

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
DECEMBER 04, 2023 – GRAND SALON
MINUTES**

Chair Moreno led the BOD and meeting attendees through the USU Land Acknowledgment.

I. Call to Order

The regular meeting of the USU Board of Directors was called to order at 12:38 p.m. by Chair Moreno.

II. Roll Call

Present	Absent	Staff	Guests
Angelina Armenta		Alejandra Aparicio	James Corte
Dr. Megan Bell		Ryan Hairapetian	Mishell De Leon
Angelina Collins		Jeremy Hamlett	Eva Elias
Ashley Godinez		Tari Hunter	Nicholas Gevorgian
Paige Hajiloo		Joe Illuminate	Mason Groves
Debra Hammond		Natalie Johnson	Glen Menezes
Daniel Lopez		Sharon Kinard	Jacob Velez
Daniel Moreno		Samantha Liu	
Joaquin Macias		Audrey Martinez	
Marilyn Orantes		Caroline Ponce	
Nawshin Sabah		Shelley Sakoda	
Dr. Freddie Sanchez		Ruth Vasquez	
Dr. Mirna Sawyer		Steven Wein	
Dr. Winterhalter*		Malahat Zhobin	
German Wong			
Jasmin Zesati			

* TEAMS video participant

III. Approval of Agenda

M/S/P (G. Wong/ D. Lopez) Motion to approve the agenda for December 4, 2023.

Motion passed 14-0-0.

IV. Approval of Minutes 11/13/2023

M/S/P (J. Zesati/ N. Sabah) Motion to approve the minutes for November 13, 2023.

Motion passed 14-0-0.

V. Open Forum

VI. Chair's Report

Chair Moreno highlighted his experience attending the Association of College Unions International (ACUI) Region I Conference which took place at CSU, Monterey Bay from November 16 - 18. He shared that it was a truly a new and worthwhile experience, and was able to learn new skills and hear from other students and their passion for student success within their own campus.

Director Moreno gave a special mention to Vice Chair Zesati and Director Lopez for presenting alongside Assistant Director, Programs and Leadership Audrey Martinez at the conference regarding the USU's process of passing the Land Acknowledgment Policy & Procedure. The presentation went well and they were able to provide good information to comments and questions asked by the audience. This was Chair Moreno's last official Board of Director's meeting and he shared his gratitude and words of appreciation for the board. He thanked Dr. Freddie Sanchez for nominating him as a candidate for the BOD Chair position back in June and shared his gratitude to everyone who believed in him throughout his tenure. He is thankful for all that has been accomplished by the BOD committees and is confident in they will do well as they continue their work in the spring semester. He was thankful for having the opportunity to take part in the Basic Needs Suite presentation to the CSUN Foundation and to see how individuals including non- students are excited to see growth on campus and the impact it will have on all the CSUN students. Looking back at his time at CSUN, he is thankful for the impact he has made on students and looks forward to seeing the progress in the semesters to come. Chair Moreno shared his well wishes for the upcoming BOD Chair and Vice Chair and urged the entire board to continue to foster collaboration. Chair Moreno closed by stating that the BOD will always have a special place in his heart.

VII. Vice Chair's Report

Vice Chair Zesati took a moment to share her appreciation of Chair Moreno as he completes his tenure as BOD Chair. She highlighted the USU BOD Staff Brunch on November 9 and the opportunity to show appreciation for the USU staff and all their hard work behind the scenes. She also shared her positive experience at the Association of College Unions International (ACUI) Region I conference and the Land Acknowledgment Policy presentation she gave alongside Director Lopez and Assistant Director Programs and Leadership Audrey Martinez. There was a good turnout for the presentation, and she felt that people were engaged and came to understand the importance and value of Land Acknowledgments for their respective campuses. Vice Chair Zesati thanked everyone for their hard work and a good fall semester. She hopes to continue their efforts in the following year.

