

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
MAY 09, 2022
GRAND SALON
MINUTES**

I. Call to Order

The regular meeting of the USU Board of Directors was called to order at 12:35 p.m. by Chair Jacob Akopnik.

II. Roll Call

Present	Absent	Staff	Guests
Jacob Akopnik	Dr. Carroll Brown	Kyle Hufnagel	
Mishell De Leon	Robert Jacome	Joe Illuminate	
Ayana Galves	Kaitlyn Orozco	Sharon Kinard	
Bryant Garcia	Dr. Tadeh Zirakian	Kaila Lavin	
Debra Hammond		Samantha Liu	
Christian Lipton		Audrey Martinez	
Gisselle Olmedo Torres		Kristen Pichler	
Fredy Perez		Tim Rasmussen	
Benjamin Plotkin		Demetrius Scott	
Charlie Rodriguez-Salazar (Arrived at 12:39 p.m.)		Steven Wein	
Dr. Shelley Ruelas-Bischoff			
Dr. Edith Winterhalter (Arrived at 12:45 p.m.)			
Ana Zapata			

III. Approval of Agenda

M/S/P (B. Plotkin / A. Zapata) Motion to approve the agenda for May 09, 2022.

Motion passed 10-0-0.

IV. Approval of Minutes 04/11/2022

M/S/P (A. Galves / C. Lipton) Motion to approve the minutes of April 11, 2022.

Motion passed 10-0-0.

V. Approval of Minutes 04/18/2022

M/S/P (C. Lipton / G. Olmedo Torres) Motion to approve the minutes of April 18, 2022.

Motion passed 9-0-1.

VI. Open Forum

The Board of Directors and USU staff thanked Dr. Shelley Ruelas-Bischoff for 11 years of service to the organization and presented her with an award.

Director Rodriguez Salazar arrived at 12:39 p.m.

Director Winterhalter arrived at 12:45 p.m.

VII. Chair's Report

Chair Akopnik welcomed everyone to the first in-person meeting in more than two years! The student directors engaged in a successful team building event on May 2. The board had two vacancies and the application period was set to close on May 27. Akopnik wished the students good luck on finals and congratulated those graduating.

VIII. Vice Chair's Report

Vice Chair Olmedo Torres echoed Chair Akopnik's vacancy announcement and team-building event takeaways. She congratulated Associate Director of Administration and Communications Sharon Kinard for being the recipient of the Proctor Award and Administrative Support Coordinator – BOD Emery Hernandez for being the recipient of the Aida C. Salazar Award during the USU's Year-End Celebration.

IX. Executive Director's Report

Director Hammond informed the Board that Samantha Liu accepted the USU's offer of employment as the Associate Director of Operations & Services. Hammond thanked the Human Resource Department for navigating the vast amount of hiring and separation paperwork. She recognized Associate Director of Human Resources and Professional Development Kristen Pichler for conceptualizing an in-person, year-end celebration as well as the entire behind-the-scenes departments that contributed to a successful event. Hammond said the USU aims to maintain fidelity with the referendum language for the New Heart of Campus project and has engaged in value engineering to keep the project within budget. At the June 6 meeting, the board will have a more in-depth presentation about the project.

X. A.S. Report

No discussion.

XI. Committee Reports

A. Diversity & Inclusion

Director Galves reported that the committee continued to work on its land acknowledgement goal and hoped to present the final product at a future board meeting. Galves wished everyone good luck on their finals!

B. Facilities & Operations

Director Lipton reported that the committee continued to work on the USU space request draft for the upcoming renovation project. The committee also discussed potential ways that the incoming chair and co-chair may improve the experience and engagement of committee members next year. Its last meeting was scheduled for 3 p.m. May 16 in the USU Conference Room.

C. Finance

Director Rodriguez Salazar said the committee's last meeting of the year was scheduled for 3 p.m. June 3.

D. Personnel

Director Garcia said the committee ends the semester having completed all of its goals as well as some additional ones. Its last meeting was scheduled for May 11.

E. Retirement Plan

Vice Chair Olmedo Torres said the committee will have its next meeting on May 13 at 3 p.m. via Zoom.

XII. Action Items

A. Lifeguard and Head Lifeguard Compensation

Motion out of the Personnel Committee to approve the proposed Lifeguard and Head Lifeguard wage range increase effective 6/26/222.

Director Garcia said that effective 7/1/22, the City of Los Angeles increases the minimum wage to \$16.04/hour. In conjunction with that, staff recommends that the wage range for lifeguards and head lifeguard be increased accordingly.

Motion passed 12-0-0.

B. Out of State Employment

Motion out of the Personnel Committee to approve the Out-of-State Employment Policy effective immediately.

Director Garcia said the new recommended policy clarifies in-state employment requirements for those employed by the USU. The new policy is necessary in large part, to limit liability associated with workplace injury and illness for which out-of-state insurance is unavailable, to help manage payroll taxes, and to foster internal equity among employees based on differences in the cost of living nationwide.

Motion passed 12-0-0.

C. New Regular Position (Staff)

M/S/P (C. Rodriguez Salazar / B. Garcia) Motion to approve the position of Accountant I, Concur Specialist, effective immediately.

Associate Director of Human Resources and Professional Development Kristen Pichler explained that the Accounting & Finance Department requests approval of a new regular (staff) position which will be responsible for the Concur Credit Card Program and corporate travel. The position would replace the Accounting Supervisor position.

Motion passed 12-0-0.

D. Format for Board of Directors June 2022 Meeting

M/S/P (C. Rodriguez Salazar / G. Olmedo Torres) Motion to separate the June 06 and June 13, 2022 meeting formats and vote on them separately.

Motion passed 12-0-0.

M/S/P (C. Lipton / B. Plotkin) Motion to approve teleconferencing as the format for the June 06, 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. The order sunsets in January 2023.

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 June 06, 2022 meeting and concluded that the best course of action for June 06, 2022 would be a teleconference format.

Motion passed 11-0-1.

M/S/P (B. Garcia / C. Rodriguez Salazar) Motion to approve in-person as the format for the June 13, 2022 Board of Directors Meeting.

Board members discussed which format they preferred for the June 13, 2022 meeting and concluded that the best course of action for June 13, 2022 would be in-person.

Motion passed 10-1-1.

E. Executive Director's Performance Evaluation – Closed Session

M/S/P (G. Olmedo Torres / A. Galves) Motion to enter into a closed session.

Motion passed 12-0-0.

Closed session was entered at 2:06 p.m.

M/S/P (C. Rodriguez Salazar / A. Galves) Motion to exit closed session.

Motion passed 12-0-0.

Closed session ended at 2:31 p.m. and the regular meeting resumed.

XIII. Announcements

- A. Vice Chair Olmedo Torres asked student directors to help recruit at least two students each to apply for the vacancies on the board. Application deadline: May 27, 2022. Olmedo Torres congratulated all of the graduates for their hard work and resiliency.
- B. Director Rodriguez Salazar echoed Vice Chair Olmedo Torres and congratulated the graduating class.
- C. Director Ruelas-Bischoff announced a Road Map Town Hall to be held at 11 a.m. on May 11.
- D. Director Hammond said the Distinguished Alumni Awards program was set for June 04. Board members who are interested in attending should notify Administration Specialist Shelley Sakoda by May 10.
- E. Chair Akopnik said the committee year-end reports are due on May 27.

XIV. Adjournment

Chair Akopnik adjourned the meeting at 2:41 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director