

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
MAY 06, 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
Mishell De Leon	Paige Hajiloo	Alejandra Aparicio	Cesar Jimenez
Ashley Godinez	Dr. Winterhalter	Rolando Cabral	Nicholas Gevorgian
Debra Hammond	Angelina X	Angela Gattoni	
Daniel Lopez		Alexander Gonzales	
Joaquin Macias		Ryan Hairapetian	
Marilyn Orantes		Jeremy Hamlett	
Sankalp Pala		Tari Hunter	
Ricky Rosado		Joe Illuminate	
Nawshin Sabah		Chris Jensen	
Dr. Freddie Sanchez		Natalie Johnson	
Dr. Mirna Sawyer		Sharon Kinard	
German Wong		Samantha Liu	
Jasmin Zesati		Audrey Martinez	
		Vincent Mele	
		Caroline Ponce	
		Gabby Puzon	
		Demetrius Scott	
		Tim Rasmussen	
		Steven Wein	

** TEAMS video participant*

III. Approval of Agenda

M/S/P (M. Sawyer/ N. Sabah) Motion to approve the agenda for May 6, 2024.

Motion passed 11-0-0.

Director De Leon arrived at 12:39 p.m.

IV. Approval of Minutes 4/08/2024

M/S/P (G. Wong/ M. Orantes) Motion to approve the minutes for April 8, 2024.

Motion passed 12-0-0.

V. Approval of Special Meeting Minutes 4/08/2024

M/S/P (A. Godinez/ M. Sawyer) Motion to approve the special meeting minutes for April 8, 2024.

Motion passed 12-0-0.

VI. 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 reported that April trainings went well. On April 22nd, the BOD had their JEDI Vision session and on April 29th was the BOD Alumni Panel. She shared that she presented to the CSUN President's Cabinet with Executive Director Hammond, Associate Executive Director of Equity, Programs, and Leadership Tari Hunter, and Associate Director of Operations & Services Samantha Liu regarding the gradual student fee increase for the Valera NEST project and student engagement process. She shared that she and Director Lopez spoke at the groundbreaking ceremony for the Valera NEST on May 3rd and provided their unique student perspective regarding what the space means to them and future CSUN students. Lastly, she reported that Night Market and the Year End Celebration events were a success and thanked everyone for their hard work.

VII. Vice Chair's Report

Vice Chair Lopez offered his support to anyone who needs it during finals and this time of transition. He shared that the BOD Alumni Panel was a success. He thanked Director Macias for his participation on the panel. He shared his recap of the Valera NEST groundbreaking ceremony and Year End Celebration.

VIII. Executive Director's Report

Director Hammond highlighted that Irvin Rendon has accepted the position of DREAM Center Manager. She shared that there are a lot of staff reclassifications to higher level positions and ongoing recruitment for the organization including the upcoming Executive Director position that will be posting soon. Intramural Sports & Day Camp Coordinator Demetrius Scott received the Rising Star Award due to his professional work and contributions to the conference at the American Camp Association Spring Leadership Conference. She thanked Director Macias for his participation in the BOD Alumni Panel. A diverse group of BOD alumni were present ranging from students who served between 1994 through 2024. She shared that Night Market was a successful program and that the change from an enclosed space to a free flowing family-oriented space was the right way to go. Highlights of the event included the foam pit which was a hit among attendees. With finals approaching the Crunch Time event provided testing supplies, free food and relaxation for students during finals. She reported on the "Dream Casting" sessions and the dialogue it created in relation to Justice, Equity, Diversity, and Inclusion (JEDI) within the organization. She discussed the Spring conferences occurring such as CaCCCHE 2024 SoCal Drive-In, and International Spa Association (ISPA). Lastly, she recognized the Marketing department for the awards they received at the 2024 Association of College Unions International (ACUI) Annual Conference placing in first the following categories: Cards/Invitations, Promotional Items, and Social Media Campaign. She highlighted the Chair and Vice Chair for their amazing speech at the Valera NEST groundbreaking ceremony and thanked Associate Director of Operations & Services Samantha Liu as the force behind everything.

IX. A.S. Report

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

Director Hammond took a moment to give a shoutout to Associated Students (A.S.) representative, President Hajiloo, for her continuous support of the Valera NEST project at the Campus Fee Advisory Committee (CFAC) USU student fee presentation and how much her support means to the USU and other students. Chair Zesati echoed the sentiment.

Director Sanchez left at 12:58 p.m.
Director Lopez left at 12:59 p.m.
Director Lopez returned at 1:03 p.m.

X. Committee Reports

A. Diversity & Inclusion

Director Sabah shared that the Diversity and Inclusion Committee had their first team lunch bonding event on April 12th at Yard House. She reported that D&I Committee Member Karim Kouatly won Committee Member of the Year award. She thanked Associate Executive Director Tari Hunter and Equity and Diversity Initiatives Manager Natalie Johnson for their constant support and help with the committee.

