

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
MARCH 04, 2024 – GRAND SALON
MINUTES**

Chair Zesati 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 12:37 p.m. by Chair Zesati.

II. Roll Call

Present	Absent	Staff	Guests
Angelina Armenta	Paige Hajiloo	Alejandra Aparicio	Denisse Gonzalez
Dr. Megan Bell*		Norman Docdocil	Cesar Jimenez
Mishell De Leon*		Ryan Hairapetian	
Ashley Godinez		Jeremy Hamlett	
Debra Hammond		Joe Illuminate	
Daniel Lopez		Natalie Johnson	
Joaquin Macias		Tari Hunter	
Marilyn Orantes		Sharon Kinard	
Sankalp Pala		Sarina Loeb	
Nawshin Sabah		Samantha Liu	
Dr. Freddie Sanchez*		Audrey Martinez	
Dr. Mirna Sawyer		Caroline Ponce	
Dr. Winterhalter		Gabby Puzon	
German Wong		Shelley Sakoda	
Jasmin Zesati		Tim Rasmussen	
		Ruth Vasquez	
		Steven Wein	
		Briana Walden	
		Malahat Zhobin	

* TEAMS video participant

III. Approval of Agenda

M/S/P (M. Orantes/ N. Sabah) Motion to approve the agenda for March 4, 2024.

M/S/P (F.Sanchez/ D. Hammond) Motion to amend the agenda by changing Discussion Item D: Executive Session Personnel Option to Executive Director Evaluation.

M/S/P (M. Orantes/ A. Godinez) Motion to approve the amended agenda for March 4, 2024.

Motion passed 12-0-0.

Director Armenta arrived at 12:39 p.m.

IV. Approval of Minutes 2/12/2024

M/S/P (G. Wong/ S. Pala) Motion to approve the minutes for February 12, 2024.

Motion passed 13-0-0.

Director Macias arrived at 12:42 p.m.

V. Open Forum

Assistant Director of Resource Centers, Sarina Loeb introduced the Veterans Resource Center's new Veterans Resource Center Supervisor, Norman Docdocil.

Associate Director of Administration and Communications, Sharon Kinard shared the University Student Union 2022-2023 Annual Report has been published and invited everyone to review the document.

VI. Chair's Report

Chair Zesati reported the first monthly BOD Directors check-in was held on February 19, 2024. It was an opportunity for the student directors to debrief and support one another. She thanked the Marketing department for all their hard work with the Basic Needs Suite (BNS) naming process. Zesati announced that Director Pala has been appointed as Chair of the Facilities and Operations Committee.

VII. Vice Chair's Report

Vice Chair Lopez shared that he and Chair Zesati have been working on promoting the BOD on social media and increasing visibility. Lopez shared that the BOD Elections is still open and filing will close on March 5. He reported that the Retirement Committee met on February 29, 2024, and discussed current balances, enrollments in the VEBA (Voluntary Employer Beneficiary Association) plan, and the Fourth Quarter 2023 Retirement plan review.

VIII. Executive Director's Report

Director Hammond shared that Ali Sadri has returned to the Accounting and Finance department as Accountant II. She shared that Associate Director of Operations and Services Samantha Liu, Building Operations Coordinator Tim Rasmussen, and the Operations team have opened a new lounge space in the Wells Fargo room where the Heart of Campus project installation was previously housed. Hammond reported that she attended the USU and Alumni Leadership Mixer on February 29, 2024. This was a USU co-sponsored event and it went very well. She thanked Director Macias for bringing us the idea.

Director Macias thanked everyone who took part in the event and hopes this becomes an annual event.

IX. A.S. Report

The Associated Students (A.S.) representative, President Hajiloo, was not present in the meeting. No report was presented.

X. Committee Reports

Due to time constraints, Committee Reports were not presented verbally. Committee Reports can be found in the agenda packet for reference.

XI. Action Items

A. 2023-2024 Second Quarter Budget

Motion out of the Finance Committee to approve the 2023-2024 Second Quarter (6&6) Budget Report as presented.

