

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
JANUARY 27, 2020
GRAND SALON ROOM
MINUTES**

I. Call to Order

The regular meeting of the USU Board of Directors was called to order at 12:34 p.m. by Chair Tyrone Carter.

II. Roll Call

Present	Absent	Staff	Guests
Melanie Alvarez	Marquita Gammage	Jimmy Francis	
Stephanie Barboza	Christopher Ordonez	Jeremy Hamlett	
Carroll Brown	Shelley Ruelas-Bischoff	Joe Illuminate	
Tyrone Carter		Sharon Kinard	
Matthew Contreras		Kaila Lavin	
Sharon Eichten		Samantha Liu	
Arrah Ebot Enaw		Shelley Sakoda	
Debra Hammond		Steven Wein	
Catleya Maralit			
Gabriella Nguyen			
Tammy Rassamekiarttisak			
Giselle Reyes			
Timothy Roberts			
Diana Vicente			

III. Approval of Agenda

M/S/P (M. Contreras / T. Rassamekiarttisak) Motion to approve the agenda for January 27, 2020.

Motion passed 11-0-0.

IV. Approval of Regular Meeting Minutes

M/S/P (M. Alvarez /T. Roberts) Motion to approve the minutes of the December 02, 2019 meeting.

Motion passed 11-0-0.

AS President arrived at 12:36 p.m.

V. Open Forum

No discussion.

VI. Chair Report

Chair Carter thanked the Board and staff for an outstanding past six months. He wished everyone well with the flu season. He also thanked the Committee Chairs and Co-Chairs for meeting with him and Director Barboza for one-on-one check-ins. Chair Carter reminded everyone that BOD Elections are coming up. If their term is expiring this year and they are still interested in serving on the Board they must run during elections. Please contact Emery Hernandez, BOD Administrative Support Coordinator or Associate Director, Marketing & Programs, Freddie Sanchez for more information. In addition, current student directors should encourage BOD committee members to take on these leadership roles. Lastly, he reminded everyone to reach out for support and to encourage the committee members to also reach out for support.

VII. Vice Chair Report

- A. Vice Chair Barboza thanked the Board for participating with the check-ins. She and Chair Carter will continue holding check-ins and be switching off so that they have the opportunity to meet with everyone. She attended multiple events through this reporting period including, the Winter Pop Up (12/04/19), USU Marketing & Programs training and development day (01/14/2020). Chair Barboza stated, this event created a stronger sense of unity among USU departments by creating vision boards and doing the high and low ropes course at CSUN. Director Rassamekiarttisak, Associate Director, Marketing & Programs, Freddie Sanchez and BOD Administrative Support Coordinator, Emery Hernandez were all at the training. She mentioned it was such a great experience to see many people overcome their fears and support one another and recommended others to attend future trainings. On 1/21/2020 Vice Chair Barboza, Chair Carter and Executive Director Debra L. Hammond interviewed Dr. Carroll J. Brown for the position of Alumni Representative. Dr. Brown was recommended for the position by the Alumni Association Board of Directors. She met with Jonathan Navarro and Joe Illuminate on 1/22/2020 in order to prepare for Action Item B, the 403(b) Plan Restatement. She reminded all board members that there are upcoming training dates and encouraged board members to invite committee members to these trainings, especially those who are interested in serving on the Board of Directors. The next training will be held on 02/10/2020, which will be on LGBTQ+ Awareness and Diversity & Inclusion. Please contact Freddie Sanchez or Emery Hernandez for more information. Lastly, she reminded the student directors to complete the Doodle she sent for a BOD student directors get together.

