

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
JUNE 13, 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	Ayana Galves	Alejandra Aparicio	Christopher Aldana
Tiffany Castellanos	Robert Jacome	Tari Hunter	Melissa Baghoumian
Mishell De Leon	Dr. Tadeh Zirakian	Joe Illuminate	Nikki Garcia
Bryant Garcia		Sharon Kinard	Daniel Moreno
Debra Hammond		Kaila Lavin	
Christian Lipton		Samantha Liu	
Shayan Moshtael		Audrey Martinez	
Gisselle Olmedo Torres		Tim Rasmussen	
Fredy Perez		Steven Wein	
Benjamin Plotkin			
Charlie Rodriguez-Salazar			
Dr. Freddie Sanchez			
Dr. Edith Winterhalter			
Ana Zapata			

III. Approval of Agenda

M/S/P (C. Lipton / C. Rodriguez Salazar) Motion to approve the agenda for June 13, 2022.

Motion passed 12-0-0.

IV. Open Forum

Associate Director for Administration and Communications Sharon Kinard introduced the newly appointed Marketing Manager Steven Wein, Assessment Coordinator Alejandra Aparicio, and Acting Associate Executive Director for Equity, Programs and Leadership Tari Hunter.

V. BOD Year-End Report

Chair Akopnik said the board had a productive year. He recognized the challenges encountered by the board through the hybrid year and a lot of uncertainty. He recommended the following:

1. To continue to strengthen the relationship between the USU BOD and its committees, encourage better attendance and engagement at meetings, and create teambuilding opportunities both virtual and in person.

2. To continue to strengthen the relationship between the USU BOD and other USU departments through BOD participation in USU events.
3. To effectively promote and market the services, programs and facilities that the USU & BOD offer to deepen the connection between students and the campus.
4. To further develop the BOD's social media and on-campus presence to ensure the campus community is aware of what the BOD has to offer.
5. To develop an engagement strategy to continue to support students during the full return to on-campus life.

VIII. Executive Director's Report

Director Hammond highlighted that the Heal Project served a total of 21 students. She also noted that the USU aims to present at the July Board of Trustees Meeting on the USU construction and renovation project.

IX. A.S. Report

A.S. President Shayan Moshtael introduced himself to the board as the newly elected President for Associated Students. He said he looks forward to collaborating with the USU.

X. Committee Year-End Reports

A. Diversity & Inclusion

The Diversity & Inclusion Committee reported the following:

Accomplishment

In the 21-22 year, the BOD D&I Committee worked collaboratively to identify areas of need for CSUN students and find an equitable approach for campus resources. In the latter half of the year, the committee focused on furthering the land acknowledgement and strengthening partnership with CSUN's indigenous groups.

Area of Concern

As the USU and campus continues to further its work in justice, equity, diversity, and inclusion, it is imperative to seek and solicit the needs and concerns of our students directly to guide our work and the resources and programs provided by the USU. This can be accomplished in many ways including town halls, surveys, tabling, and more.

Suggestion

Continuing from this year's work, the committee would like to see the use of land acknowledgment beyond meetings and events, and find other ways to incorporate its message through avenues including but not limited to the USU website, a wall decal, and academic syllabi.

B. Facilities & Operations

Director Lipton reported the following:

Accomplishment

Updated the Allocation of Space Procedure with feedback from committee members, developed new marketing strategies to promote the BOD & the USU, and continued to support the Renovation Project.

Area of Concern

The committee felt that there wasn't enough time to accomplish everything they would have liked due to the limited meetings, especially with the increase of COVID cases.

C. Finance

Director Rodriguez Salazar reported the following:

Accomplishments

- Heart of Campus Project – USU Cash Contribution recommended for approval (10/01/2021)
- Reallocation of Surplus USU Funds recommended for approval (10/01/2021)
- USU Student Fees were discussed (10/01/2021)
- International Student Programs were discussed (10/22/2021)
- Fixed Asset & Leasehold Improvement Policy was discussed (10/22/2021)
- Procurement Policy was discussed (10/22/2021)
- USU long-term financial plan was reviewed (11/05/2021)
- 2021-22 First Quarter (3&9) Budget Report recommended for acceptance (11/19/2021)
- Finance Committee Goals were revised (02/18/2022)
- Revised Hospitality Policy discussed (02/18/2022) and recommended for approval (03/11/2022)
- 2021-22 Second Quarter (6&6) Budget Report was discussed (03/11/2022)
- Major Repair & Replacement Fund Allocations and Deallocations recommended for approval (03/11/2022)
- Capital Outlay Allocation Proposal was discussed (04/01/2022)
- 2022-23 Major Purchases, Repairs, & Replacement Allocation Proposal was discussed (04/01/2022)
- 2022-2023 Designated Reserves Allocation Proposal was discussed (04/01/2022)
- East Conference Center Additional Funding Request was discussed (04/22/2022) approved by BOD at emergency meeting (04/18/2022)

Area of Concern

The committee was concerned with losing some members while transitioning from online to in person. Thankfully, the committee was able to continue its meetings online and did not lose any members.

