

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

MINUTES

I. Call to Order

The regular meeting of the USU Board of Directors was called to order at 12:33 p.m. by Chair Iris Ramirez.

II. Roll Call

Present	Absent	Staff	Guests
Shannon Ashford	Jonathan Goldenberg	Kyle Ginley	Lisa Cummings) via telephone)
Frank Benkovic	Shelley Ruelas-Bischoff	Jeremy Hamlett	Jasmine Medina
Sharon Eichten		Joe Illuminate	Guadalupe Perez
Maria Elizondo		Sharon Kinard	
Stephanie Flores-Temix		Kaila Lavin	
Marquita Gammage		Carol Nardini	
Debra Hammond		Jonathan Navarro	
Jazmin Hernandez		Kristen Pichler	
Habiba Naqvi (<i>left at 1:53 p.m.</i>)		Dave Ross	
Michael Odinlo		Freddie Sanchez	
Amber Perkins		Randy Sorensen	
Iris Ramirez			
Tonee Sherrill			
Avi Stewart			
Bhernard Tila (<i>left at 1:49 p.m.</i>)			

III. Approval of Agenda

M/S/P (S. Ashford/H. Naqvi) Motion to approve the agenda dated February 19, 2018.

Chair Ramirez said an amendment to the motion was needed to exchange Action Item D for Action Item B. A student from the Finance Committee would present Action Item D, the Finance Committee Code, and has a time restriction.

M/S/P (M. Odinlo/T. Sherrill) Amendment to the motion to exchange Action Item D with Action Item B. Action Item B is the Finance Committee Code and will become Action Item D.

Amendment passed 14-0-0.

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

IV. Approval of Minutes

M/S/P (A. Perkins/J. Hernandez) Motion to approve the minutes dated January 22, 2018.

Motion passed 14-0-0.

V. Open Forum

None.

VI. Chair Report

Chair Ramirez addressed the board and said that Dr. Watkins informed the board that the DACA renewal fee awards totaled \$10,395. Grant requests have reached almost \$21,000 and he gave Financial Aid a target amount of \$40,000 for DACA renewal fees. He requested the USU release \$25,000 (instead of \$2,500) for support of DACA fee renewals. If additional money is needed, Dr. Watkins will contact the USU to consult on how best to proceed. He informed the board that \$25,000 will be returned to the board. Dr. Watkins noted there may be a need for additional funds if the Financial Aid targets are not met. A mandatory breakfast has been scheduled for March 5 from 10:00

a.m. to 11:00 a.m. in the Panorama City room, East Conference Center (ECC). It is a meet-and-greet event for students who are running in the elections so they can meet with the board. Chair Ramirez reminded the board to refer to the letter that Director Hammond sent which provided all of the information needed to complete the application process for a seat on the board. She asked the board to nominate students who would be a great addition to the board, and said if anyone's term is ending this June and they would like to continue serving on the board, they should apply and campaign for a seat. Filing opened February 5 and will close on March 12.

VII. Vice Chair Report

Vice Chair Odino thanked those involved with scheduling the breakfast for March 5. He congratulated Chair Ramirez for being accepted into the Ph.D. program at the UCLA César E. Chávez Department of Chicana and Chicano Studies. Launched in 2012, this is the second program of its nature within the UC system. Graduate study in the Chávez Department will provide students with the interdisciplinary research tools necessary to advance knowledge in the field, provide academic leadership, and serve community needs with academic resources. Her research will focus on immigration policy and social behaviors.

VIII. Action Items

A. Form 990 return of Organization Exempt from Income Tax (2016-17) (Time Certain: 12:45 p.m.)

Motion from the Finance Committee to accept the USU's 2016-17 Return of Organization Exempt from Income Tax Information (Form 990).

Joe Illuminate, Associate Director, Accounting & Finance, stated that the IRS recommends that the Board of Directors of non-profit organizations accept the Return of Organization Exempt from Income Tax Information prior to filing it with the IRS. Sections of Form 990 that contain compensation-related information of board members was removed from the packet presented to the Board. The entire Form 990 will be available in Mr. Illuminate's office and on the GuideStar website once it has been filed with the IRS. He then introduced Lisa Cummings, a CohnReznick Senior Manager, who joined the board via the telephone, to present the 990 to the board.

