

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
JUNE 10, 2024 – NORTHRIDGE CENTER**

**I. Call to Order**

The regular meeting of the USU Board of Directors was called to order at 12:40 p.m. by Chair Zesati.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Mishell De Leon	Angelina X	Alejandra Aparicio	Leof Chou
Ashley Godinez		Amanda Christianson	Rudy Granillo
Iman Khan (A.S. Liaison)		Robert Graves	Denisse Gonzalez
Debra Hammond		Jeremy Hamlett	Devaansh Mann
Daniel Lopez		Raine Hernandez	Heet Patel
Joaquin Macias		Tari Hunter	Vyom Pathak
Marilyn Orantes		Joseph Illuminate	Baldemar Soto
Sankalp Pala		Natalie Johnson	Steven Wang
Ricky Rosado		Cesar Jimenez	
Nawshin Sabah		Sharon Kinard	
Dr. Freddie Sanchez		Audrey Martinez	
Dr. Mirna Sawyer		Kristen Pichler	
Dr. Winterhalter*		Caroline Ponce	
German Wong		Erick Robelledo	
Jasmin Zesati		Steven Wein	
		Malahat Zhobin	

\* TEAMS video participant

**III. Approval of Agenda**

M/S/P (R. Rosado / A. Godinez) Motion to approve the agenda for this regular meeting on June 10, 2024.

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

**IV. Open Forum**

No discussion.

**V. BOD Year-End Report**

Chair Zesati reported that the Board had a successful year. She was proud of the great job they had done and what they accomplished. The Board passed multiple policies that directly coincided with the year's goals, including:

1. Approved new position- Manager, Equity & Diversity Initiatives.
2. Revised Land Acknowledgement Policy
3. Approved Retirement Committee recommendations including the approval of adding the Putnam Large Cap Value Fund (PEQSX) to the USU's investment lineup and the name change from the Money Purchase Pension Plan (MPPP) to the 401(a) Employer-Paid Supplemental Retirement.

4. Approved the allocation of Holiday Dinner Gift Cards for students living in Family Housing, University Village Apartments (UVA).
5. Revised Hospitality Policy
6. Approved USU Graduated Fee Implementation Schedule
7. Included the USU transportation assistance program in the Board's annual budget.
8. Managed a successful election and recruitment and selection for the incoming 24-25 Board of Directors.
9. Participated in student engagement activities and campus presentations regarding the Valera NEST and the USU and our future projects.
10. Produced social media videos to promote the USU and its offerings as well as the USU Board of Directors.

Chair Zesati made the following recommendations for the incoming Board:

1. Continue to grow social media platforms for the USU BOD to gain more student interaction with the University Student Union.
2. Create a set schedule for all meeting and training dates given to BOD members before the start of their terms to enforce mandatory attendance.
3. Promote and market the Board's accomplishments to CSUN students to promote better understanding of what the BOD contributes to the students and the CSUN community.
4. Increase the diversity of student representations on the USU BOD from underserved/ underrepresented groups.
5. Develop steps for upcoming Board members to continue strengthening their relationship with the campus community and internal groups.

#### **VI. Executive Director's Report**

Director Hammond highlighted Sunny Days Camp which has been ongoing for more than 30 years. She attended the EAB presentation titled "Reckoning with Relevance: Six Priorities Shaping the Future of Higher Education Strategy". Items discussed included enrollment trends and demographics, and hybrid campus. Pride Center Student Events Assistant Melonie King was appointed as the Student Representative on the Association of College Unions International (ACUI) Regional Leadership Team and is serving on the ACUI Regional Conference planning team. Hammond noted that she attended the BOD Orientation on June 6<sup>th</sup>. It was a detailed, informational training and development that helped set the tone for the board. She thanked Assistant Director of Programs & Leadership Audrey Martinez for re-envisioning the orientation and engaging the students in a manner that sets them up well for the future.

#### **VII. A.S. Report**

Vice President Khan introduced herself to the Board and shared that she was happy to be here. There was no report since Associated Students is going through a leadership transition.

#### **VIII. Committee Year-End Reports**

##### **A. Diversity & Inclusion**

The Diversity & Inclusion Committee reported the following:

The D&I Committee accomplished their goals for the year by revising them to make them more attainable. Committee member Karim Kouatly won Committee Member of The Year at the USU End of Year event.

##### **Accomplishments:**

1. Committee member, Karim Kouatly tabled for the Valera Nest/ Heart of Campus Campaign and promoted USU resources and the Board of Directors.
2. Approval of the creation of a USU webpage to amplify representation for the Fernandeno Tataviam Mission Band of Indians. This recommendation was passed at the May 17th

Diversity & Inclusion committee meeting and was approved at the June 3rd BOD meeting for approval.

