

**UNIVERSITY STUDENT UNION**  
**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**  
**BOARD OF DIRECTORS**  
**MAY 03, 2021**  
**ZOOM VIDEO CONFERENCE**  
[HTTPS://CSUN.ZOOM.US/MY/SPRING2021BODMEETINGS](https://csun.zoom.us/my/spring2021bodmeetings)  
**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 12:32 p.m. by Chair Melanie Alvarez.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Jacob Akopnik*		Daniela Barcenias*	Maria Elizondo*
Melanie Alvarez*		Alexander Gonzales*	
Dr. Carroll Brown*		Kyle Hufnagel*	
Arrah Ebot Enaw*		Ayan Jama	
Ayana Galves*		Jennifer Kim*	
Jasmine Guerrero*		Sharon Kinard*	
Debra Hammond*		Kaila Lavin*	
Robert Jacome*		Jeremy Hamlett*	
Albert Martinez*		Joe Illuminate*	
Yesenia “Rio” Mateo*			
<i>Arrived at 12:36 pm</i>		Samantha Liu*	
Rose Merida*		Kristen Pichler*	
Gabriella Nguyen*		Jonathan Navarro*	
Gisselle Olmedo Torres*		Tim Rasmussen*	
Dr. Shelley Ruelas-Bischoff*			
<i>Arrived at 12:34 pm</i>		Shelley Sakoda*	
Dr. Edith Winterhalter*		Dr. Freddie Sanchez*	
Dr. Tadeh Zirakian*		Steven Wein*	

\* Zoom video participant

**III. Approval of Agenda**

M/S/P (J. Akopnik/A. Galves) Motion to approve the agenda for May 03, 2021.

*Motion passed 12-0-0.*

**IV. Approval of Meeting Minutes**

M/S/P (J. Galves/A. Ebot Enaw) Motion to approve minutes of the April 12, 2021 meeting.

*Director Ruelas-Bischoff arrived at 12:34 p.m.*

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

**V. Open Forum**

No discussion.

**VI. Chair's Report**

Chair Alvarez reported that as the semester comes to an end she understood that everyone is extremely busy. It is a bittersweet feeling as some board members, including herself are preparing for graduation. She expressed her gratitude and how proud she was that everyone has made it this far. A virtual environment has not been easy, but applauded all for their determination and resilience during this difficult time. During the final weeks, Alvarez said that she, Vice Chair Martinez, Executive Director Hammond, Associate Director of Administration and Communications Sharon Kinard, and BOD Administrative Support Coordinator Emery Hernandez would continue to meet bi-weekly in preparation for the transition ceremony. Alvarez reminded the board about the upcoming year-end celebration on May 7, 2021 at 3:30 p.m. and said she hoped to see everyone there! Alvarez congratulated Vice Chair Martinez for being recognized by United We Serve as part of its *"We Serve Service Awards Week."* Coordinator for the Matador Involvement Center Maria Elizondo presented Director Martinez with his recognition along with a congratulatory video message.

*Director Mateo arrived at 12:36 p.m.*

**VII. Vice Chair's Report**

Vice Chair Martinez thanked the board for the recognition and kind words. Martinez attended the USU Virtual Luncheon hosted by Accounting Manager Jonathan Navarro and said it was a much-needed break. On April 27, he attended a research interview about how to better assist formerly incarcerated students. On April 28 he assisted EOP with a transfer student workshop to better assist incoming transfer students. Martinez wished everyone good health and to stay safe. He quoted Chair Alvarez, *"We started off strong, let's finish even stronger!"*

**VIII. Executive Director's Report**

Director Hammond thanked the USU staff for being amazingly productive despite the year's challenges. Amanda Christianson accepted the USU's offer of regular employment as the Assistant Director of Fitness & Wellness effective April 19. Training & Development Specialist Randy Sorensen separated employment effective April 16. Hammond highlighted the various programs being offered. She noted that attendance numbers are slightly lower but said this is usual as it is toward the end of the semester and students are focusing on finals. During the virtual environment, the staff has taken the opportunity to further develop personally and professionally. The USU was approved for an on-campus summer camp with a maximum of 75 campers which has been completely sold out! Students signed up for all 1,000 Student Recreation Center fit kits on the first day that applications were accepted. The USU will look into the viability of regularly offering the online programs as some students are not comfortable working out in person.