VIII. Executive Director's Report

Director Hammond talked about the Association of College Unions International (ACUI) Region I conference from November 16 - 18. She felt it was a really good experience, especially for the region's first time back in person and out of the area in an effort to get people back together. ACUI hopes to host more in person gatherings as a way to support the profession and foster its impact on student leaders and future professionals. She went on to share that people do not grow up wanting to be Union directors, but we have to figure out a way to entice them and urge them to be part of this profession. There were great sessions shared at the conference, one in particular that started as a Diversity, Equity, and Inclusion (DEI) session that evolved into a powerful conversation about what the association can do to support the needs of students and emerging professionals. At the conference, Building Operations Supervisor Eric Rebolledo was also recognized as the recipient of the IPDS scholarship. Building Operations Coordinator Tim Rasmussen took part in the all- conference panel consisted of various student affairs professionals who have been in the field for 5 to 7 years and shared the impact of their work and wisdom with other colleagues at the conference. Director Hammond recognized Associate Director, Operations & Services Samantha Liu, as the ACUI Region I Director leading the conference planning and regional leadership team through a great and successful conference. Conference attendees from the USU will have a wrap-up meeting to discuss best practices and provide feedback to the Association as to where we will be going next. Director Hammond shared that former Veterans Resource Center (VRC) Supervisor Gabriel Hernandez has assumed his new position as Programs Manager. There remains to be a number of temporary and permanent positions and vacancies at the USU that need to be filled. Hammond shared several

programming updates in areas including the resource centers, Programs, HEAL Project, Co-Sponsorships, and Diversity and Inclusion. The USU is continuing to find the right combination of programs we should be producing, at what level, and what staffing is required to meet the needs of students. Lastly, Director Hammond recognized Chair Moreno and his contributions as BOD Chair in the fall semester. She commended Chair Moreno for his accomplishments and his inner-knowing, something that people his age do not possess. His ability to follow his own compass, seek advice from different people he respects, and listen at a deep level to make his decision and follow through. He embraced servant leadership as if it were his middle name and modeled it in all aspects of his leadership. He lead with his head and his heart, simultaneously and seamlessly. He is someone who constantly lifts other people with his presence, his compassion, his smile, and his empathy. Director Hammond shared that her biggest regret was only having 6 months together with Director Moreno, but for which she is forever grateful.

IX. A.S. Report

President Hajiloo congratulated Chair Moreno on graduating and thanked him for his amazing leadership on campus and noted that his impact will be felt on campus for generations to come. She shared that A.S. will be collaborating with the USU and the Soraya for the Yoga at the Soraya during CrunchTime. She shared that last week on December 1, a statement was sent regarding the CFA strike and updates. She hoped it was clear and concise and to send any questions or inquiries her way. President Hajiloo shared for everyone's information that a strike/walkout would take place on December 5. She thanked everyone for the fall semester and how welcomed she felt at the USU. She hopes to see everyone next year.

A.S. President Hajiloo left at 1:00 p.m.

X. Committee Reports

A. Diversity & Inclusion

Director Sabah congratulated Chair Moreno on his graduation and let him know he will be missed. She shared that the Diversity and Inclusion Committee held the last two meetings on November 17 and December 1, and they are in the process of finalizing committee goals. She reported that the D&I Committee achieved its goal of getting the USU Land Acknowledgement Policy & Procedure passed last summer. To further its impact, the committee recommends video representation to help increase awareness of the USU Land Acknowledgment. The committee is excited to finalize their goals and achieving them.

Additionally, Director Godinez shared her experience volunteering at the 38th Annual CSUN Powwow. She shared that it was a beautiful experience with various vendors and opportunities to connect with many people. She looks forward to participating in next year's event.

B. Facilities & Operations

Director Lopez congratulated Chair Moreno on graduating as well.

He shared that the Facilities and Operations Committee held its monthly meeting on November 20 where they accomplished setting their committee goals for the year. Additionally, they decided to hold an additional meeting over winter break. The Committee voted on four goals for the year:

1. The Committee will continue to support all USU renovation and expansion projects
2. Assist in the development of the Valera Basic Needs Suite (BNS) and its naming process
3. Increase social media and marketing efforts to increase student knowledge and visibility of all USU facilities
4. Review survey findings from the Brailsford & Dunlavey and University Student Union Engagement Survey Spring 2023.

Director Lopez shared that the committee had a great discussion on how these goals can be accomplished starting with increasing student knowledge and visibility of the USU through increased marketing and social media efforts.