Ms. Cummings stated that all nonprofit organizations with gross receipts of more than \$50,000 per fiscal year are required to file Form 990 Return of Organization Exempt from Income Tax with the Internal Revenue Service (IRS). Form 990 must be filed with the IRS by November 15 for all organizations with a June 30 fiscal year ending date. A filing extension can be requested to February or May.

Ms. Cummings then reviewed key sections of Form 990 with the board. She reported that Form 990 is in order without any negative issues to report.

Motion passed 14-0-0.

IX. Executive Director Report

Director Hammond said that the Accounting and Finance Department hosted its annual budget planning meeting on February 9. The USU must continue to be cautious of its budget – it is not a year of growth. Charity Lavey, Coordinator, Administrative Operations, resigned her position effective February 9. We are grateful for her contributions. Raymond Juarez will join the USU on February 26 as its Associate Director, Operations & Services. Mr. Juarez is a CSUN alum and worked for the USU at its satellite student union more than 10 years ago. The Nap Pod Marketing Campaign began February 18. There has been 39% increase in nap pod users between spring 2017 and fall 2017. The ACUI (Association of College Unions International) Annual conference will take place in Anaheim, California beginning March 21. During the first day of the ACUI Conference, the USU will be hosting a tour of its facilities from 7:30 a.m. to 2:00 p.m. If board members would like to be involved, please inform Director Hammond or Samantha Liu, Manager, Administrative Operations.

X. Associated Students (A.S.) Report

Chair Ramirez said that Mr. Goldenberg will send his report to her and she will forward it to the board.

XI. Committee Reports

Chair Ramirez asked the committee chairs to share their reports.

- **Facilities & Commercial Services:** Chair Bherard Tila said that the committee did not pass the Computer Lab Printing Allotment for Graduate Students policy. The committee explored the possibility of increasing the printing allotment for graduate students from 20 pages per day to 140 pages a week. The committee decided that due to the possible fiscal impact and lack of the student needs assessment, it decided to not pass the action item and decided that the USU should look into a more sustainable solution and emphasize the sustainability initiative of the USU, Associated Students and the University. He also mentioned some of the discussions that the committee will explore this semester regarding USU Promotion & Publicity Posting Policy and Procedures, increase in Gender Inclusive Restrooms, and USU passive marketing strategies. There is a meeting today from 4:00 to 6:00 p.m. in the USU conference room and all are welcome. Director Hammond mentioned that students

receive an annual computer survey and stressed the importance of completing it. Director Tila added that a total of 1,414 students completed the last Annual Information Technology Survey and said they would like more printing stations around campus. Lastly, Director Tila apologized for having to leave the meeting today at 1:50 p.m.

- Finance Committee: Chair Jazmin Hernandez said the committee met on February 14. The scheduled times of the meetings will be changed soon and she will inform the board of the new times.
- Personnel Committee: Chair Shannon Ashford said the committee is on track to complete its goals by the end of the spring semester. The committee changed the time that its meetings will begin to 5:00 p.m.
- Retirement Plan Committee: Chair Michael Odinlo said there was no report.
- Mentor Program Ad Hoc Committee: Chair Avi Stewart said the mentors are holding their meetings.
- Diversity & Inclusion Ad Hoc Committee: Chair Frank Benkovic said that five universities similar to the USU were cross-examined to identify their diversity and inclusion efforts so that the USU can implement and build on its own initiatives by the end of the semester. The five are: San Francisco State University; Cal State Fullerton; UCLA; University of Houston; and Florida International University.

XII. Action Items

B. Finance Committee Code

Motion from the Finance Committee to accept the revisions to the Finance Committee Code as presented.

Guadalupe Lopez addressed the board and said that the Finance Committee Code requires updating to include the newly created co-chair position along with other minor revisions. Section VI.A.1b.and 1f, Section VI.B.2b, 2c, and 2e were revised. Section VIII.2 a-1 was added. Staff Assistant, Carol Nardini, reviewed the Finance, Personnel, and Facilities & Commercial Services Committee codes to ensure that the revisions were consistent in each committee code document. Changes include the language adding a co-chair to the Committee Code.

