

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
OCTOBER 7, 2024 – NORTHRIDGE CENTER**

I. Call to Order

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

II. Roll Call

| Present | Absent | Staff | Guests |
|-----------------------------|---------------|---------------------|-------------------|
| Mishell De Leon* | Ricky Rosado | Alejandra Aparicio | Cesar Jimenez |
| Rudy Granillo | | Amanda Christianson | Megan Bell |
| Debra Hammond | | Ryan Hairapetian | Jaqueline Fajardo |
| Iman Khan (A.S. Liaison) | | Jeremy Hamlett | Kristen Gaber |
| Daniel Lopez | | Tari Hunter | Rafae Habib |
| Joaquin Macias* | | Joe Illuminate | Jasmine Heredia |
| Devaansh Mann | | Natalie Johnson | Honey Modi |
| Marilyn Orantes | | Samantha Liu | Richie Quiroga |
| Heet Patel | | Audrey Martinez | Eric Sena |
| Vyom Pathak | | Alfredo Padilla | |
| Nataly Pelaez | | Caroline Ponce | |
| Nawshin Sabah | | Shelley Sakoda | |
| Dr. Freddie Sanchez | | Steven Wein | |
| Dr. Mirna Sawyer | | Malahat Zhobin | |
| Dr. Winterhalter | | | |
| Steven Wang | | | |

* TEAMS video participant

III. Approval of Agenda

M/S/P (R. Granillo / D. Mann) Motion to approve the agenda for October 7, 2024.

Motion passed 13-0-0.

IV. Approval of Minutes 9/9/2024

M/S/P (H. Patel / N. Sabah) Motion to approve the minutes for September 9, 2024.

Motion passed 13-0-0.

V. Open Forum

Acting Assistant Director of Fitness, Alfredo Padilla reminded the board to fill out the survey that was emailed to them by October 8, 2024. The survey will assist him with an assignment for his one of the classes he is taking in pursuit of his Master of Public Administration: Non-Profit Sector here at CSUN.

VI. Chair's Report

Chair Lopez reported that he and Vice Chair Orantes have been working on selecting Committee Members for the two ad hoc committees, Internal Review Ad Hoc Committee and the Visibility & Engagement Committee. Each ad hoc committee will have a total of 8 members consisting of either himself or Vice Chair Orantes, 2 BOD Student Representatives, 1 to 2 USU Staff Members,

a student at-large, 1 USU student employee, and another campus staff or partner. The committees will begin meeting this month. He shared that he and Vice Chair Orantes met with Associated Students President Katie Karroum and Vice President Iman Khan. They discussed several collaboration ideas through each other's events, social media, student elections, and other avenues. They will continue to work closely throughout the year and are looking forward to their future collaborations. He reported that in September, he met with the USU Marketing department and created a semester-long plan and calendar to create and post content and discussed outreach and engagement ideas. Lastly, he shared that at the end of the month, he, Vice Chair Orantes, Dr. Freddie Sanchez, and Director Granillo will be traveling to Aurora, Colorado to attend the Hispanic Association of Colleges and Universities (HACU) Conference.

VII. Vice Chair's Report

Vice Chair Orantes reported that her and Chair Lopez met with USU Marketing to develop a plan to continue to spread news about resources and available student positions at USU. She invited anyone who is interested in attending these virtual marketing meetings, to let her or Chair Lopez know. She is working on two collaborations for parenting students. The first one is Friendsgiving, a collaboration with Housing which will be held in November. The second consists of hosting an exercise class at the University Village Apartments (UVA) for parents to participate in. This is a collaboration with Housing and Acting Co-Director of the Student Recreation Center, Amanda Christianson that will be held later this Fall or in the Spring semester. She thanked Wellness Center Manager Condor, Director Sawyer, and Director Wang for hosting the Welcome to Wellness event on September 25, 2024. She appreciated how much CSUN professors, staff, and administrators hosts event aimed at fully supporting students in various ways through their academic journey.

Vice Chair Orantes asked the CSULA Student Union Representatives to introduce themselves and thanked them for taking the time to visit CSUN.

