

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
DECEMBER 3, 2018  
GRAND SALON  
MINUTES**

**I. Call to Order**

The regular meeting of the USU Board of Directors was called to order at 12:31 p.m. by Chair Bhernard Tila.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Frank Benkovic		Amber Bartmus	Winston Bao
Raquel Cetz Tamayo <i>(arrived at 12:35 p.m.; left at 2:08 p.m.)</i>		Jimmy Francis	Cindy Doan
Arrah Ebot Enaw		Jeremy Hamlett	Silke Frank
Sharon Eichten <i>(arrived at 12:32 p.m.)</i>		Kyle Hufnagel	Elias Gallegos
Maria Elizondo		Joe Illuminate	Jasmine Medina
Stephanie Flores Temix		Raymond Juarez	Andrew Perez
Marquita Gammage		Sharon Kinard	Ken Rosenthal
Debra Hammond		Kaila Lavin	Ronnie Veliz
Jazmin Hernandez		Samantha Liu	Leanne Vincent
Beverly Ntagu <i>(arrived at 12:58 p.m.; left at 1:40 p.m.)</i>		Sarina Loeb	
Michael Odinlo		Mia Lubliner	
Michelle Olmedo Torres <i>(arrived at 12:35 p.m.)</i>		James Matzen	
Amber Perkins <i>(left at 1:40 p.m.)</i>		Jonathan Navarro	
Shelley Ruelas-Bischoff		Michael Niles	
Tonee Sherrill		Tim Rasmussen	
Jesus Suarez		Hedyeh Rezaei	
Bhernard Tila		Dave Ross	
		Troy Thornton	
		Steven Wein	

**III. Approval of Agenda**

M/S/P (F. Benkovic/M. Odinlo) Motion to approve the agenda for December 3, 2018.

Chair Tila noted a time-certain item at 12:45 p.m. regarding the potential referendum decision for the USU renovation and expansion project.

*Motion passed 12-0-1.*

*Director Eichten arrived at 12:32 p.m.*

**IV. Approval of Regular Meeting Minutes**

M/S/P (A. Ebot Enaw/A. Perkins) Motion to approve the minutes of the November 19, 2018 meeting.

*Motion passed 12-0-2.*

*Director Cetz Tamayo arrived at 12:35 p.m.*

*Director Olmedo Torres arrived at 12:35 p.m.*

**V. Open Forum**

No report.

**VI. Chair Report**

Chair Tila thanked those who attended the AS-USU meet and greet event. He was grateful for the opportunity to make connections between AS and the USU. He said that he and Vice Chair Flores Temix attended the Circle of Change Conference in Dominguez Hills. He said the conference reminded him of the reasons that he sought leadership roles throughout his student career. He thanked the USU for allowing him to attend the conference and encouraged the student BOD members to consider attending the conference next year if they are still serving on the board.

**VII. Vice Chair Report**

Vice Chair Flores Temix thanked those who were able to attend the AS-USU meet and greet event. She also thanked the organizers of the event for putting on an impactful program. She said she hoped these events would help AS and the USU work as a team, make better connections, and continue to represent students well. She also thanked the board members who participated in the mental health training led by Dr. Paulette Theresa-Schectel, Staff Psychologist with University Counseling Services. Vice Chair Temix said she found the training important and relevant to how students deal with the stresses of school and life. She also encouraged the student board members to attend U-Day on December 7. She said her experience at the Circle of Change Conference was unique and motivational. She said it was both a vulnerable and empowering experience. Her three takeaways from the conference were to be true to herself, true to a purpose, and to grow wings.

**VIII. Executive Director Report**

Director Hammond said that the Student Veteran Emergency Relief Fund helps veterans in difficult financial situations. Funding to support student veterans in need is distributed after applications are reviewed. Two student veterans were served this semester. She also noted that her report contained various programs from many departments of the USU, including the SRC, VRC and Pride Center that highly impacted students. She said the USU Cross Cultural Center Exploration Committee held a meeting on October 29 to further develop the concept of a potential cross cultural center. The committee's last meeting of the semester is on December 6. The focus of that meeting will be the structural components of the project.

**XI. Action Item (time certain at 12:45 p.m.)**

**A. USU Renovation and Expansion Project Decision**

M/S/P (S. Flores Temix/R. Cetz Tamayo) motion to move forward with a referendum in spring 2019.