Director Eichten thanked Ms. Lopez for her presentation and added that the language must be added throughout paragraphs b, c, d, and e in the same section, Section VI. Membership, B. Voting Members, 2. Student Members. She also said that changes were needed under D. Removal, Paragraph 1. Committee Chair and Co-Chair, a, b and c, and also Paragraph 2. Committee Members, a and b.

M/S/P (S. Eichten/M. Odinlo) Amendment to revise paragraphs b, c, d, and e of Section VI. Membership, B. Voting Members, 2. Student Members, as follows:

- b. There shall be one (1) student member of the USU BOD (who is not the Committee Chair or the Board Chair), who serves as a Co-Chair and voting member of the Committee.
- c. In the event that there is no additional representative from the USU board to serve on the committee as a non-voting member, the Co-Chair serves in that capacity, but does not receive another scholarship.
- d. Each USU BOD Committee Chair and Co-Chair, in consultation with the USU BOD Chair, shall appoint members to the standing committees.
- e. The student members are appointed to a term that shall be concurrent with the term of the Committee Chair and Co-Chair, who appointed them. If the Chair or Co-Chair of the Committee vacates their position prior to the end of the fiscal year, the Committee member is entitled to complete the fiscal year.

Under Section VI. Membership, D. Removal, 1. Committee Chair, the following changes were made:

1. Committee Chair and Co-Chair

- a. A Committee Chair or Co-Chair who has a total of three (3) absences from any annual, regular, or special meeting in any year (commencing the first working day subsequent to University Commencement and ending the day of University Commencement), or who fails to fulfill the duties and responsibilities of the chair and co-chair as outlined in this code may be removed from their position by two-thirds of the voting membership at a USU BOD annual, regular, or special meeting. The charge of failure to fulfill responsibilities must be presented by a member of the Board and investigated by the Executive Director prior to submitting the removal request to the Board.
- b. All Committee Chairs and Co-Chairs must maintain a GPA of 2.0 each semester during their term of office and in the semester prior to taking office, must be free from academic or disciplinary probation and must maintain and earn the appropriate number of semester units as prescribed in the USU Bylaws, Section III, Subsection B, Items C. i-vi. For purposes of this section, the grade of "CR" shall be calculated as a 2.0 grade point. In the event that a Committee Chair or Co-Chair does not achieve a semester GPA of 2.0 or higher, that

Committee Chair or Co-Chair shall have until 5:00 p.m. of the second Friday of the following semester to correct any grade deficiencies that may exist. In extenuating circumstances, an extension not to exceed thirty (30) calendar of this deadline, may be granted at the discretion of the Executive Director of the University Student Union. Should the grade deficiency not be remedied within the time allotted, the Committee Chair or Co-Chair shall be deemed ineligible to serve and will be removed from their position on the committee.

- c. Committee Chair or Co-Chair vacancies shall be filled as per the procedure prescribed in the USU Bylaws, Section V, Subsection A.

2. Committee Members

- a. Committee Members must meet and maintain the same eligibility requirements as a USU Board member as prescribed in the USU Bylaws, Section III, Subsection B. c. i-vi. Committee Members who fail to meet the eligibility requirements regarding GPA, credit hours and “good standing” status will be deemed ineligible and removed from their position.
- b. Committee Members who have a total of three (3) absences from any regular or special meeting in any year or who fail to fulfill the duties and responsibilities of their position as outlined in this Code may be removed from the committee upon recommendation of the Committee Chair and/or Co-Chair and with the approval of the USU BOD Chair.

In Section VII. Duties & Responsibilities of the Chair, Section B was added as follows:

The Committee Co-Chair shall:

1. Chair committee meetings in the absence of the Chair, or in the event of their physical inability to act, or due to a vacancy in that position.
2. Assist the Committee Chair in the recruitment, training and development of committee members.
3. Assist the Committee Chair by ensuring that members have the information needed to perform their jobs.
4. Assist the Committee Chair as they oversee the logistics of committee's operations, i.e., reserves rooms, communicates with and updates committee members, etc.
5. Report to the full Board on committee's decisions/recommendations in the absence of the Committee Chair.
6. Support the Committee Chair when presenting to the board.
7. Work closely with the Committee Chair, Executive Secretary, and other staff as agreed to by the Executive Director.
8. Assist the Committee Chair when assigning and monitoring work to the committee members, setting the agenda and running the meetings.
9. Support the Committee Chair when overseeing the committee's annual goals review.
10. Be accessible as needed to carry out the work of the committee.
11. Assist the Chair with a mid-year and annual report to the USU BOD.
12. Perform other duties as necessary.