**IX. A.S. Report**

Associated Students (A.S.) President Merida informed the board that she attended her final plenary meeting where the new administration took office. She encouraged students who are still continuing to get to know the new administration to whom they can always relay questions or concerns. Merida highlighted events hosted by Associated Students through the end of the semester. More information can be found on the Associated Students' website. She said the last senate meeting would take place on May 10 and that she would remain in office until the last day of the semester. Merida thanked the board for everything it has done along with A.S. over the past year. She encouraged the incoming board to continue to strengthen the USU and A.S. relationship. Lastly, she congratulated everyone who is graduating!

*Director Guerrero left at 1:00 p.m.*

**X. Committee Reports**

**A. Diversity & Inclusion**

Chair Olmedo Torres reported that the Diversity & Inclusion Committee has continued to work on finalizing the Land Acknowledgment Policy and the Diversity, Equity & Inclusion Statement. Its last meeting will take place on May 3 and they will bring forward the revised mission statement for the board's approval.

**B. Facilities & Commercial Services**

Chair Ebot Enaw said the Facilities and Operations Committee discussed the Allocation of Space Policy and the Muslim Student Association's space request. It anticipates bringing the Facility Use Policy to the next board meeting. Its last meeting will be held on May 10.

**C. Finance**

Chair Akopnik said the Finance Committee met on April 23, 2021 and approved the 2021-22 Capital Outlay Allocation Budget Proposal, the 2021-22 Major Purchases, Repairs, & Replacements Allocation Proposal and the Contracts Policy. Its annual budget meeting will take place on June 1.

**D. Personnel**

Chair Galves said the Personnel Committee approved the Communications Equipment and Related Services Reimbursement Policy. Its final meeting will be on May 10. She concluded her report with a quote by Hiroshi Sigimoto "*If I already have a vision, my work is almost done. The rest is a technical problem.*"

**E. Retirement**

Vice Chair Martinez said its next meeting will be May 11 at 10:00 a.m.

**XI. Discussion Items**

**A. USU Expansion Project Update**

Acting Assistant Director for Operations and Services Samantha Liu provided the board with a status update on the construction and renovation project. As a result of the COVID-19 pandemic, the project was placed on hold to determine the potential financial impact. Project talks have resumed although the completion date has been delayed about two years. The overall total project cost has increased by \$12.7 million because of escalation (increased costs because of project delay. The addition of space for a Centralized Basic Needs Hub, a Community Kitchen, the CSUN Food Pantry, and Matty's Closet is also being added to the project. The University will contribute 4 million for the basic needs hub. The USU needs to determine how to reduce the overall project cost and the scope of the project while maintaining the \$125-per-student fee increase.

*Director Guerrero arrived at 1:13 p.m.*

**XII. Action Items**

**A. USU Operating Agreement**

M/S/P (A. Galves / J. Akopnik) Motion for the DREAM Center to be added to the Operating Agreement between the California State University and the University Student Union as an essential and integral function of the University Student Union.

Associate Director of Administration and Communications Sharon Kinard explained that the USU exists because of an operating agreement between the California State University and the University Student Union which operates as an auxiliary of California State University, Northridge. The agreement sets the terms for the student union's operation on campus. The agreement is for 10 years (2017-2027). When an

essential function is added to the organization, that function must be added to the Operating Agreement. At this time, the addition of the DREAM Center is recommended for inclusion in the Operating Agreement.

*Motion passed 14-0-0.*

**B. 2021-22 Capital Outlay Allocation Proposal**

Motion out of the Finance Committee to approve the 2021-22 Capital Outlay Allocation Proposal in the amount of \$16,680.

