

UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
JUNE 07, 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 12:34 p.m. by Chair Melanie Alvarez.

II. Roll Call

Present	Absent	Staff	Guests
Jacob Akopnik*		Daniela Barcnas*	
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*	
Jonathan Hay*		Jeremy Hamlett*	
Robert Jacome*		Joe Illuminate*	
Albert Martinez*		Samantha Liu*	
Yesenia “Rio” Mateo*		Kristen Pichler*	
Gabriella Nguyen*		Jonathan Navarro*	
Gisselle Olmedo Torres*		Tim Rasmussen*	
Dr. Shelley Ruelas-Bischoff*		Shelley Sakoda*	
Dr. Edith Winterhalter*		Dr. Freddie Sanchez*	
Dr. Tadeh Zirkian*		Steven Wein*	

* Zoom video participant

III. Approval of Agenda

M/S/P (A. Galves/ A. Ebot Enaw) Motion to approve the agenda for June 07, 2021.

Motion passed 14-0-0.

IV. Open Forum

No discussion.

V. BOD Year End Report

Chair Alvarez highlighted some of the many accomplishments the board achieved despite such a challenging year. Highlighted accomplishments included various student directors participating in CSUN as One workgroups, a successful year of virtual meetings and trainings, the filling of vacancies as needed,

the revision and update of the USU's Mission Statement, and the allocation of \$1.2 million to various campus initiatives to assist students during the pandemic. Alvarez recommended the incoming BOD to continue to strengthen the relationship between the USU and Associated Students. She also recommended engaging programs as the USU transitions from virtual back to in-person.

VI. Executive Director's Report

Director Hammond reported that Demetrius Scott accepted the USU's offer of regular employment as Intramural Sports and Day Camp Coordinator. Scott is a former student employee of the USU. Hammond highlighted the various centers' graduation celebrations held for CSUN students. All of the graduation celebrations had a great turnout! The USU held its Year-End Celebration that included an award ceremony and a virtual reception. Hammond is excited to report that the Student Recreation Center (SRC) is now open in a limited capacity! The study lounges are projected to all be open by the fall semester. USU Board Vice Chair Albert Martinez served on the 2020-2021 Quinten Thomas Memorial Scholarship selection committee and two students were awarded a \$1,000 scholarship each. Hammond extended a congratulations to Dr. Carroll Brown who was just elected President of the CSUN Black Alumni Association for the 2021-2022 board.

VII. A.S. Report

Associated Students (A.S.) President Hay introduced himself. Hay was just elected president for the 2021-2022 academic year. He looks forward to building a stronger relationship as former President Merida and Vice President Turner emphasized during their transition. A.S. held its inauguration today and they are all excited to get to work!

VIII. Committee Year End Reports

A. Diversity & Inclusion

Chair Olmedo Torres reported that the Diversity & Inclusion Committee had a very busy year. In short, the committee was able to present a revised mission statement, work alongside the Finance Committee to provide recommendations regarding the USU Response to Project Rebounds Statement against CALPIA Contracts, research the addition of an inclusivity statement for the USU and work to establish a land acknowledgment policy. Although the land acknowledgment policy and inclusivity statement were not completed, the committee has paved the way for the new committee to continue to work on those two goals.

B. Facilities & Operations

Chair Ebot Enaw said it was a pleasure serving as chair of the Facilities & Operations Committee. She learned a lot this past year! The committee was able to approve the name change of the committee, engaged in discussions with the Muslim Student Association on the possibility of a space allocation, approved the Facility Use Policy, and further developed the students through StrengthsQuest. Ebot Enaw recommends the future chair and co-chair to continue discussions with the Muslim Student Association on their space allocation request.

C. Finance

Chair Akopnik said the Finance Committee was able to update four policies, approve the addition of an Esports area in the Games Room, and approve the quarterly budget reports, the 2021-22 Capital Outlay Allocation Budget Proposal, and the 2021-2022 Major Purchases, Repairs and Replacements Allocation Proposal. Akopnik recommends finding ways to encourage motivation to participate in meetings.

D. Personnel

Chair Galves said the Personnel Committee was able to update the USU's Temporary Emergency Employment policy, and approved the position of Coordinator for Intramural Sports and Day Camp. Galves' biggest concern is committee members' commitment towards their attendance and

participation during meetings. She hopes the future chair and co-chair are able to strategize accordingly.

E. Retirement

Vice Chair Martinez said the Retirement Plan Committee met four times this past year. The committee had the opportunity to get to know each other well and that was very much appreciated. The committee reviewed the performance of the USU's retirement plans every quarter, reviewed the plan's fees, and also updated the 2021 Retiree Medical Final Disclosure Report.

