

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
MARCH 07, 2022
ZOOM VIDEO CONFERENCE
[HTTPS://CSUN.ZOOM.US/MY/SPRING2022BODMEETINGS](https://csun.zoom.us/my/spring2022bodmeetings)
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 12:34 p.m. by Chair Jacob Akopnik.

II. Roll Call

Present	Absent	Staff	Guests
Jacob Akopnik*	Dr. Carroll Brown	Kyle Hufnagel*	Lisa Cummings*
Mishell De Leon*	Dr. Edith Winterhalter	Joe Illuminate*	Reshini Ekanayake*
Ayana Galves*		Sharon Kinard*	
Bryant Garcia*		Kaila Lavin*	
Debra Hammond*		Cindy Lucio*	
Robert Jacome*		Audrey Martinez*	
Christian Lipton* <i>Arrived at 12:38 p.m.</i>		Kristen Pichler*	
Gisselle Olmedo Torres*		Shelley Sakoda*	
Kaitlyn Orozco*		Steven Wein*	
Fredy Perez*			
Benjamin Plotkin*			
Charlie Rodriguez-Salazar*			
Dr. Shelley Ruelas-Bischoff*			
Ana Zapata*			
Dr. Tadeh Zirakian* <i>Arrived at 12:44 p.m.</i>			

** Zoom video participant*

III. Approval of Agenda

M/S/P (B. Garcia / G. Olmedo Torres) Motion to approve the agenda for March 07, 2022.

Motion passed 11-0-0.

Director Zirakian arrived at 12:44 p.m.

IV. Approval of Minutes 02/14/2022

M/S/P (C. Rodriguez Salazar / A. Galves) Motion to approve the minutes of February 14, 2022.

Motion passed 12-0-0.

V. Approval of Minutes 02/21/2022

M/S/P (C. Rodriguez Salazar / G. Olmedo Torres) Motion to approve the minutes of February 21, 2022.

Motion passed 12-0-0.

VI. Open Forum

No discussion.

VII. Chair's Report

Chair Akopnik thanked directors Olmedo Torres, De Leon and Rodriguez Salazar for tabling during the USU's Resource Fair. In addition, he thanked directors Rodriguez Salazar and Perez for their upcoming representation of the USU during President Beck's investiture. Akopnik spoke at the Student Recreation Center "SRC@10" 10th anniversary celebration where he shared that nearly 98,000 unique members have visited the SRC a combined 4.4 million times since its doors opened in 2012.

VIII. Vice Chair's Report

Vice Chair Olmedo Torres announced that the Board's Instagram page would soon launch. She and Chair Akopnik filmed an introductory video to welcome followers to the new page. Olmedo Torres asked directors to assist with recruiting students to run in the Spring '22 Board elections. The application submission period was set to close on March 11.

IX. Action Items

A. Form 990 Return of Organization Exempt from Income Tax (Time Certain 12:45 p.m.)

Motion out of the Audit Committee to accept the USU's 2020-21 Return on Organization Exempt from Income Tax Information (Form 990).

Associate Director for Accounting & Finance Joe Illuminate and Non-profit Tax Senior Manager for CohnReznick Lisa Cummings 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 7, 8, and 33 were removed from Form 990. Ms. Cummings then reviewed key components of Form 990 and reported that there were no discrepancies.

Motion passed 13-0-0.

X. Executive Director's Report

Director Hammond informed the Board that a number of staff positions remained open, creating an opportunity to grow teams and promote student and staff employees. Hammond reported that on-campus engagement numbers were rising with more students physically visiting our spaces. The Matadors Forward Ambassadors Program was a success, serving about 4,100 students. Hammond asked available directors and staff to volunteer with the President's Investiture program on March 14.

XI. A.S. Report

Associated Students (A.S.) Vice President Orozco said that A.S. was busy with various legislative referrals. She said being in-person was really making a difference! She offered to collaborate with the USU about how both organizations might contribute to a high voter elections turnout.

XII. Committee Reports

A. Diversity & Inclusion

Director Jacome said the committee would meet next week and provide a report next month.