**Recommendations:**

1. Plan more committee bonding events to build teamwork and relationships with the members.
2. Chair and co-chair should be consistently keeping connections with members and check in with them.
3. A weekly check-in might be a great way to connect with the members.
4. Instead of selecting a committee meeting time for each semester, it might be beneficial to identify a specific time for the whole year.

**B. Facilities & Operations**

The Facilities & Operations Committee reported the following:

**Accomplishments:**

1. Assisted and completed a survey to select names for Basic Needs Suite based on student responses.
2. Helped rename the Basic Needs Suite which is now named the Valera NEST (Nurturing Environment for Students to Thrive) and attended the renovation celebration.
3. Helped with tabling events throughout the year help solicit student responses for the Valera NEST and to inform students of the services provided by the USU including the new resource.
4. Successfully assisted the Marketing Team with engagements related to the informational campaign including the USU Night Markets, student info sessions and tabling.
5. Helped provide feedback on external charging devices that the USU will be implementing.
6. Supported the Diversity, Equity, Innovation Grant (DEIG) Project installation planning of Mosaic Murals to represent the Fernandeano Tataviam Band of Mission Indians introduced by Dr. Mirna Sawyer and Condor.

**Recommendations**

1. Next committee continues to work with the Brailsford and Dunlavey and Marketing team to help the Committee engage with student outreach on future renovation and expansion plans.
2. Talk to staff about implementing more student artwork on the north exterior wall of the SRC pool.
3. Brainstormed goals to help the next Committee for easier transition. These goals include:
  - a. Adding QR codes to buildings for office hours and chatbot help.
  - b. Better lighting in the USU Plaza (i.e. SRC fire lane, SRC East side, and Cleary Walk along Plaza Pool).
  - c. Exploring building hours and how to support unhoused students with resources.
  - d. Adding more refrigerated food lockers for students
4. The Chair/Co-Chair recommend having more committee engagement/bonding events to help get to know each other better.
5. The Chair/Co-Chair recommend making scheduling a priority. Meetings should be set at the same time as the Fall semester meeting times to avoid conflicts with meetings and communicated during recruitment of the committee members

**C. Finance**

The Finance Committee reported the following:

**Accomplishments:**

1. Committee Orientation held in the fall of 2023.
2. Held two bonding events

3. Spotlighted one committee member: Dayana Figueroa
4. Nominated Vyom Pathak for Committee Member of the Year
5. Met quorum for all meetings
6. Discussed and approved 2023-2024 Finance Committee Goals
7. Discussed Fixed Assets Policy
8. Discussed Procurement Policy
9. Discussed and approved revisions to the Hospitality Policy
10. Discussed Long Term Financial Plan
11. Discussed and approved the 3&9, First Quarter Budget Report
12. Discussed and approved the 6&6, Second Quarter Budget Report
13. Discussed approved the 2024-2025 Designated Reserves Allocation Proposal
14. Discussed and approved the 2024-2025 Capital Outlay Allocation Proposal
15. Discussed and approved Major Purchases, Repairs, and & Replacements Allocation Proposal
16. Discussed and approved 2023-2024 Capital Outlay Re-Allocation Request
17. Discussed and approved the Major Repair & Replacement De-Allocation Request
18. Approved the 2024-2025 Operating Budget Allocation Proposal
19. Approved the 2023-2024, 9&3 Third Quarter Budget Report
20. Reviewed 2023-2024 Finance Committee Goals
21. Honored Committee Members with Certificates of Appreciation

**Recommendations:**

1. Continue to offer a hybrid option to all members, Chair, Co-Chair, and staff to provide accessibility to everyone.
2. Create an availability schedule each semester for all committee members, Chair, Co-Chair, and staff.
3. Continue to hold team bonding events to build relationships between Chair, Co- Chair, and committee members.
4. Continue the preparation of meetings for the Chair and Co-Chair with the Executive Secretary to prepare for presentations.
5. Create one line of communication that is quick and efficient between the Chair and committee members (group SMS, Group Me, etc.).
6. Continue invitations to the committee to participate in BOD-related activities in an effort for committee members to feel connected to the BOD which can potentially offer them more opportunities for developmental growth, professional relationships, employment, and provide more knowledge of the USU and its mission.
7. Chair and Co-Chair should provide check-ins for the committee at least once a month for updates (this can strengthen relationships)
8. Create a plan between the Chair and the Co-Chair to effectively split responsibilities to effectively and efficiently carry out those responsibilities.
9. Recruit the maximum number of allowed committee members.

**D. Personnel**

The Personnel Committee reported the following:

**Accomplishments:**

1. Successfully managed to run our committee while meeting quorum at almost every meeting.
2. Recommended an updated "Student Assistant Classification & Wage Schedule" due to the City of Los Angeles' minimum wage increase effective July 1, 2024
3. Addressed compression issues with the "Non- Student Hourly Wage Schedule" due to the revised wage increase
4. Introduced (but ultimately voting down) a new policy that would require a 90-day waiting period before new staff hires could utilize accrued sick leave
5. Drafted for Board of Directors approval, a Personal Pronoun, Name and Gender Identity policy.