IX. Action Items

A. 2021-2022 Budget Allocation Proposals

Motion out of the Finance Committee to approve the following Budget Allocation Proposals:

- 1.) Designated Reserves Proposal in the amount of \$787,540
- 2.) Operating Budget Proposal with projected revenues and expenditures in the amount of \$17,996,035

Director Akopnik, Director Guerrero and Associate Director for Accounting & Finance Joe Illuminate noted that our world has faced some of its severest challenges in generations since March 2020. The pandemic has caused hundreds of thousands of deaths and overwhelming suffering worldwide. We have experienced profound social injustice exemplified by the murder of George Floyd. Income inequality continues to grow and we experienced an attack on our nation's democracy.

The vibrant energy and excitement of student life and learning on campus was replaced by virtual programs, services, and learning delivered via Zoom. Isolation has been a source of stress and exhaustion for students, staff, and faculty as we balance school, work, childcare, and caring for elderly parents.

Despite the adversity the pandemic has thrown at us, our campus community has remained resilient! Even though we may get knocked down, every time we get back up again. The good news is that there is hope now!

Vaccines have been injected into millions of arms which is the key to opening up the economy and getting back to a sense of normalcy.

As of May 2021, Los Angeles County was in the yellow tier which means expanded capacity at restaurants, gyms, movie theaters, amusement parks, sports venues, and museums. The best news of all is that CSUN and the USU are able to begin re-opening!

The Student Recreation Center (SRC) was approved to re-open in a limited capacity on June 01, 2021. Lap swimming, workout equipment, group exercise classes, and personal training are all available in-person.

The Oasis Wellness Center is scheduled to re-open in mid-June 2021. Sunny Days Camp will be hosted this summer with a total of 70 campers per week. The Computer Lab is now open at 40% capacity.

We anticipate receiving approval in Summer 2021 to re-open study and lounge spaces, and East Conference Center services in a limited capacity (Meditation/Prayer/Reflection Room, Foot Washing Room, Lactation Room). For Fall 2021, it is anticipated that the following areas will re-open in some limited capacity:

- DREAM Center
- Pride Center
- Veterans Resource Center
- In-person programming and meetings
- Some staff and student employees will be returning to work using a hybrid work model or using staggered work shifts. Some employees will return to office full time.

FINANCIAL STRATEGIES

The USU has implemented various strategies to ensure that we have the ability to withstand economic downturns and maintain long-term financial viability.

Strategy 1: Financial Plan Our first strategy is to ensure that total revenues and expenditures in the operating budget proposal align with the corresponding revenues and expenditures in the financial plan. We are continuing to work closely with our consultants Brailsford & Dunlavey to continually update the plan with the latest financial information.

Strategy 2: Debt Service Coverage Ratio (DSCR) The second strategy is to maintain the Debt Service Coverage Ratio (DSCR) above 1.25 which means that there is always a \$1.25 of net student fee revenue available for every \$1.00 of annual debt service.

Strategy 3: Unallocated Reserves The third strategy is to retain Unallocated Reserves to handle unexpected economic events and any other financial contingency. The USU is proposing Unallocated Reserves in the amount of \$250,000. Unallocated reserves are included as a part of the Operating Budget Proposal. In 21-22, we will continue our successful strategy of increasing Unallocated Reserve levels by transferring unutilized funds identified during quarterly budget reviews to Unallocated Reserves.

Strategy 4: Administrative Contingencies The fourth strategy is to retain a reserve for one-time Administrative Contingencies purchases. Administrative Contingencies are included as a part of the Operating Budget Allocation Proposal. The 21-22 proposed budget for Administrative Contingencies is \$154,504 which is an increase from the 20-21 budget proposal of \$79,909.

BUDGET ALLOCATION PROPOSALS

Capital Outlay Allocation Proposal

Capital Outlay, also known as fixed assets, is defined as a single item purchase or project greater than \$5,000 that is used in a productive capacity in the USU for more than one year. We requested an allocation totaling \$16,680 which is a reduction from the 20-21 allocation proposal of \$45,589. The Board approved this allocation request on May 03, 2021.

Major Purchase, Repair, & Maintenance Allocation Proposal

The Major Purchase, Repair & Maintenance fund is administered by the campus on behalf of the USU. This fund is used for major purchases, repairs, and replacements exceeding a total of \$100,000. The board approved this allocation request on May 03, 2021. We requested an allocation totaling \$174,130 which is a reduction from the 20-21 allocation proposal of \$362,551. The annual transfer to the Repair & Replacement Fund for 21-22 is projected to be \$1.25 million.

Designated Reserves Allocation Proposal

The Board of Directors sets aside Designated Reserves for a specific purpose. We are requesting an allocation of \$787,540 which is an increase from the 20-21 proposal of \$520,683.

