

UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
JANUARY 25, 2021
ZOOM VIDEO CONFERENCE
[HTTPS://CSUN.ZOOM.US/MY/SUMMFALL2020BODMEETINGS](https://csun.zoom.us/my/summfall2020BODMEETINGS)
MINUTES

This meeting was facilitated through an online Zoom format, consistent with the Governor’s Executive Order N25-20, suspending certain open meeting law restrictions.

I. Call to Order

The regular meeting of the USU Board of Directors was called to order at 12:33 p.m. by Chair Melanie Alvarez.

II. Roll Call

Present	Absent	Staff	Guests
Jacob Akopnik*		Kyle Hufnagel*	Robert Jacome*
Melanie Alvarez*		Sharon Kinard*	Sanjiti Sharma*
Stephanie Barboza*		Kaila Lavin*	
Dr. Carroll Brown*		Jimmy Francis*	
Arrah Ebot Enaw*		Elias Gallegos*	
Ayana Galves		Jeremy Hamlett*	
Jasmine Guerrero*		Joe Illuminate*	
Debra Hammond*		Ayan Jama*	
H Landeros*		Samantha Liu*	
Albert Martinez*		Gabriel Rosales*	
Yesenia “Rio” Mateo*		Cindy Lucio*	
		Jonathan Navarro*	
Rose Merida*		Kristen Pichler*	
Gabriella Nguyen*		Dave Ross*	
Dr. Shelley Ruelas-Bischoff*		Tim Rasmussen*	
Dr. Edith Winterhalter*		Shelley Sakoda*	
Dr. Tadeh Zirakian*		Scott Teves*	
		Jennifer Kim*	
		Steven Wein*	

* Zoom video participant

III. Approval of Agenda

M/S/P (J. Akopnik/ H. Landeros) Motion to approve agenda for January 25, 2021.

Motion passed 14-0-0.

IV. Approval of Meeting Minutes

M/S/P (A. Galves/ T. Zirakian) Motion to approve minutes of the November 30, 2020 meeting.

Motion passed 14-0-0.

V. Approval of Meeting Minutes

M/S/P (A. Galves/ H. Landeros) Motion to approve minutes of the December 07, 2020 meeting.

Motion passed 13-0-1.

VI. Open Forum

Director Brown welcomed everyone back. He informed the board that he will be facilitating the next BOD training on February 8 and hopes to see everyone there. Brown acknowledged the challenges that the pandemic created for staff and students and encouraged both to *“Grow through it not just go through it.”*

VII. BOD Mid-Year Report

Chair Alvarez and Vice Chair Martinez welcomed the board and said that it had been a successful Fall 2020 semester. They thanked everyone who helped put together the mid-year reports.

They reported the following accomplishments:

1. The Board jointly sponsored and worked collaboratively on the Creating Your Fall 2020 Experience program.
2. The Board approved the partial reallocation of USU surplus to assist students in need totaling \$271,750 that was allocated to various campus initiatives.

They reported the following recommendations:

The Board will

1. Continue to strengthen the relationship between the USU BOD and its committees, encourage better attendance and engagement, and create team-building opportunities, especially in a virtual environment.
2. Effectively promote and market the services, programs, and facilities that the USU and BOD offer to deepen the connection between students and the USU/CSUN campus.
3. Develop an engagement strategy and continue to support students during the COVID-19 pandemic.

VIII. Executive Director’s Report

Director Hammond reported that the recruitment for the Veterans Resource Center Supervisor had opened. Hammond congratulated Associate Director of Accounting and Finance Joseph Illuminate for being elected as Vice Chair of the Auxiliary Organizations Voluntary Employers Benefit Association. The USU commenced its “Swing into Spring” program. The event’s promotion was a campus-wide effort. Hammond said she is hopeful that the USU would continue to serve students by providing study space to those who will be attending classes in the spring on campus. Last semester, the USU served 51 students and the study spaces were used 216 times. Although it is a low number, it was still impactful to those students on campus. Associate Director of Administration and Communications Sharon Kinard and Coordinator of Assessment and Special Initiatives Kingson Leung have been selected to join the 2021 cohort of the California State University Analytics Certificate Program. The Marketing team won 15 creative awards during the ACUI Region I “Steal This Idea” competition. Director Hammond said that in February, she will review the goals and strategic plan. She recognized Chair Alvarez and Student Assistant Employee Liliana Palafox for being featured on the PBS NewsHour program about how the pandemic highlights racial disparities in higher education. Vice Chair Martinez was also featured on the CSUN website for his work in EOP.