VIII. Executive Director's Report

Director Hammond shared that today was her first day back from a vacation and she is excited to be back. For personnel, recruitment was open for the regular positions of Operations Supervisor, and Student Recreation Center Director. Raquel De Ruiz Molinar was reclassified from Reservations and Event Services Coordinator to Reservations Manager. She pointed out the variety of programs that are serving lots of students in different ways. She highlighted Acting Co-Director of the Student Recreation Center Jeremy Hamlett and his team for their efforts in helping bring USU programs and services outside the USU.

She recognized Wellness Center Manager Condor and Director Sawyer on the culmination of the mosaic art piece installation recognizing the San Fernandeano Tataviam Band of Mission Indians (FTBMI) and other Indigenous groups. The mosaic art piece, located near the DREAM Center, was made possible through the Diversity & Equity Innovation Grant (DEIG) through CSUN. She also noted that Dean Jeffrey Reeded has been named CSUN's tribal liaison, and it is the first time in history there has been a tribal liaison. A few USU staff members were recognized at the 58th annual CSUN Staff Service & Recognition of Excellence Awards on September 19, 2024. The SRC and Oasis Wellness Center were featured in an article in Daily Sundial highlighting the services and ways they contribute to a students' wellbeing. Director Hammond thanked Associate Executive Director, Equity, Programs and Leadership Dr. Tari Hunter for stepping in for her during her absence.

Director Macias joined the meeting at 12:58 p.m. via Teams.

IX. A.S. Report

Associated Students Vice President Khan shared that her and A.S. President Katie Karroum had dinner with Chair Lopez and Vice Chair Orantes and looks forward to all of them working

together. She highlighted the Welcome to Wellness event and was thankful for the free pizza and vibes. The Academic Tech Committee are working on Title II ADA Compliance with online media.

X. Committee Reports

A. Diversity & Inclusion Committee

Director Granillo reported that the D&I Committee finished recruitment and are working on deciding the meeting schedule. They are looking forward to putting together their committee goals. He thanked Director Pelaez for her commitment and adaptability. He appreciates her support in the interview process and is grateful to have her as the D&I Co-Chair. The Diversity & Inclusion Committee has a total of 7 members.

B. Facilities & Operations Committee

Director Mann shared that Director Rosado was unable to attend today's meeting. He reported that they have successfully selected their committee members and are in the process of scheduling meetings for the upcoming semester. Director Rosado and he are working on developing goals to present to the committee and discuss how to work on their objectives. Director Mann hopes to have a successful year. The Facilities & Operations Committee has a total of 5 members.

C. Finance Committee

Director Pathak reported that they completed their recruitment process and successfully held their first meeting on September 30th where they reviewed their committee member's goals and orientation. The finalized goals included updating and finishing the long-term financial plan for the new Heart of Campus project and revision of the Procurement Policy to incorporate Justice, Equity, Diversity, and Inclusion (J.E.D.I.) principles. The Finance Committee has a total of 4 members.

D. Personnel Committee

Director Sabah reported that the Personnel Committee completed its recruitment process last Monday morning. They have a full team and are ready to start scheduling committee meetings. She is thankful for Co-Chair De Leon for her support through the process and cannot wait to work as a team this year. She thanked Executive Secretary Kristen Pichler for her constant support and guidance. The Personnel Committee has a total of 6 members.

E. Retirement Committee

Vice Chair Orantes reported that the committee is set to hold the first meeting on October 15th and will share what was discussed in the next meeting.

XI. Action Items

A. Major Repair & Replacement De-Allocation Request

Motion out of the Finance Committee to recommend the de-allocation of \$63,512 previously approved as a financial contingency for the Sub-Pub Elevator, Associated Students Athletics Renovation, and the Water Leak Investigation Repair Projects and available to be used for current or future Major Repair & Replacement projects.

