

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
FEBRUARY 13, 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 Vice Chair Christian Lipton.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Christopher Aldana	Gisselle Olmedo-Torres	Alejandra Aparicio	Lisa Cummings*
Melissa Baghoumian	Dr. Freddie Sanchez	Amanda Christianson	Jinglan Gao*
Nikki Garcia	Dr. Edith Winterhalter	Jeremy Hamlett	
Debra Hammond		Emery Hernandez	
Christian Lipton		Ryan Hairapetian	
Daniel Moreno		Tari Hunter	
Michael Tejax		Joe Illuminate	
Benjamin Plotkin		Samantha Liu	
Sankalp Pala		Sarina Loeb	
Dr. Mirna Sawyer (Arrived at 1:01 p.m.)		Audrey Martinez	
Isela Vidauri		Marilyn Orantes	
		Kristen Pichler	
		Tim Rasmussen	
		Shelley Sakoda	
		Jennifer Sanchez	
		Steven Wein	
		Malahat Zhobin	

\* TEAMS video participant

**III. Approval of Agenda**

M/S/P (D. Moreno / N. Garcia) Motion to approve the agenda for February 13, 2023.

Director Baghoumian said she would like to amend the agenda to strikeout Discussion Item D: CSULB visit and postpone it until the March 6, 2023 BOD meeting.

M/S/P (M. Baghoumian / S. Pala) motioned to amend the agenda to strikeout Discussion Item D: CSULB visit and postpone it until the March 6, 2023 BOD meeting.

***Amendment passed 8-0-0.***

***Amended motion passed 8-0-0.***

**IV. Approval of Minutes 1/23/2023**

M/S/P (C. Aldana / M. Baghoumian) Motion to approve the minutes for January 23, 2023.

***Motion passed 8-0-0.***

**V. Open Forum**

No discussion.

**VI. Chair's Report**

No discussion due to Chair Olmedo-Torres' absence.

**VII. Vice Chair's Report**

Vice Chair Lipton said he and Chair Olmedo-Torres participated in Spring Fest and received a few pies to the face. The BOD Instagram page also posted its first post of the year where it highlighted the BOD's accomplishments and advertised current open positions. The BOD participated in Meet the Clubs hosted by the Matador Involvement Center, and was able to increase their social media following and get a few students to submit applications for the BOD. In February, Chair Olmedo-Torres and Vice Chair Lipton will resume meeting with departments in the USU.

**VIII. Form 990 Return of Organization Exempt from Income Tax (2021-22) (Time Certain 12:45 p.m.)**

Motion out of the Audit Committee to accept the USU's 2021-22 Return of Organization Exempt from Income Tax Information (Form 990).

Associate Director for Accounting & Finance Joe Illuminate, Non-profit Tax Senior Manager for CohnReznick Lisa Cummings and Senior Tax Accountant Jinglan Gao presented the Form 990 to the board. It was noted that in accordance with the Form 990 Return of Organization Exempt from Income Tax procedure, any pages that contain compensation-related information of USU Board members are removed in order to protect Board members' privacy in a public forum. Accordingly, page numbers 8, 9, and 34 were removed from Form 990. Ms. Cummings then reviewed key components of Form 990 and reported that there were no discrepancies.

*It was later noted that the complete 990 should be provided to all Board members. Board members received the complete report via an email link on 2/16/2023.*

***Motion passed 8-0-0.***

**IX. Executive Director's Report**

Director Hammond reported that the recruitment for the Marketing Supervisor position has opened. Christine Aroutounians has accepted the USU's offer of employment as the Training and Development Coordinator. Hammond reported that she had the opportunity to attend the California State University, Long Beach site visit on their alternative consultation process for their renovation project. Hammond is excited for the presentation by our student Board members at the next board meeting. The USU and University Counseling Services hosted Essential Talks with Nikole Hannah-Jones lecture focused on social justice and anti-racist work and covered topics on her published book, *The 1619 Project*. The lecture had about 150 in attendance. Hammond reminded the students to attend What You Want Wednesdays. The past installment served corn dogs! Hammond reported that the DACA Assistance Grant has been awarded to 25 recipients thus far and are anticipating an additional eight awards to be granted.

*Director Baghoumian left at 12:56 p.m. and returned at 12:58 p.m.*

**X. A.S. Report**

The Associated Student (A.S.) representative Michael Tejax shared that A.S. is looking at how they can promote student resources by potentially adding QR codes on every syllabus. The Chair of Elections is excited for the collaboration with the USU for their Spring 2023 Elections and are

looking forward to another successful election season. Applications will be received through March 3, 2023.

*Director Sawyer arrived at 1:01 p.m.*

**XI. Mid-Year Reports**

**A. Diversity & Inclusion**

Director Vidauri said the Diversity & Inclusion Committee will have its first meeting on Friday, February 17. They will continue to work on its goals for the year. The committee is also planning a bonding activity. Vidauri will update the board at the next board meeting.

**A. Facilities & Operations**

Director Aldana said the Facilities & Operations Committee reviewed the USU Facility and Operations Policy for potential changes. The committee lost one member and is in the process of recruiting.

**B. Finance**

Director Baghoumian said the Finance Committee appointed three new members to the committee and are eager to continue completing its committee goals.

**C. Personnel**

Director Moreno said the Personnel Committee is currently not meeting the minimum number of committee members to have a committee and have been unable to meet. The committee is working on interviewing eligible applicants. The committee is planning to have its first meeting of the spring semester in late February / early March. Additionally, the committee is reviewing their committee goals to better reflect what they believe can be accomplished at this point in the semester.