Director Akopnik explained that capital outlay or fixed assets are defined as a single item with a value greater than \$5,000 that has a useful life of more than one year and can be used in a productive capacity in the USU. The Capital Outlay Allocation Proposal is separate from the Operating Budget Proposal. The committee reviews the Capital Outlay Allocation Proposal prior to consideration for approval at a subsequent Finance Committee meeting. A 10% contingency is added to the base cost of each item in order to allow for potential price increases. The purchases will include one Microsoft Surface Hub 2S. This project was originally approved in 2020-2021 but was delayed because of the pandemic.

*Chair Alvarez left at 1:45 p.m. and the gavel was passed to Vice Chair Martinez.*

*Motion passed 12-0-1.*

**C. 2021-22 Major Purchases, Repairs & Replacements Allocation Proposal**

Motion out of the Finance Committee to approve the 2021-22 Major Purchases, Repairs, & Replacements Allocation Proposal in the amount of \$174,130.

Director Guerrero explained that the funding source for major repairs and replacements is the USU's Repair and Replacement fund (53501) administered by the campus on behalf of the USU. Expenditures from this fund are recorded in the University's accounting records. A 10% contingency is added to the base cost of each item in order to allow for potential price increases. As a result, the replacement of the epoxy for the SRC floors is being recategorized from Administrative Contingency to a Major Repair & Replacement item because the replacing of the epoxy is part of the SRC Locker Bench Replacement Project.

*Chair Alvarez returned at 1:47 p.m. and the gavel was returned from Vice Chair Martinez.*

*Motion passed 14-0-0.*

**D. Contracts Policy**

Motion out of the Finance Committee to approve the revisions to the Contracts Policy as presented.

Director Guerrero informed the board that Project Rebound encouraged CSUN and related entities, including Associated Students, Foundation, North Campus Development Corporation, The University Corporation, and University Student Union, to completely divest from all partnerships with the California Prison Industry Authority (CALPIA). The USU does not currently have or has had any partnerships or contracts with CALPIA. Its research determined that all CSU General Provisions listed below contain clauses prohibiting child labor, convict labor, or indentured servant labor.

1. Acquisition of Goods
2. Acquisition of Services
3. Acquisition of IT Services
4. Acquisition of Maintenance Tasks

Each CSU Provision listed above has the exact same clause prohibiting contractors to provide goods or services to the CSU supplied by child labor, convict labor, or indentured servant labor. Therefore, the USU

is prohibited and has been prohibited from engaging in any contracts with any organization like CALPIA, that uses prison labor in addition to child and indentured servant labor. The current Contract Policy does not have language explicitly prohibiting the USU from entering into any contract where child labor, indentured servant labor, or convict labor is used to provide goods and services. The revised language, taken directly from the CSU General Provisions, aligns the USU Contracts Policy with campus policies prohibiting contracts where child labor, indentured servant labor, or convict labor is utilized.

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

**E. Executive Director's Performance Evaluation – Closed Session**

M/S/P (J. Akopnik / A. Ebot Enaw) Motion to enter into a closed session.

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

*Closed session was entered at 1:55 p.m.*

*Director Zirakian left at 1:58 p.m.*

*Director Ebot Enaw left at 2:07 p.m.*

M/S/P (A. Galves / J. Akopnik) Motion to exit closed session.

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

*Closed session ended at 2:10 p.m. and regular meeting resumed.*

**XIII. Announcements**

- A. Director Akopnik encouraged everyone to spread awareness about the many jobs opportunities for students especially as the university looks at its repopulation of campus.
- B. Director Nguyen reminded students to complete the National College Health Assessment by May 11. Those who complete it will be entered into a raffle drawing!
- C. Chair Alvarez thanked everyone for a productive meeting and wished the students good luck on their finals!

**XIV. Adjournment**

Chair Alvarez adjourned the meeting at 2:13 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director