Operating Budget Allocation Proposal

The University Student Union's 21-22 Budget Allocation Proposal totals \$17,966,035. The USU is proposing a breakeven operating budget which means that the total budget for revenue equals the total budget for expenditures.

Motion passed 14-0-0.

B. 2020-2021 Third Quarter (9&3) Budget Report

Motion out of the Finance Committee to accept the 2020-2021 (9&3) Third Quarter Budget Report as presented.

Director Akopnik and Director Guerrero explained that the purpose of this report is to summarize the financial results of the University Student Union for the nine-month period ended on March 31, 2021. The optimal operating range is 75% of the yearly budget, although limits from 70% to 80% are acceptable.

Statement of Activities

The operating range for Revenues is 74.7% to budget and 57.2% to budget for Operating Expenditures. In a virtual University environment, student fee revenue has remained constant while expenditures are significantly below the operating range.

- a) The actual Change in Nets Assets (net income) has increased from \$2,210,679 to \$2,790,319 from 12/31/20 to 3/31/21.
- b) With the announcement that the Campus and the USU is gradually moving towards repopulation, we anticipate an increase in expenditures in the fourth quarter to fund the expected increase for in-person programs and services offered to students in the Student Recreation Center, Oasis, and Computer Lab.

Revenue

There was a \$4,050 net increase in the Revenue budget.

Salaries, Wages, and Benefits

There was a \$40,543 decrease in Staff Salaries.

Operating Expenditures

The budgets for the following Operating Expenditure categories were reduced:

- \$7,345 General Operating Expenses
- \$46,903 Repairs & Maintenance attributable to Custodial Services
- \$856,147 Reserves which includes Unallocated Reserves (\$804,062) and Administrative Contingencies

Total Expenditures

There was a \$10,667 reduction in the Total Operating Expenditures budget.

Unallocated Reserves

There was a \$832,352 reduction in Allocation Reserves from 12/31/20 to 3/31/21 which \$804,062 is attributable to Phase 2 donations of surplus student fees.

Designated Reserves

There was a \$31,139 reduction in Designated Reserves in the third quarter.

Statement of Changes in Financial Position

There were \$10,324,970 in total assets of which \$9,560,008 is liquid cash. \$4,922,585 were total liabilities which \$3,296,166 is the liability to pay for the projected medical expenses of current and future USU retirees who are in the Retirement Health Benefits Plan (RHBP). There was \$5,402,386 in total net assets.

Investment Summary

\$81,604 was the total investment income of which \$81,391 is from the USU's investment in the CSU Systemwide Investment Fund Trust (SWIFT).

Capital Outlay

The Capital Outlay budget is \$45,589.

Foundation Account Balances

\$370,959 was the Foundation account balance of which \$177,143 is unrestricted and \$193,816 is restricted.

Work Study

\$4,577 was received and \$7,968 expended which leaves a deficit of \$3,392. Work Study funds received in the fourth quarter are anticipated to offset the \$3,392 deficit.

Motion passed 14-0-0.

X. Adjournment

Chair Alvarez adjourned the meeting at 1:43 p.m.

XI. Transition Ceremony / Seating of New Board

Chair Alvarez welcomed everyone to the virtual transition ceremony for 2021-2022. Despite the virtual year due to the pandemic, she was excited about both the work the board accomplished this past year and also about welcoming the new board members for the upcoming year.

The board retained eleven members from this year to next. She thanked them for their continued dedication and service to the board and the University Student Union. She called the following people to turn-on their cameras:

- Ayana Galves
- Albert Martinez
- Gisselle Olmedo Torres
- Robert Jacome
- Jacob Akopnik
- Jassmine Guerrero
- Dr. Carroll Brown
- Dr. Tadeh Zirkian
- Dr. Edith Winterhalter
- Dr. Shelley Ruelas-Bischoff
- Debra L. Hammond

Chair Alvarez recognized those board members whose service ended today and thanked them for their year or more of dedicated service to the students of California State University, Northridge and to the University Student Union. She called the following people to turn-on their cameras:

- Arrah Ebot Enaw, Facilities & Operations Chair
- Yesenia “Rio” Mateo, Personnel Committee Co-Chair
- Gabriella Nguyen, Staff Representative
- Melanie Alvarez, USU BOD Chair

She thanked the committees’ executive secretaries and called the following people to turn on their cameras:

- Samantha Liu, *Executive Secretary for the Facilities and Operations Committee*
- Joe Illuminate, *Executive Secretary for the Finance Committee and the Audit Committee*
- Jonathan Navarro, *Executive Secretary for the Retirement Committee*
- Kristen Pichler, *Executive Secretary for the Personnel Committee*
- Dr. Freddie Sanchez, *Executive Secretary for the Diversity and Inclusion Committee*

On behalf of the entire board, she extended a special thank you to an individual who handled the behind-the-scenes details for the board. This individual took minutes at board meetings, orchestrated meeting logistics, and is the reason why operations ran so smoothly even in a virtual setting. A very heartfelt thank you to:

- Emery Hernandez, BOD Administrative Support Coordinator

Director Hammond provided remarks and thanked Chair Alvarez for her commitment and dedication. She presented her with a plaque and thanked her for her outstanding service as Chair of the USU Board of Directors for fiscal year 2020-2021. Chair Alvarez and Director Hammond presented Vice Chair Martinez with a plaque for his contributions and outstanding service as Vice Chair of the USU Board of Directors for fiscal year 2020-2021.