Director Hammond responded to a question regarding the “Inc.” that is no longer used in the USU’s name. She said that a couple of years ago the USU made changes to its Articles of Incorporation and it was at that time that the word “Incorporated (Inc.)” was dropped from its name.

There was no further discussion.

Amendment to the motion passed 14-0-0.

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

C. Personnel Committee Code

Motion from the Personnel Committee to approve the updated Committee Code as presented.

Chair Ramirez said that the same changes will apply to the Personnel Committee Code. The changes are as follows:

Section VI.A.1b.and 1f, Section VI.B.2b, 2c, and 2e were revised. Section VIII.2 a-1 was added. Additional language was added throughout paragraphs b, c, d and e in the same section, Section VI. Membership, B. Voting Members, 2. Student Members. Changes were also made under D. Removal, Paragraph 1. Committee Chair and Co-Chair, a, b, and c, and also Paragraph 2. Committee Members, a and b.

- b. There shall be one (1) student member of the USU BOD (who is not the Committee Chair or the Board Chair), who serves as a Co-Chair and voting member of the Committee.

- c. In the event that there is no additional representative from the USU board to serve on the committee as a non-voting member, the Co-Chair serves in that capacity, but does not receive another scholarship.
- d. Each USU BOD Committee Chair and Co-Chair, in consultation with the USU BOD Chair, shall appoint members to the standing committees.
- e. The student members are appointed to a term that shall be concurrent with the term of the Committee Chair and Co-Chair, who appointed them. If the Chair or Co-Chair of the Committee vacates his/her position prior to the end of the fiscal year, the Committee member is entitled to complete the fiscal year.

Under Section VI. Membership, D. Removal, 1. Committee Chair, the following changes were made:

1. Committee Chair and Co-Chair

- a. A Committee Chair or Co-Chair who has a total of three (3) absences from any annual, regular, or special meeting in any year (commencing the first working day subsequent to University Commencement and ending the day of University Commencement), or who fails to fulfill the duties and responsibilities of the chair and co-chair as outlined in this code may be removed from their position by two-thirds of the voting membership at a USU BOD annual, regular, or special meeting. The charge of failure to fulfill responsibilities must be presented by a member of the Board and investigated by the Executive Director prior to submitting the removal request to the Board.
- b. All Committee Chairs and Co-Chairs must maintain a GPA of 2.0 each semester during their term of office and in the semester prior to taking office, must be free from academic or disciplinary probation and must maintain and earn the appropriate number of semester units as prescribed in the USU Bylaws, Section III, Subsection B, Items C. i-vi. For purposes of this section, the grade of "CR" shall be calculated as a 2.0 grade point. In the event that a Committee Chair or Co-Chair does not achieve a semester GPA of 2.0 or higher, that Committee Chair or Co-Chair shall have until 5:00 p.m. of the second Friday of the following semester to correct any grade deficiencies that may exist. In extenuating circumstances, an extension not to exceed thirty (30) calendar of this deadline, may be granted at the discretion of the Executive Director of the University Student Union. Should the grade deficiency not be remedied within the time allotted, the Committee Chair or Co-Chair shall be deemed ineligible to serve and will be removed from their position on the committee.
- c. Committee Chair or Co-Chair vacancies shall be filled as per the procedure prescribed in the USU Bylaws, Section V, Subsection A.

2. Committee Members

- a. Committee Members must meet and maintain the same eligibility requirements as a USU Board member as prescribed in the USU Bylaws, Section III, Subsection B. c. i-vi. Committee Members who fail to meet the eligibility requirements regarding GPA, credit hours and "good standing" status will be deemed ineligible and removed from their position.
- b. Committee Members who have a total of three (3) absences from any regular or special meeting in any year or who fail to fulfill the duties and responsibilities of their position as outlined in this Code may be removed from the committee upon recommendation of the Committee Chair and/or Co-Chair and with the approval of the USU BOD Chair.

