

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
AUGUST 28, 2023 – GRAND SALON  
MINUTES**

**I. Call to Order**

The regular meeting of the USU Board of Directors was called to order at 12:34 p.m. by Chair Moreno.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Angelina Armenta	Dr. Freddie Sanchez	Alan Agustin	Paul Lazerony
Dr. Megan Bell		Alejandra Aparicio	Diane Stephens
Angelina Collins		Mary Chavez	Dr. Shelley Ruelas-Bischoff
Ashley Godinez		Ryan Hairapetian	
Paige Hajiloo		Jeremy Hamlett	
Debra Hammond		Emery Hernandez*	
Daniel Lopez		Kyle Hufnagel	
Joaquin Macias		Tari Hunter	
Daniel Moreno		Joe Illuminate	
Marilyn Orantes		Samantha Liu	
Nawshin Sabah*		Audrey Martinez	
Dr. Mirna Sawyer		Michael Okereke	
Lisa Teng		Kristen Pichler	
Dr. Edith Winterhalter		Gabbie Puzon	
German Wong		Tim Rasmussen	
Jasmin Zesati		Shelley Sakoda	
		Ruth Vasquez	
		Steven Wein	
		Malahat Zhobin	

\* TEAMS video participant

Director Macias arrived at 12:35 p.m.

**III. Approval of Agenda**

M/S/P (M. Sawyer / N. Sabah) Motion to approve the agenda for August 28, 2023.

***Motion passed 14-0-0.***

**IV. Approval of Minutes 07/17/2023**

M/S/P (G. Wong / D. Lopez) Motion to approve the minutes for July 17, 2023.

***Motion passed 12-0-2.***

**V. Open Forum**

Associate Vice President for Student Affairs, Student Engagement and Well-being, Dr. Shelley Ruelas-Bischoff introduced herself to the board and welcomed everyone back to the first day of the Fall 2023 semester and thanked the board for their continued partnership and support to the

campus.

**VI. Chair's Report**

Chair Moreno recommended to the board that they are out actively recruiting for their committees. He emphasized the importance of recruitment in order to have a successful committee this year. Moreno and Vice Chair Zesati interviewed a student for the Audit Committee position, which will be voted on later in the meeting. Chair Moreno reminded the board of the upcoming BOD training scheduled for September 18, 2023, in which we will cover the Chair / Co-Chair / Executive Secretary Training along with a Parliamentary Procedure Training.

**VII. Vice Chair's Report**

Vice Chair Zesati reported that along with Chair Moreno, they have been meeting bi-weekly with Executive Director Debra Hammond and Acting Associate Executive Director for Equity, Programs and Leadership Tari Hunter. They have also been meeting bi-weekly with Assistant Director for Programs & Leadership Audrey Martinez and Administrative Support Coordinator – BOD Emery Hernandez for their strategic planning meetings. Zesati had the privilege of presenting the USU's Land Acknowledgment Policy at the last USU staff meeting – a policy that she worked on during her time as a committee member on the Diversity & Inclusion Committee.

**VIII. Discussion Items**

**A. Proposed Class Schedule Changes – (Time Certain 12:45 p.m.)**

Associate Vice President, Academic Resources and Planning Diane Stephens and Associate Vice President, Undergraduate Studies Paul Lazarony presented their proposal to the board of moving classes from starting at 8:00 a.m. to a new start time of 8:30 a.m. The proposed change is being considered for reasons including alignment with the Los Angeles Unified School District (LAUSD) start time of 8:30 a.m. which has a direct impact on CSUN students, student parents, and CSUN faculty and staff, and better use of the CSUN facility with the observed unused spaces at 8:00 a.m. on campus. The Board provided comments and considerations regarding the proposed time frame.

**IX. Executive Director's Report**

Director Hammond shared highlights from SUMMIT, a full day of professional development for the USU's Student Assistant Employees. Director Hammond announced that the USU in partnership with the University Counseling Services (UCS), received a major grant of \$95,000 through the Diversity, Equity & Innovation Grant (DEIG) which will continue to fund the Essential Talks Series in the fall and spring. Hammond reported that the USU is currently working on the distribution of the previously approved Transportation Initiative granting 250 semester parking passes and 250 gas gift cards by the previous board. The students who will receive this assistance will be notified this week. If this current board would like to continue funding this initiative, a conversation will need to take place and have the allocation for this line item included as part of the USU's annual budget process. Hammond encouraged everyone to attend Matador Nights scheduled for September 8, 2023.

**X. A.S. Report**

A.S. President Hajiloo reported that the A.S. Senate met earlier in the day for their first meeting of the semester and was able to vote on additional funding for student organizations. Hajiloo shared the Welcome All Matadors resource tabling event which would take place on August 29-30 in the Sierra Quad as well as Meet the Clubs, which is scheduled for September 5 -6, 2023 in Sierra Quad.

**XI. Action Items**

**A. General Salary Increase (GSI)**

M/S/P (J. Macias / A. Godinez) Motion to approve increasing the 2023-24 GSI from 4% to 5% effective June 25, 2023.

