

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
NOVEMBER 13, 2023 – GRAND SALON
MINUTES**

Chair Moreno led the BOD and meeting attendees through the USU Land Acknowledgment.

I. Call to Order

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

II. Roll Call

Present	Absent	Staff	Guests
Angelina Armenta	Joaquin Macias	Alejandra Aparicio	Glen Menezes
Dr. Megan Bell		Mary Chavez	Vyom Pathak
Angelina Collins		Ana Dattoo	Vikas Sardhara
Ashley Godinez		Ryan Hairapetian	
Paige Hajiloo		Jeremy Hamlett	
Debra Hammond		Kyle Hufnagel	
Daniel Lopez		Joe Illuminate	
Daniel Moreno		Sharon Kinard	
Marilyn Orantes		Audrey Martinez	
Nawshin Sabah		Kristen Pichler	
Dr. Freddie Sanchez*		Caroline Ponce	
Dr. Mirna Sawyer		Shelley Sakoda	
Dr. Winterhalter		Ruth Vasquez	
German Wong		Steven Wein	
Jasmin Zesati		Malahat Zhobin	

* TEAMS video participant

III. Approval of Agenda

M/S/P (M. Orantes / D. Lopez) Motion to approve the agenda for November 13, 2023.

Motion passed 12-0-0.

IV. Approval of Minutes 10/23/2023

M/S/P (G. Wong / N. Sabah) Motion to approve the minutes for October 23, 2023.

Motion passed 12-0-0.

V. Open Forum

Associate Director Marketing and Communications Sharon Kinard thanked Chair Moreno, Vice Chair Zesati, and the entire Board for the USU staff meet and greet brunch the BOD hosted on Thursday, November 9. She thanked them for sharing the 2023-24 BOD Goals, the opportunity to get to know the board, and the appreciation gifts. She wanted to thank Chair Moreno especially for hosting the event as one of his last official acts as Chair of the Board.

VI. Chair's Report

Chair Moreno thanked Associate Director Human Resources and Professional Development Kristen Pichler for facilitating the Resume Building and Salary Negotiation training on November 6. He also thanked the BOD Directors and Committee Members who were able to attend. He highlighted the Staff Meet and Greet Brunch with the BOD which had an amazing turnout. He appreciated the opportunity to connect with staff and present the 23-24 BOD goals, allow them to ask questions, and offer insight that he intends to pass along for the next year. Lastly, Chair Moreno shared the unfortunate resignation of Director Lisa Teng due to personal circumstances. He shared that she is thankful for her time and experience on the Board, along with the connections she made. Director Marilyn Orantes will be taking over as the Chair of the Finance Committee. He thanked her for taking on the responsibility and ensuring the Committee keeps on going.

VII. Vice Chair's Report

Vice Chair Zesati also thanked Associate Director Human Resources and Professional Development Kristen Pichler for the training she provided on November 6. She appreciated the salary negotiation content of the training, which is not often discussed or taught. Altogether the training was great and full of useful information for BOD members especially graduating seniors. She shared about her time at Hispanic Association of Colleges and Universities (HACU) Conference in Chicago during the last week of October. She attended the conference with Dr. Freddie Sanchez and other CSUN delegates. Zesati shared that it was an amazing opportunity for her to exercise her leadership, networking, and advocating skills. Lastly, the Educational Opportunity Program (EOP) invited her to participate in the EOP Free Speech Event that took place on October 25. It was a great opportunity for her to be able to talk about the facilities at USU and extend a welcome to all students in attendance. Doing so allowed her to cover BOD Goal number 3, focusing on outreach to the larger campus about the USU facility and services. She is looking forward to all the work that will be done in the remainder of the year.

VIII. Executive Director's Report

Director Hammond shared that the USU currently has numerous searches being conducted for open positions that can hopefully be filled soon. She shared that there are lots of programs happening at the USU including Salute to Service for Veteran's Day which highlighted the military community and thanked the veterans for their service. She shared that the Programs Manager search has concluded and the candidate was someone chosen from within. Gabriel Hernandez former supervisor from the Veteran's Resource Center has been promoted to this position and she is excited about this opportunity for him. Director Hammond shared how staff from the SRC attended the Athletic Business conference, not a conference we typically attend, but offered insightful ideas and practices for those who attended. Director Hammond thanked Assistant Director, Programs and Leadership Audrey Martinez for coordinating tabling and tours on behalf of the USU for the CSUN Open House event on October 28 offering a great opportunity to showcase student services and recruit prospective students. Director Hammond shared how that CSU Long Beach along with 18 students and staff toured the USU and Associated Students. They were able to connect with fellow board members on a deeper level and discuss their work as leaders on their campus. Lastly, she shared that she was away last week doing a program **review** at University of California Santa Barbara (UCSB).

Director Collins arrived at 12:51 p.m.

IX. A.S. Report

President Hajiloo shared appreciation for the inclusion of Associated Students in the CSULB student leader tour. She will be seeing a few of those student leaders in March 2024 when she goes to Sacramento. Last week, she attended a faculty senate meeting where the Cohen O'Conner report was presented. Ideas for how to increase faculty and staff engagement and

accountability regarding Title IX trainings was discussed. She reminded everyone that on November 15, there would be a groundbreaking event for the new student housing project making way for 200 new beds. November 15 is also Campus Safety Walk event where students, campus administrators, and police, walk around campus to see potential hazards and how to address them. She shared that on November 16, A.S. was hosting their A.S. Big Lecture event with Danny Trejo. The event is sold out but there is a standby line for anyone interested. She shared about the A.S. statement released regarding faculty strikes and bringing clarity to the student body to ensure that everything will be ok. There will be a strike but she urges everyone to be careful. Lastly, she shared the Chief of Police open forums happening on November 13 for one candidate and another on November 16 for the second candidate.