In Section VII. Duties & Responsibilities of the Chair, Section B was added as follows:

The Committee Co-Chair shall:

1. Chair committee meetings in the absence of the Chair, or in the event of their physical inability to act, or due to a vacancy in that position.
2. Assist the Committee Chair in the recruitment, training and development of committee members.
3. Assist the Committee Chair by ensuring that members have the information needed to perform their jobs.
4. Assist the Committee Chair as they oversee the logistics of committee's operations, i.e., reserves rooms, communicates with and updates committee members, etc.
5. Report to the full Board on committee's decisions/recommendations in the absence of the Committee Chair.
6. Support the Committee Chair when presenting to the board.
7. Work closely with the Committee Chair, Executive Secretary, and other staff as agreed to by the Executive Director.
8. Assist the Committee Chair when assigning and monitoring work to the committee members, setting the agenda and running the meetings.

9. Support the Committee Chair when overseeing the committee's annual goals review.
10. Be accessible as needed to carry out the work of the committee.
11. Assist the Chair with a mid-year and annual report to the USU BOD.
12. Perform other duties as necessary.

Amendment to the motion passed 14-0-0.

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

D. Facilities & Commercial Services Committee Code

Motion from the Facilities & Commercial Services Committee to approve the updated Committee Code as presented.

Chair Ramirez said that the same changes will apply to the Facilities & Commercial Services Committee Code. The changes are as follows:

Section VI.A.1b.and 1f, Section VI.B.2b, 2c, and 2e were revised. Section VIII.2 a-1 was added. Additional language was added throughout paragraphs b, c, d and e in the same section, Section VI. Membership, B. Voting Members, 2. Student Members. Changes were also made under D. Removal, Paragraph 1. Committee Chair and Co-Chair, a, b, and c, and also Paragraph 2. Committee Members, a and b.

- b. There shall be one (1) student member of the USU BOD (who is not the Committee Chair or the Board Chair), who serves as a Co-Chair and voting member of the Committee.
- c. In the event that there is no additional representative from the USU board to serve on the committee as a non-voting member, the Co-Chair serves in that capacity, but does not receive another scholarship.
- d. Each USU BOD Committee Chair and Co-Chair, in consultation with the USU BOD Chair, shall appoint members to the standing committees.
- e. The student members are appointed to a term that shall be concurrent with the term of the Committee Chair and Co-Chair, who appointed them. If the Chair or Co-Chair of the Committee vacates his/her position prior to the end of the fiscal year, the Committee member is entitled to complete the fiscal year.

Under Section VI. Membership, D. Removal, 1. Committee Chair, the following changes were made:

1. Committee Chair and Co-Chair

- a. A Committee Chair or Co-Chair who has a total of three (3) absences from any annual, regular, or special meeting in any year (commencing the first working day subsequent to University Commencement and ending the day of University Commencement), or who fails to fulfill the duties and responsibilities of the chair and co-chair as outlined in this code may be removed from their position by two-thirds of the voting membership at a USU BOD annual, regular, or special meeting. The charge of failure to fulfill responsibilities must be presented by a member of the Board and investigated by the Executive Director prior to submitting the removal request to the Board.
- b. All Committee Chairs and Co-Chairs must maintain a GPA of 2.0 each semester during their term of office and in the semester prior to taking office, must be free from academic or disciplinary probation and must maintain and earn the appropriate number of semester units as prescribed in the USU Bylaws, Section III, Subsection B, Items C. i-vi. For purposes of this section, the grade of "CR" shall be calculated as a 2.0 grade point. In the event that a Committee Chair or Co-Chair does not achieve a semester GPA of 2.0 or higher, that Committee Chair or Co-Chair shall have until 5:00 p.m. of the second Friday of the following semester to correct any grade deficiencies that may exist. In extenuating circumstances, an extension not to exceed thirty (30) calendar of this deadline, may be granted at the discretion of the Executive Director of the University Student Union. Should the grade deficiency not be remedied within the time allotted, the Committee Chair or Co-Chair shall be deemed ineligible to serve and will be removed from their position on the committee.
- c. Committee Chair or Co-Chair vacancies shall be filled as per the procedure prescribed in the USU Bylaws, Section V, Subsection A.