Director Pathak shared that the Board approved the funds to be used as a financial contingency for the Sub-Pub Elevator, Associated Students Athletics Renovation, and the Water Leak Investigation Repair Projects. The contingency is no longer needed since the repairs for the Water Leak Investigation Project are being fixed using operating expenses and the Associated Students Sports Club Athletic Renovation Project is projected to come in under budget. Additionally the Sub-Pub Elevator project could possibly be de-allocated at a later time when renovation plans are finalized and the contingency is needed now.

Motion passed 14-0-0.

A.S. Vice President Khan left at 1:10 p.m.

B. Plaza Pool ADA Chair Capital Outlay Re-Allocation Request

Motion out of the Finance Committee to recommend the re-allocation of \$6,503 from the Games Room Table Capital Outlay item to the Plaza Pool ADA Chair Capital Outlay item.

Director Patel shared that the Board approved an allocation of \$7,077 for the purchase of the Plaza Pool ADA Chair. The current quotation for the ADA Chair is \$13,580.23 leaving a deficit of \$6,503. The purchase of the Games Room Pool Tables was completed in 2023-24 making funds available for re-allocation to the Plaza Pool ADA Chair purchase.

Motion passed 14-0-0.

XII. Discussion Items

A. NASPA Survey Results

Assessment Coordinator Alejandra Aparicio and Administration and Assessment Manager Shelley Sakoda discussed the 2023-2024 NASPA Student Employment Survey Results.

The NASPA Student Employment Survey is conducted to measure the self-reported impact of the student employment experience on the development/enhancement of various skills that support post-college employment readiness, such as customer service, time management, leadership, teamwork, organizational skills, and transferrable career skills. To measure this effort, the USU uses a customized version of the Student Affairs Administrators in Higher Education (NASPA) student unions and programming survey.

Years prior to fiscal year '23-'24 had annual response rates which did not surpass 32%. The fiscal year '20-'21 was an exception due to employment plummeting to 96 (completely virtual) student employees due to the COVID-19 pandemic-related campus closure resulting in a response rate of 60%. In fiscal year '23-'24, USU Assessment collaborated with USU Human Resources to present Student Assistant Employees (SAEs) with a QR code to access the survey during an in-person student development day (USU Student Winter SUMMIT) in January 2024. Out of a population of 258 Student Assistant Employees, there were 230 responses collected resulting in an 89% response rate.

NASPA results from Student Assistants reported that 76% gained skills and experience relevant to their careers, 82% for after college, and 64% their academic major. As a result of employment at the USU, 76% of students reported gaining skills and experience in Customer Service, 74% in Management, 77% in Leadership, 84% in Teamwork, and 76% in Organization.

B. Visibility & Engagement Ad Hoc Committee

Chair Lopez shared that the Visibility & Engagement Ad Hoc Committee will finish all staff and all student recruitment by 10/30/24 and will begin to interview shortly after. The committee will consist of:

1. Chair: Daniel Lopez
2. BOD Representative: Mishell De Leon
3. BOD Representative: Nataly Pelaez
4. USU Marketing Representative
5. USU Staff: Audrey Martinez
6. USU SAE: TBD
7. CSUN Marketing Staff Member: TBD

8. Student at Large: TBD

C. Internal Review Ad Hoc Committee

Vice Chair Orantes shared that the Internal Review Ad Hoc Committee meeting hasn't been finalized and the committee will consist of:

1. Chair: Daniel Lopez
2. BOD Representative: Rudy Granillo
3. BOD Representative: Ricky Rosado
4. USU Staff: Dr. Tari Hunter
5. USU Staff: TBD
6. USU SAE: Amelia Zapata (EDI department)
7. Student at Large: TBD
8. CSUN Staff Member: TBD

XII. Announcements

Assistant Director of Programs and Leadership Audrey Martinez shared that Committee Member Orientation has been completed. There will be a BOD Training on October 14, 2024, that is open to all committee members. She reminded the directors to complete the survey sent to them on behalf of Acting Assistant Director of Fitness Alfredo Padilla in an email, deadline is tomorrow, October 8th.

XIII. Adjournment

Chair Lopez adjourned the meeting at 1:47 p.m.

Respectfully submitted by,



Debra L. Hammond,
Executive Director