

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
FEBRUARY 15, 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* | Gabriella Nguyen | Kyle Hufnagel* | Dr. Erika Beck* |
| Dr. Carroll Brown* <i>Arrived at 1:00 p.m.</i> | | Sharon Kinard* | Genevieve Evans* |
| Melanie Alvarez* | | Kaila Lavin* | Lisa Cummings* |
| Stephanie Barboza* | | Jimmy Francis* | Sanjiti Sharma* |
| Arrah Ebot Enaw* | | Elias Gallegos* | Dr. William Watkins* |
| Ayana Galves* | | Jeremy Hamlett* | |
| Jasmine Guerrero* | | Joe Illuminate* | |
| Debra Hammond* | | Ayan Jama* | |
| Robert Jacome* | | Samantha Liu* | |
| H Landeros* | | Gabriel Rosales* | |
| Albert Martinez* | | Cindy Lucio* | |
| Yesenia “Rio” Mateo* | | Jonathan Navarro* | |
| Rose Merida* | | Dave Ross* | |
| Dr. Shelley Ruelas-Bischoff* | | Tim Rasmussen* | |
| Dr. Edith Winterhalter* | | Shelley Sakoda* | |
| Dr. Tadeh Zirakian* | | Dr. Freddie Sanchez* | |
| | | Scott Teves* | |
| | | Jennifer Kim* | |
| | | Steven Wein* | |

* Zoom video participant

III. Approval of Agenda

M/S/P (S. Barboza/A. Galves) Motion to approve agenda for February 15, 2021.

Motion passed 13-0-0.

IV. Approval of Meeting Minutes

M/S/P (J. Akopnik/ A. Ebot Enaw) Motion to approve minutes of the January 25, 2021 meeting.

Motion passed 13-0-0.

V. Conversation with President Dr. Beck

Chair Alvarez welcomed Vice President for Student Affairs and Dean of Students Dr. William Watkins. Watkins is a former member of the USU Board of Directors and a CSUN alum. He then introduced CSUN President Dr. Erika Beck.

Student directors answered the president's questions about their CSUN experience, programs the students would like to see on campus, directors' advice to incoming students about CSUN and what they would like Dr. Beck to know about the CSUN community.

Director Brown arrived at 1:00 p.m.

VI. Action Items

A. Form 990 Return of Organization Exempt from Income Tax (2019-20) (Time Certain 1:25 p.m.)

Motion out of the Audit Committee to accept the USU's 2019-20 Return of Organization Exempt from Income Tax Information (Form 990).

Associate Director of Accounting & Finance Joe Illuminate and CohnReznick Senior Manager Lisa Cummings presented the Form 990 to the board. It was noted that pages 7, 8 and 33 were removed from the Form 990 to protect board members' privacy in a public forum. Removed pages are available once the form gets accepted and posted online. Cummings explained that all non-profit organizations with gross receipts of more than \$25,000 per fiscal year are required to file the Form 990 Return of Organization Exempt from Income Tax with the Internal Revenue Service (IRS). This provides more transparency and is open to the public for inspection. Ms. Cummings then reviewed key components of Form 990 and reported that there are no discrepancies. Illuminate explained that under Schedule O of the Form 990, Part VI, Section A, Line 4, the reported change to the Bylaws is incorrect and will be removed for Fiscal Year 2019-20 as this change took place in the prior fiscal year and already has been reported.

M/S/P (J. Akopnik/A. Galves) move to amend the main motion and accept the USU's 2019-20 Return of Organization Exempt from Income Tax Information form (Form 990) by removing the incorrect reporting of the bylaw change for the 2019-20 fiscal year.

Director Brown left at 1:31 p.m.

Amendment to the main motion passed 13-0-0.

Main motion as amended passed 13-0-0.

VII. Open Forum

No discussion.

VIII. Chair Report

Chair Alvarez congratulated Director Akopnik for becoming a new Camp Matador Coordinator. Alvarez said she attended the Latinx Cultural Welcome and was able to have deep conversations about life and learn some bachata from Salsa Libre. She said these types of programs have been greatly beneficial to students during these difficult times and she gave a special thank you to everyone who made it possible.

Alvarez encouraged everyone to take advantage of the free legal services the DREAM Center has to offer. On February 8, the BOD had its monthly training with Dr. Carroll Brown who educated students about emotional intelligence and its components. Alvarez said the trainings provided by BOD members are especially valuable because they present knowledge that students do not learn in a classroom. Alvarez announced that it is her last semester as an undergraduate and she is hopeful to make the best out of it. She said she has decided to volunteer at the VITA clinic this semester. It is a free tax resource on campus for those who meet the requirements and household threshold. Alvarez encouraged those who are eligible to take advantage and share with others. Finally, she informed the board that during some longer meetings, she must leave early to attend class while Vice Chair Martinez leads the meeting.

Director Zirakian left at 1:47 p.m.

IX. Vice Chair Report

Vice Chair Martinez said that the vacancy on the Facilities and Operations committee has been filled. Interviews were conducted and Robert Jacome was appointed. He said that he hoped everyone was staying healthy and safe and invited directors to contact him if they had questions or needed any kind of support.

