

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
GRAND SALON  
OCTOBER 19, 2015  
MINUTES**

**I. Call to Order**

The regular meeting of the USU BOD was called to order at 12:31 p.m. by Chair Shahtaj Khan.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Tirdad Bakhshandeh	Karina Winkler	Jimmy Francis	Tina Jensen Kronqvist
Sharon Eichten		Jeremy Hamlett	Naomi Rodriguez
Juaneeq Elliott		Joe Illuminate	
Natalie Esparza		Shannon Krajewski	
Barbara Gross		Kristen Pichler	
Debra Hammond		Scott Schorn	
Asia Johnson			
Shahtaj Khan			
Usman Khan			
Thelmari Raubenheimer			
Shelley Ruelas-Bischoff			
Jorge Reyes			
Tonee Sherrill			
Samantha Simonds			
Rowie Wolfe			
Sara Yousuf			

**III. Approval of Agenda**

M/S/P (S. Yousuf/T. Raubenheimer) Motion to approve the agenda of October 19, 2015.

*Motion passed 14-0-0.*

**IV. Approval of Minutes**

M/S/P (U. Khan/K. Winkler) Motion to approve the minutes dated September 21, 2015.

*Motion passed 12-0-2.*

**V. Open Forum**

Naomi Rodriguez addressed the board and thanked them for the opportunity to attend the Association of College Unions International (ACUI), Region I Conference at the University of Nevada, Las Vegas. She enjoyed the educational sessions and meeting the students and staff from different colleges.

**VI. Chair Report**

Chair Khan wished everyone success during midterms and suggested that if anyone is feeling a little stressed, they should check out the Oasis. She was proud of the committee chairs for taking the lead on orientation and explaining the organizational structure to student members. Khan said that she, Vice Chair Simmonds and 22 other staff and students attended the ACUI Region I Conference in Las Vegas, Nevada this last weekend. Everyone was very professional and she was able to learn a great deal in all of the sessions she attended. She especially enjoyed, "Challenges in Student Leadership," presented by the Board of Directors President Jordan Sylvestre, from California State University, Dominguez Hills. Student leaders were able to participate in a roundtable discussion and share their experiences. She thanked the USU for the opportunity to attend and also thanked Samantha Liu, Coordinator, Operations Administration, and Matthew Eickhoff, Program Coordinator, Training & Development, for helping to prepare the attendees for the conference.

## **VII. Vice Chair Report**

Vice Chair Simonds said she enjoyed the ACUI conference very much. Her favorite session was about working with multi-generations and how to communicate with each generation. The session was passionate and it was great to hear a variety of input from people. It was bittersweet to hear about some of the challenges and barriers that other schools face which are not an issue at CSUN. The board should take pride in the fact that they have the opportunity of sitting on this board. Simonds has been brainstorming ideas with Associated Students (A.S.) about how to further collaborate with each other. She asked the board to let her know, via email, if it is necessary to send out a Doodle to schedule a meeting between the two governing bodies, or to meet one hour before the November 16 board meeting. There will be an additional committee training on October 26, from 12:00 p.m. to 2:00 p.m. in the Thousand Oaks Conference room and lunch will be provided. Director Elliott has been selected as the Ad-Hoc Spirit Committee Chair. Please submit any ideas to her that you would like to see the board develop. Elliott said her ideas to help build spirit included wearing an ugly Christmas sweater at the December board meeting, or whoever has the most meetings with their *Catch a Star* partner would win a prize, birthday balloons, and/or we could schedule a Christmas party. Director Hammond pointed out that the word “holiday” should be used in place of “Christmas.” We need to be respectful of everyone’s beliefs.

## **VIII. Executive Director’s Report**

Director Hammond said the USU has \$355,000 on deposit in its account at the CSUN Foundation of which \$281,500 is unrestricted. “Unrestricted” means the donor allows funds to be used for any purpose that supports the mission of the USU. “Restricted” means the funds must be used according to the purpose designated by the donor. Congratulations should be extended to Kingson Leung, Coordinator, Special Initiatives, who served as the Conference Chair and organized and coordinated the ACUI Region I Conference recently held in Las Vegas, Nevada. Steven Wein, Web Designer, was selected to serve as the Web and Social Media Coordinator for ACUI Region I. His term began on October 18. Out of 24 USU staff and students who attended the ACUI Region I Conference, 11 presented educational sessions. Director Hammond said she presented an educational session regarding the Oasis Wellness Center, with the Student Recreation Center Director Jimmy Francis, and Guillermo Perez, Student Operations Assistant, Oasis Wellness Center. Hammond and Scott Schorn, Associate Director, Operations & Services, toured the USU property with Jeff Turner and Hakim Chambers from Brailsford & Dunlavey whose offices are located in Washington, D.C. We are in the process of planning focus groups in early November to get feedback on the USU’s buildings and programs. Hammond said that each board member was given a copy of a thank you letter that she received from Casa Pacifica regarding the USU’s donation of 20 computers. It was a beautiful and heartfelt letter that she wanted to share with the board.

