
5. Until we get a facility or not, continue to support multi-cultural programming\*\*

**Meaningful Employment & Leadership Experiences**

1. Community Center\*\*
2. Take students to site visits\*\*\*\*\*
3. Mentor Program\*\*\*\*\*
  - Internship, etc.
  - Shadowing

**Strengthen Connection to Campus Community**

1. Campus Community\*
  - Department Building Focus
  - Tabling in front of building
 Kind of like 100 days (like AS did to spread awareness of AS)
2. Coffee night w/ AS\*
3. As a team, consciously attend AS events\*
4. Enhance USU resources by Marketing outside USU (correlate with clubs or majors)
5. Collaborate w/ marketing on fliers
6. Student-to-student marketing (Board members share on social media)
7. USU week\*
  - BOD pamphlet
  - Achievements
8. Website Access\*\*
  - Contact info
9. Student Driver Programming\*
10. Expansion of food services (Cultural options & dietary restrictions)\*\*\*\*\*
11. Examine USU Marketing strategies
12. Allowing students to use the Plaza Del Sol as a platform to showcase their talents. (Art show, music show, science fair, etc.)

**Achieve Educational Goals**

1. Educational Goals\*\*\*\*\*
  - Study spaces and software system for available study rooms
2. Incentives to utilize education-based resources
3. Look into opening up spaces midterms/finals – support existing programming\*
4. Mentorship program\*\*\*\*
5. Scholarship for USU employees\*\*\*

*\*the number of dots received indicate interest*

Chair Raubenheimer thanked the board for participating and a special thanks to Director Sherrill who did a great job. The goals will be voted on at the next meeting after the Chair, Vice Chair and Executive Director have reviewed them and put them into the proper format.

**XIII. Announcements**

- Chair Raubenheimer said the ACUI Region I conference is in November. Carol Nardini, Administrative Assistant to the Executive Director, will soon send out information on how to apply and attend the conference. Information regarding student summit will also be sent out soon. The Chair distributed conference fliers to the board members.

- Vice Chair Stewart said that on July 25 a training on parliamentary procedure will be held. More information will be sent soon.
- Director Ramirez announced that A.S. Senators are needed. A.S. meetings are held every Monday from 9:00 a.m. to 12:00 p.m.
- Director Benkovic said that New Student Orientation begins the week of August 8.
- Director Hammond said that the board members are to leave the folders on the table after the meetings. They are used specifically to transport Board-related information.

**XIV.**

**Adjournment**

The meeting was adjourned by Chair Raubenheimer at 3:03 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director