

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
NOVEMBER 19, 2018  
GRAND SALON  
MINUTES**

**I. Call to Order**

The regular meeting of the USU Board of Directors was called to order at 12:37 p.m. by Chair Bhernard Tila.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Frank Benkovic	Maria Elizondo	Jimmy Francis	Winston Bao
Raquel Cetz Tamayo (arrived at 12:45 p.m.; left at 1:54 p.m.)	Jazmin Hernandez	Agustin Garibay	Matt Bohannon
Arrah Ebot Enaw		Sean Haggerty	Olivia Hao
Sharon Eichten		Jeremy Hamlett	Silke Frank
Stephanie Flores Temix		Kyle Hufnagel	Andrew Perez
Marquita Gammage (arrived at 12:58 p.m.)		Joe Illuminate	
Debra Hammond		Raymond Juarez	
Beverly Ntagu		Sharon Kinard	
Michael Odinlo		Samantha Liu	
Michelle Olmedo Torres		Sarina Loeb	
Amber Perkins		Mia Lubliner	
Shelley Ruelas-Bischoff		James Matzen	
Tonee Sherrill		Jonathan Navarro	
Jesus Suarez		Kristen Pichler	
Bhernard Tila		Freddie Sanchez	
		Troy Thornton	
		Steven Wein	

**III. Approval of Agenda**

M/S/P (M. Odinlo/A. Perkins) Motion to approve the agenda for November 19, 2018.

Chair Tila noted a time-certain item at 12:45 p.m. as a Brailsford and Dunlavey presentation about the USU Expansion/Renovation Focus Group, Survey Results and Project Update.

*Motion passed 12-0-0.*

**IV. Approval of Regular Meeting Minutes**

M/S/P (M. Odinlo/A. Ebot Enaw) Motion to approve the minutes of the October 22, 2018 meeting.

*Motion passed 12-0-0.*

**V. Open Forum**

No report.

**VI. Chair Report**

Chair Tila invited students to attend the USU BOD/AS Meet-and-Greet on Dec. 26. He thanked Marketing for posting photos of the directors on the Board page of the USU website, and he announced the U-Day event on Dec. 7 from noon to 2 p.m., hoping that all would be able to attend the celebration of the contributions made by USU student assistant employees.

**VII. Vice Chair Report**

Vice Chair Flores Temix announced the second Retirement Planning Committee from 3:30 p.m. – 5:00 p.m. on Nov. 26. She congratulated those who attended the Association of College Unions, International (ACUI) Region I Conference in San Diego. She hoped that everyone had a good time and would finish the semester strong.

### **VIII. Executive Director Report**

Director Hammond recognized Associate Director, USU Accounting and Finance Joseph Illuminate's appointment as a Trustee of the Auxiliary Organization Association (AOA) Voluntary Employer Beneficiary Association (VEBA). As a trustee, he will manage and provide oversight for the monies that each member auxiliary has on deposit in the VEBA to fund their eligible retirees' health-related benefits. Hammond said that she received a lot of good feedback about the preparedness of CSUN's educational session presenters at the ACUI Region I Conference in San Diego. Following a successful *We Love Our Veterans Week*, Hammond invited those who want to learn more about the trans communities to support and attend *Pride Center: Trans\* Empowerment Week* activities that conclude on Nov. 20. Hammond said that the USU sent 18 people to the ACUI conference. It was not the largest group present but a great representation. Donations made by USU staff members funded free lunches for 120 students on campus in November. Campus departments support the event, coordinated by EOP Student Support Services. Lastly, the USU is gathering its final contributions for the Adopt-A-Family program coordinated by the Matador Involvement Center. The USU will sponsor three families for Thanksgiving.

### **IX. Discussion Item (time certain at 12:45 p.m.)**

#### **A. USU Expansion/Renovation Focus Group & Survey Results and Project Update**

Matt Bohannon, vice president of Brailsford & Dunlavey (B&D), the project management firm serving as consultants for the USU's potential expansion and renovation project, presented an overview of its results from a survey and campus focus groups. The 12-day survey yielded a response rate of 11.6%, a higher response than was anticipated for the 41,441-student population. The survey revealed that on average, students spend 1.2 hours per week in the USU, averaging 41 minutes on site most frequently from 1:00 p.m. – 3:00 p.m. The goal of a renovated space would be to increase the average per-person minutes on site from 41 to between 60 and 90 minutes. Students identified three issues as their main reasons for not visiting the USU. They were: a) *My schedule does not permit*, b) *Not aware of programs and activities offered*, and c) *Location is not convenient*. A referendum vote held today, would yield 52% of students supporting a per-semester fee increase of between \$110 and \$125 while 48% rejecting the option, Bohannon said. Top reasons why students said they would support a fee increase included: a) *Improvements would greatly enhance student life*, b) *I like the new spaces being added to the USU* and, c) *I am very interested in an expanded and renovated facility on campus*. The greatest support for the project is among freshmen, sophomores and seniors, and those who live up to 10 miles from campus. Other likely supporters are students involved with governance (68%), peer-to-peer roles (63%), and fraternal and sororal organizations (62%). Among students involved in cultural houses and resource centers, top supporters are the Veterans Resource Center (61%), the Black House (60%), the Chicano House (56%), and the Pride Center (56%). Reasons given not to support a referendum include: a) *Don't believe that students should pay for it*, b) *Fee is too high*, and c) *Can't afford the fee*. Bohannon said the challenge of this project is it being a less tangible concept to perceive than the Student Recreation Center. Improvements can be hard to quantify, he said. To bridge the understanding divide, project advocates will have to paint a picture and tell the story about how the project will benefit students. Included must be an explanation about the varying funding sources for campus projects with an emphasis on the USU project having no relation to funding for classes and professors. Favorite elements of the project among student respondents who support the project are a) lounge spaces (61%), b) study spaces (49%), and c) outdoor seating (41%). Favorite project elements among students who would vote "no" on the project include: a) lounges (50%), b) study areas (44%), and c) outdoor seating (40%). The project's next steps include a vote by the USU BOD about whether to move forward with the referendum. Bohannon said student-to-student explanations have proven to be effective strategies for informing student bodies about referendums and that USU BOD student representatives must be willing to make classroom presentations and presentations to every student organization. Following a question-and-answer period, the Board agreed to bring the item to a vote at its Dec. 3 meeting. USU and B&D staff made themselves available to provide data and information to any Director who needed additional material prior to the December vote.

