

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
JUNE 12, 2023  
GRAND SALON  
MINUTES**

**I. Call to Order**

The regular meeting of the USU Board of Directors was called to order at 12:36 p.m. by Chair Gisselle Olmedo – Torres.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Melissa Baghoumian	Christopher Aldana	Alejandra Aparicio	Dr. Megan Bell
Nikki Garcia	Michael Tejax	Amanda Christianson	Rachael Corral
Debra Hammond		Ana Dattoo	Ashley Godinez
Christian Lipton		Emery Hernandez*	Sivhour Lim
Joaquin Macias		Kyle Hufnagel	Daniel Lopez
Daniel Moreno		Tari Hunter	Marilyn Orantes
Gisselle Olmedo-Torres		Joe Illuminate	Jaryn Santos
Benjamin Plotkin*		Sharon Kinard	Lisa Teng
Sankalp Pala		Audrey Martinez	Jasmin Zesati
Nawshin Sabah*		Gabbie Puzon	
Dr. Freddie Sanchez*		Ruth Vasquez	
Dr. Mirna Sawyer		Steven Wein	
Isela Vidauri		Malahat Zhobin	
Dr. Edith Winterhalter			
German Wong			

*\*TEAMS participant*

**III. Approval of Agenda**

M/S/P (S. Pala / B. Plotkin) Motion to approve the agenda for June 12, 2023.

***Motion passed 12-0-0.***

**IV. Open Forum**

No discussion.

**V. BOD Year-End Report**

Chair Olmedo Torres said the board had a productive year. The Board passed multiple policies that directly coincided with the years goals, including:

- USU BOD Leadership Endowed Scholarship
- Holiday Dinner Gift Cards
- Endowment of Tanni Block Scholarship
- Approval of the allocation of \$150,000 from unallocated reserves and/ or surplus funds for the distribution of 500- semester long parking passes and 500 gas gift cards in fall 2023 and spring 2024 (250 parking passes and 250 gas gift cards per semester)
- New Regular Position – Assistant Director, Programs & Leadership

- New Regular Position – Membership Services & Student Recreation Center Administrative Supervisor
- USU Resource Center Endowed Scholarships

In addition, she reported the following recommendations for the incoming board:

- Suggested to keep growing the relationship with the USU's marketing team and other USU groups
- Become more knowledgeable about the New Heart of Campus and the Basic Needs Suite project and encourage more people to enter our spaces. She hopes that our board members become knowledgeable over the project and are key members in spreading information
- Suggested to create a pipeline demonstration showing key policies passed and their direct impact on day-to-day campus life so students understand the importance of the BOD's work

### **VIII. Executive Director's Report**

Director Hammond shared that there were many year end programs that were taking place within the USU and the management team was in the process of finalizing the assessment report for Student Affairs. The Assistant Director for Programs & Leadership had also been filled, and following regular recruitment, staff member Audrey Martinez has accepted the position. Hiring for this position set in motion the organization's ability to begin filling other positions within the Equity, Programs and Leadership area. Hammond shared that the National Conference on Race & Ethnicity (NCORE) that she and several staff members attended took place in New Orleans, Louisiana. Travel for this conference was allowed through exemption because of the CSU travel ban for states that have discriminatory policies. The 2024 NCORE is scheduled to take place in Hawaii.

### **IX. Committee Year-End Reports**

#### **A. Diversity & Inclusion**

The Diversity & Inclusion Committee reported the following:

##### **Accomplishment**

As a committee, they were able to understand the importance of acknowledging the people who originally lived here, the Fernandeano Tataviam Band of Mission Indians, the First People of this ancestral and unceded land base of the village of Sesevenga, and how we can better honor them. The committee participated in discussions and completed an e-course that explained what a land acknowledgment is and how we can go beyond just the words of a land acknowledgment. The committee's executive secretary communicated with the CSUN American Indian Studies Department and Fernandeano Tataviam Band of Mission Indians to receive continuous feedback on the draft policy. After gathering all of the information and suggestions, the committee completed the policy and procedure for the USU Land Acknowledgement.

##### **Suggestion**

Continue having consistent meetings; we recommend every two weeks. Communicate with your executive secretary for any questions you may have or to even share accomplishments. Having bonding events with your committee makes being part of the BOD more fun!

#### **B. Facilities & Operations**

The Facilities & Operations Committee reported the following:

##### **Accomplishment**

- Reviewed and passed new Facility Use Policy Guidelines

- Recruited and gain 9 committee members throughout the year
- Assisted with the USU BOD social media campaigns
- Worked with student engagement subgroup on #FeelThePulse campaign and promoted events for student interactions.

### **Area of Concern**

The committee wishes that the next committee continues to support Brailsford and Dunlavy along the way, building connections with them as they continue to work on the renovation and expansion plans including the Basic Needs Suite.

The committee also suggests the future committee assist with student organizations such as MSA or any other organizations requesting space or accommodations within the USU Facility. It also would be beneficial for the future committee to engage in more social media campaigns and continue to promote overall facilities and USU BOD.