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

Associated Students President Jorge Reyes said the Resolution in favor of ZimRide, a ride-sharing service, was approved. A Resolution was also approved for the creation of an AB540 Center. Big Show XV was a huge success with 73% of attendees being students. Normally it is about 50% students. A.S. will be applying to the California State Student Association (CSSA) Greenovation Fund to create more hydration stations on the west side of the campus. CSSA members will be attending a board of trustees meeting regarding the new CSU sustainable financial model. The meeting is all day, from 7:00 a.m. to 4:00 p.m. on Tuesday, November 17, and if any of the board members want to attend they are to contact him. A.S. is very grateful for the 40 computers that the USU donated to them recently and values the ongoing partnership.

## **X. Committee Reports**

- Facilities & Commercial Services: Chair Thelmar Raubenheimer said the committee held its orientation meeting on October 2. The committee’s next meeting is scheduled for October 23, 4:00 – 5:00 p.m., in the Moorpark Conference Room. The Dream Center proposal will be on the agenda.
- Finance Committee: Chair Sara Yousuf said the committee’s next meeting is November 6 at 2:00 p.m. in the Moorpark Conference Room.
- Personnel Committee: Chair Asia Johnson said there are four new student members. It held its orientation meeting and approved the meeting schedule and goals. She commented that everyone was attentive and engaged. The next meeting is November 4, at 12:30 in the Moorpark Conference Room.
- Retirement Committee: Chair Samantha Simonds said the committee had a meeting on October 15 where it discussed its goals and met with a financial advisor to discuss the merging of insurance for employees and retirees. Simonds thanked Joe Illuminate, Associate Director, Finance & Business Services, for his help.

## **XI. Action Item**

### **A. Repair & Replacement Fund Allocations**

Chair Khan said that there are two motions and they will be voted on separately.

Motion from the Finance Committee to approve the deallocation of \$567,430 for the following Northridge Center projects originally approved by the Board in March 2014: video projection system; air walls (sound partitions); carpet; lighting; and painting.

Director Yousuf said the board approved the allocation of \$567,430 from the major repair and replacement fund for renovation of the Northridge Center (NRC) in March 2014. The funds were never spent because it was determined that the projects approved only addressed part of the necessary renovations. A feasibility study/needs assessment will be completed by Brailsford & Dunlavey in 2015-16 to determine the entire cost of the NRC Renovation project. Once the costs of the renovation are determined from the study, a new allocation request will be submitted to the Finance Committee and Board of Directors to fund the entire project.

Director Hammond commented that the NRC is one of the most utilized facilities in the USU. It was built more than 20 years ago and the technologies used at that time are no longer adequate for today's programs and activities. Major upgrades are necessary to bring the facility up to current standards. Once repairs begin, the NRC will not be available for use by the campus community. It is more practical to get all the work done at the same time.

***Motion passed 14-0-0.***

Motion from the Finance Committee to approve an additional allocation of \$56,807 for the Northridge Center feasibility study/needs assessment originally approved by the Board in June 2015.

The board approved the allocation of \$117,343 from the major repair and replacement fund for a feasibility study/needs assessment of the existing NRC complex only. The decision was made to increase the scope of the study/needs assessment to include a facilities master plan for the entire USU complex. As a result, the cost of the study/needs assessment increased by \$56,607, from \$117,343 to \$174,150, based on the most recent proposal from Brailsford & Dunlavey.

Director Hammond clarified that the original proposal for the NRC feasibility/needs assessment was prepared by LPA, Inc. and not Brailsford and Dunlavey.

***Motion passed 14-0-0.***

**XII. Discussion Item**

**A. USU BOD Goals Clarification**

Chair Khan said she wanted to clarify the wording of Goal No. 4. She read it to the board as follows:

4. The USU BOD will continue to assist in the organization and assessment of the USU's Program Review to outline the future of the organization through the use of the Facilities Master Plan Committee and Internal Review Team.
  - Research and assess the results of the Program Review to identify what the Union can accomplish in the upcoming year.
  - Develop a long-term plan of objectives to outline future plans of how the USU can meet the things highlighted in Program Review for years to follow.
    - Responsible BOD Members: Shahtaj Khan, Samantha Simonds, Student Representatives to sit on Committee
    - Responsible USU Staff: Executive Director, Manager, Administration & Communication (MAC), Management Team
    - Responsible Board Committee: Ad-Hoc Master Plan Committee, Internal Program Review Team

**XIII. Announcements**

- Director Johnson said she enjoyed the Equality vs. Equity workshop hosted by Franklin Ellis.
- Director Yousuf wished Chair Shahtaj Khan and Director Usman Khan a happy birthday.
- Director Usman Khan said he attended the Western Regional Careers in Student Affairs Day at UCLA on Saturday, October 17. There were great speakers and he had his resume critiqued.
- Director Bakhshandeh said he attended the Women's Basketball Tip Off dinner on Saturday, October 17 with Director Usman Khan. He said it was a great event and thanked the board for the opportunity.

**XIV. Adjournment**

The meeting was adjourned by Chair Khan at 1:21 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director