VIII. Executive Director Report

Director Hammond reported that Events Manager, Audrey Martinez, returned from maternity leave on 01/13/2020. Director Hammond was also honored to report that Associate Director, Human Resources & Professional Development was elected chair of the AOA Human Resources Committee for all 23 CSU campuses. She was also elected to serve on the AOA Executive Committee for 2020. On 01/16/2020, Human Resources hosted a successful Student Summit where over 300 students attended multiple workshops with the theme of “*Whole Hearted Living*.” The next day, Human Resources hosted the Graduation Preparation Seminar (GPS), where graduating seniors participated in workshops related to post-graduation employment. This seminar was expanded from previous years to allow seniors who are not only graduating that semester to attend. Attendees were able to receive information about resume development, and a financial literacy session facilitated by Associate Director, Accounting & Finance, Joe Illuminate. Overall, there was positive feedback for these two events. Director Hammond also mentioned all the great events that took place in the USU, such as Spring 2020 Veteran Welcome, Crunch Time, Spring Fest, Tuesday Talks and T-Time. Lastly, she informed the Board of the 2018-19 University Student Union Annual Report that was emailed with the “*New Heart of Campus at the USU*” theme. She encouraged all to use the annual report as a recruitment tool and also send to their professors to showcase the incredible work they do here in the USU.

IX. A.S. Report

A.S. President apologized for not being present at the last couple of Board meetings. She was out recovering from surgery. This semester AS is working on a few new projects. They are trying to develop a Book voucher program, where students who are facing financial hardships will receive aid to help cover course materials such as books and supplies. The requirements and logistics are still being developed. She will report back to the Board once more information becomes available. Other initiatives that AS is working on are an international student emergency fund, recruitment events, sport clubs carnival and Commuter Week. She informed the Board that she is currently serving on approximately 9 committees, including the new CSUN President Search Committee. Along with serving on all these committees, she will also be traveling a vast majority of the semester and apologizes for the upcoming absences. Lastly, she mentioned that AS Senate has multiple vacancies. She asked the Board to please pass along the information to those who might be interested in joining AS. For the upcoming elections, the elections committee is working to increase voter turnout by including sections on the ballot for “favorite faculty member, favorite club” amongst other categories.

Director Roberts departed at 12:55 p.m.

X. Committee Mid-Year Reports

- i. Diversity & Inclusion Committee: Director Contreras said their committee goals are still ongoing. The committee is still meeting with various on and off campus organizations. The committee members will eventually submit a report on how the USU can support students to address ongoing concerns. The committee members met with the Black Leadership Council and Africana Studies, Asian American Studies Pathway Project, Muslim Student Association and Revolutionary Scholars to address their immediate concerns. Director Hammond asked what these concerns were, however Director Contreras noted that some of their needs are too complex. Others are simple like the Muslim Student Association needing a durable shoe rack in the Prayer/Meditation/Reflection Room. The committee has also been giving their input in the naming of the Cross-Cultural Center, however, no name has been chosen. Findings will be reported at future Board meetings.
- ii. Facilities & Commercial Services Committee: Director Reyes said the committee will have their first semester meeting on February 3rd, 2020. For the fall semester, they had a total of 3 committee meetings. The committee is still working on the collaboration with AS to provide free menstrual hygiene products. She anticipates on brining this to the Board in the near future.
- iii. Finance Committee: Director Rassamekiarttisak said the committee met a total of 4 times this past semester. It was a productive semester for them as they were able to accomplish half of their goals. They anticipate another productive semester as they work toward their remaining goals. Director Rassamekiarttisak mentioned that the Finance Committee is currently recruiting about 3-4 members, if they know of anyone who is interested, please encourage them to apply.
- iv. Personnel Committee: Director Maralit said the committee has worked very hard on their committee goals. They anticipate presenting a new policy at the next Board meeting. Director Ebot Enaw added that they are also recruiting since 2 of their committee members vacated their positions. They are currently working alongside their Executive Secretary, Kristen Pichler, to schedule their Spring 2020 committee meetings. Their first meeting might take place on February 13th or 26th.
- v. Retirement Committee: Director Barboza said the committee met a total of 2 times this past semester. This upcoming semester they will be reviewing components of the Retirement Health Benefit Plan. At the moment they are working on scheduling upcoming meetings. She thanked Executive Secretary, Jonathan Navarro, Associate Director, Accounting & Finance, Joe Illuminate, and Accounting & Finance Student Administrative Support Assistant, Jasmine Medina, for all their help in preparing materials and scheduling these meetings as well as mentorship throughout the semester.

