

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
GRAND SALON  
DECEMBER 7, 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	Tonee Sherrill	Jimmy Francis	
Sharon Eichten		Jeremy Hamlett	
Juaneeq Elliott		Joe Illuminate	
Natalie Esparza		Carol Nardini	
Barbara Gross		Jonathan Navarro	
Debra Hammond		Kristen Pichler	
Asia Johnson		Scott Schorn	
Shahtaj Khan			
Usman Khan			
Valerie Leal ( <i>designee for Jorge Reyes</i> ) ( <i>left at 12:57 p.m.</i> )			
Thelmari Raubenheimer			
Shelley Ruelas-Bischoff			
Samantha Simonds			
Karina Winkler			
Rowie Wolfe			
Sara Yousuf			

**III. Approval of Agenda**

M/S/P (U. Khan/N. Esparza) Motion to approve the agenda of December 7, 2015.

*Motion passed 14-0-0.*

**IV. Approval of Minutes**

M/S (T. Raubenheimer/S. Yousuf) Motion to approve the minutes dated November 16, 2015.

Director Ruelas-Bischoff said the announcement she made in the minutes is incorrect, specifically, in Section XIII. Announcements needed correction regarding two town hall events about sexual assault being cancelled by the Department of Police Services (DPS).

M/S/P (S. Simonds/N. Esparza) Amendment to motion to correct the minutes.

The minutes, as stated, read as follows:

“Director Ruelas-Bischoff said that over the weekend, Student Affairs communicated across the campus and determined that CSUN currently has seven students studying in France, none were in Paris, and all were fine. CSUN has 19 French international students enrolled and they were offered support and resources. She also said that two town hall events regarding sexual assault were cancelled by DPS. A.S. President, Jorge Reyes, will reschedule the town hall events during the spring semester.”

The minutes have been changed to read as follows:

Director Ruelas-Bischoff said that over the weekend, Student Affairs communicated across the campus and determined that CSUN currently has seven students studying in France, none were in Paris, and all were fine. CSUN has 19 French international students enrolled and they were offered support and resources. She also provided an update on two town hall events that took place on campus that focused on sexual assault prevention and response. Several campus entities (DPS, Equity & Diversity, and others) took part in these discussions. A.S. is also exploring the possibility of a third town hall event during the spring semester.

***Amendment passed 14-0-0.***

There was no further discussion.

***Motion, as amended, passed 14-0-0.***

**V. Open Forum**

None.

**VI. Vice Chair Report**

Vice Chair Simonds said she and Chair Khan met with members of Associated Students (A.S.) in the Grand Salon last week to discuss how to build and improve the board's relationship with A.S. Tim Szczepanski, Coordinator for Outdoor Adventures, conducted an ice breaker which helped people relax and engage. Everyone was very excited to collaborate and continue to work on relationship building. A.S. holds a reboot camp every January. The USU BOD is always invited and Simonds said they are excited to join the camp.

**VII. Chair Report**

Chair Khan thanked Shannon Krajewski, Associate Director, Marketing & Programs, for preparing a Prezi for the meeting with A.S. that Vice Chair Simonds discussed in her report. U-Day was fantastic and she thanked Directors U. Khan and Johnson for attending. The U-Day theme was the *Price is Right* and she praised the builders on how authentic all of the props were. Taking the time to attend U-Day was a great break from finals. She thanked the student board members for their feedback regarding a board winter retreat and said she will keep everyone informed as to whether there will be a winter retreat.

**VIII. Executive Director's Report**

Director Hammond said the University Student Union is inviting all CSUN students to take part in "Crunch Time" for finals week stress relief and to take advantage of all of the free items: exam supplies, snacks, breakfast, and massages. The new East Conference Center rooms were reserved for students who needed to study for finals. There were many programs during the month, including Trans Awareness Week, that featured guest speaker Janet Mock, an American writer, transgender rights activist, author and the former staff editor of People Magazine's Web site. Hammond said U-Day was an amazing event this year with the theme being *The Price is Right*. Much planning and work by many of the USU's departments went into the event and she again thanked everyone involved who made it such a success. Hammond said that the Dream Center would take occupancy in the USU by December 15. Carpet and painting is being done now and soon the furniture will be delivered. Director Winkler asked if there would be an opening ceremony for the Dream Center. Hammond said there would probably be an open house. It was noted that the new Dream Center would occupy the space that was formerly the Living Well Lounge located near the Northridge Center.

**IX. A.S. Report**

Associated Students Chief of Staff Valerie Leal, sat in for President Jorge Reyes. She said that A.S. approved \$22,000 for the Mobile Bike Shop. The money will cover the purchase of a U-Haul truck, registration insurance, and bike shop supplies. A.S. reached its goal of visiting more than 100 classrooms in an effort to educate the students about A.S. programs and services.

