

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
APRIL 08, 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 12:36 p.m. by Chair Zesati.

II. Roll Call

Present	Absent	Staff	Guests
Dr. Megan Bell	Paige Hajiloo	Alejandra Aparicio	Leo Chou
Mishell De Leon	Nawshin Sabah	Ana Dattoo	Nicholas Gevorgian
Ashley Godinez	Dr. Winterhalter	Ryan Hairapetian	Denisse Gonzalez
Debra Hammond		Jeremy Hamlett	Kyle James*
Daniel Lopez*		Joe Illuminate	Alison Johnson*
Joaquin Macias		Natalie Johnson	Ricky Rosado
Marilyn Orantes		Tari Hunter	
Sankalp Pala		Sharon Kinard	
Dr. Freddie Sanchez		Audrey Martinez*	
Dr. Mirna Sawyer		Caroline Ponce	
German Wong		Gabby Puzon	
Jasmin Zesati		Shelley Sakoda	
Angelina X		Tim Rasmussen	
		Ruth Vasquez	
		Steven Wein	
		Malahat Zhobin	

* TEAMS video participant

III. Approval of Agenda

M/S/P (M. Orantes/ A. Godinez) Motion to approve the agenda for April 8, 2024.

Motion passed 10-0-0.

IV. Approval of Minutes 3/04/2024

M/S/P (G. Wong/ S. Pala) Motion to approve the minutes for March 4, 2024.

Motion passed 10-0-0.

Director Macias arrived at 12:41 p.m.

V. Open Forum

Marketing Coordinator Malahat Zhobin shared the success the USU had tabling at the Associated Students Big Show event on April 6, 2024. It was a great opportunity to show students where their USU student fees are being allocated. Zhobin thanked the Project Champions who had already signed-up, and requested additional support from the BOD to table at the Farmer’s Market event on Tuesday April 9 and Wednesday April 10.

VI. Action Item A: Form 990 Return of Organization Exempt from Income Tax (2022-23) (Time Certain 12:45 p.m.)

Motion out of the Audit Committee to accept the USU's 2022-23 Return of Organization Exempt from Income Tax Information (Form 990).

Associate Director for Accounting & Finance Joe Illuminate, Non-profit Tax Senior Manager for CohnReznick Alison Johnson and Senior Tax Associate Kyle James presented the Form 990 to the board. It was noted that in accordance with the Form 990 Return of Organization Exempt from Income Tax procedure, any pages that contain compensation-related information of USU Board members are removed in order to protect Board members' privacy in a public forum. Ms. Johnson reviewed key components of Form 990 and reported that there were no discrepancies.

Director De Leon arrived at 12:48 p.m.

Motion passed 12-0-0.

VII. Chair's Report

Chair Zesati reported bi-weekly check-ins with Executive Director Hammond and Associate Executive Director of Equity, Programs, and Leadership Tari Hunter were continuing. She thanked Assistant Director of Programs and Leadership, Audrey Martinez for the Time Management training she held in March. She shared about her time at the Association of College Unions International (ACUI) 2024 Annual Conference and was grateful for the opportunity to attend. She shared that Executive Director Hammond received the Lifetime Honorary Membership in recognition of exceptional service to the ACUI; Associate Executive Director of Equity, Programs, and Leadership Tari Hunter received the ACUI Values Award in recognition of continuously upholding ACUI core values in her daily work; and Associate Director of Operations & Services Samantha Liu received the ACUI Service Award in recognition of her service as Director of ACUI Region I.

Lastly, she announced Director Bell's departure from the Board of Directors and thanked her for her time serving. Director Bell has accepted the position of Executive Director of the University Student Union at CSU Los Angeles. Chair Zesati presented Dr. Bell with a gift of acknowledgment. Dr. Bell shared that she was excited about her new role as a Union Director and that her time on the Board was influential in this decision. She said she would miss everyone and to visit her at the Union at CSULA.

VIII. Vice Chair's Report

Vice Chair Lopez shared a recap of his experience at the 2024 Annual ACUI Conference. He presented on the development of the Valera Nest alongside Director Hammond and Associate Director of Operations and Services Samantha Liu. He shared that social media efforts are paying off as they are gaining more followers. He thanked the Marketing department for their support. Lastly, he announced that AS/BOD Elections voting period would kick off on April 9th.

IX. Executive Director's Report

Director Hammond highlighted that Facilities and Operations, Reservations and Event Services, and the Marketing department collaborated on the installment of physical signage at the USU outdoor tables marking Americans with Disabilities Act (ADA) compatible spaces. Dr. Allen Lipscomb presented an impactful JEDI training on April 5, for all staff at the USU. She shared that the Annual ACUI Conference went well and there were 20 USU students and staff in attendance. USU staff attended other conferences including the CSU Symposium for LGBTQIA2S+. Lastly, new staff members have joined the USU including: Norman Docdocil, the new Veterans Resource Center Supervisor, Luis Hernandez and Magdalena Sanchez joined us as Programs Supervisors, and Jane Vasquez as the Temporary Emergency Reservations Planner Trainee.