XI. Action Items

A. Alumni Representative Appointment

M/S/P (S. Barboza / T. Rassamekiarttisak) Motion to approve Dr. Carroll Brown as the Alumni Representative.

Director Carter mentioned that the Alumni Representative position was vacated on 12/02/2019. The Executive Council of the California State University, Northridge Alumni Association Board of Directors has considered and approved the recommendation of Dr. Carroll Brown for the Alumni Representative position on the Board. The full board will ratify the vote at the next Alumni Association Board Meeting on 03/17/2020. Dr. Brown is a 2013 CSUN graduate with a B.A. in Social and Behavioral Sciences. Dr. Brown shared his story with the Board. He began at CSUN in 2005, but 4 years later he was kicked out of the University. Throughout his undergraduate career, he became homeless. He would frequently sleep in his car, spend nights on friend's couches and showered at the gym. An advisor once said to him, "Sometimes school isn't for people like you." This really impacted Dr. Brown, he began collecting cans and selling water at the entrance/exit of the freeways. He was admitted back into CSUN but with no financial aid. He was determined to walk across the graduation stage. After working with juveniles at Rancho San Antonio, he knew that he could not help those boys if he could not help himself first. He decided to apply to obtain his doctorate degree. To enter into this program, applicants need a 3.5+ GPA and a Master's degree – of which he had none. He stated he had a 2.1 GPA and no Master's. He was accepted into the program on a conditional acceptance to see if he could handle the workload. In 2018, he graduated at the top of his class. He believes anyone can do it regardless of the circumstances. Director Alvarez said she admired Dr. Brown's grit and perseverance

and asked what his goals were while serving on the Board. Dr. Brown said he would like to get to know each and every member on the Board and see how he could help them grow. Dr. Brown said “There are two important days of your life. First, the day you are born and the day you discover why”. He relates it to helping you become who you should be. Director Contreras thanked Dr. Brown for being who he is. He extended an invitation for Dr. Brown to work with him on the Diversity & Inclusion Committee. He noted that he is much more than a resume. Director Hammond mentioned that she has known Dr. Brown since he was a student. She is thrilled and impressed with his credentials and more with his heart. She said that good mentors have good mentors. His story is compelling and it creates a sense of connection at a different level. She encourages the Board to vote yes on appointing Dr. Brown. Director Barboza thanked Dr. Brown for sharing his story and being here with the Board. She is sure that many students will be able to relate to him. She believes he will be a great contact for the Diversity & Inclusion Committee and is excited to build a relationship with him.

AS President departed at 1:29 p.m.

Motion passed 10-0-0.

B. 403(b) Plan Restatement

Motion out of the Retirement Plan Committee to adopt the University Student Union of California State University, Northridge 403(b) Plan as a complete restatement of the prior Plan, to be effective retroactively to July 01, 2019.

Director Barboza mentioned that the Retirement Plan Committee recommended the restatement of the 403(b) Plan for adoption at the committee meeting which took place on 12/04/2019. The 403(b) is a retirement plan offered to USU eligible employees as a benefit of their employment. Eligible employees may elect to have a percentage of their salary deposited directly into a 403(b) account and the contribution is on a pre-tax basis. In addition, employees may be eligible to receive an additional Employer Contribution under the Plan of up to 6%. If the employee contributes 6% of their salary to the 403(b) Plan, the USU will match it with an additional 6% contribution. Restating the plan means to update the plan. The USU is restating or updating the 403(b) Plan in order to comply with Section 403(b) regulations and to continue to receive the tax benefits of an IRS pre-approved plan. As the rules and regulations change, the plan must be updated to include the new rules and regulations. If the Board approves the restatement of the 403(b) Plan, the Action by the Governing Board document will be signed by Executive Director Debra L. Hammond and kept on file for the USU’s records. A copy will also be sent to the Ryding Company, the USU’s consultant who maintains the USU’s 403(b) Plan.