Chair Tila reviewed the objective to make the decision to move forward or not move forward with a referendum related to the proposed USU renovation and expansion project. He said the total cost of the project is \$118,012,523 and that the project was developed in response to the campus need for more inclusive and diverse spaces and programs, and the USU's aging facilities and infrastructure. The USU's goal is to celebrate cultural diversity and enhance a sense of belonging for all students with comfortable and adaptable facilities that can meet their evolving needs. The USU has engaged the campus community through focus groups, open houses, retreats, SWOT analyses, discussions and surveys to gather feedback from students and campus stakeholders about their interest in the proposed project. Brailsford & Dunlavey (B&D), the project management firm serving as consultants for the project, conducted a survey in November that resulted in 52% of respondents supporting an increase of \$110-\$125 per semester to the current USU fee for the project. The current USU fee is \$278 per semester. If approved by a majority of CSUN students who vote, the Campus Fee Advisory Committee and the campus President, the renovation and expansion project will enter the design and build phase, with the anticipated completion in the 2022-2023 academic year. Chair Tila listed the three options for consideration: a) Move forward with a referendum in spring 2019, b) Move forward with a referendum in fall 2019 or spring 2020, or c) Do not move forward with a referendum. He referred to a potential timeline, a draft financial model and a sample voter's guide. He opened the discussion and asked that the board be open-minded, think critically, and ask questions.

Discussion included the inability to link the Multipurpose Event Center (MEC) project with the USU project because of higher student fee increases. The MEC project could still be pursued by the University at a later time, but the USU project was developed as a stand-alone project. It also was discussed that a detailed financial plan had been prepared to account for economic factors, such as inflation, interest rates, and the cost of construction fluctuations. The financial implications of a failed referendum would be miniscule in relation to the size of the project. Space allocation for the project was questioned and it was stated that initial meetings about space needs and configurations with stakeholders were conducted, but that at this point, the spacing plans were conceptual and that more discussion and refinement would be necessary to determine the organizational layout. Some board members were concerned that visual representations and plans for the space were not yet determined. It was stated that many of those concerns would be addressed as the project continues and that the Cross Cultural Center Exploration Committee, consisting of representatives from various groups and stakeholders along with other key stakeholders, would be consulted. The intent to collaborate with stakeholders and be transparent in the process was underscored. Giving students the opportunity to decide was discussed. The referendum should provide students with the chance to make an informed decision about what they value.

Most entities on campus are positive about the project, but they acknowledge that students ultimately will decide what is significant to them. It was explained that the referendum should provide the opportunity to educate and inform students. Other entities on campus are projecting smaller fee increases with student referenda as well. The benefits of the project were discussed and included space created to increase programmatic development, increase in study spaces, seating spaces, lounge spaces and meeting rooms and self-directed activities. Concerns about students actually using the USU space were raised. It was questioned whether the majority of the student body would benefit from the increase in space given that the campus is mostly commuter. It was stated that through focus groups, surveys, and assessments, many students have expressed the need and desire for the project. The project would serve as more than just a building, it would give students a sense of belonging. A vote to move forward would be a chance to educate the campus community about the vision of the project becoming a “downtown” for the students with a focus on diversity, inclusion, and involvement. There continue to questions that cannot be answered at this time, but the process should be trusted and students should be given the opportunity to decide.

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

*Ms. Ntagu arrived at 12:58 p.m.*

*Ms. Ntagu left at 1:40 p.m.*

*Director Perkins left at 1:40 p.m.*

*Director Ebot Enaw left at 1:42 p.m.*

*Director Ebot Enaw returned at 1:45 p.m.*

*There was a 5-minute break and the board returned at 2:08 p.m.*

**IX. A.S. Report**

The AS Report was to be distributed via email.

