

**UNIVERSITY STUDENT UNION**  
**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**  
**BOARD OF DIRECTORS**  
**NOVEMBER 30, 2020**  
**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 special meeting of the USU Board of Directors was called to order at 12:07 p.m. by Chair Melanie Alvarez.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Jacob Akopnik*	Ryan Edwards*	Jennifer Kim*	Abigail Garcia*
Melanie Alvarez*	Yesenia Mateo*	Jimmy Francis*	Maria Elizondo*
Stephanie Barboza*		Elias Gallegos*	
Dr. Carroll Brown*		Joe Illuminate*	
Arrah Ebot Enaw* <i>(arrived at 12:14 p.m.)</i>		Ayan Jama*	
Ayana Galves* <i>(arrived at 12:21 p.m.)</i>		Sharon Kinard*	
Jasmine Guerrero*		Kaila Lavin*	
Debra Hammond*		Kingson Leung*	
H Landeros*		Samantha Liu*	
Albert Martinez*		Cindy Lucio*	
Rose Merida*		Jonathan Navarro*	
Gabriella Nguyen*		Kristen Pichler*	
Dr. Shelley Ruelas-Bischoff*		Tim Rasmussen*	
Dr. Edith Winterhalter*		Shelley Sakoda*	
Dr. Tadeh Zirkian*		Dr. Freddie Sánchez*	
		Scott Teves*	
		Alfredo Padilla*	
		Daniela Barcnas*	
		Richard Cardona*	
		Gabriel Rosales*	
		Madison Villanueva*	

\* Zoom video participant

**III. Approval of Agenda**

M/S/P (J. Akopnik/ H. Landeros) Motion to approve agenda for November 30, 2020.

*Motion passed 11-0-0.*

**IV. Approval of Meeting Minutes**

No minutes.

**V. Open Forum**  
No discussion.

**VI. Action Items**

**A. 2020-21 First Quarter Budget Report**

Motion out of the Finance Committee to recommend acceptance of the 2020-21 First Quarter (3&9) Budget Report as presented.

Director Akopnik presented the 2020-21 First Quarter (3&9) Budget Report to the Board. He pointed out that the USU is in a solid financial position despite the decline in revenue due to the temporary transition to a virtual university. Akopnik reported a net income of \$1,092,894. He specifically highlighted the significant increase in unallocated reserves from \$250,000 to \$2,509,887, an increase of \$2,284,329.

*Motion passed 11-0-0.*

*Director Ebot Enaw arrived at 12:14 p.m.*

*Director Galves arrived at 12:21 p.m.*

**B. Partial Reallocation of USU Surplus**

M/S/P (A. Ebot Enaw/J. Akopnik) Motion 1 to authorize the use of surplus USU fees to fund various campus initiatives, additional student engagement opportunities and scholarships.

Director Hammond presented, stating an approval of this motion would allow the Board to move to the next step.

*Motion passed 12-0-1.*

M/S/P (A. Galves/H. Landeros) Motion 2 to authorize the use of unallocated reserves and operating surplus per the Donations & Gift Policy to fund campus initiatives related to basic needs, additional student engagement opportunities and scholarships in the amount of \$271,750.

Director Hammond presented, stating the USU submitted an operating budget for 2020-21 that was \$16,401,074 in total revenue. In developing this budget, it was anticipated that there potentially would be a 10% decrease in student enrollment. After census week, it was determined that enrollment was higher than anticipated, which resulted in \$1,285,812 in surplus USU student fee savings. As per the Chancellor's Office Interim CSU Refund Policies for Tuition and Fees, USU fees are considered mandatory campus fees, which means that *refunds* of tuition and other campus mandatory fees are not warranted.

Director Hammond stated the Board had the opportunity at the November 16 meeting to discuss how the surplus of funds (\$1,285,812) might be used to best support CSUN's most vulnerable students, with four (4) potential options in discussion. An informal poll was taken and 90% of the respondents determined that the surplus USU fees should be used for providing funding for CSUN basic needs initiatives, increased engagement with students, and scholarships for CSUN students. Director Hammond said when the informal poll was taken, discussion continued and additional polls were taken. Directors could vote for as many of the nine (9) options for immediate action as they wanted. They also completed a poll about seven (7) ideas to be considered for future consideration and possible action.

It was determined that the following initiatives garnered the most votes (in order of priority/preference) in terms of immediate needs. Initiatives 1-7 garnered at least three (3) votes each. Initiatives eight (8) and nine (9) garnered just one (1) and 0 votes respectively. Option 8 may be considered for the future action category. Option 9 will not be considered.

- 1.) Temporary Emergency Housing Funding
- 2.) Matador Food Pantry
- 3.) Grants for books, supplies, bookstore grants
- 4.) Matacare Funding
- 5.) Providing dinners for the holidays for families in need
- 6.) Care packages for random and targeted CSUN students prior to the holidays for families in need
- 7.) Quentin Thomas Scholarship
- 8.) Incentive gift cards for students to engage with our USU programs (received 1 vote)
- 9.) Gift cards for students to participate in a USU Trivia Contest/Scavenger Hunt (received 0 votes)

In terms of future action, the priorities/preferences were as follows:

- 1.) Emergency Fund for Undocumented Students
- 2.) Emergency Fund for LGBTQIA+ Students
- 3.) Resilient Scholars Funding
- 4.) International Student Funding
- 5.) Scholarships that each of our affinity centers could offer
- 6.) Justice Scholarship
- 7.) University recognition for students who have passed away

Director Hammond noted that an additional idea is to possibly fund “completion grants” for students who run out of money prior to commencement. It is an option that requires additional investigation.

Director Hammond went on to detail the dollar amounts of each of the immediate initiatives (1-7), with a final recommendation to allocate \$271,750 of USU surplus funds to these various initiatives.

Directors Akopnik (Finance Committee) and Barboza (Diversity & Inclusion Committee) shared sentiments and support from their respective committees, which Chair Alvarez acknowledged, stating that the Board’s largest concern is what actions would be the most beneficial to CSUN students, especially those with the greatest need.

Director Ruelas-Bischoff thanked the Board for the consideration of supporting students in these initiatives during this critical time.

*Director Zirakian left at 12:57 p.m.*

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

*Director Zirakian arrived at 12:58 p.m.*

**VII. Announcements**

No announcements.

**VIII. Adjournment**

Chair Alvarez adjourned the meeting at 1:01 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director