Motion passed 11-0-0.

XII. Discussion Items

A. Strategic Priorities – Update

Director Hammond explained that under Student Affairs (SA) Priority #1 for Business, Operational Practices and Facilities, Goal 1.1 focuses on contributing to student success through self-care and student wellness with the recreation program. Interim Director, Student Recreation Center, Kaila Lavin mentioned that currently they are on schedule. They are reviewing over 50 pages of an assessment and expect to complete the SRC Program Review analysis and prioritizing an action plan by 06/01/2020. Associate Executive Director, Jimmy Francis mentioned that with the USU’s Renovation and Expansion Project they are aiming at providing more student connection to campus which we hope positively impacts graduation rates. Acting Assistant Director, Administration and Technology shared statistical information that they gathered relating to the satisfaction and skill development of USU student employees. A vast majority of these findings report positive feedback, however, not all students who leave the USU complete the exit survey. There is no way to make this survey mandatory. The USU is also focusing on staff development and well-being. The USU wants to implement a plan which includes a diverse and culturally inclusive training program for staff, students and the Board of Directors. They believe that one cannot help others if they can’t understand themselves. Such events are posted on the USU’s Monthly Calendar. One of the strategic priorities that has been delayed is the transition from the USU’s current PeopleSoft accounting

software to the Common Financial System. It has been postponed for a one-year period, but this does not mean they are currently not working on it. With the transition, the USU will not be able to keep our chart of accounts and will have to merge the current ones with the same chart of accounts as those in the Common Financial System.

Director Ebot Enaw departed at 1:49 p.m.

Director Alvarez departed at 2:06 p.m. and returned at 2:10 p.m.

B. Executive Director Administrative Work Plan – Update

Director Hammond explained to the Board that the Administrative Work Plan is set to be a planning document for her major duties and responsibilities as the Executive Director. She wants to start putting this document together early as one day she will retire. She aims to refine it through a 3-year period. Staff are also working on developing a post renovation organization plan. They review it every year and make necessary changes. Director Hammond also noted that she aims to continue building relationships with ethnic studies department through the Diversity & Inclusion department amongst various other organizations. Currently, the USU has not developed plans for Subway, Wells Fargo and the Pub post renovation as this was not included in the scope of the project. Director Hammond anticipates this process will resume next year. Some new initiatives that Director Hammond has begun is serving as the Co-Chair of the CSUN Black Student Success Council. It is university-wide, the committee is looking at the current equity gap for African American/Black students. They are looking into things like student focus groups, resource guides and other interventions to assist students. Director Contreras asked if these meetings are open, but Director Hammond said she would get back to him because she was invited to serve by Dr. William Watkins. Lastly, Director Hammond mentioned that they are still working on logistics on whether the USU can administratively operate the DREAM Center. Currently, the USU does not have the budget to operate it, but EOP and the University are expected to contribute. Director Carter asked for more information regarding the equity gap. Director Eichten mentioned that anyone can access this information through the Chancellor's website. It breaks down the information by colleges amongst other categories.

Director Barboza departed at 2:15 p.m.

Director Alvarez departed at 2:30 p.m.

C. USU Renovation/Construction Update

Associate Executive Director, Jimmy Francis, mentioned they have selected the conceptual design. They have yet to determine if the new building will be 2 or 3 stories high. This will depend on the budget. The renovation plan is now finalized. The budget draft has been sent to the Chancellor's Office for review. The RES operating schedule has been released with more detail on dates on when certain rooms will come offline. More information will be released once it is known.

XIII. Announcements

- i. Director Nguyen mentioned that new immunization changes have gone into effect. With all the viruses that are developing do not hesitate to reach out to the Klotz Health Center for any questions or concerns.
- ii. Director Brown mentioned that he would like to meet individually with the Board. Please look out for that email.
- iii. Director Carter reminded everyone that Meet the Clubs will be taking place on January 28, 2020. He also reminded those whose term is expiring to run in the upcoming elections.

XIV. Adjournment

Chair Carter adjourned the meeting at 2:44 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director