X. Committee Reports

A. Diversity & Inclusion

Director Sabah reported that the Diversity and Inclusion Committee held their second meeting where goals were discussed and almost finalized. Director Sabah shared appreciation for her Co-Chair Director Godinez. She also thanked Executive Secretaries Tari Hunter and Natalie Johnson for their assistance with the Committee.

B. Facilities & Operations

Director Lopez shared that the Facilities and Operations Committee held their first meeting on October 30. Director Lopez appreciated Director Collins facilitating the meeting in his absence. The committee was able to discuss schedules and their goals. Executive Secretaries Samantha Liu and Jeremy Hamlett provided a tour of the USU and the facilities. He was also thankful to Marketing Manager Steve Wein and Marketing Coordinator Malahat Z for their October 20 meeting pertaining to the naming process of the Valera Basic Need Suite.

C. Finance

Director Orantes shared that the Finance Committee held their first meeting on Tuesday, November 7. This first meeting consisted of discussing the Fixed Asset Policy and Procurement Policy. The next meeting is on November 21 and December 5. She thanked Committee Member Vyom for being present in today's meeting.

D. Personnel

Director Wong shared that the Personnel Committee will hold their first meeting in November 17. It will be an orientation where they will get to know each other, set expectations, and share information about the Personnel Committee and what it does. He shared that the second meeting will be held on December 13.

E. Retirement

Vice Chair Zesati reported that the Retirement Committee held its first meeting on October 23 and a tentative meeting on December 1 where the 3rd quarter investment report will be reviewed, retirement planning expenses, and activities regarding the retirement health benefit plan. In their last meeting, they got the addition of the Putnam Large Cap which should be available for employees who are interested on January 1. Lastly, she shared the name passing of the Money Purchase Pension Plan to the University Student Union California State University Northridge Employees 401(a) Employer Paid Supplemental Retirement Savings Plan.

XI. Discussion Item

A. Committee Member Recognition

Chair Moreno took a moment to share that following recruitment in the Fall, the BOD Committees are up and running. He asked any Committee Members who were present and able, to please stand for a moment of appreciation. He shared how many of the BOD members started as Committee Members, and through continuous involvement became directors. He wanted them to know they have the same opportunities and is looking forward to their involvement and development.

B. Holiday Dinner Meal/ Gift Cards

Chair Moreno opened the floor for discussion regarding what can be done to show support to CSUN student families. The feedback received from last year was outstanding but due to the newly updated Hospitality Policy in place, what can be done to continue this tradition of giving and show support for the Holidays. Chair Moreno passed the floor to the Associate Director for Finance Joe Illuminate to provide more insight on the Hospitality Policy and its impact on gift card purchase and distribution. He shared that the policy has been revised by campus and as a result, USU is in the process of updating their policy to comply. He shared that the Hospitality Policy pertains to entertainment services, food and beverage, awards and prizes, and promotional items. Per Campus Policy Addendum B, stating that personal acknowledgments items such as food baskets are not permissible. Campus policy states that hospitality expenses of a personal nature and not related to the active conduct of university business. Since USU is an auxiliary, hospitality expenses can be charged to an auxiliary if it uses student fees as the funding source and related to the active conduct of USU Business. In the view of the Associate Director for Finance, providing food baskets to students in University Housing aligns with the mission and fiduciary responsibilities of the USU. Meeting basic needs is a major focus of the USU. The other item in question is the value of the food basket and how it affects the student's financial aid. In talking to Shelline Warren, the Director of Financial Aid, she shared that the value of food baskets is not reported to financial aid. Food does not affect the cost of attendance of a student in the manner that other items do. The other issue in questions is issuing gift cards, and justifying the use. Under the pretense of basic needs, the USU will continue to issue gas cards for the next semester.

Various ideas were discussed by the board regarding how to best put baskets and other resources together. Director Armenta suggested there be a statement on the application form where students are informed how these things may affect their financial aid package.

Director Hammond shared concern about the effort to put this out to students, evaluate needs due to the inundation of applications when they do open, and facilitating this for all parties involved. She wants to figure out how to do this without having to justify the need when 48% of the CSU student population shows some kind of issue regarding basic needs. She emphasized that this program is important, that students showed last year that the need is there, and our continued efforts to find a way to make this work.

C. USU BOD January 2024 Mini Retreat

Chair Moreno discussed plans for the BOD January 2024 Mini Retreat and possible dates. The BOD Leadership intends for this retreat to be a one- or two-day onsite event at CSUN where speakers will present valuable topics, refreshers regarding policy and procedures, and team bonding through various activities. The date is still pending due to scheduling conflicts and the beginning of the spring semester.

Director Godinez shared that it would be a great opportunity for committee members to join in and bond with Chairs, Co-Chairs, the rest of the board, and staff. More information and details regarding a date will be shared in the near future.

Director Armenta left at 1:36 p.m.

XII. Announcements

Director Sawyer shared that she is offering a 1-hour mindfulness workshop at the Oasis. It is an introductory workshop to mindfulness, meditation, and mindful movement. Anyone is welcome to email her for additional information and reservations if the Oasis is booked up. Chair Moreno shared that considering world events, the USU is offering support spaces for the Israeli and Palestinian communities. Vice Chair Zesati shared that one of her class projects is working to outreach to the community and hosting a toy drive for the holidays. There is a box in the Sol Center and another in the Veteran's Resource Center. Director Lopez was excited to share that he is looking forward to the upcoming Association of College Unions International (ACUI) region I conference taking place in Monterey Bay.

XIII. Adjournment

Board Chair Moreno adjourned the meeting at 1:41 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director