

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
MAY 08, 2023 – GRAND SALON
MINUTES**

I. Call to Order

The regular meeting of the USU Board of Directors was called to order at 12:30 p.m. by Chair Gisselle Olmedo – Torres.

II. Roll Call

Present	Absent	Staff	Guests
Christopher Aldana	Nikki Garcia	Alejandra Aparicio	
Melissa Baghoumian		Jenny Aw	
Debra Hammond		Angela Gattoni	
Christian Lipton		Nicholas Gevorgian	
Joaquin Macias		Ryan Hairapetian	
Daniel Moreno		Jeremy Hamlett	
Gisselle Olmedo-Torres		Emery Hernandez	
Benjamin Plotkin*		Kyle Hufnagel	
Sankalp Pala		Tari Hunter	
Nawshin Sabah		Joe Illuminate	
Dr. Freddie Sanchez*		Sharon Kinard	
Dr. Mirna Sawyer		Sarina Loeb	
Michael Tejax		Samantha Liu	
Isela Vidauri		Audrey Martinez	
Dr. Edith Winterhalter		Tim Rasmussen	
German Wong		Ruth Vasquez	
		Steven Wein	
		Malahat Zhobin	

* TEAMS video participant

III. Approval of Agenda

M/S/P (D. Moreno / C. Aldana) Motion to approve the agenda for May 08, 2023.

Motion passed 14-0-0.

IV. Approval of Minutes 04/10/2023

M/S/P (M. Baghoumian / N. Garcia) Motion to approve the minutes for April 10, 2023.

Motion passed 14-0-0.

V. Open Forum

No discussion.

VI. Chair’s Report

Chair Olmedo – Torres congratulated the graduating seniors! As the year wraps up, Olmedo – Torres mentioned that she is working on finalizing the completion of the BOD Goals for 2022-23.

VII. Vice Chair’s Report

Vice Chair Lipton joined Chair Olmedo – Torres in stating that the Board has done well on working on their goals for the year. Lipton congratulated Acting Assistant Director for Programs & Leadership Audrey Martinez and her team for a job well done at Night Market. Lastly, he hopes everyone enjoyed Year-End Celebration.

VIII. Executive Director’s Report

Director Hammond did not give a verbal report. Her written report can be referenced in the packet. Hammond presented Chair Gisselle Olmedo – Torres, Vice Chair Christian Lipton, Chair of Diversity & Inclusion Isela Vidauri, and Chair of Facilities & Operations Christopher Aldana with a BOD graduation medal for their service on the USU Board of Directors.

IX. A.S. Report

A.S. Chief of Staff Tejax said the California State Student Association (CSSA) is discussing a potential tuition fee increase. Tejax encouraged the student leaders to give their opinion at the next Board of Trustees on May 21 regarding the fee increase.

X. Action Items

A. Proposed New Regular Position – Assistant Director, Programs & Leadership

M/S/P (D. Moreno / M. Baghoumian) Motion to approve the new regular (staff) position of Assistant Director, Programs & Leadership.

Chair of Personnel Daniel Moreno said the Assistant Director position was created on a temporary basis in Fall, 2021 and was filled on an interim basis by an existing staff member. Since that time the Equity, Programs and Leadership Unit has continued to evolve and the role of the position has been further defined. The new Assistant Director position will oversee Programs, the Board of Directors, USU Co-Sponsorships, and Leadership.

Motion passed 14-0-0.

B. Proposed New Regular Position – Membership Services & Student Recreation Center Administrative Supervisor

M/S/P (M. Baghoumian / C. Aldana) Motion to approve the Membership Services and Student Recreation Center Administration Supervisor Position.

Chair of Personnel Daniel Moreno said that as the USU’s organizational structure continues to evolve post-COVID, a new position is being recommended to assist operational functions in the Student Recreation Center.

Motion passed 14-0-0.

C. Proposed Student Assistant Classification & Wage Schedule effective June 25, 2023

M/S/P (D. Moreno / C. Aldana) Motion to approve the updated Student Assistant Classification & Wage Schedule effective June 25, 2023.

Chair of Personnel Daniel Moreno said that the City of Los Angeles has approved a minimum wage increase from \$16.04 to \$16.78 effective July 1, 2023. In conjunction with this the Student Assistant Classification & Wage Schedule has been updated accordingly. If approved, the new Schedule will go into effect on June 25, 2023 which is the first day of the pay period covering July 1, 2023.

Motion passed 14-0-0.