X. A.S. Report

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

XI. Committee Reports

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

XII. Action Items

B. 2023-2024 Capital Outlay Reallocation Request

Motion out of the Finance Committee to re-allocate \$56,444 from the cancelled Heating, Ventilation, & Air Conditioning (HVAC) Panel Upgrade and Chiller Control Panel projects for the purpose of purchasing pool tables for the Games Room and custom USU Letters.

Director Orantes explained that this capital outlay reallocation request for replacement of pool tables and the USU letters would remain for the 2024-2025 fiscal year in case it is not completed in the current fiscal year.

Motion passed 12-0-0.

C. 2023-2024 Major Purchase, Repair, and Replacement De-Allocation Request

Motion out of the Finance Committee to de-allocate \$495,00 from the Heating, Ventilation, Air-Conditioning Project and \$3,982 from the Meeting Room Audio Visual Upgrade Phase 1 Project.

Director De Leon explained the de-allocation of these funds makes them readily available to be used for current or future major purchases and repair projects.

Motion passed 12-0-0.

D. Proposed Casual, Non-Student Wage Schedule Effective 6/23/24

Motion out of the Personnel Committee to approve the updated Casual (non-student) Employee Wage Schedule effective 6/23/24.

Director Wong explained that the updated Casual (non-student) Employee Wage Schedule reflects changes in wage ranges for several, but not all positions. The increase provides a reasonable differential between student and non-student wage ranges and assists the USU in remaining competitive with other local employers. The minimum wage in the City of Los Angeles is scheduled to increase to \$17.28/hour on 7/1/24. If approved the updated wage schedule will go into effect on June 23, 2024, which is the first day of the pay period closest to July 1, 2024.

Motion passed 12-0-0.

E. Proposed Student Assistant Employees Classification & Wage Schedule Effective 6/23/24

Motion out of the Personnel Committee to approve the updated Student Assistant Classification & Wage Schedule, effective 6/23/24, and to suspend merit increases for student assistant employees for FY 2024-25.

Director Wong explained the City of Los Angeles approved the minimum wage increase to \$17.28 effective July 1, 2024. The Student Assistant Classification & Wage Schedule has been updated

to reflect this increase. If approved the updated wage schedule will go into effect on June 23, 2024, which is the first day of the pay period closes to July 1, 2024.

Motion passed 12-0-0.

F. USU Fee Proposal

M/S/P (M. Orantes/ A. Godinez) Motion to approve the USU Fee Proposal mandatory fee implementation schedule.

M/S/P (D. Hammond/ A. Godinez) Motion to amend the action by changing from “\$31.25 per semester” to “\$32 per semester starting in FY 2025-2026 and \$31 per semester each subsequent year” until FY 2028-2029 when the full \$125 is reached

Discussion ensued regarding the change to a whole number to make invoicing easier since the cents is odd. The practice is typically to round up the dollar amount. The rationale for the fee increase is to make it more manageable for students over a 4 year period of time as opposed to the total increase in 1 year.

Motion passed 12-0-0.

G. Year-End Celebration Anonymous Vote

Training & Development Coordinator Christine Aroutounians shared that the Board is responsible for voting on the Aida C. Salazar Award and the Committee Member of the Year Award.

The Board presented their nominations, and a secret ballot vote was conducted. The winners of the Aida C. Salazar Award and the Committee Member of the Year Award will be announced at the Year End Celebration.

Director Macias stepped out at 2:00 p.m. and returned at 2:03 p.m.

Director X stepped out at 2:03 p.m. and returned at 2:09 p.m.

H. Executive Session – Executive Director Search

M/S/P (F. Sanchez/ A. Godinez) Motion to enter into a closed session.

Motion passed 12-0-0.

Closed session was entered at 2:14 p.m.

Director X left at 2:35 p.m.

Director Sawyer stepped out at 2:41 p.m. and returned at 2:43 p.m.

M/S/P (F. Sanchez/ M. Sawyer) Motion to exit closed session.

Motion passed 10-0-0.

Closed session ended at 2:45 p.m. and the regular meeting resumed.

XIII. Discussion Items

A. Diversity Equity Innovation Grant (DEIG) Fernandeno Tataviam Band of Mission Indians Installations (FTBMI): Highlighting Our Original Stewards: Designing Moments and Places of Reflection, Healing, Advocacy, and Learning.

Director Sawyer and Oasis Wellness Center Manager Condor presented the physical and educational presence the DEIG FTBMI installation would have on campus. There will be one

major installation located near the Reservation and Event Services office and the DREAM Center at the USU. The installation and all plans related to it were discussed with the Fernandeno Tataviam Band of Mission Indians. It is set to be unveiled in the Fall of 2024.

XIV. Announcements

Vice Chair Lopez shared updates to upcoming dates that had been set for the BOD. He reminded everyone that voting for the A.S./USU Elections starts on April 9 and runs through April 11.

Assistant Director of Programs and Leadership Audrey Martinez reminded everyone that it is voting week for the A.S./USU Elections and BOD calendar invites will be sent for upcoming BOD events.

XV. Adjournment

Board Chair Zesati adjourned the meeting at 3:00 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director