Chair Alvarez asked the outgoing board members to turn their seats over to the new board. She then introduced and welcomed the new board members:

- Bryant Garcia
- Karina Perez
- Christian Lipton
- Charlie Rodriguez Salazar
- Benjamin Plotkin
- Newly elected A.S. President and liaison to the board Jonathan Hay

Chair Alvarez announced a two-minute stretch break to reset for the new board’s first session.

XII. Call to Order

The regular meeting of the USU’s Board of Directors was called to order at 2:17 p.m. by Chair Melanie Alvarez.

XIII. Roll Call

Present	Absent	Staff	Guests
Jacob Akopnik*	Dr. Carroll Brown	Alexander Gonzales*	
Ayana Galves*		Kyle Hufnagel*	
Bryant Garcia *		Ayan Jama*	
Jasmine Guerrero*		Jennifer Kim*	
Debra Hammond*		Sharon Kinard*	
Jonathan Hay*		Kaila Lavin*	
Robert Jacome*		Jeremy Hamlett*	
Christian Lipton*		Joe Illuminate*	
Albert Martinez*		Samantha Liu*	
Gisselle Olmedo Torres*		Kristen Pichler*	
Karina Perez*		Jonathan Navarro*	
Benjamin Plotkin*		Tim Rasmussen*	
Dr. Shelley Ruelas-Bischoff*		Shelley Sakoda*	
Dr. Edith Winterhalter*		Dr. Freddie Sanchez*	
Dr. Tadeh Zirakian*		Steven Wein*	

* Zoom video participant

XIV. Action Items

A. Election of Chair

Chair Alvarez asked for nominations for the Chair position.

(J. Akopnik/ A. Galves) nominated Jacob Akopnik. Nomination was accepted.

(A. Martinez/ J. Guerrero) nominated Albert Martinez. Nomination was accepted.

(A. Galves/ R. Jacome) nominated Ayana Galves. Nomination was accepted.

(R. Jacome/ A. Martinez) nominated Robert Jacome. Nomination was accepted.

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

Associate Director for Administration & Communications Sharon Kinard collected secret ballots from the board via private message. The ballots were counted and Chair Alvarez announced that Albert Martinez was elected Chair for the 2021-2022 Board of Directors.

Chair Alvarez congratulated the newly elected Chair Albert Martinez and turned her seat over to him.

Director Zirakian left at 2:57 p.m.

B. Election of Vice Chair

Chair Martinez asked for nominations for the Vice Chair position.

(A. Galves/ C. Rodriguez Salazar) nominated Ayana Galves. Nomination was accepted.

(C. Lipton/ C. Rodriguez Salazar) nominated Christian Lipton. Nomination was accepted.

(J. Akopnik/ J. Guerrero) nominated Jacob Akopnik. Nomination was accepted.

(R. Jacome/ G. Olmedo Torres) nominated Robert Jacome. Nomination was accepted.

(B. Garcia/ G. Olmedo Torres) nominated Bryant Garcia. Nomination was accepted.

(G. Olmedo Torres/ C. Rodriguez Salazar) nominated Gisselle Olmedo Torres. Nomination was accepted.

(J. Guerrero/ C. Lipton) nominated Jassmine Guerrero. Nomination was accepted.

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

Associate Director for Administration & Communications Sharon Kinard collected secret ballots from the board via private message. The ballots were counted and Chair Martinez announced that Jacob Akopnik was elected Vice Chair for the 2021-2022 Board of Directors.

C. USU BOD Meeting Schedule 2021-2022

M/S/P (A. Galves/ B. Garcia) Motion to approve the USU BOD Meeting Schedule for 2021-2022.

Director Hammond stated that the September 20, 2021 meeting should be moved up to September 13, 2021 to adhere to the campus audit report deadline.

M/S/P (D. Hammond/ J. Akopnik) Motion to amend the main motion to include the September meeting date change.

Director Guerrero left at 4:47 p.m.

Amendment to the motion passed 11-0-0.

Amended motion passed 11-0-0.

XV. Adjournment

Chair Martinez adjourned the meeting at 4:50 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director