C. Finance

Director Orantes thanked Chair Moreno for his service, grace, and support throughout his time with the BOD and wished him well in his future endeavors. She shared that the Finance Committee held a meeting on November 21 where the Hospitality Policy and Long-Term Financial Plan were discussed. In the next meeting on December 5, the First Quarter Budget Report will be discussed. Due to scheduling, the budget report would be presented to the Board before the Finance Committee has had the opportunity to vote on it.

D. Personnel

Director Wong congratulated Chair Moreno on graduating. He shared his appreciation for Chair Moreno and his leadership. He reported that the Personnel Committee held their first meeting on November 17 where they met quorum. They were able to provide a general overview of the USU, HR Departments, and overall goals for the Personnel Committee. Their next meeting will be held on December 15 where committee goals will be discussed and voted on.

E. Retirement

Vice Chair Zesati reported that there were no new updates from the Retirement Committee as of November. A review of the 3rd Quarter Investment Report, Retirement Planning Expenses, and activities regarding the retirement health benefit plan will be reviewed at the December 15 meeting.

XI. Action Items

A. Election of Spring 2024 BOD Chair & Vice Chair

M/S/P (D. Lopez/ A. Godinez). Motion to begin the nomination process for the BOD Chair and Vice Chair effective January 2024 until June 2024.

Chair Moreno asked for nominations for the Chair position.

(D. Lopez / G. Wong) nominated Jasmin Zesati. Nomination was accepted.

The candidate made their statement and fielded questions from the board.

Assistant Director Programs and Leadership Audrey Martinez collected ballots from the board. The ballots were counted, and Chair Moreno announced that Jasmin Zesati was elected Chair for the Spring 2024 Board of Directors.

Chair Moreno asked for nominations for the Vice Chair position.

(N. Sabah / G. Wong) nominated Daniel Lopez. Nomination was accepted.

(M. Orantes / A. Godinez) nominated Angelina Collins. Nomination was accepted.

(N. Sabah / A. Godinez) nominated Marilyn Orantes. Nomination was declined.

The two candidates made statements and fielded questions from the board.

Assistant Director for Programs and Leadership Audrey Martinez collected ballots from

the board. The ballots were counted, and Chair Moreno announced that Daniel Lopez was elected Vice Chair for the Spring 2024 Board of Directors

New Spring 2024 Chair Jasmin Zesati.
New Spring 2024 Vice Chair Daniel Lopez.

Motion passed 14-0-0.

B. Hospitality Policy

M/S/P (G. Wong/ A. Godinez) Motion to approve the Hospitality Policy as presented by the Associate Director for Finance Joe Illuminate.

Associate Director for Finance Joe Illuminate led the discussion of the policy with a PowerPoint presentation. He shared that the policy has been revised due to the need for alignment with the Campus Hospitality Policy update as of October 06, 2023. The definition of Hospitality includes entertainment services, food and beverage, awards, prizes, gifts, and promotional items. The USU policy states that hospitality expenses should be necessary, appropriate, reasonable, and consistent with the mission and fiduciary responsibilities of the USU. Expenses must be directly related to USU business, be cost-effective, and exceptions must be documented. Due to scheduling, the Finance Committee was presenting the Hospitality Policy to would be presented to the Board before the Finance Committee had the opportunity to vote on it.

The following topics were discussed:

- a. Responsibility and Payment Approval Authority: The Executive Director and management team members are responsible for policy implementation. Preapproval is required for expenses equal to or greater than \$1000.
- b. Hospitality Justification Form: This form must be completed and approved for all hospitality expenses, with necessary information like account number, event details, attendees, cost per meal, and type of event.
- c. Allowed Hospitality Events: Includes USU business meetings, hosting official guests, employee recognition events, and fundraising events.
- d. Maximum Meal Rates: There are specified maximum costs per meal for USU events and fundraising activities, with higher limits for fundraising events
- e. Unallowed Expenditures: Personal items, celebratory items, tobacco products, and unauthorized expenses are not allowed.
- f. Funding Source for Reimbursable Expenses: Auxiliary funds can be used.
- g. Non-Hospitality Expenditures: Expenses for meals served for the "Sunny Days Camp" programs, are not defined as hospitality.