Director Hammond emphasized that no committee should not be discouraged about the status of the committee. The campus is still coming back from a virtual format and everyone is having difficulty recruiting for all positions. She encouraged everyone to keep going with their heads up. Hammond is proud of everyone. She recognized the Personnel Committee for looking at their goals and reassessing. It is important to focus on what is the most important thing to be addressed at this time.

**XII. Action Items**

**B. Donations Gift Policy**

M/S/P (C. Aldana / M. Baghoumian) Motion to approve the revisions to the Donations Gift Policy as presented.

Associate Director for Accounting & Finance Joe Illuminate said that the policy is being revised at the request of the Executive Director and to bring the policy in alignment with current practices and appropriate reporting relationships.

***Motion passed 9-0-0.***

**XIII. Discussion Items**

**A. Project Update**

Executive Director Debra Hammond and Associate Director for Operations and Services Samantha Liu presented to the board about the current status of the project. Currently, the USU has started campus stakeholder engagements through subgroup feedback. Vice Chair Lipton, Director Aldana and Director Pala are serving on the Student Engagement project subgroup. Brad Wells, Associate Vice Chancellor, Business and Finance from the Chancellor's Office reviewed the language on the original referendum and determined that a brand-new building may

not be needed because a renovated building would essentially be seen as new, as long as its purpose was significantly new. The Basic Needs Suite will continue to move forward as a high priority and will be located in the previous Pub location. The contractors are moving forward with options for a modified design. Enhanced food service options are also a high priority for the project. Students are drawn to where food is located and currently the USU does not have many food options. The feasibility study is expected to be completed in the Fall of 2023. The plan moving forward is to create focus groups, conduct surveys, follow-up with additional focus groups and use other methodologies to gather information.

*A.S. Chief of Staff Tejax left at 1:48 p.m. and returned at 1:53 p.m.*

## **B. USU BOD Elections Schedule**

Administrative Support Coordinator – BOD Emery Hernandez informed the board that the application period for elections opened on February 6 and will close on March 3. The board has five seats up for elections and two students have officially applied thus far. Voting will take place on April 10 – 12, 2023 and results will be revealed on the evening of April 12. As part of the Expectations & Responsibilities on the board, all student directors are required to recruit two students to run in the elections.

## **C. USU Goals, Midyear Status Report**

Executive Director Debra Hammond, Acting Associate Executive Director for Equity, Programs & Leadership Tari Hunter, and Associate Director for Operations & Services Samantha Liu informed the board of the status of the USU Strategic Goals for the 2022-23 academic year and reported the following:

### Goal #1:

The University Student Union (USU) will enhance staff, student employees, and board members' justice, equity, diversity, inclusion, and cultural differences knowledge, awareness, and skills through facilitated training, supervision, and mentoring.

### Mid-Year Update:

In Fall 2022, the USU hosted the following JEDI trainings:

1. Board of Directors Retreat
2. Two (2) trainings/workshops for student assistants who attended the USU Fall Summit
3. Departmental staff trainings (SRC, Resource Centers, Programs departments)

### Goal #2

The University Student Union will continually improve and enhance facilities to provide the CSUN community and guests with quality facilities, equipment, and technology in support of student success efforts and to increase revenue-generating opportunities.

### Mid-Year Update:

Despite continuous efforts to design the project within the originally allocated project budget of \$130 million (plus \$7.7 million of additional resources allocated to the project by the USU Board of Directors), the current design of the project would require another \$47.7 million (project total of \$177.5 million) and cannot be implemented within the financial resources that would be provided by the \$125 per semester referendum fee.

This is the result of three significant external factors affecting the project which have occurred since the Covid-19 pandemic:

- Unprecedented and continuing increases to the cost of construction
- Declining enrollment in colleges and universities nationwide, and specifically at CSUN
- Increases in financial interest rates because of rising economic inflation

Options were presented to the Board in October for consideration. The Board authorized the project team to re-imagine the project within the constraints of the previously approved \$125/semester fee increase rather than ask students for an additional fee increase. The Board also authorized the team to continue moving forward with a design for the Basic Needs Suite. Thus, the USU will examine alternatives of a smaller scope.

Over the next several months, an analysis and feasibility study will be conducted with a focus on prioritizing those items most desired by today's students (e.g. the Basic Needs Suite). The analysis will engage students in a comprehensive assessment process to determine additional options for the Board's consideration.

To date, meetings about the new direction have been held with the USU Board of Directors (10/17 and 10/24), AS Senate (10/24), Campus Leadership (12/19), Project Stakeholders (12/9) and Campus Fee Advisory Committee (12/9).

Goal #3:

The University Student Union will provide learning-based student work experiences that support student readiness for post-college employment.

Mid-Year Update:

This project is on schedule. The NASPA Survey is scheduled to launch in March 2023.

Goal #4:

The University Student Union will utilize the USU Student Employment Program as a high-impact practice and a retention influence on student achievement and success.

Mid-Year Update:

This goal is on target for completion in June. Institutional Research Senior Director Janet Oh, and Researcher Jason Morin presented preliminary findings to the Board of Directors in October, garnering feedback and answering questions. They are scheduled to present a final report to the USU Management Team by June 30, 2023.

**XIV. Announcements**

No announcements were made.

**XV. Adjournment**

Vice Chair Lipton adjourned the meeting at 2:01 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director