### **C. Finance**

The Finance Committee reported the following:

#### **Accomplishments**

- Committee Orientations held in the fall and spring semesters.
- Held a student committee member team bond gathering event.
- Finance Committee Goals were approved and revised.
- Reviewed the Heart of Campus Project Financial Plan.
- Fixed Asset & Leasehold Improvement Policy was discussed using PowerPoint.
- Procurement Policy was discussed using PowerPoint.
- 2022-23 First Quarter (3&9) Budget Report recommended for acceptance.
- 2023-24 Capital Outlay Allocation Proposal was discussed at two different meetings.
- 2022-2023 Second Quarter Budget Report (6&6) recommended for acceptance.
- 2022-24 Major Purchase, Repair, & Replacement Allocation Proposal was discussed at two different meetings.
- Draft of the Revised Procurement Policy to incorporate justice, equity, diversity, and inclusion (JEDI) to allow underrepresented small businesses to compete for the USU's business was presented to the committee.
- 2023-24 Operating Budget Allocation Proposal recommended for approval.
- 2023-24 Designated Reserves Allocation Proposal recommended for approval.
- 2023-24 Capital Outlay Allocation Proposal recommended for acceptance.
- 2023-24 Major Purchase, Repair, & Replacement Allocation Proposal recommended for approval.
- 2022-23 Third Quarter Budget (9&3) Report recommended for acceptance.
- Met quorum for all scheduled committee meetings.
- Junicarl Ferido Awarded Committee Member Year Award.
- Appointed three new committee members.

#### **Suggestion**

The committee provided the following suggestions:

- Create consistent team bonding experiences throughout the academic year to retain members and build relationships.
- Offer a flexible hybrid meeting schedule to provide accessibility to members.
- Continue preparation meetings for the Chair and Co-Chair with the Executive Secretary to prepare for presentations and development of talking points at Committee meetings.
- Create and maintain a potential committee availability schedule throughout the year which will help identify the best timeframes to schedule fall and semester committee meetings.

- Appoint the maximum number of student members allowed by the Finance Committee Code may help with meeting quorum throughout the year.
- Create drop-in office hours for committee members with the Chair, Co-chair, and Executive Secretary to allow members to stay connected with leadership.

#### **D. Personnel**

The Personnel Committee reported the following:

##### **Accomplishments**

Unfortunately, and due to an insufficient number of members, the Personnel Committee lacked quorum for all except its initial meeting in December, 2022. However, despite that shortfall the committee still was able to meet twice during the spring semester and reviewed and informally recommended a total of (7) goals, including several that were not included on the original list of goals that was generated at the start of the 2022- 23 year. At the last meeting of the year in April, Committee members expressed appreciation for learning how the committee meeting process worked including Robert’s Rules of Order, and gaining a better understanding of the USU’s employment program.

##### **Suggestions**

The committee suggests that the five (5) goals that were not completed may want to be considered in 2023-24. It is recommended that these goals be reviewed first by the Chair and Co-Chair with the Executive Secretary to ensure that they are still relevant.

#### **E. Retirement Plan**

The Retirement Plan Committee reported the following:

##### **Accomplishments**

Our committee was able to host four meetings, two meetings in the fall and two meetings in the spring, where we were able to discuss a multitude of important information. This included reviewing quarterly investment performance, retirement plan expenses, Voluntary Employees Beneficiary Association (VEBA) funding, consideration of different scenarios to fully fund the Retirement Health Benefits Plan (RHBP), and discussing the possibility of swapping out the Stable Asset Fund for the Gabelli Money Market Fund.

##### **Suggestions**

Vice Chair Lipton recommended that the next Vice Chair have monthly meetings with the Executive Secretary, Joe Illuminate, to stay up to date on our goals and push to create the training that did not occur during 2022-23.

#### **X. Action Items**

##### **A. New Regular Position – Manager, Equity & Diversity Initiatives**

Chair Olmedo- Torres stated that no motion was needed for this action item as it was being recommended by the Personnel Committee. *This was incorrect however and the lack of motion for this action item was later rectified and properly voted upon in the June 15 Emergency BOD Meeting.*

Director Moreno and Personnel Committee Executive Secretary Kristen Pichler stated that following two rounds of normal recruitment for an Equity, Diversity & Initiatives Assistant Director, the recruitment failed to yield a successful hire. In reassessing the needs of the organization and USU’s commitment to Justice, Equity, Diversity, and Inclusion (JEDI) initiatives, the Personnel Committee recommends the regular position of Manager, Equity & Diversity.

Director Hammond also shared that any Diversity, Equity & Inclusion (DEI) position has been hard to recruit for. Those with DEI experience do not always have traditional leadership

experience such as supervision which is needed for an Assistant Director position, hence the recommendation to reassess and propose the manager position instead. Doing so would help create the opportunity for leadership development. In addition, private sector companies are able to offer well over \$120,000 in salaries which is not within the USU's compensation struc.

***Motion passed 14-0-0.***

**B. Student Representative Appointment – Lisa Teng**

M/S/P (C. Lipton / J. Macias ) Motion to approve the appointment of Lisa Teng as a student representative effective June 12, 2023 until June 2024.