Director Hammond engaged the Board in a discussion and shared her concerns about the policy. The new policy is administratively burdensome to manage. She emphasized the importance of passing the policy but assured everyone that she is doing her part to gain clarity and change definitions on the back end. The USU argues that students are no longer the public once enrolled and should not be treated as such when trying to provide them with programs and basic needs opportunities. This is a CSU policy and the BOD must approve to be in compliance, but we will continue to advocate for changes. The Board discussed several questions, concerns, and comments they had over the policy and how it affects the USU's ability to provide basic needs to the student population.

Director Armenta left at 1:36 p.m.
Director Sanchez left at 1:55 p.m.
Director Bell and Director Sawyer left at 2:15 p.m. and returned at 2:21 p.m.

Motion passed 11-0-1.

C. Approval of the 2023-2024 First Quarter (3 & 9) Budget Report

M/S/P (M. Orantes/ G. Wong) Motion to approve the 2023-2024 First Quarter (3&9) Budget Report as presented by Director Orantes.

The USU conducts a thorough budget review every quarter. The First Quarter Budget Report is for the first quarter, which ended September 30, 2023. The term “3&9” signifies that the report covers the first quarter that ended September 30, 2023, with three months of actual data and nine months of projected data. The report summarizes the financial position as of September 30, 2023, focusing on the optimal operating range of 20% to 30% of the yearly budget. Director Orantes presented detailed financial information and an analysis for the First Quarter of the 2023-24 fiscal year. The following information was presented:

Statement of Activities: Detailed analysis of revenues and expenditures against the revised budget.

- Revenues: Breakdown of different revenue sources like Rental Income, Summer Camp, SRC-Related Income, Grants, Interest, and Miscellaneous Income.
 - o Total Revenue is \$5,248,194 which represents 26.1% of the revised budget of \$20,072,475
- Expenditures: Analysis of expenditure categories like Hourly wages, Staff Salaries, Student Wages, General Operating Expenses, Supplies and Services, Travel, Repairs & Maintenance, etc.
 - o Total Expenditures are \$4,669,150 which represents 23.3% of the revised budget of \$20,066,389

Reports Included:

- First Quarter Budget Report Presentation
- Financial Statement Report: Includes the Statement of Activities and the Statement of Financial Position
- Investment Report
- Capital Outlay & Reserves Summary: Covers Unallocated Reserves, Designated Reserves, and Capital Outlay
- CSUN Foundation Account Balances
- Work Study Report: Includes Summary and Detailed Report.

Director Winterhalter left at 2:27 p.m.

Director Zesati left at 2:33 p.m. and returned at 2:36 p.m.

Motion passed 11-1-0.

D. Approval of BOD Member

M/S/P (J. Zesati/ A. Godinez) Motion to approve the appointment of Mishell De Leon as a student Board Member effective January 2024 until June 2024.

Chair Moreno explained that there was a vacancy on the board for the 2023-2024 year. Following the interview process, Chair Moreno, Vice Chair Zesati, and Assistant Director Programs and Leadership Audrey Martinez recommended Mishell De Leon for the appointment.

Mishell De Leon introduced herself to the board and fielded questions from the board.

Motion passed 11-0-0.

XII. Discussion Item

A. Spring 2024 BOD Retreat

Chair Moreno provided updates for the Spring 2024 BOD Retreat. In order to soothe the first weeks of transitioning into the new semester, the aim is for the Board retreat to be held in early February. He shared that this is the last meeting he will be chairing but intends to continue to assist in planning this retreat.

Director Sawyer asked if there was a set date in mind. Director Hammond asked for clarification on the time so everyone can plan accordingly. Chair Moreno expects to have a response in the next two weeks.

XIII. Announcements

Chair Moreno shared that Holiday Gift Baskets will hopefully be assembled and delivered by the end of the next week. The Board engaged in a discussion regarding questions, concerns, and commentaries regarding the contents of the basket and assembly. Ideas regarding clothing drives, collaborating with campus partners, and toy drives were also discussed. Additional concerns were raised pertaining to scheduling and refocusing the efforts into an executable idea that would benefit all.

Assistant Director, Programs and Leadership Audrey Martinez reminded the Board of Directors to complete the USU BOD DEI Assessment from the BOD retreat; the deadline is December 12. She thanked the Assessment team for their assistance.

XIV. Adjournment

Board Chair Moreno adjourned the meeting at 2:56 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director