Suggestion

Moving forward, the committee suggests having the meetings in person to foster stronger connections within the committee or making additional efforts to connect if the committee was to stay online. Unfortunately, the pandemic caused some disconnect between the members because they were unable to do bonding activities or in-person activities. This would make the committee stronger and more supportive of one another.

D. Personnel

Director Garcia reported the following:

Accomplishments

The Personnel Committee accomplished three of its four goals that it approved at the beginning of the year. To add, the committee completed five additional goals that were added mid-year. For instance, mid-year goals included recommending and updating the USU COVID Vaccination and Booster Policy, recommending an updated Student Assistant Classification & Wage Schedule, recommending a new wage structure for Group Exercise Instructors, Specialty Instructors and Personal Trainers, recommending a new wage range schedule for Lifeguards and Head Lifeguards, and recommending the new staff position of Production Supervisor. Notably, the Personnel Committee had great discussion and research about the potential of changing the committee's name. In the end, it was determined to leave name as is in order to maintain consistency with other board committees across the CSU system. In addition, various Personnel Committee members participated on interview panels for staff positions at the USU.

Areas of Concern

The Personnel Committee's fourth goal this year can potentially be one for next academic year. Recruitment is important to be mindful of, however, it may not be a complete area of concern for Fall 2022. Three committee members will return academically and their interest in continuing with the committee can be determined at that time.

Suggestions

In going through the recruitment process, the chair and co-chair strongly felt that it was key for them to take their time to find members that would work well together and complimented one another. Lastly, an experience is what you make of it. Therefore, for the next chair and co-chair, enjoy the process, ask questions, and know that there are others such as your executive secretary who are there to help you succeed.

E. Retirement Plan

Vice Chair Olmedo Torres reported the following:

Accomplishments

The committee successfully completed the Retirement Plan Review and reviewed the Retirement Plan expenses.

Suggestions

The committee suggests to determine meeting dates in advance and add them to the master calendar.

XI. Action Items

A. Money Purchase Pension Plan (MPPP) Restatement

Motion out of the Retirement Plan Committee to approve the Restatement of the Money Purchase Pension Plan effectively July 01, 2022.

Associate Director for Accounting & Finance Joe Illuminate explained that the purpose of the Restatement is to "comply with the requirements of the 2017 IRS Cumulative List (IRS Notice 2017-37), the American Taxpayer Relief Act of 2012, the Tax Cuts and Jobs Act of 2017, and other applicable guidance..." The Restatement also provides an opportunity for the USU to update the plan as needed.

Motion passed 12-0-0.

B. Student Representative Appointment #1 – Melissa Baghoumian

M/S/P (G. Olmedo Torres / F. Perez) Motion to approve the appointment of Melissa Baghoumian as a student representative effective June 13, 2022 until June 2023.

Director Olmedo Torres explained that there is a vacancy on the board for the 2022-2023 year. Director Olmedo Torres, Director Garcia, and Administrative Support Coordinator – BOD Emery Hernandez recommended Melissa for the appointment.

Melissa Baghoumian introduced herself to the board and fielded questions from the board.

Motion passed 12-0-0.

C. Student Representative Appointment #2 – Nikki Garcia

M/S/P (G. Olmedo Torres / C. Rodriguez Salazar) Motion to approve the appointment of Nikki Garcia as a student representative effective June 13, 2022 until June 2023.

Director Olmedo Torres explained that there is a second vacancy on the board for the 2022-2023 year. Director Olmedo Torres, Director Garcia, and Administrative Support Coordinator – BOD Emery Hernandez recommended Nikki for the appointment.

Nikki Garcia introduced herself to the board and fielded questions from the board.

Motion passed 12-0-0.

D. Staff Bonuses / General Salary Increases

M/S/P (G. Olmedo Torres / C. Rodriguez Salazar) Motion to 1. approve a discretionary one-time lump sum bonus along with corresponding employer paid payroll taxes for eligible, selected employees (recommended by Management Team or Board Review Team). Bonus will be provided as a percentage of an employee's base compensation as of June 2020 not to exceed 5%.

2. GSI (general salary increases) of 4% retroactive back to June 27, 2021. This is an across-the-board increase for all staff in active employment status during the 2021-22 fiscal year and who are in active employment status on the pay date when increases are actually provided. It is anticipated that 69 employees, including temporary emergency appointees would be eligible for the GSI. Employees who are not in active employment status on the date the GSI is paid are not eligible.