IX. A.S. Report

A.S. President Merida reported that she attended the California State Student Association the weekend of January 23 and 24. Merida said she hoped to hear what other campuses are doing and how CSUN might be

able to implement those ideas. She said that she wanted to continue to strengthen the relationship between the USU and A.S. and gave a special shout out to Director Barboza for meeting with her over the break. Lastly, she reminded everyone that she is available should anyone need to reach her.

X. Committee Reports

A. Diversity & Inclusion

Chair Barboza said that student representative Andrew Diaz was appointed as Chair of Diversity and Inclusion for Associated Students. The committee is working on its spring 2021 schedule.

Barboza reported the following accomplishments for the mid-year report:

1. The committee approved the Fall semester schedule.
2. The committee discussed and approved its 2020-2021 Committee Goals.
3. Executive Secretary Dr. Sánchez recruited members K. Susser and U. Tapia to serve on the Internal Diversity, Equity and Inclusion work group.
4. Executive Secretary Dr. Sánchez recruited members D. Silva and N. Marin de la Torre to serve as representatives for the Rise Center Committee.
5. The committee provided feedback and ideas for USU BOD Action Item: Partial Reallocation of USU Surplus
6. The committee created an action plan for Spring semester goals.

Barboza reported the following Future Plans / Areas of Concern:

1. V. Polanco will be responsible for reaching out to the Fernandño Tataviam Band of Mission Indians to establish a connection and learn more about how to honor their land during the Winter Break. (Goal 2)
2. N. Marin De La Torre will be responsible for creating a Doodle to set up a meeting with the D&I Committee and a member from the Fernandño Tataviam Band of Mission Indians by the first week of Spring 2020 Semester. (Goal 2)
3. H. Landeros and S. Malchus will be responsible for compiling a list of key people to contact within the USU in order to gather research and recruit to a workgroup by the first week of Spring 2020 Semester. (Goal 1)

Director Brown left at 1:01 p.m.

B. Facilities & Commercial Services

Chair Ebot Enaw said that Co-Chair Ryan Edwards had resigned, and the BOD would vote on a new appointment to fill this vacancy later in the meeting.

Ebot Enaw reported the following accomplishments for the mid-year report:

1. Committee members were introduced to the function of the University Student Union to recognize its impact at CSUN.
2. Committee members acquired new skills such as parliamentary procedure and individual committee members' Strengths through the StrengthsQuest.
3. The committee approved its goals for the fiscal year.
4. The committee approved the Facilities and Commercial Services Committee name change recommendation.
5. The committee discussed the Allocation of Space Procedure and its future impacts.
6. The committee learned about USU operational updates that resulted from COVID-19.
7. The committee discussed the updates of the Renovation Project.

Ebot Enaw reported the following Future Plans / Areas of Concern:

The Facilities & Commercial Services Committee will

1. Look into new ways to make meetings more interactive and other ways to disseminate information.
2. Complete its goals for the 2020/2021 fiscal year.

C. Finance

Chair Akopnik said member Bryan Gonzalez graduated and the committee will recruit another member.

Akopnik reported the following accomplishments for the mid-year report:

1. Cost Adjustment Strategies were discussed. (10/02/20, 10/23/2020 and 11/06/2020)
2. The Accounts Receivable Policy was recommended for approval. (11/06/2020)
3. The Petty Cash/Cash Advance Policy was recommended for approval. (11/20/2020)
4. First Quarter Budget Report (3&9) was recommended for acceptance. (11/20/2020)
5. The addition of an Esports Area in the Games Room was recommended for approval. (12/04/2020)

Akopnik reported the following Future Plans:

The Finance Committee will

1. Recommend the Cash Handling Policy for approval. (March/April 2021)
2. Revise and update the USU long-term financial plan. (Ongoing throughout the Fiscal Year)
3. Discuss how student union fees support the USU. (March 2021)

D. Personnel

Chair Galves thanked Executive Secretary Kristen Pichler and Co-Chair Mateo for their help and support this fall semester.