2. Committee Members

- a. Committee Members must meet and maintain the same eligibility requirements as a USU Board member as prescribed in the USU Bylaws, Section III, Subsection B. c. i-vi. Committee Members who fail to meet the eligibility requirements regarding GPA, credit hours and "good standing" status will be deemed ineligible and removed from their position.
- b. Committee Members who have a total of three (3) absences from any regular or special meeting in any year or who fail to fulfill the duties and responsibilities of their position as outlined in

this Code may be removed from the committee upon recommendation of the Committee Chair and/or Co-Chair and with the approval of the USU BOD Chair.

In Section VII. Duties & Responsibilities of the Chair, Section B was added as follows:

The Committee Co-Chair shall:

1. Chair committee meetings in the absence of the Chair, or in the event of their physical inability to act, or due to a vacancy in that position.
2. Assist the Committee Chair in the recruitment, training and development of committee members.
3. Assist the Committee Chair by ensuring that members have the information needed to perform their jobs.
4. Assist the Committee Chair as they oversee the logistics of committee's operations, i.e., reserves rooms, communicates with and updates committee members, etc.
5. Report to the full Board on committee's decisions/recommendations in the absence of the Committee Chair.
6. Support the Committee Chair when presenting to the board.
7. Work closely with the Committee Chair, Executive Secretary, and other staff as agreed to by the Executive Director.
8. Assist the Committee Chair when assigning and monitoring work to the committee members, setting the agenda and running the meetings.
9. Support the Committee Chair when overseeing the committee's annual goals review.
10. Be accessible as needed to carry out the work of the committee.
11. Assist the Chair with a mid-year and annual report to the USU BOD.
12. Perform other duties as necessary.

Amendment to the motion passed 14-0-0.

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

E. Fee Restoration Plan

Motion from the Finance Committee to accept the restoration of the student union fee in the amount of \$13.00: \$6.00 effective July 01, 2019 and \$7.00 effective July 01, 2020.

In 2009, CSUN President, Jolene Koester, approved the USU's proposal for a \$15.00 operational fee increase. However, due the fact the USU was in good financial standing and because students had been experiencing year over year tuition increases, the USU decided to implement only \$2.00 of the \$15.00 fee.

The decrease in the fee from \$15.00 to \$2.00 resulted in putting an additional \$8 million back in student pockets through fiscal year 2020-21.

Today, the USU is proposing its \$6/\$7 plan to restore the remaining \$13.00 of the fee. The USU considered a \$13.00 plan and \$4/\$4/\$5 plan, but the \$6/\$7 was selected because this plan provides the right balance of an increase in student fee revenue and sensitivity to students by spreading the fee restoration over two fiscal years. \$6.00 of the fee restoration would go into effect on July 01, 2019 and \$7.00 would go into effect on July 01, 2020.

The \$6/\$7 plan is needed to stop the gradual decline in the Debt Service Coverage Ratio or DSCR. The DSCR is a ratio that measures the USU's ability to repay its annual debt service. The minimum ratio allowed by the CSU Chancellors Office is 1.25. A 1.25 DSCR requires that there is \$1.25 of student fee revenue for every \$1.00 of annual debt service.

Without the \$6/\$7 plan, the DSCR will drop below 1.25 in 2020-21 and will continue to decline each fiscal year thereafter. With the implementation of the \$6/\$7 plan, the DSCR remains above 1.25 through 2027-28.

The reason the DSCR gradually decreased over time was because expenses were rising faster than student fee revenue due to the following reasons:

1. Increase in professional staffing.
2. Increases in professional staff benefits costs.
3. Increase the minimum wage for student assistants from \$10.00 to \$15.00 and the payment of sick-time to student assistants.
4. The addition of the Pride Center, Veterans Resource Center, and Oasis Wellness Center has increased overall costs required to support the centers (Administration, Accounting, Technology, Human Resources, and Marketing).
5. Increase in custodial costs.

In conclusion, the \$6/\$7 plan is critical to stabilize the DSCR and offset unanticipated cost increases that have been incurred since April 2013.