3. GSI (general salary increases) of 3% retroactive to June 26, 2022. This is an across-the-board increase for staff in active employment status during the 2022-23 fiscal year and whom are in active employment status on the pay date when increases are actually provided. It is anticipated that 60 employees would be eligible for the GSI. Employees who are not in active employment status on the date the GSI is paid are not eligible.

4. All motions would become effective for staff employees once similar CSU bargaining units complete their negotiations or effective July 29, 2022, whichever comes first.

Executive Director Hammond explained that this item was presented at the last meeting for the board's consideration.

Motion passed 11-0-1.

XII. Announcements

- A. Vice Chair Olmedo Torres thanked everyone for their service and contributions given during the past year. She congratulated all of the graduating seniors.
- B. A.S. President Moshtael encouraged everyone to attend Summer Movie Fest on Thursdays.
- C. Chair Akopnik thanked everyone and wished everyone the best of luck!

XIII. Adjournment

Chair Akopnik adjourned the meeting at 2:03 p.m.

XV. Transition Ceremony / Seating of New Board

Chair Akopnik welcomed everyone to the 2022 Transition Ceremony.

The board retained nine members from FY 22 to FY 23. He thanked them for their continued dedication and service to the board and the University Student Union. He called the following people to the stage:

- Ayana Galves
- Gisselle Olmedo Torres
- Mishell De Leon
- Christian Lipton

- Benjamin Plotkin
- Tiffany Castellanos
- Dr. Edith Winterhalter
- Dr. Freddie Sanchez
- Debra L. Hammond

He then introduced and welcomed the new board members:

- Adrian Hernandez
- Christopher Aldana
- Daniel Moreno
- Melissa Baghoumian
- Nikki Garcia
- Shayan Moshtael

Chair Akopnik led the 2022-2023 directors through a pledge to uphold the USU mission. That was followed by a two-minute stretch break to reset for the new board’s first session.

I. Call to Order

The regular meeting of the USU Board of Directors was called to order at 2:25 p.m. by Chair Jacob Akopnik.

II. Roll Call

Present	Absent	Staff	Guests
Christopher Aldana	Ayana Galves	Alejandra Aparicio	
Melissa Baghoumian	Adrian Hernandez	Tari Hunter	
Tiffany Castellanos		Joe Illuminate	
Mishell De Leon		Sharon Kinard	
Nikki Garcia		Kaila Lavin	
Debra Hammond		Samantha Liu	
Christian Lipton		Audrey Martinez	
Daniel Moreno		Tim Rasmussen	
Shayan Moshtael		Steven Wein	
Gisselle Olmedo Torres			
Fredy Perez			
Benjamin Plotkin			
Dr. Freddie Sanchez			
Dr. Edith Winterhalter			

III. Action Items

A. Election of Chair

Chair Akopnik asked for nominations for the Chair position.

(C. Lipton / D. Moreno) nominated Christian Lipton. Nomination was accepted.

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

(T. Castellanos / C. Lipton) nominated Melissa Baghoumian. Nomination was declined.

(G. Olmedo Torres / D. Moreno) nominated Mishell De Leon. Nomination was accepted.

(G. Olmedo Torres / T. Castellanos) nominated Nikki Garcia. 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. The ballots were counted and Chair Akopnik announced that Gisselle Olmedo Torres was elected Chair for the 2022-2023 Board of Directors.

Chair Akopnik congratulated the newly elected Chair Gisselle Olmedo Torres and turned his seat over to her.

B. Election of Vice Chair

Chair Olmedo Torres asked for nominations for the Vice Chair position.

(N. Garcia / T. Castellanos) nominated Mishell De Leon. Nomination was accepted.

(C. Aldana / T. Castellanos) nominated Daniel Moreno. Nomination was declined.

(T. Castellanos / B. Plotkin) nominated Christian Lipton. Nomination was accepted.

(M. De Leon / B. Plotkin) nominated Nikki Garcia. Nomination was accepted.

(D. Moreno / C. Lipton) nominated Christopher Aldana. 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. The ballots were counted and Chair Gisselle Olmedo Torres announced that Christian Lipton was elected Vice Chair for the 2022-2023 Board of Directors.

C. USU BOD Meeting Schedule 2022-2023

M/S/P (D. Moreno / N. Garcia) Motion to approve the USU BOD Meeting Schedule for 2022-2023.

Motion passed 11-0-0.

D. Format for the July Board of Directors Meeting

M/S/P (C. Lipton / D. Moreno) Motion to approve in-person as the format for the July 18, 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 July 18, 2022 meeting and concluded that the best course of action for July 18, 2022 would be in-person.

Motion passed 11-0-0.

IV. Adjournment

Chair Olmedo Torres adjourned the meeting at 4:23 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director