

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
APRIL 10, 2023 – GRAND SALON
MINUTES**

I. Call to Order

The regular meeting of the USU Board of Directors was called to order at 12:37 p.m. by Chair Gisselle Olmedo – Torres.

II. Roll Call

Present	Absent	Staff	Guests
Christopher Aldana	Christian Lipton	Alejandra Aparicio	Joaquin Macias
Melissa Baghoumian	Michael Tejax	Christine Arountounians	Marilyn Orantes
Nikki Garcia	Dr. Edith Winterhalter	Amanda Christiansen	
Debra Hammond		Ana Dattoo	
Daniel Moreno		Emery Hernandez	
Gisselle Olmedo-Torres		Tari Hunter	
Benjamin Plotkin (Arrived at 12:52 p.m.)		Joe Illuminate	
Sankalp Pala		Chris Jensen	
Nawshin Sabah		Sharon Kinard	
Dr. Freddie Sanchez		Audrey Martinez	
Dr. Mirna Sawyer*		Vincent Mele	
Isela Vidauri		Alfredo Padilla	
German Wong		Kristen Pichler	
		Tim Rasmussen	
		Shelley Sakoda	
		Jennifer Sanchez	
		Briana Walden	
		Steven Wein	
		Malahat Zhobin	

* TEAMS video participant

III. Approval of Agenda

M/S/P (C. Aldana / D. Moreno) Motion to approve the agenda for April 10, 2023.

Motion passed 11-0-0.

IV. Approval of Minutes 03/06/2023

M/S/P (M. Baghoumian / N. Garcia) Motion to approve the minutes for March 06, 2023.

Motion passed 11-0-0.

V. Open Forum

No discussion.

VI. Chair's Report

Chair Olmedo – Torres emphasized the importance of BOD attendance at the Year-End Celebration. She hopes to see everyone on May 5 at 3:30 p.m. in the Northridge Center and encouraged the board to pass along the invitation to committee members. The board will continue to be more active on social media and more frequent posts have been scheduled. Olmedo – Torres thanked Associate Director for Human Resources and Professional Development Kristen Pichler and Associate Director for Operations & Services Samantha Liu for their presentations at the final BOD training of the semester.

VII. Vice Chair’s Report

No discussion due to Vice Chair Lipton’s absence. Please reference his written report.

VIII. Executive Director’s Report

Director Hammond said the annual budget planning meeting was held on March 15, where information about the upcoming budget process was shared with USU staff. Whitney Workman accepted the USU’s offer of employment as Manager, Pride Center. Acting Programs Coordinator Xiomara Carranza separated employment. Hammond congratulated Associate Director for Operations & Services Samantha Liu on being elected as the next Region I Director for ACUI. Congratulations were also given to Acting Co-Director, Student Recreation Center Jeremy Hamlett for volunteering as an Annual Accreditation Reports reviewer for local area camps accredited through American Camp Association and Intramural Sports/ Day Camp / Games Room Coordinator Demetrius Scott is serving on the planning committee for the upcoming American Camp Association Spring Leadership Conference. Hammond updated the board that the DACA Assistance Grant has been awarded to a total of 44 recipients.

IX. A.S. Report

No discussion.

X. Mid-Year Reports

A. Diversity & Inclusion

Director Vidauri said the Diversity & Inclusion Committee has a new Co-Chair Nawshin Sabah, who is doing really well. The committee is working on the Land Acknowledgment Policy and will also be tabling during craft corner to provide students information about resources available to them.

Director Plotkin arrived at 12.52 p.m.

A. Facilities & Operations

Director Aldana said the Facilities & Operations Committee reviewed the USU Facility and Operations Policy for potential changes and plan to present the revisions to the board in a future meeting.

B. Finance

Director Baghoumian said the Finance Committee welcomed its new Co-Chair German Wong. The committee discussed the Second Quarter Budget Report (6&6) which will be voted on during today’s board meeting. The committee is also discussing the 2023-24 budget requests and will be presented to the board soon.

C. Personnel

Director Moreno said the Personnel Committee has quorum and will be having their first meeting of the semester on April 11 at 6:30 p.m.

XI. Action Items

A. Second Quarter Budget Report

Motion out of the Finance Committee to accept the Second Quarter Budget Report (6&6) (2022-23) as presented.

Chair of Finance Melissa Baghoumian and Co-Chair of Finance German Wong presented the USU financial summary for the six-month period ending December 31, 2022, where they detailed the period's Revenues and Expenditures. Director Baghoumian and Wong also presented the review of the Statement of Changes in Financial Position, Investment Summary, Unallocated Reserves, Designated Reserves, Capital Outlay, Foundation Account Balances, and Work Study.