D. Proposed 2023-24 Group Exercise Instructor and Special Instructor, Lifeguard, Head Lifeguard & American Red Cross Instructor Wage Schedule effective June 25, 2023

M/S/P (D. Moreno / I. Vidauri) Motion to approve the updated 2023-24 Group Exercise Instructor and Specialty Instructor, Lifeguard, Head Lifeguard, & American Red Cross Instructor Wage Schedule.

Chair of Personnel Daniel Moreno said that to remain competitive with other employers and in conjunction with the City of Los Angeles' upcoming minimum wage increase, staff is recommending that wages for the group exercise instructor and specialty instructor, lifeguard, head lifeguard, and American Red Cross position be increased for 2023-24. If approved, the new wage schedule (attached) will go into effect on June 25, 2023 which is the first day of the pay period covering July 1, 2023.

Motion passed 14-0-0.

E. COVID-19 Vaccination Policy

M/S/P (S. Pala / M. Baghoumian) Motion to approve the updated COVID-19 Vaccination Policy.

Chair of Personnel Daniel Moreno said that the CSU has recently updated its COVID-19 Vaccination requirement to state that although vaccinations and boosters are *strongly recommended* when accessing university facilities, programs, and services, they are no longer required.

Motion passed 14-0-0.

F. Holidays Policy – Updated

M/S/P (I. Vidauri / G. Wong) Motion to approve the updated holiday policy.

Chair of Personnel Daniel Moreno said the University Student Union's holiday schedule has been updated to include the Juneteenth holiday which was recently approved by the CSU. In addition, Director Macias would like to replace Columbus Day to Indigenous Peoples' Day on the policy. Director Hammond noted that this change will be made by staff. Director Sawyer also requested an explanation of Juneteenth which was provided by Director Hammond.

Motion passed 14-0-0.

G. USU Resource Center Endowed Scholarships

M/S/P (D. Moreno / B. Plotkin) Motion to approve the allocation of an additional \$15,000 from unallocated operating reserves to create a working fund of \$5,000 for each of the following scholarships: Pride Center Endowed Scholarship, DREAM Center Endowed Scholarship and Veterans Resource Center Endowed Scholarship.

Assistant Director, Resource Centers Sarina Loeb explained that one of the USU's goals for the academic year is to continue to create financial opportunities for current and future CSUN students. The creation of the USU Resource Center Endowed Scholarships were approved on March 22, 2021, to which will allow students to receive financial help to support their academic and professional goals. Each Resource Center Scholarship was endowed with \$50,000 (for a total of \$150,000). An allocation of the \$5,000 working funds would allow the scholarships to serve students immediately until the endowment starts generating interest. The interest would be used to fund the annual award while maintaining the majority of the funds for principal.

Motion passed 14-0-0.

H. Facility Use Policy

Motion out of the Facilities & Operations Committee to approve the changes to the Facility Use Policy.

Chair of Facilities & Operations Christopher Aldana and Co-Chair of Facilities & Operations Sankalp Pala explained that in 2021, the Reservations and Event Services created a facility use policy that was approved by the Board of Directors. Aldana explained that all changes can be referenced in the summary changes table. The Facility Use policy sets forth the conditions under which patrons of the USU may utilize the facility (i.e., Food & Beverage, Amplified Sound Policy, etc.) into one document which can be easily referenced for guests of the facility including students, staff, faculty, and community members. In addition, the document can be shared with renters of the facility during the reservation process. This document has been reviewed and edited by the RES team.

Motion passed 14-0-0.

I. USU Executive Director Performance Evaluation – Closed Session

M/S/P (M. Sawyer / C. Lipton) Motion to enter closed session at 1:42 p.m.

Motion passed 14-0-0.

M/S/P (C. Lipton / D. Moreno) Motion to exit closed session at 2:09 p.m.

Motion passed 14-0-0.

XIII. Announcements

- A.** Chair Olmedo – Torres reminded student directors to complete the USU BOD S.M.A.R.T. Goals and Decision-Making survey and to remind the committee members to complete it as well.
- B.** Director Aldana reminded the student directors to continue promoting the completion of the Heart of Campus Polls & Surveys. They will close on May 11.
- C.** A.S. Chief of Staff Tejax thanked everyone for the opportunity to serve during this past year. He always looked forward to the meetings and it was a great experience collaborating!

XIV. Adjournment

Board Chair Olmedo – Torres adjourned the meeting at 2:13 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director