Director Orantes presented the USU financial summary for the six-month period ending on December 31, 2023, where she detailed the period's Revenues and Expenditures. She reported

on the Statement of Financial Position, Investment Summary, Unallocated Reserves, Designated Reserves, Capital Outlay, Foundation Account Balances, and Work Study. The optimal operating range is 45 to 55% of the yearly budget, and the USU is operating at 50.5% for Revenue and 44.6% for Expenditures.

Motion passed 14-0-0.

XII. Discussion Items

A. Basic Needs Suite Name Reveal

Marketing Manager Steven Wein and Marketing Coordinator Malahat Zhobin presented the voted and approved Basic Needs Suite name. They shared that students had been surveyed and were asked to vote on the name that resonated with them the most. 48.39% of the students that voted chose the name The Valera NEST (Nurturing Environment for Students to Thrive). The name would be revealed to the CSUN community at the All That Art program on March 14. The name was also approved by the Valeras (donor) and the campus president.

B. USU Renovation Project Update

Associate Director of Operations and Services, Samantha Liu and Executive Director Hammond presented on updates on the USU Renovation Project. They shared the Valera NEST (Nurturing Environment for Students to Thrive) schedule and logistics. They provided a breakdown on how student fees are spent within the Union, 2019 Referendum Voting Guide, and the Renovation and Expansion Elements. Additional topics discussed were 2023 Student Survey Themes, the Incremental Fee Increase, the Rational for the Graduated Fee Increase, Setting the Table for Future Matadors, and Outreach Schedule.

Associate Director of Operations and Services, Samantha Liu shared modernization plans for the first and second levels of the Sol Center, the Inclusion Quad, and Departmental Workspace Renovations. Lastly, she outlined the final steps in the project.

The Board of Directors thanked Associate Director of Operations and Services, Samantha Liu and Executive Director Hammond for their efforts in the USU Renovation Project.

C. Year-End Celebration

Training and Development Coordinator Christine Aroutounians shared information regarding the upcoming Year End Celebration event and the awards nomination process. She notified the Board that the USU's Year End Celebration would take place on May 3, 2024. She said this is the time to consider nominations for the Board of Directors Committee Member of the Year Award and the Aida C. Salazar Award. At the next BOD meeting taking place on April 8, 2024, a secret ballot to elect award recipients would be conducted. She would be sending a follow-up email with information pertaining to the awards and invited directors to reach out to her if they had any questions.

D. Executive Director Evaluation

Interim Assistant Vice President of Student Affairs Dr. Freddie Sanchez led the discussion on the Executive Director Evaluation process. He explained that the Board Review Team (composed of the Board Chair, the Personnel Chair and his position) is responsible for annually evaluating the performance of the USU Executive Director. Directors should have received a separate email explaining the process and corresponding documentation. This evaluation form would be used to conduct the 2023-2024 evaluation of Debra L. Hammond. Completed forms are to be emailed to Director Sanchez and Administrative Assistant Michael Clemens by March 25.

XIII. Announcements

Director Sawyer shared that she now serves as the Director of the Institute for Community Health and Wellbeing on campus. In her new role, she will be fostering and facilitating campus community partnerships. She looks forward to seeing the opportunities that may arise to partner with the University Student Union.

Director Sanchez thanked everyone who participated in the Black History Month programming. This upcoming month is Woman's History Month and there will be events hosted throughout the campus. He emphasized the importance of being an inclusive campus, creating a sense of belonging, and having meaningful discussions on how to achieve this.

Chair Zesati reminded everyone that a scheduled BOD training and a monthly check-in is scheduled for March 11. She added that March 5 was the filing period deadline to run for the BOD elections.

Vice Chair Lopez shared that voting for the BOD elections starts on April 1, 2024. There would be a Farmer's Market BOD tabling pop up on April 9 from 10 am – 2 pm.

XIV. Adjournment

Board Chair Zesati adjourned the meeting at 2:12 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director