Chair Olmedo Torres explained that there is a vacancy on the board for the 2023-2024 year. Chair Olmedo Torres, Vice Chair Lipton, and Administrative Support Coordinator – BOD Emery Hernandez recommended Lisa for the appointment.

Lisa Teng introduced herself to the board and fielded questions from the board.

***Motion passed 14-0-0.***

**C. Staff Representative Appointment – Dr. Megan Bell**

M/S/P (B. Plotkin / M. Baghoumian) Motion to approve the appointment of Dr. Megan Bell as the staff representative on the USU Board of Directors effective June 12, 2023 until June 2025.

Chair Olmedo Torres explained that there is a vacancy on the board for the 2023-2024 year for the Staff Representative position. Chair Olmedo Torres, Vice Chair Lipton, and Executive Director Debra L. Hammond recommended Dr. Megan Bell for the appointment.

Dr. Megan Bell introduced herself to the board and fielded questions from the board.

***Motion passed 14-0-0.***

**XI. Announcements**

A. Chair Olmedo – Torres thanked everyone for their service and contributions given during the past year. She congratulated all the graduating seniors and also referenced her outgoing letter to the board.

**XII. Adjournment**

Chair Olmedo – Torres adjourned the meeting at 1:31 p.m.

**XV. Transition Ceremony / Seating of New Board**

Chair Olmedo Torres welcomed everyone to the 2023 Transition Ceremony.

The board retained nine members from FY 23 to FY 24. She thanked them for their continued dedication and service to the board and the University Student Union. She called the following people to the stage:

- Nawshin Sabah
- Sankalp Pala
- German Wong
- Daniel Moreno
- Joaquin Macias
- Dr. Mirna Sawyer
- Dr. Edith Winterhalter
- Dr. Freddie Sanchez

- Debra L. Hammond

She then introduced and welcomed the new board members:

- Ashley Godinez
- Daniel Lopez
- Marilyn Orantes
- Lisa Teng
- Jasmin Zesati
- Dr. Megan Bell

Chair Olmedo – Torres led the 2023-2024 directors through a pledge to uphold the USU mission. That was followed by a five-minute stretch break to reset for the new board’s first session.

**I. Call to Order**

The regular meeting of the USU Board of Directors was called to order at 1:52 p.m. by Chair Olmedo – Torres.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Christopher Aldana	Ayana Galves	Alejandra Aparicio	Rachael Corral
Melissa Baghoumian	Adrian Hernandez	Amanda Christianson	Jaryn Santos
Tiffany Castellanos		Ana Dattoo	
Mishell De Leon		Emery Hernandez*	
Nikki Garcia		Kyle Hufnagel	
Debra Hammond		Tari Hunter	
Christian Lipton		Joe Illuminate	
Daniel Moreno		Sharon Kinard	
Shayan Moshtael		Audrey Martinez	
Gisselle Olmedo Torres		Gabbie Puzon	
Fredy Perez		Ruth Vasquez	
Benjamin Plotkin		Steven Wein	
Dr. Freddie Sanchez		Malahat Zhobin	
Dr. Edith Winterhalter			

**III. Action Items**

**A. Election of Chair**

Chair Olmedo – Torres asked for nominations for the Chair position.

(F. Sanchez / G. Wong) nominated Daniel Moreno. Nomination was accepted.

(F. Sanchez / D. Moreno) nominated German Wong. Nomination was declined.

(D. Lopez / A. Godinez) nominated Jasmin Zesati. Nomination was accepted.

(D. Moreno / J. Zesati) nominated Lisa Teng. Nomination was declined.

(D. Moreno / G. Wong) nominated Sankalp Pala. Nomination was accepted.

(D. Lopez / L. Teng) nominated Marilyn Orantes. Nomination was accepted.

The four candidates made statements and fielded questions from the board.

Assistant Director for Programs & Leadership Audrey Martinez collected secret ballots from the board. The ballots were counted and Chair Olmedo – Torres announced that Daniel Moreno was elected Chair for the 2023-2024 Board of Directors.

Chair Olmedo – Torres congratulated the newly elected Chair Daniel Moreno and turned her seat over to him.

**B. Election of Vice Chair**

Chair Moreno asked for nominations for the Vice Chair position.

(A. Godinez / M. Orantes) nominated Jasmin Zesati. Nomination was accepted.

(N. Sabah / M. Orantes) nominated Daniel Lopez. Nomination was accepted.

(J. Macias / D. Lopez) nominated Marilyn Orantes. Nomination was accepted.

(S. Pala / D. Lopez) nominated German Wong. Nomination was accepted.

The four candidates made statements and fielded questions from the board.

Assistant Director for Programs & Leadership Audrey Martinez collected secret ballots from the board. The ballots were counted and Chair Daniel Moreno announced that Jasmin Zesati was elected Vice Chair for the 2023-2024 Board of Directors.

**C. USU BOD Meeting Schedule 2023-2024**

M/S/P (D. Hammond / F. Sanchez) Motion to approve the USU BOD Meeting Schedule for 2023-2024.

***Motion passed 13-0-0.***

**IV. Adjournment**

Chair Daniel Moreno adjourned the meeting at 4:00 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director