Director Hammond said that the possible implementation of a CSU tuition increase lowers the probability of passing a successful student fee referendum to renovate the student union. A successful referendum would have taken into account the restoration of the \$13.00 operational fee. Since we are unsure of the status of moving forward with the referendum, it seemed necessary and prudent to implement the restoration of the operating fee increase.

Motion passed 14-0-0.

F. Second Quarter Budget Report

Motion from the Finance Committee to accept the 2017-18 Second Quarter Budget Report as presented.

Director Tila left at 1:49 p.m.

Joe Illuminate, Associate Director, Accounting & Finance, said the purpose of this report is to summarize the financial results of the University Student Union as of December 31, 2017. This report reflects financial operations for the sixth-month period ended December 31, 2017. The optimal operating range is 50% of the yearly budget, although limits from 45% to 55% are acceptable. The percentage indicates the total amount of the revenue budget received or the total amount of the expenditure budget incurred fiscal year-to-date.

Summary

The USU's financial position as of December 31, 2017 is solid. The budget is operating within the optimal range for both revenue and expense which is 49.9% and 45.1% respectively. The USU is reporting a surplus of \$800,441 and there is \$5.4 million in cash on hand and net assets \$2.7 million.

The USU continues its strategy of transferring surplus funds identified during the quarterly budget review to unallocated reserves so that the USU has the flexibility to repurpose these funds for other organizational priorities identified throughout the fiscal year. The unallocated reserves budget is approximately \$522,000 which is 260% greater than the board approved budget of \$201,000. The increase in the unallocated reserves budget is attributable to vacant positions and postponed repair and replacement projects.

Year-to-Date Revenues

Total revenue is \$8,307,056, which represents 49.9% of the revised budget of \$16,645,663.

Year-to-Date Expenditures

The total expenses for this period were \$7,506,615, which represents 45.1% of the revised budget of \$16,644,697.

Statement of Changes in Financial Position

Total assets are \$6,250,439 of which \$5,378,667 is cash. Total liabilities are \$3,557,340 of which \$2,450,038 is the estimate to pay the projected medical expenses of current and future USU retirees in the Retirement Health Benefits Plan (RHBP). Total Net Assets are \$2,693,099.

Investment Summary

The USU continues to yield positive returns in the money invested in the CSU Systemwide Investment Fund Trust (SWIFT). The USU has earned \$29,288 in interest income year-to-date.

Unallocated and Designated Reserves

During the third quarter, the unallocated reserves balance increased by \$216,937. Designated Reserves in the amount of \$20,275 was transferred to various departments during the quarter as a result of employees taking vacation advances. Mr. Illuminate noted the benefits of having unallocated reserves. For example, the budget for utilities increased by \$58,000 based on 12 months of actual data. The deficit in the budget was covered by unallocated reserves (surplus funds from unspent throughout the year).

Capital Outlay

The capital outlay budget is \$257,827, with actual expenditures of \$53,391. The purchases of the Virtual Desktop Infrastructure (VDI) software license; the heater for the Plaza pool, the heating, ventilation, and air conditioning unit for the Plaza del Sol Performance Hall; and the Executive Board conference table are in process.

USU/CSUN Foundation

The USU Foundation account net balance is \$250,701. The net balance takes into account the \$50,000 donation allocated by the Board for DACA application fees, but not yet transferred to the MataCare Fund as of December 31, 2017.

Director Naqvi left at 1:53 p.m.

Work Study

The USU has expended \$18,543. The USU received its first Work-Study reimbursements in January 2018.

Motion passed 12-0-0.

G. SRC Facility Access Policy

Motion from the Facilities & Commercial Services Committee to approve the revisions to the SRC Membership and Facility Access Policy.

Kyle Ginley, Membership Services Coordinator, said that the SRC anticipates selling additional memberships, primarily in the summer, with the addition of the First-Time Student and Visiting Continuing Student eligibilities, which may result in a minimal increase in membership revenue. He described the changes in the definitions as follows:

1. A First-Time Student is defined as any student enrolled in classes for the first time at the university level. This eligibility is applied only during the summer semester immediately preceding their first semester of fall classes.
2. A Visiting Continuing Student is defined as a non-CSUN university student enrolled at a different school during the previous semester. This eligibility is only applied during the summer semester.