6. Fostered rapport and a sense of belonging among committee members by encouraging open expression and the voicing of opinions
7. Members expressed appreciation for learning about the committee meeting process, including Robert's Rules of Order, and for gaining a better understanding of the USU's employment program.

**Recommendations:**

1. Five (5) goals that were not completed may want to be considered in 2024-25
2. Recommend that these goals be reviewed first by the Chair and Co-Chair with the Executive Secretary to ensure that they are still relevant and attainable
3. If schedules permit, encourage meeting in person or organizing a team bonding activity.
4. Consider different leadership styles, and what works for one may not work for another member.
5. Don't hesitate to ask for feedback as you develop your own leadership approach.
6. Make full use of your Executive Secretary, KP, who is an incredible support and genuinely wants to see you succeed.

**E. Retirement**

The Retirement Committee reported the following:

The committee was able to host four meetings, two meetings in the fall and two meetings in the spring, where we were able to discuss a multitude of important topics.

**Accomplishments:**

1. Reviewed quarterly investment performance.
2. Reviewed retirement plan expenses.
3. VEBA funding updates.
4. Consideration of different scenarios to fully fund the Retirement Health Benefit Plan (RHBP).

**Recommendations:**

1. Schedule all four Retirement Plan Committee meetings at the beginning of the fiscal year instead of scheduling each meeting separately each quarter.
2. Conduct bi-monthly meetings with the Vice Chair and Executive Secretary, Joe Illuminate, to stay up to date on committee goals, progress, updates, and prepare for future meetings.

**IX. Action Items**

**A. Gender, Identity, Name, and Personal Pronoun Policy for USU Employees and Volunteers**  
Motion out of the Personnel Committee to approve the Gender, Identity, Name, and Personal Pronoun Policy for USU Employees and Volunteers as presented.

Director Wong discussed the importance of the policy, honoring and respecting employee and volunteer preferences, and the ways someone would be able to go about this based on their own comfort level in doing so. Discussion ensued pertaining to the employment consequences about misnaming and misgendering, the intent behind the actions, and legal liabilities that could result from the enforcement of the policy.

M/S/P (F. Sanchez / M. Orantes) Motion to send back the policy to the Personnel Committee for additional discussion and revision of the Gender, Identity, Name, and Personal Pronoun Policy for USU Employees and Volunteers. Items such as is this required, how will it be enforced, and what are the consequences for not complying were discussed.

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

Director Hammond noted that on occasion recommendations get referred back to the committee and it merely means that additional factors may need to be considered.

**B. Student Representative Appointment – Rudy Granillo**

M/S/P (R. Rosado / N. Sabah) Motion to approve the appointment of Rudy Granillo as a student representative effective June 10, 2024, until June 2025.

Chair Zesati explained that there were vacancies on the board for the following academic year. Vice Chair Lopez and Assistant Director of Programs and Leadership Audrey Martinez recommended Rudy Granillo for the appointment.

Rudy Granillo introduced himself and fielded questions from the board.

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

**C. Student Representative Appointment – Devaansh Mann**

M/S/P (M. Orantes / A. Godinez) Motion to approve the appointment of Devaansh Mann as a student representative effective June 10, 2024, until June 2025.

Chair Zesati explained that there were vacancies on the board for the following academic year. Vice Chair Lopez and Assistant Director of Programs and Leadership Audrey Martinez recommended Devaansh Mann for the appointment.

Devaansh Mann introduced himself and fielded questions from the board.

***Motion passed 12-0-1.***

**D. Student Representative Appointment – Heet Patel**

M/S/P (A. Godinez / D. Lopez) Motion to approve the appointment of Heet Patel as a student representative effective June 10, 2024, until June 2026.

Chair Zesati explained that there were vacancies on the board for the following academic year. Vice Chair Lopez and Assistant Director of Programs and Leadership Audrey Martinez recommended Heet Patel for the appointment.

Devaansh Mann introduced himself and fielded questions from the board.

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

Director De Leon left at 1:37 p.m.

Director De Leon returned at 1:41 p.m.

**E. Alumni Representative Appointment – Joaquin Macias**

M/S/P (M. Sawyer / A. Godinez) Motion to approve the appointment of Joaquin Macias as the alumni representative effective June 10, 2024, until June 2026.

Joaquin Macias reintroduced himself and fielded questions from the board.

***Motion passed 12-1-0.***

**F. Faculty Representative Appointment – Dr. Mirna Sawyer**

M/S/P (R. Rosado / A. Godinez) Motion to approve the appointment of Dr. Mirna Sawyer as the faculty representative effective June 10, 2024, until June 2026.