A.S. President arrived at 12:55 p.m.

Motion passed 12-0-0.

B. Alumni Representative Appointment – Joaquin Macias

M/S/P (C. Aldana / S. Pala) Motion to approve Joaquin Macias as the Alumni Representative effective April 10, 2023 until June 2024.

Chair Olmedo – Torres said Vice Chair Lipton and Acting Associate Executive Director for Equity, Programs & Leadership Tari Hunter interviewed Joaquin and are recommending him for the position.

Macias introduced himself and fielded questions from the board.

Motion passed 12-0-0.

C. Year-End Celebration Anonymous Vote

Training & Development Coordinator Christine Aroutounians said that the Year-End Celebration will take place on Friday, May 5, 2023 from 3:30 p.m. – 5:30 p.m. 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.

XIII. Discussion Items

A. 2023-24 Capital Outlay Allocation Proposal

Associate Director for Accounting & Finance Joe Illuminate explained that Capital Outlay, also known as Fixed Assets, is defined as a single item with a value greater than \$5,000 that has a useful life of more than one year and can be used in a productive capacity in the USU. The Capital Outlay Allocation Proposal is separate from the Operating Budget Allocation Proposal. A 10% contingency is added to the base cost of each item in order to allow for potential price increases.

The following are the proposed Capital Outlay Allocation Proposals presented by Assistant Director for Facilities & Maintenance Vincent Mele and Technical Coordinator Chris Jensen:

No.	Dept No.	Dept Name	Requestor Name	Item Description	Fixed Asset Type	Qty.	Base Cost	Contingency	Total Cost	Quote	Sightlines* Project No.
1	33040	Operations	Samantha Liu	Main Curtain Replacement (PDSPH)	Equipment	2.0	\$ 12,638	\$ 1,264	\$ 13,902	Y	NA
2	35030	Maintenance	Vinnie Mele	Heating, Ventilation, Air Conditioning (HVAC) Panel Upgrade (F Building)	Equipment	1.0	\$ 22,477	\$ 2,248	\$ 24,725	Y	40
3	35030	Maintenance	Vinnie Mele	Exterior Shell Wall (F Building)	Leasehold Improvement	1.0	\$ 35,363	\$ 3,536	\$ 38,899	N	63
4	35030	Maintenance	Vinnie Mele	Heating, Ventilation, Air Conditioning (HVAC) Chiller Control Panel (F Building)	Equipment	1.0	\$ 32,547	\$ 3,255	\$ 35,801	Y	40
5	35050	USU Reservations	Christopher Jensen	Power Distribution Unit	Equipment	1.0	\$ 14,000	\$ 1,400	\$ 15,400	Y	NA
Capital Outlay Total							\$ 117,025	\$ 11,702	\$ 128,727		

A.S. President left at 1:38 p.m.

B. 2023-24 Major Purchase, Repair, & Replacement Allocation Proposal

Associate Director for Accounting & Finance Joe Illuminate explained that the funding source for major repairs and replacements is the USU’s Repair and Replacement fund (53501) administered by the campus on behalf of the USU. Expenditures from this fund are recorded in the University’s accounting records.

The following are the proposed Major Purchases, Repairs & Replacements Allocation Proposal presented by Manager for Fitness Training Alfredo Padilla, Assistant Director for Facilities & Maintenance Vincent Mele and Technical Coordinator Chris Jensen:

No.	Dept No.	Dept Name	Requestor Name	Item Description	Major R&R Type	Qty.	Base Cost	Contingency	Total Cost	Quote	Sightlines** Project No.
1	31073	SRC F&W	Alfredo Padilla	Replacement of SRC Selectorized and Cardiovascular Equipment	Purchase/Replacement	1.0	\$ 913,501	\$ 137,025	\$ 1,050,526	Y	NA
2	35030	Maintenance	Vinnie Mele	Roof Replacement (F Building)	Replacement	1.0	\$ 97,410	\$ 14,612	\$ 112,022	Y	58-59
3	35030	Maintenance	Vinnie Mele	East Conference Center (ECC) Roofing Repairs	Repairs	1.0	\$ 162,700	\$ 24,405	\$ 187,105	Y	173-174
4	35030	Maintenance	Vinnie Mele	Southwest Building Heating, Ventilation, Air Conditioning replacement (HVAC)	Purchase/Replacement	Various	\$ 323,696	\$ 48,554	\$ 372,250	Y	1006
5	35030	Maintenance	Vinnie Mele	Exterior Painting of all USU buildings*	Maintenance	Various	\$ 2,200,000	\$ -	\$ 2,200,000	N	721 and 1054
6	35030	Maintenance	Vinnie Mele	Northridge Center (NRC) Lighting	Purchase/Replacement	Various	\$ 144,615	\$ 21,692	\$ 166,307	Y	291
7	35050	USU Reservations	Christopher Jensen	Meeting Room Audio Visual Upgrade (Phase II)	Purchase/Replacement	1.0	\$ 313,562	\$ 47,034	\$ 360,597	Y	NA

Director Sanchez left at 2:02 p.m. and returned at 2:04 p.m.