Director Hammond said that over the course of the last three years, the University Student Union has been challenged in its ability to recruit and retain qualified staff. Inflation-driven increases in the costs of goods and services, coupled with local housing costs, and compression issues resulting from increases in the City of Los Angeles' minimum wage which has boosted the pay of students pushing them up against the lowest paid staff, necessitates that staff salaries be increased to remain competitive with other employers both on and off campus. The University Corporation, another CSUN auxiliary recently approved and implemented a 5% GSI for its employees. As such, the University Student Union is looking now to match that and provide staff with immediate relief while the compensation analysis continues.

On campus, the collective bargaining units are currently negotiating or preparing to negotiate new contracts. At this point however, it is not known when bargaining unit negotiations will be finalized.

***Motion passed 14-0-0.***

Director Hammond thanked the board for its support and noted that the staff would be very appreciative.

**B. Audit Committee Student Representative Appointment**

M/S/P (A. Godinez / N. Sabah) Motion to approve Alan Agustin as a Student Member of the Audit Committee.

Chair Moreno and Vice Chair Zesati conducted an interview with Alan Agustin and they both felt that Agustin will excel in this appointment if given the opportunity.

*Agustin introduced themselves and fielded questions from the board.*

***Motion passed 14-0-0.***

**C. Basic Needs Suite – Change in Purpose / Scope Reduction**

M/S/P (D. Lopez / J. Zesati) Motion to approve a change in scope for the removal of the shade structure/associated structural repairs from the Basic Needs Suite plan and reallocate the major repair and replacement (R&R) funds from the South Patio Outdoor Deck repair to primary areas of the Basic Needs Suite.

Executive Director Debra Hammond and Associate Director for Operations & Services Samantha Liu explained to the board that in September 2021, the USU Board of Directors (USU BOD) authorized an increase in the 2021-22 Major Purchase, Repair & Replacement Allocation Request for the repair and renovation of the South Patio Outdoor Deck of \$4,400,000. Additional studies have now concluded that the structural footings beneath the building will need reinforcement to add a shade structure.

In order to achieve the project budget allocated and keep primary components as designed in the interior of the Basic Needs Suite (BNS), the USU Project Executive Committee is recommending the removal of budgeted items through a value engineering (VE) process. The VE process is a discussion to remove items from the project to reduce the overall cost of construction without affecting the quality of the BNS. One of the items that would help achieve a decreased budget and get the project budget back in line is to eliminate the outdoor shade structure and associated structural reinforcement repair. The outdoor shade structure is considered "non-essential" as it

does not impact the critical services in the BNS. Funding would be reallocated to primary essential items as desired by students.

The board participated in a discussion of benefits and liabilities about the proposed options. It is recommended that the board approves a reduction in the BNS scope to remove the shade structure and associated structural repairs from the project and reallocate funds to the primary areas of the Basic Needs Suite. It was noted that the recommendation reduces the estimated budget shortfall significantly from \$4.2 million to \$1.7 million. It is also noted that the USU Board of Directors has \$2.2 million in funds that are unallocated for the overall project that could cover the shortfall. The board will be notified as construction documents and bids are finalized. The Executive Director noted that she was very grateful for the many partners who have committed to funding this project – including the State of California donors – the Levys and the Valeras as well as CSUN, Student Affairs, and the USU. It truly was a collaborative effort and it denotes the importance of basic needs as a service / resource for our students.

Director Armenta left at 1:53 p.m.

Director Macias left at 1:53 p.m. and returned at 1:55 p.m.

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

**XII. Discussion Items (Continued)**

**B. Matador Nights Presentation**

Assistant Director for Programs & Leadership Audrey Martinez presented upcoming USU events to the board and shared that Matador Nights is taking place on September 8, 2023 from 7:00 p.m. – 12:00 a.m. This is the first Matador Nights at its scale since modifications were made due to COVID. Martinez encouraged the board to attend this year's Matador Nights which will feature free food and live entertainment throughout the night. Other upcoming events included the Welcome All Matadors tabling event on August 29-30 in the Sierra Quad, the USU open house event Matafest taking place on August 31, as well as the President's Picnic event taking place the same day on August 31 in Bayramian Lawn.

Director Lopez proposed to have a USU BOD table at Matador Nights where the directors can engage with students and recruit for their committees. It was suggested that the deadline of September 8, 2023 be extended

**C. Committee Recruitment & Retention**

Administrative Support Coordinator – BOD Emery Hernandez presented information to the board regarding this year's committee recruitment. She noted the following important dates:

- Committee recruitment opened on August 11, 2023
- Applications will be given priority consideration until September 8, 2023\*
- Committee Chairs & Co-Chairs will conduct interviews until September 22, 2023\*
- Committee training will take place after September 25, 2023\*

*\*a possible extension and change of schedule will be granted due to BOD tabling at Matador Nights*

**XII. Announcements**

Acting Manager for Administration & Assessment Shelley Sakoda informed the board that the USU will sponsor and fund two students to attend the 37th Annual Hispanic Association of Colleges and Universities (HACU) ¡Adelante! Student Leadership Institute Conference this fall.

Sakoda will be sending an email seeking interest and noted that the timeline to submit is August 30, 2023.

**XIII. Adjournment**

Board Chair Moreno adjourned the meeting at 2:38 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director