**X. Committee Reports**

- Facilities & Commercial Services: Chair Raubenheimer said the committee's next meeting will be held January 29 at 3:00 p.m. She said that furniture will be delivered to the Dream Center tomorrow and commented that the Dream Project needs a new name. Director Ruelas-Bischoff commented that it would be up to Dario Fernandez, the Dream Project Coordinator, and his group, to determine if there needs to be a name change.
- Finance Committee: Chair Yousuf said the committee finished the 3 & 9 Budget Report which was on the agenda for today's meeting.
- Personnel Committee: Chair Johnson said the committee held its last meeting on December 3 and is planning for the spring semester.
- Retirement Committee: Chair Simonds said the committee would meet this Friday and she will report to the board at the January meeting.

*Ms. Leal left at 12:57 p.m.*

**XI. Action Item**

**A. Audit Committee – Student Member Appointments**

M/S/P (K. Winkler/J. Elliott) Motion to approve Deborah Durodola, Lusine Zeitountsian, and Nicole Lai, as student members of the Audit Committee.

Chair Khan said that the board must approve all student appointments to the Audit Committee. The committee had three vacancies. Student committee members are required to have familiarity with basic accounting principles. Khan said that she and Vice Chair Simonds interviewed all three candidates who were very excited to be involved on campus and join the Audit Committee.

*Motion passed 14-0-0.*

## **B. 3 & 9 Budget Report**

Motion from the Finance Committee to accept the 2015-2016 First Quarter Budget Report as presented.

Director Yousuf said the USU does a thorough budget review every quarter. The first-quarter budget report reflects financial operations for the three-month period that ended September 30, 2015. The term “3 & 9” means three months of actual data and nine months of projected data. The optimal operating range is 25% of the yearly budget, although operating limits from 20% to 30% are acceptable.

### **Summary**

The USU’s financial performance for the first quarter was very positive. Both revenue and expenditures were solidly within the operating range (26.5% and 25.0% respectively). A surplus of \$216,900 was generated and the USU had \$3 million cash on hand.

In addition, a strategy was put into place to transfer surplus funds identified during the quarterly budget review to working capital reserves in order to give the USU the flexibility to repurpose these funds throughout the year.

### **Revenue**

All revenue generating areas were operating at a combined 26.5% to budget. The revised revenue budget increased by \$7,473 during the first quarter when compared to the approved budget.

The Statement of Activities highlighted revenue categories that were outside of the optimal range and/or reflected budget adjustments greater than \$10,000 that occurred during the quarter.

**Rental Income: SRC Lockers and Towels** – This category was above the optimal range because the majority of semester locker services and semester towel services were sold at the beginning of each semester. It is anticipated that this category would be within the optimal range by the end of December 2015, as sales naturally decrease over the course of the semester.

**Food Service Commission** – This account was below the operating range because the September commission check from The University Corporation was not received until October, after the September accounting period had closed.

**Program Income** – This account was below the operating range because the Games Room did not open until late August. The revenue stream in this category is generated from billiards, table tennis, and console gaming.

**Summer Camp** – This category was above the optimal range because deferred summer camp revenue carried over from 2014-15 was recorded as actual revenue in the first quarter of 2015-16. The balance of the revenue budget is projected to be received in the third and fourth quarters when payments for camp sessions will be received for summer 2016.

**SRC-Related Income** – This category was above the optimal range due to deferred membership income carried over from 2014-15, and due to the majority of the memberships being purchased at the beginning of the semester. It was anticipated that this category will be within the optimal range by December 2015 as membership sales naturally decrease over the course of the semester.

**Miscellaneous Income** - This category was above the optimal range because the annual AORMA workers compensation and general liability dividends were received during the first quarter.

**Interest Income** – Please reference the Investment Summary section of this report.

### **Expenditures**

Total expenses were operating at 25.0% to budget. Salaries & Benefits were at 25.4% to budget and operating expenses were at 24.3% to budget. Total budgeted expenses increased by \$7,474 when compared to the approved budget.

The Statement of Activities included as part of this package indicated categories that were outside of the optimal range and/or reflected budget adjustments greater than \$10,000 that transpired during the first quarter.

**Staff Salaries** – The budget for this category was reduced by \$14,667. Both the Veterans Resource Center and Pride Center reduced staff salaries in order to fund a consultant to assist with special projects while the recruitment for the Assistant Director, Resource Centers is being conducted.

In addition, Membership Services reduced staff salaries because the Manager, Membership & Aquatics position is no longer active. The Membership Services Coordinator position has been reinstated and is currently being filled by a temporary staff member. This is due to the promotion of the Manager, Membership & Aquatics to Assistant Director, Facility Operations.