B. Facilities & Operations

Director Pala shared that the Facilities and Operations met quorums for all their meetings and will have a bonding event as their last meeting. He shared that the F&O Committee accomplished their goals for the year and are starting to brainstorm next year goals in hopes of setting up the next Committee Chair and Co-Chair. As part of their goals, he reported that they will be creating social media content for the BOD account.

C. Finance

Director Orantes shared that the Finance Committee met on May 3rd, in lieu of the April 26 meeting that was originally scheduled. On May 31st, the Annual Budget Meeting will be held. They are continuing to host committee bonding events with their 3rd being planned. She congratulated committee member, Vyom Pathak, for recently being elected to the Board of Directors. As part of their ongoing goal to encourage student committee members to participate and attend monthly meetings, the Finance Committee highlighted Dayana Figueroa on their Instagram account.

D. Personnel

Director Wong hoped everyone had a nice weekend. He congratulated Ricky Rosado, Leof Chou, Vyom Pathak, and Mishell De Leon on winning the BOD Elections and looks forward to their contributions on the Board. In their meeting on April 30th, they discussed a Name and Pronouns Policy which will be presented at the next BOD meeting.

E. Retirement

Vice Chair Lopez shared there was no report from the Retirement Committee.

XI. Action Items

A. 2024-25 Capital Outlay Allocation Request

Motion out of the Finance Committee to approve the allocation of \$189,095 for five capital outlay items requested for the 2024-25 fiscal year.

Director Orantes explained that this capital outlay allocation request includes ADA Chair for the Plaza Pool, Virtual Desktop Infrastructure Storage Upgrades, Fire Alarm Monitoring System, Pool Tables for the Games Room and custom USU Letters. The last two items are included in this request in the case that delivery is not completed by the end of the 2023-24 fiscal year.

Discussion ensued pertaining to Director Sawyer's question of the difference between deallocation, and reallocation of funds. It was noted that capital outlay must be expended in the year the project is approved.

Motion passed 11-0-0.

B. 2024-25 Major Purchase, Repair, & Replacement Allocation Request

Motion out of the Finance Committee to approve the allocation of \$4,266,432 for the USU's Repair and Replacement fund administered by the campus on behalf of the USU. The University records these expenditures in their accounting records.

Director De Leon explained that this includes a 10% financial contingency to the base cost of each item to allow for potential price increases. The items covered by this request are SRC Field Turf Replacement, Central Plant Chiller 1 Replacement, F-Plant Cooling Towers – Wall Replacement, Northridge Center (NRC) Partition replacement, Plaza Pool Deck, Energy Management System (EMS) Replacement & Installation, Orchestra & Cloud Replacement, and LED Window Displays. Discussion ensued pertaining to the SRC Field Turf Replacement and LED Window Displays.

Motion passed 11-0-0.

C. 2024-25 Designated Reserves Allocation Request

Motion out of the Finance Committee to allocate \$997,458 to Designated Reserves for payroll-related items including general salary increases, vacation advances, employer-paid payroll taxes, and funding for the Retirement Health Benefits Plan (RHBP).

Associate Director of Accounting and Finance Joe Illuminate explained that the Retirement Health Benefits Plan (RHBP) receives a \$400,000 annual allocation which provides USU retirees reimbursement for approved healthcare-related expenses. This reserve does not increase the overall 2024-25 expenditure budget because the expense has already been incurred in prior fiscal years.

Motion passed 11-0-0.

D. USU Graduated Fee Implementation Schedule – Update*

M/S/P (D. Hammond/ S. Pala) Motion to approve the USU Fee Proposal mandatory fee implementation schedule – update*.

Director Hammond explained the update in the mandatory fee implementation schedule from \$125 each semester when the Valera NEST opens in FY2025-2026 to \$32 per semester starting in FY2025-2026 and \$31 per semester each subsequent year until FY2028-2029 until the full \$125 is reached. Additionally, a \$3 per semester inflation factor will be assessed in 2028-2029 and each subsequent semester. The fee would take effect the academic year the new building opened and would increase by \$3 each fall and spring This inflation factor was originally approved in the 2019 referendum. Director Hammond also noted that the information regarding the inflation factor was shared in the March meeting but was inadvertently left out of the motion at the April meeting.

Motion passed 11-0-0.

The Board took a recess from 1:36 p.m. to 1:41 p.m.

Director Sanchez returned at 1:40 p.m.

E. Executive Session – Executive Director Search

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

Motion passed 12-0-0.

Closed session was entered at 1:45 p.m.

M/S/P (M. Orantes/ M. De Leon) Motion to exit closed session.

Motion passed 12-0-0.

Closed session ended at 2:35 p.m. and the regular meeting resumed.

XII. Announcements

Assistant Director of Programs and Leadership Audrey Martinez reminded the Board that the End of Year Report Workshop is on May 28th and that the directors need to submit their year-end report by May 31st in preparation for the BOD June packet. She shared that the last meeting is on June 3rd and the transition ceremony will be on June 10th.

XIII. Adjournment

Board Chair Zesati adjourned the meeting at 2:38 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director