Galves reported the following accomplishment for its mid-year report:

1. The committee reviewed and approved modifications to the USU's Temporary Emergency Employment Policy.

Galves reported the following Future Plans / Areas of Concern:

The Personnel Committee will

1. Consider paid holidays for Temporary Emergency Employees who are regularly scheduled work 25 hours per week or more. (Fall, 2020 during last meeting)
2. Recommend an Early Exit Program for qualifying USU staff employees. (Spring, 2021)
3. Recommend modifications to the USU's Bereavement Policy. (Spring, 2021)

Areas of concern:

1. The attendance of all Personnel committee members during each meeting.
2. Engagement among committee members. The Chair, Co-Chair and Executive Secretary are working on implementing new mechanisms to ensure that students are reading the materials prior to the meetings, attend meetings prepared, and engage in meeting discussions.

E. Retirement

Vice Chair Martinez reported the following accomplishments for the mid-year report:

1. The committee completed the second and third quarter 2020 Retirement Plan Review.
2. The committee reviewed Retirement Plan expenses.
3. The committee finalized its fiscal year 2020-2021 goals and accomplished its Fall 2020 goals.

Martinez reported the following Future Plans / Areas of Concern:

The Retirement Committee will

1. Determine what the one-time, lump sum amount and the annual VEBA contribution should be to fully fund the Retirement Health Benefits Plan (RHBP) by June 2030.
2. Provide employees with additional information and educational consultation related to Retirement Planning.

XI. Action Items

A. New Regular Employment Position – Intramural Sports and Day Camp Coordinator

Motion out of the Personnel Committee to approve the position of the Intramural Sports and Day Camp Coordinator.

Director Galves said the new position is the result of the Student Recreation Center undergoing a reorganization. The position will help support the Recreational Sports & Intramural Programs Manager. Student Recreation Center Director Kaila Lavin explained that the position combines a few job titles that had problems with retention in the past. The combined posts created the budget for the new position.

Motion passed 13-0-0.

B. Updated Policy – Temporary Emergency Employment

Motion out of the Personnel Committee to approve the updated Temporary Employment Policy.

Director Galves explained that the current Temporary Emergency Employment Policy needed to be updated to ensure consistency with current Human Resources practices.

Motion passed 13-0-0.

C. Appointment of Student Director – Robert Jacome

M/S/P (J. Akopnik / A. Galves) Motion to approve the appointment of Robert Jacome as a student representative. The term will take effect January 25, 2021 and end in June 2022.

Chair Alvarez, Vice Chair Martinez and BOD Administrative Support Coordinator conducted interviews. After deliberation, they recommended Robert Jacome to complete the term of Ryan Edwards. Chair Alvarez asked Jacome to introduce himself.

Jacome said he is a first-year graduate student in the Chicano Studies program. He is a Latino immigrant, the first in his family to obtain a bachelor's degree, formerly incarcerated, and part of CSUN's Project Rebound. Jacome said he wished to be a voice for the marginalized community. He said he can bring a different perspective to the table, using his past experiences. He thanked the board for its consideration. Director Barboza said it was nice to meet him and how this board wants people like him to have a seat at the table.

Motion passed 13-0-0.

XII. Announcements

- A. Director Ruelas-Bischoff said it was great to see everyone. She wanted to share that it has finally been approved that any CSU student is eligible to access campus-based food pantries at the CSU campus nearest to them. She encouraged everyone to share widely!
- B. Director Hammond informed the board that CSUN President Dr. Beck will attend the next meeting and invited them to come ready with questions.
- C. Chair Alvarez thanked everyone for a great meeting and hoped that each would have a strong semester.

XIII. Adjournment

Chair Alvarez adjourned the meeting at 1:31 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director