Dr. Mirna Sawyer reintroduced herself and fielded questions from the board.

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

**G. Staff Representative Appointment – Steven Wang**

M/S/P (M. De Leon / D. Lopez) Motion to approve the appointment of Steven Wang as a staff representative effective June 10, 2024, until June 2025.

Chair Zesati explained that there was a vacancy on the board for the staff representative position. Chair Zesati, Vice Chair Lopez and Associate Executive Tari Hunter recommended Steven Wang for the appointment. This vacancy is to fill the unexpired term based on the departure of Dr. Megan Bell.

Steven Wang introduced himself and fielded questions from the board.

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

**X. Adjournment**

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

**XI. Transition Ceremony / Seating of New Board**

Chair Zesati welcomed everyone to the 2024 Transition Ceremony.

The board retained ten members from the 2023 to 2024 academic year. She thanked them for their continued dedication and service to the Board and the University Student Union. She called the following people to the stage:

1. Mishell De Leon
2. Daniel Lopez
3. Joaquin Macias
4. Marilyn Orantes
5. Ricky Rosado
6. Nawshin Sabah
7. Dr. Freddie Sanchez
8. Dr. Mirna Sawyer
9. Dr. Edith Winterhalter
10. Executive Director, Debra Hammond

She then introduced and welcomed the new board members:

1. Leof Chou
2. Rudy Granillo
3. Devaansh Mann
4. Heet Patel
5. Vyom Pathak
6. Steven Wang

Chair Zesati led the directors through a pledge to uphold the USU mission. That was followed by a five-minute stretch break to reset for the new board's first session.

**XII. Call to Order**

The regular meeting of the USU Board of Directors was called to order at 2:53 p.m. by Chair Zesati.

**XIII. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Leof Chou	Angelina X	Alejandra Aparicio	
Mishell De Leon		Amanda Christianson	
Rudy Granillo		Robert Graves	
Debra Hammond		Jeremy Hamlett	
Iman Khan (A.S. Liaison)		Raine Hernandez	
Daniel Lopez		Tari Hunter	
Joaquin Macias		Joseph Illuminate	
Devaansh Mann		Natalie Johnson	
Marilyn Orantes		Cesar Jimenez	
Heet Patel		Sharon Kinard	
Vyom Pathak		Audrey Martinez	
Ricky Rosado		Kristen Pichler	
Dr. Freddie Sanchez		Caroline Ponce	
Dr. Mirna Sawyer		Erick Robelledo	
Dr. Winterhalter*		Steven Wein	
Steven Wang		Malahat Zhobin	
Jasmin Zesati			

\* *TEAMS video participant*

**XIV. Action Items**

**A. Election of Chair**

Chair Zesati asked for nominations for the Chair position.

(L. Chou / D. Mann) nominated Daniel Lopez. Nomination was accepted.

(F. Sanchez / D. Lopez) nominated Marilyn Orantes. Nomination was declined.

(F. Sanchez / D. Lopez) nominated Mishell De Leon. Nomination was accepted.

(M. Orantes / M. De Leon) nominated Vyom Pathak. Nomination was accepted.

The four candidates made statements and fielded questions from the board.

Assistant Director for Programs & Leadership Audrey Martinez collected secret ballots from the board. The ballots were counted, and Chair Zesati announced that Daniel Lopez was elected Chair for the 2024-2025 Board of Directors.

Chair Zesati congratulated the newly elected Chair Daniel Lopez and turned her seat over to Lopez.

**B. Election of Vice Chair**

Chair Lopez asked for nominations for the Vice Chair Position

(F. Sanchez / V. Pathak) nominated Marilyn Orantes. Nomination was accepted.

(D. Sawyer / L. Chou) nominated Ricky Rosado. Nomination was accepted.

(D. Mann / R. Rosado) nominated Nawshin Sabah. Nomination was accepted.

(M. Leon / R. Granillo) nominated Mishell De Leon. Nomination was accepted.

The four candidates made statements and fielded questions from the board.

Assistant Director for Programs & Leadership Audrey Martinez collected secret ballots from the board. The ballots were counted, and Chair Lopez announced that Marilyn Orantes was elected Vice Chair for the 2024-2025 Board of Directors.



Director Macias left at 5:02 p.m.  
Director Granillo left at 5:03 p.m.

**C. USU BOD Meeting Schedule 2024-2025**

M/S/P (R. Rosado / V. Pathak) Motion to approve the USU BOD Meeting Schedule for the 2024-2025 academic year.

Assistant Director of Programs & Leadership Audrey Martinez shared that there were thirteen total meetings and due to the construction for the Valera NEST, the fall semester meetings will be held in a different location as stated in the schedule.

***Motion passed 11-0-0.***

**XV. Adjournment**

Chair Lopez adjourned the meeting at 5:09 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director