X. Executive Director's Report

Director Hammond informed the board that the USU surplus donation initiatives were off to a great start and receiving positive feedback. As a result, the BOD would consider allocating additional funds at the Emergency Meeting scheduled immediately following the day's regular meeting. Hammond said she was grateful that the USU had been able to host spaces, despite the current virtual environment, for the cultural welcomes. She said the CSUN as One Workgroups are wrapping up and thanked the various directors who participated in these groups. Hammond announced that Associate Executive Director Jimmy Francis would be leaving the organization to accept the position of President and Executive Director of the Rose Bowl Aquatics Center. Please keep a lookout for his farewell virtual celebration. Hammond said she was proud of the conversation that student representatives had with CSUN President Beck and was incredibly proud and honored to work with such students daily. Hammond thanked them for showing up and sharing.

XI. A.S. Report

A.S. President Merida said she attended the California State Student Association on February 13 and February 14. She invited directors to attend these meetings as they are open and in a virtual setting. Merida said there will be a new CSUN as One committee where Senator Ronnie Medrano, USU Student Representative Jacob Akopnik and President Merida will serve as members to evaluate instruction initiatives, provide student support, and address operational needs in a safe environment as on-site campus instruction increases. Please reach out to them with questions or concerns. Merida said it was incredible to listen to student directors speak with CSUN's President and invited them to reach out to her if she can be of service.

XII. Committee Reports

A. Diversity & Inclusion

Chair Barboza said that she had the opportunity to co-host for the second time the American Indian Cultural Welcome and said it was an amazing event! She served in her capacity as President of the American Indian Student Association. Barboza said she has been in conversations with Humanities Senator Adriana Coronado regarding resolutions for land acknowledgements within Associated Students. This ties into the Diversity & Inclusion Committee because one of its goals is to develop a land acknowledgment policy for the USU. She said committee Co-Chair Landeros has been doing great work in revamping the USU's mission statement. Its next meeting is February 22.

B. Facilities & Operations

Chair Ebot Enaw said that alongside Co-Chair Jacome and executive secretaries Jimmy Francis and Samantha Liu, the committee has met three times to plan for spring semester meetings. She said they were excited to work with their new co-chair and what they will accomplish together. The committee continues to work on a spring semester schedule. Its next meeting is February 22.

C. **Finance**

Chair Akopnik said the committee has yet to meet this semester however, it is working on a proposed schedule. Two people were interviewed to join the committee. Students Saul Maldonado and Gisselle Olmedo Torres were selected to bring the committee member total to five.

D. **Personnel**

Chair Galves said engaged in a lot of self-reflecting over the break and made the decision to change her major from Biology to Africana Studies. She said she will continue to take the classes needed to attend nursing school. Galves said the committee is creating its spring semester schedule. She ended her remarks with a quote by Mark Cuban “*Work like there is someone working twenty-four hours a day to take it away from you.*”

E. **Retirement**

Vice Chair Martinez had nothing to report but said plans are underway to schedule the next meeting.

XIII. Discussion Items

A. USU Strategic Priorities Status Report / Executive Director Administrative Work Plan Status Report

Director Hammond reviewed the strategic priorities for 2020-2021 and reported the following:

Strategy 1.1.1: Implement short- and long-range plans based on a prioritization of the Student Recreation Center (SRC) program review recommendations. 50% of the recommendations are ongoing/in progress; 18% are on hold; 14% are complete, and 8% will require no further action.

Strategy 1.2.1: Review and assess the viability of the USU’s Renovation and Expansion project to determine whether the project will move forward. The COVID-19 Pandemic has altered the schedule, cost, and potentially program for the project. The project team is working to identify the variables involved in moving the project forward and creating strategies to address each individually. Campus leadership will be engaged in the next 3-6 months to decide on future plans.

Strategy 2.1.1: Oversee the administrative transition of the DREAM Center to the USU and create department structure that is similarly aligned with other USU Resource Centers. This strategic priority has been completed.

Strategy 4.1.1: Implement a culturally inclusive training program for USU staff, SAEs and the Board of Directors. This is an ongoing priority.

Strategy 4.2.1: Provide one ongoing supervisor training per year as outlined in the USU Professional Development Program for Supervisors. This is an ongoing priority.

Strategy 5.1.1: Implement interventions that increase the percentage of USU Student Assistant Employees who take the National Association of Student Personnel Administrators (NASPA) Student Unions and Programming Survey. The annual survey supports the USU in determining the impact of the USU work experience on student employees as it pertains to their skill development in customer service, time management, leadership, teamwork, organizational skills, transferable career skills, skills relevant to academic majors, and skills to be used after graduation. The NASPA survey will be distributed to Student Assistant Employees in April 2021.

Strategy 6.1.1: Transition from the USU’s stand-alone PeopleSoft accounting software to the Common Financial System (CFS). Accounting and Finance (A&F) is collaborating with Campus IT to implement CFS. The Chart of Accounts (COA) conversion was completed in January 2021. The conversion is on track to be implemented by July 01, 2021. A&F will be testing all CFS modules

(General Ledger, Accounts Payable, Accounts Receivable, Billing, Fixed Assets) in coordination with Campus IT from February through June 2021 to ensure a smooth transition.

For the Executive Director's Administrative work plan, three goals have been completed and the remaining five are in process. All eight goals will be completed by the end of the year.

XIV. Announcements

- A.** Chair Alvarez thanked everyone for a productive meeting. She reminded attendees that the USU's Board of Directors Elections '21 applications will open on Monday, February 22 and close on March 5. Those who are interested in applying, know of someone who is or have additional questions, may reach out to BOD Administrative Support Coordinator Emery Hernandez.
- B.** AS President Merida thanked the USU for hosting the Cultural Welcomes. She also encouraged students to apply to be part of New Student Orientation!

XV. Adjournment

Chair Alvarez adjourned the meeting at 2:18 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director