C. ACUI Annual Conference – Boston

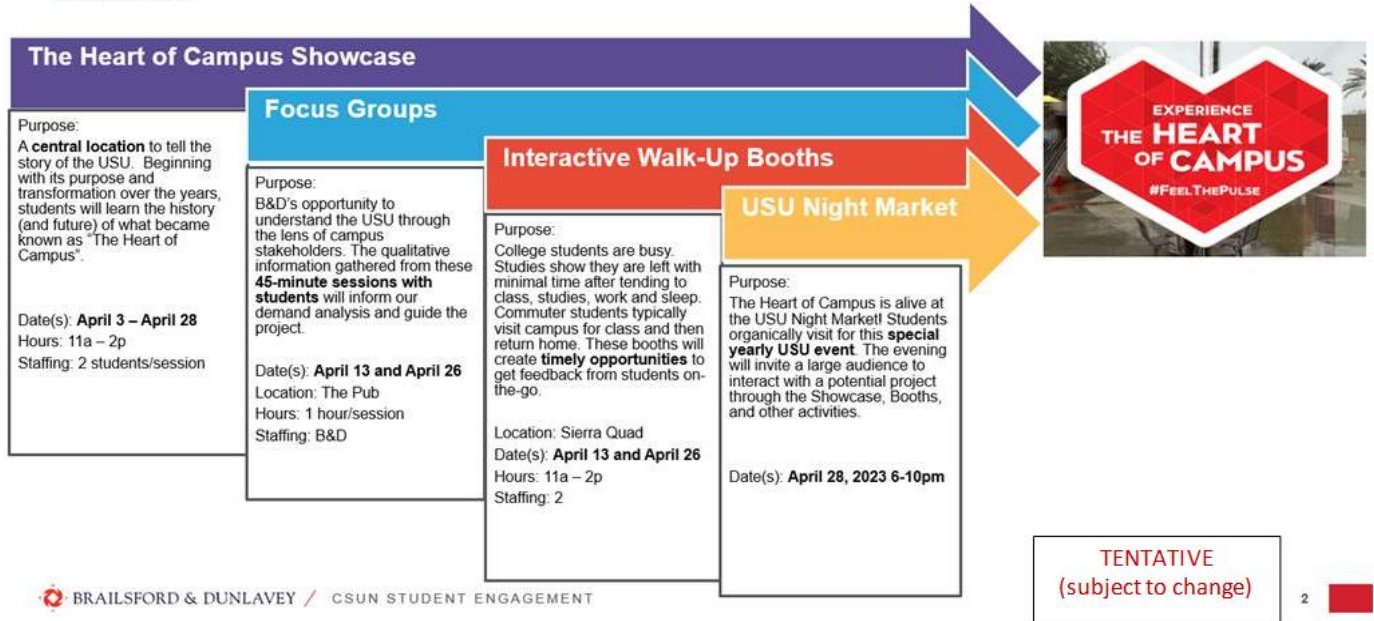
Assessment Coordinator Alejandra Aparicio, Student Videographer Briana Walden and Student Administrative Support Assistant Jaryn Santos thanked the board for being selected to represent the USU at the ACUI Annual Conference. They were all able to learn valuable information that they can apply to their current roles at the USU but also in their personal life. They were all grateful for the empowering opportunity.

D. USU Engagement Plan Spring 2023

Director Aldana and Director Sankalp updated the board on the USU’s Engagement Plan for the New Heart of Campus. They are seeking board participation in volunteering to cover shifts around this effort. Volunteering opportunities include focus groups, Interactive Walk-Up Booths and assistance with the USU Night Market showcase component.

On Campus Student Engagement Planning

OVERVIEW



XIV. Announcements

A. Chair Olmedo – Torres reminded student directors that election voting dates will take place from April 10 – April 12 so please be sure to cast your vote. Olmedo Torres along with Director Aldana will be revealing the USU Board of Directors results on the evening of April 12, 2023. Goodluck to all those who are running for a seat!

XV. Adjournment

Board Chair Olmedo – Torres adjourned the meeting at 1:55 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director