

UNIVERSITY-STUDENT UNION AT CALIFORNIA STATE UNIVERSITY, LOS ANGELES
BOARD OF DIRECTORS
MINUTES
FEBRUARY 14, 2014
2:00 p.m.

Present: E. Covarrubias, N. Carrillo (left @ 3:02 p.m.), L. del Castillo, H. Jacinto (2:43 pm), T. Leung (2:16 p.m.), J. Ma, S. Odhiambo, T. Ross (2:37 p.m.), D. Saa, A. Sahagun, N. Smolter, A. Corella Soto, R. Tran, S. Urrutia, L. Vittayarukskul, I. Weser

Absent: A. Vaidya (excused)

1. Call to Order
The meeting was called to order by E. Covarrubias at 2:15 p.m.

2. Approval of Agenda – February 14, 2014
M/S S. Odhiambo/A. Soto to approve amended Agenda for
December 13, 2014

PASSED UNANIMOUSLY

3. Approval of Minutes – December 13, 2103
M/S L. del Castillo/L. Vittayarukskul to approve Minutes for
September 13, 2013

PASSED UNANIMOUSLY

4. Vice-Chair Appointment
 - 4.1 Lemuel del Castillo
M/S J. Ma/S. Urrutia to appoint Lemuel del Castillo Vice-Chair of the Board of Directors.

PASSED UNANIMOUSLY

5. Executive Director Search
T. Ross urged the Board to review the updated U-SU Executive Director job description. He described the application and hiring process, in which he has already consulted with the Human Resources department on the different ways to advertise the position. After Human Resources collect the applications, they will screen and deliberate as to which are the best candidates. The chosen candidates will be invited to CSULA for an interview process. T. Ross apologized for accidentally omitting the minimal job qualifications on the job description, and told the Board members that he would email them a complete version soon. He said that February through April is the optimal time to advertise for the position. T. Ross said that the goal for the Personnel Committee is to meet in order to discuss how they want to design the interview process. The goal is to find a candidate to recommend to the Board by May, and officially fill the position by the end of the current fiscal year. Full time staff member Michelle Hooper asked the Board whether the U-SU staff members will be an active part of the selection process, as they are the ones who will be working directly with the new Executive Director on a daily basis. E. Covarrubias urged her and the other full time staff to attend the Board meetings to stay up to date on the process. T. Ross told her that he will make sure that the full time staff member will definitely have a chance to be an active part of the hiring process.

6. 6 & 6 Budget
R. Tran stated that the 6 & 6 Budget is very much aligned with the expectations at the beginning of the year. She pointed out in her expenditure analysis that there is a projected 25% increase in Printing due to an increase in marketing and promotional materials for programs and events. She also projected a 5% decrease in Staff Salaries due to the delay in hiring an Executive Director. There is also a projected 7% decrease in Benefits due to the full time position vacancy. In her revenue analysis, R. Tran discussed the projected 58% increase in Miscellaneous due to revenue collected for off-campus trips, increase in game room usage, and an increase in Xtreme Fitness memberships sold. There is also a projected 12% decrease in Student Fees intended to utilize operating reserves.

7. Review U-SU Board of Directors Code of Procedures and Policies
E. Covarrubias wants to make sure that the U-SU Policies and Procedures are reviewed and updated. Specifically, he would like

to see the Meeting & Event Services policies and procedures for reserving a space in the University-Student Union updated and transparent. He emphasized the necessity to have all of the policies, procedures, and bylaws as clear and transparent as possible.

8. U-SU Policy & Procedure Ad Hoc Committee
E. Covarrubias suggested that the Board form a Policy & Procedures Ad Hoc Committee that will offer recommendations to the U-SU Board of Directors after gathering input and concerns from a cross section of the CSULA community. He also suggested the committee be made up of at least three student Board members, and at least two faculty and/or staff from the CSULA campus. T. Leung and T. Ross agreed that it would be prudent to include at least one Director from the University-Student Union, because they have direct knowledge of the U-SU and it's daily operations. Also, the Board agree that the U-SU Executive Director should be a member of this Ad Hoc Committee as well.

M/S T. Ross/N. Smolter to create a Policy & Procedure Ad Hoc Committee.

PASSED UNANIMOUSLY

M/S A. Soto/D. Saa to appoint Nicholas Carrillo, Lemuel del Castillo, Thomas Leung, John Ortiz, Nicole Smolter, and Lisa Vittayarukkul to the Policy and Procedure Ad Hoc Committee.

PASSED UNANIMOUSLY

9. PASS/SABU Committee Chair Update
L. del Castillo told the said he was officially voted in as Chair of the PASS Committee. He said he discussed how the fall calendar was received and about future spring events with both Fred Smith and Jennifer Celaya Davis. Freshmen students are taking advantage of the programs, and the leadership programs are also well attended. He said that he suggested they try to establish a stronger school culture and identity in which to be proud of. He asked students to be a bridge for the programs at the U-SU; showing faculty the

calendar as to inform their students and letting other students know about upcoming events in general. A. Corella Soto talked about installing more televisions or modifying the existing television at the info booth. She talked about installing a projector to advertise events happening on campus, about the possibility of adding gender neutral bathrooms, as well as converting the Monterey Park room into a permanent meditation room. The SABU Committee also touched on trying to change the amplified sound rules in order to facilitate more events.

10. Interim Executive Director's Report

R. Tran informed the Board members that the Graffix department recently won thirteen awards at the most recent ACUI conference. Also, the plaza will be utilized for Investiture Week activities, including various alumni and student events, food trucks, and the Mayor of Los Angeles appearing for President Covino's inauguration ceremony. The plaza will be used as the reception area after the spring commencement. The plaza renovation project will begin directly after commencement.

11. Discussion

E. Covarrubias asked the Board meeting if anyone was interested in filling the two vacancies on the Personnel Committee; one voting and one advisor. Seonagh Odhiambo agreed to fill the advisor vacancy, and Nicole Smolter agreed to fill the voting position.

M/S T. Ross/A. Soto to go into Executive session to discuss the Personnel Committee.

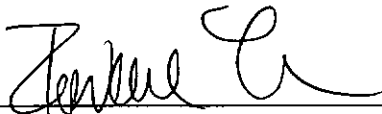
M/S A. Corrello Soto/L. Vittayarukskul to appoint Seonagh Odhiambo to Advisor position, and Nicole Smolter to Voting position of Personnel Committee.

PASSED UNANIMOUSLY

12. Adjournment

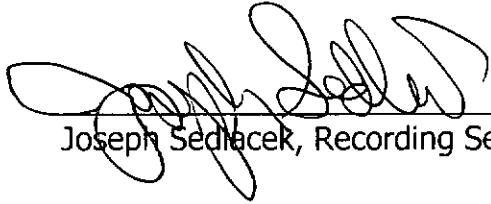
M/S S. Urrutia/J. Ma to adjourn meeting at 3:36 p.m.

PASSED UNANIMOUSLY



Rowena Tran, Executive Secretary

4/16/14
Date



Joseph Sedlacek, Recording Secretary

4/11/14
Date