*Director Gammage arrived at 12:58 p.m.*

*Director Perkins left at 2:08 p.m.*

*Director Odinlo left at 2:09 p.m. and returned at 2:11 p.m.*

### **X. A.S. Report**

President Ntagu announced that she would continue to provide documents to Chair Tila for the purpose of obtaining USU suggestions and comments about the AS strategic plan. Ntagu said that she would email a flier about the opportunity to donate for the fires affecting Chico, Fresno and Sonoma State universities. She announced that The Soraya offers free professional headshots to students, and that lecture contracts discussions are underway with The Soraya. In addition, the CSU Student Trustee applications are available. The student trustee serves as a liaison between the CSU and the Chancellor's office. Applications are due Jan. 11. Lastly, Ntagu said that AS was excited about the USU BOD Meet-and-Greet on Nov. 26.

*Director Perkins returned at 2:12 p.m.*

## **XI. Committee Reports**

- Diversity & Inclusion Ad Hoc Committee: Chair Frank Benkovic said that his committee would meet on Nov. 19 from 4:00 p.m. – 6:00 p.m. in the Calabasas Room and would present its goals and timelines at the Dec. 3 meeting.
- Facilities & Commercial Services Committee: Chair Michelle Olmedo Torres said that the committee would meet on Nov. 19 from 2:30 p.m. – 4:00 p.m. in the Executive Board Room to vote on committee goals, meeting dates, and to discuss the Food Pantry and USU Posting Policy.
- Finance Committee: Chair Arrah Ebot Enaw said that at its November 8 meeting, the committee discussed risk management and contracts policies. Co-Chair Jesus Suarez said that at the committee's Nov. 20 meeting, it would discuss the USU Renovation//Construction project financial plan and vote on the 3&9 budget.
- Personnel Committee: Chair Amber Perkins said that at its November meeting, the committee voted on the salary range schedule for regular employees. She attended the Food Advisory Committee meeting where she learned about sustainability efforts, including reusable straws, and how campus food service operations are now serving breakfast all day.
- Retirement Committee: Chair Stephanie Flores Temix announced the committee would meet on Nov. 26 from 3:30 p.m. – 5:00 p.m. in the Moorpark Room where members would vote on the committee's annual goals.

## **IX. Action Items**

### **A. Salary Range Schedule for Regular Employees**

Motion out of the Personnel Committee to approve the Salary Schedule for Regular (Staff) Employment Positions effective July 1, 2018.

*Director Ntagu left at 2:19 p.m.*

Committee Chair Perkins said that the biggest salary competitor to the USU is the campus (state employees). As such, it is important that salaries between the two groups be comparable. While bargaining units and the state agree on salary ranges for state employees, the USU adjusts its salaries in order to remain competitive. One correction to the proposed salary schedule was noted: change the new midpoint salary for the Human Resources Specialist – Non-Exempt position from \$17,244 to \$56,700.

*Director Ntagu returned at 2:22 p.m.*

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

Chair Tila announced as a note of protocol that committee chairs and co-chairs are to present action items together at the podium during future meetings.

## **X. Announcements**

- Director Ntagu, in support of the Lambda Chi Fraternity, announced a toy drive for local children. Contact Ntagu for more information. On behalf of her organization, the Delta Sigma Theta Sorority, a clothing drive is underway. Needed items: socks, coats and blankets. See Ntagu or boxes around campus to submit donations.
  - Director Sherrill announced that ACUI is seeking a student representative for its Region Leadership Team. He said that he would send detailed information for distribution to Executive Administrative Analyst Jennifer Kim or Sharon Kinard, manager of administration and assessment.
- Director Perkins left at 2:24 p.m.*
- Director Benkovic announced that TAKE applications are available and due at the end of the month. He will not be directing the 2019 cast.
  - Chair Tila announced the AS/USU Meet-and-Greet event would take place at 11 a.m., Nov. 26 in the Flintridge Room. This event is an opportunity for students to meet members of both leadership groups.
  - Director Ruelas-Bischoff acknowledged the recent shooting in Thousand Oaks and the fire tragedies in Northern and Southern California and invited those who have been impacted to contact her or Vice President for Student Affairs and Dean of Students William Watkins for support resources.
  - Director Hammond invited directors with questions regarding the USU Expansion/Renovation project to contact her, Associate Executive Director Jimmy Francis or Jeremy Hamlett, manager of operations and facilities planning for information.
  - Chair Tila wished everyone a happy Thanksgiving.

**X. Adjournment**

Chair Tila adjourned the meeting at 2:28 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director