Kaila Lavin, the Assistant Director, Facility Operations, added that a part-time student would be allowed to use the SRC. A board member asked if a student enrolls in late May, would they be allowed to use the SRC during the summer? Ms. Lavin responded and said as long as the student is in the system through Admissions & Records and has enrolled in classes for the fall, they will be eligible to join the SRC as soon as the summer term begins.

Motion passed 12-0-0.

XIII. Discussion Items

A. Executive Director Evaluation

Chair Ramirez said the memo and evaluation form are in the board folders and proceeded to explain the reasoning behind the evaluation. She said the executive director evaluation is done annually for the purpose of recommending bonuses or compensation increases and to implement change as needed. The Board Review Team, made up of the Board Chair (Iris Ramirez), the Personnel Committee Chair (Shannon Ashford), and the Associate Vice President of Student Life (Shelley Ruelas-Bischoff), will review the evaluations submitted for Director Hammond. Chair Ramirez directed everyone to honestly evaluate Director Hammond and rank her deservedly in each of the areas. She said the evaluations would be used to make changes as needed and that Director Hammond is open to all feedback. The evaluations are due no later than March 12 and can be dropped off at University Hall 310 or through Michael Clemens, Administrative Support Coordinator, who can email the forms. Chair Ramirez would send out an email reminder. Director Hammond asked the board to please specify any concerns and added that she will complete a self-appraisal as well and will submit it to the Board Review Team. The feedback would then be compiled, a report drafted and a discussion would occur in a meeting with the Board Review Team. Director Hammond said specific comments are always helpful.

B. Aida Salazar and BOD Achievement Awards

Randy Sorensen, Training and Development Specialist, presented the discussion on the Aida Salazar and BOD Committee Member Awards. He said the two awards are presented each year to board-selected individuals at the Year-End Celebration event. He noted that for those unfamiliar with the awards, the descriptions can be found in the attachments on page 145. The Aida C. Salazar Award is presented to a member of the CSUN community that has significantly contributed to the support of the USU mission by bringing unique or new, diverse groups into the Union. Anyone (students, board, staff, faculty) can submit nominations online for the Aida C. Salazar Award.

The BOD Committee Member of the Year Award goes to an outstanding committee member. Each Committee Chair will discuss the award with their committee and the committee will vote to nominate a member to be considered for the award. The nominees will be presented at the April board meeting in which a secret ballot will take place to vote for the winner and then both winners will be announced at the Year-End Celebration scheduled for May 4, 2018. The board asked why were all the committees not included in the BOD Achievement Award, and asked if that would be possible. Director Hammond pointed out that it is not a policy and the board can take an informal action to add all of its committees. Chair Ramirez asked for a show of hands and it was unanimous that all of the committees would be eligible to be included in the vote. The following committees were added: Audit, Retirement Plan, and the two ad hoc committees, Mentoring and Diversity & Inclusion.

C. Increase Sustainability for the USU Board of Directors

Director Flores-Temix said that it was brought to the attention of the Facilities and Commercial Services Committee that the USU should strive to do its part for a sustainable campus and work towards printing less material for the USU Board of Directors and its committees. CSUN continues to focus on the initiative of being a sustainable campus. The committee suggested that the USU purchase iPads for the board and standing/ad hoc committees instead of copying the meeting packets. Board members said that one of the committees should use the iPads in a meeting. It should be determined how much paper the USU would save over a period of time if it no longer prints. The board members have access to the CSUN Box web site and it could be an option to view the packets on personal laptops/iPads, or rent them. Director Hammond said the matter would be referred to the USU's new Associate Director, Operations & Services, Raymond Juarez.

XIV. Announcements

- Chair Ramirez opened a present she received from Vice Chair Odino for being accepted into the Ph.D. program at UCLA.
- Director Stewart invited the board to the Poetry Slam that was scheduled to take place in The Pub, Wednesday, February 21 from 8:00 p.m. to 10:00 p.m. Everyone is welcome.

XV. Adjournment

Chair Ramirez adjourned the meeting at 2:25 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director