**X. Committee Reports**

- Diversity & Inclusion Committee: Chair Frank Benkovic said that the committee’s last meeting of the year is today from 4:00 p.m. – 6:00 p.m. in the Executive Board Room. They will be voting on the committee’s goals of a) removing possible USU barriers that hinder undocumented or formerly incarcerated students from obtaining transferrable work and research related skills, b) reviewing the potential USU renovation and expansion project goals with the USU renovation and referendum teams and c) researching, evaluating, and developing plans about how the USU can support student who are facing housing or food insecurities. He said the committee is working on the immediate issue of getting reliable interpreting services for the committee meetings and providing menstrual trashcans in men’s restrooms for nonbinary and transgender users.
- Facilities & Commercial Services Committee: Chair Michelle Olmedo Torres said that the committee would meet today to vote on committee goals which include a) supporting the USU’s renovation and expansion research and potential referendum development, b) assessing the needs of the Matador Food Bank and evaluating the USU’s ability to support the organization, c) revising the USU Posting Policy and d) evaluating the USU and the Student Recreation Center’s needed policy revisions. Representatives from the Matador Food Pantry and the CSUN breastfeeding coalition would be guests at the meeting. All were welcome to attend the meeting in the USU conference room from 3:30 p.m. – 5:30 p.m.
- Finance Committee: Chair Arrah Ebot Enaw said that its December 19 meeting was canceled, so the meeting on November 28 was the last meeting of the semester. The committee approved the 3&9 budget and the Cash and Equipment Donation Policy. The committee will be determining the next semester’s meeting dates as well as recruiting for three committee member seats.
- Personnel Committee: Co-Chair Michael Odinlo said that the committee would discuss the student assistant classification wage schedule at its next meeting. He said that there are two meetings remaining for the semester: December 6 and December 20. Committee members’ schedules would be reviewed to determine meeting dates for the spring semester. He also encouraged student board members to attend U-Day on Friday, December 7.
- Retirement Committee: Chair Stephanie Flores Temix said at its last meeting on November 26 the committee reviewed its goals to monitor the progress of the implementation of the amended and restated Retirement Health Benefits Plan (RHBP) and make any adjustments and to ensure that employees are provided with information and education on a semiannual basis to assist them in acquiring knowledge about personal finance as it relates to retirement planning. The committee also received a RHBP update from Associate Director of Accounting and Finance Joe Illuminate.

**XI. Action Items**

**B. 2018-19 First Quarter (3&9) Budget Report**

Motion out of the Finance Committee to accept the 2018-19 First-Quarter Budget Report as presented.

Committee Chair Ebot Enaw explained that the term “3&9” signifies that there are three months of actual data and nine months of projected data. The 2018-19 First-Quarter (3&9) Budget Report was considered at the Finance Committee meeting on November 28 and reviewed in detail. Ebot Enaw said that the purpose of this report is to summarize the financial results of the USU as of September 30. The optimal operating range is 25% of the yearly budget with limits from 20% to 30% being acceptable. The operating range percentage for any particular revenue or expense category is computed by taking the actual revenue or expenditure amount and dividing it by the revised budget amount for that category. The percentage indicates the total amount of revenue received or the total amount of expenditures incurred during the quarter. Revenue and expense categories that are considered significantly outside the operating range and/or have significant budget variances from the approved budget will be explained in this report.

### **Summary**

The USU’s financial performance for the first quarter is solid. Both total revenues and expenditures are within the operating range (26.5% and 23.0% respectively). There is a \$599,373 surplus and approximately \$4.5 million in cash on hand.

Committee Co-Chair Suarez stated that the total year-to-date revenue is \$4,542,570 which represents 26.5% of the revised budget of \$17,172,894.

- **Rental Income: SRC Lockers and Towels (48.7%)**

This category is above the operating range because much of the semester locker and towel service was sold out at the beginning of the fall semester.

- **Food Service Commission (19.9%)**

Total campus food sales for the first quarter of 2018-19 were \$4.1 million and total campus food sales for the first quarter of 2017-18 were \$4.0 million. The 2018-19 total campus food sales budget, provided by TUC, is \$20 million. It appears that the \$20 million total campus food service budget is overstated since the 2018-19 first quarter total campus food sales aligns with the 2017-18 first quarter total campus food sales. This trend indicates that the total projected campus food sales budget for 2018-19 will be in the range of \$17 million to \$17.5 million. As a result, the budget for food commission income could be reduced by approximately \$20,000 during the second quarter.

- **Summer Camp (44.8%)**

This category is above the optimal range because deferred summer camp revenue carried over from the 2017-18 fiscal year. This occurrence is typical every fiscal year so summer camp revenue is usually above the operating range as of September 30. We expect that summer camp revenue will be within the operating range by fiscal year end.

- **SRC-Related Income (46.8%)**

Membership income is the largest revenue source in this category.