B. Facilities & Operations

Director Lipton reported that the February 21 meeting met quorum! The committee was updating COVID guidelines for meeting rooms. Committee members expressed interest in involvement opportunities. Members also planned to research restaurants and activities options for the new Heart of Campus construction/renovation project and seek student input.

C. Finance

Director Rodriguez Salazar said the committee welcomed its new Co-Chair Mishell De Leon and participated in an icebreaker to introduce members to one another. The committee decided to postpone the Fixed Asset and Procurement policies update goal due to time constraints. It will soon be voting on the updated Hospitality Policy.

D. Personnel

Director Garcia said the committee held its first official meeting of the semester on February 16, where members discussed the onboarding of its new Co-Chair Ana Zapata. The committee recruited a new member who would be introduced at its next scheduled meeting.

E. Retirement Plan

Vice Chair Olmedo Torres said the committee met on February 25 and discussed the Second Quarter 2021 Retirement Plan Review.

XIII. Action Items

B. 2021-22 Second Quarter (6&6) Budget Report

M/S/P (C. Rodriguez Salazar / A. Zapata) Motion to accept the 2021-22 Second Quarter (6&6) Budget Report as presented.

Associate Director for Accounting & Finance Joe Illuminate presented the 2021-22 second quarter (6&6) budget report to the board. Illuminate reported that the USU's overall financial standing was in good condition and that total expenditures were below optimal range as a result of primarily virtual instruction for the fall semester. Expenditures were expected to increase as students return to campus in the spring semester.

Motion passed 13-0-0.

C. USU COVID Vaccination Policy

Motion out of the Personnel Committee to approve the updated COVID-19 Vaccination Policy effective February 4, 2022.

Director Garcia explained that on January 19, 2022, the California State University officially revised the Interim COVID-19 Vaccination Policy to include the booster vaccine for all students and CSU employees, including auxiliary employees, thus requiring the USU to update its policy to reflect the added language.

Director Ruelas-Bischoff requested a point of personal privilege at 1:53 p.m.

Motion passed 12-0-0.

D. Format for Board of Directors April 2022 Meeting

M/S/P (G. Olmedo Torres / A. Zapata) Motion to approve teleconferencing as the format for the April 11, 2022 Board of Directors meeting.

Associate Director of Administration and Communications Sharon Kinard explained that on November 10, 2021, Governor Gavin Newsom signed Assembly Bill (AB) 361, amending the Ralph M. Brown Act to allow local agencies to continue conducting public meetings remotely during a state of emergency, so long as certain requirements are met. On Jan. 5, 2022, Gov. Newsom extended the option for state agencies to continue to meet via teleconferencing through April 1, 2022 as a step to protect the public, due to the fast-spreading Omicron variant (Executive Order N-1-22).

To continue to rely on the relaxed teleconferencing provisions, the local agency (USU Board of Directors) must reconsider two (2) circumstances and make the following findings by majority vote, **every 30 days**:

1. The state of emergency continues to directly impact the ability of the members to meet safely in person; or
2. State or local officials continue to impose or recommend measures to promote social distancing.

Board members discussed which format they preferred for the April 11, 2022 meeting and concluded that the impact of the state of emergency sets the best course of action to be meeting in a teleconference format.

Motion passed 12-0-0.

XIV. Discussion Items

A. USU Executive Director Performance Evaluation

Chair Akopnik, along with directors Ruelas-Bischoff and Garcia, explained that the USU's executive director undergoes an annual evaluation. He said that an email would be sent to directors with instructions about how to complete the evaluation form that is due to Dr. Shelley Ruelas-Bischoff and her assistant Michael Clemens by March 28, 2022. Director Hammond takes these evaluations seriously and submits her own self-evaluation.

Director Ruelas-Bischoff returned at 1:59 p.m.

XV. Announcements

- A.** Director Lipton announced March 12 as the date for Big Show. Tickets are \$15 for CSUN students only. He urged guests to attend if possible!
- B.** Vice Chair Olmedo Torres said the Board's Instagram introductory video was ready for directors to view before posting.
- C.** Chair Akopnik said the application filing period for Board student representative elections closes March 11.

XVI. Adjournment

Chair Akopnik adjourned the meeting at 2:08 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director