**Student Wages** – The budget for this category was decreased by \$50,476. The Maintenance Department decreased student wages by \$24,000 (primarily due to vacancies).

**Cost of Goods Sold** – The budget for this category was above the operating range because revenue from Pro Shop sales were higher than expected. Purchases of merchandise for resale to customers at the Pro Shop increase as Pro Shop sales increase.

**Supplies and Services** – This category was increased by \$37,507. The professional services line item was increased in order to fund a consultant to assist with special projects for the Veterans Resource Center and Pride Center while the recruitment for the Assistant Director, Resource Centers were conducted. In addition, the computer support services line item was increased to fund additional expenses associated with a memorandum of understanding with Campus Information Technology to provide backup services and offsite data storage.

**Utilities** - This category was within the optimal range but was decreased by \$65,300 based on average costs for electricity, gas, and water during a rolling twelve month period e.g., July 2014- June 2015.

**Repairs and Maintenance** – The budget for this category was increased by \$115,124 primarily due to major repairs to four air handling units totaling \$108,018. This category was above the operating range because more repairs than normal took place during the quarter.

**Fees and Charges** – This category was above the operating range due to licensing permits paid in the first quarter for a spray booth and generator.

**Reserves** – This category includes unallocated working capital reserves and administrative contingencies. This category was significantly below the operating range as a result of department managers proactively identifying surplus funds in their budgets which were transferred to working capital reserves. Please reference the Reserves Summary table included as part of this report package for further details.

**Grant and Scholarships** – This category was above the operating range because the graduate assistant and BOD Chair and Vice-Chair tuition reimbursements for the fall semester were paid in July 2015.

**Expendable Equipment** – This category is significantly above the operating range but it is expected to be within range by fiscal year-end. This category was above the range due to purchases of approximately \$21,000 of computers and peripherals made by the Technology Support Services Department.

#### **Statement of Changes in Financial Position**

Total assets were \$3,989,603 of which \$3,010,219 was liquid cash. Total liabilities were \$2,664,982 of which \$1,556,437 was the estimate to pay for the projected medical expenses of current and future USU retirees who are in the Retirement Health Benefits Plan (RHBP). Total net assets increased in the first quarter by a healthy \$216,900 which was the actual surplus for the quarter.

#### **Investment Summary**

The USU responded to the Board's request to increase interest income by moving funds from money market accounts to the CSU Systemwide Investment Fund Trust (SWIFT). The USU earned \$2,224 in interest income compared to \$264 in the first quarter of the prior fiscal year.

#### **Reserves**

The amount of working capital reserves actually increased by \$3,758 during the quarter. Department managers proactively identified surplus funds in their budgets which were transferred to working capital reserves. The return of surplus funds offset the actual amount of working capital reserves used during the quarter.

A total of \$31,496 of designated reserves was transferred to the operating budget during the first quarter for staff salary increases due to reclassifications of positions.

#### **Capital Outlay**

A total of \$53,963 of capital outlay was expended during the quarter to replace a water heater that controls the flow of hot water to the East Conference Center.

#### **Work Study**

The USU received \$4,371 and expended \$6,947 leaving a negative balance of \$2,576. The work-study balance should be positive by December 2015.

Director Yousuf finished her report. Vice Chair Simonds complimented Yousuf on the great presentation of the 3 & 9 Budget Report.

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

**C. SRC Membership and Facility Access Policy**

Motion from the Facilities & Commercial Services Committee to approve the revised SRC Membership & Facility Access Policy as presented.

Director Raubenheimer said that the current version of the SRC Membership & Facility Access Policy was originally approved in 2012 and revised in 2015. The revised version contained minor changes to the language that clarified the status of former USU BOD members and A.S. Legacy members making them eligible for annual discounted memberships.

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

**XIII.**

**Announcements**

- Vice Chair Simonds thanked the board for doing a great job during the fall semester. She said that Director Winkler was a valuable member of the board and was always ready to help when needed. Director Winkler will be missed. She wished everyone success with their finals and to take advantage of everything offered by the USU.
- Director Winkler said she enjoyed her one and a half years of being a student member on the board and was grateful for the experience. She thanked everyone for their support.
- Director Wolfe said that DRES (Disability Resources and Educational Services) has created a quick reference program for Windows called *Read&Write*. It has many useful reading and writing features and can be found on the CSUN Software Downloads Page. Informational flyers were distributed to the board. Those who need more information should contact Director Wolfe.
- Director Hammond said the balance in the Work Study account is \$5,572.14. Director Winkler was working for Kevin Lizarraga, the Director of University Marketing. Mr. Lizarraga said that Winkler is a pleasure to work with. Hammond thanked Winkler for her service.
- Chair Khan wished everyone happy holidays and a wonderful winter break.

**XIV.**

**Adjournment**

The meeting was adjourned by Chair Khan at 1:28 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director