- **Grant Income (0.0%)**

This category is below the optimal range because the Division of Student Affairs was not invoiced during the first quarter for Campus Quality Fee (CQF) expenses. Student Affairs will be invoiced prior to the end of the second quarter.

- **Interest Income (91.7%)**

This category is above the optimal range because the System Wide Investment Fund (SWIFT) has modified the method in which it applies interest earned in SWIFT. The budget for this category will be increased during the second quarter.

- **Miscellaneous Income (18.8%)**

This category is below the optimal range because the Auxiliary Organization Risk Management Alliance (AORMA) workers compensation (\$10,629) and general liability (\$27,947) dividends were not received during the first quarter.

Committee Chair Ebot Enaw continued with the year-to-date expenditures, which totaled \$3,943,197, representing 23.0% of the revised budget of \$17,174,394.

- **Staff Salaries (21.7%)**

The budget for this category was reduced by \$12,253 due to staff vacancies in various departments.

- **Student Wages (26.9%)**

The budget for this account was decreased by \$22,545.

- **Cost of Goods Sold (13.9%)**

This category is significantly below the operating range because the Pro Shop has sufficient inventory in stock as of September 30. It is anticipated that purchases will be made in the second quarter to restock any items that are in demand.

- **General Operating Expenses (33.0%)**

This category is significantly above the operating range due to the following:

1. Sunny Days Camp food costs paid in the first quarter due to eight of ten weeks of camp in July and August.
2. Advertising expenses were higher due to a large payment to the Sundial to achieve cost savings on advertisements.

- **Supplies and Services (21.1%)**

There were budget transfers into this category totaling \$127,130 of which \$122,678 was transferred from administrative contingencies.

- **Travel (8.8%)**

This category is below the optimal range since travel for major regional and national conferences, such as ACUI, AOA, and NIRSA do not take place in the first quarter.

- **Utilities (24.3%)**

This category had a \$76,193 budget decrease based on the actual costs for electricity, gas, and water for the previous 12 months.

- **Grants and Scholarships (30.9%)**

This category is above the operating range because the tuition reimbursement for the graduate assistant, BOD Chair, and Vice Chair were paid in August 2018. Tuition is always paid during the first quarter so this category will be above the operating range as of September 30.

- **Expendable Equipment (60.8%)**

This category is significantly above the operating range because the Technology Support Services department purchased a vast majority of its budget for expendable equipment items in the first quarter.

Chair Ebot Enaw reported that the unallocated reserves balance increased by \$107,318. A total of \$154,623 of designated reserves was transferred to the operating budget during the first quarter for general salary increases and employer-paid taxes. She said the capital outlay budget is \$252,966. After the capital outlay purchases of the compact hydraulic shear, the hydraulic box and pan brake, and the massage chairs for the Oasis Wellness Center, there is a balance of \$147,059.

Co-Chair Suarez stated the total cash balance on deposit at the CSUN Foundation is \$265,252 of which \$198,377 is unrestricted and \$66,875 is restricted. There is a \$15,000 balance for the board-designated donation to pay for DACA application fees that remains to be allocated. He concluded with the report that the USU has expended \$1,829 in Work-Study funds as of September 30.

*Director Cetz Tamayo left at 2:08 p.m.*

*Motion passed 13-0-0.*

## **XII. Discussion Items**

### **A. A.S. Strategic Plan 2018-19**

Chair Tila said that the AS Strategic Plan would be put on the board's next agenda as a discussion item.

## **XIII. Announcements**

- Director Suarez announced that the CSUN Volunteer Income Tax Assistance (VITA) program offers free tax preparation. He said that students can enroll as a volunteer tax preparer for 2, 3, or 4 units.
- Director Elizondo invited the board to attend the third and final pop-up Matador Food Pantry at the Campus Store lawn on Tuesday, December 4. She thanked the USU for supporting Matador Food Pantry in distributing almost 4,000 pounds of food to students.
- Jimmy Francis, Associate Executive Director, invited the board to participate in the Student Recreation Center (SRC) program review on December 11 from 12:15 p.m. to 1:15 p.m. in the SRC conference room. The

external review team would be asking questions about the SRC and its programming. He asked them to come, provide feedback and enjoy lunch.

- Chair Tila encouraged all to attend U-Day on December 7 for free food and a good time.

## **X. Adjournment**

Chair Tila adjourned the meeting at 2:43 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director