

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS**

November 3, 2025 – Grand Salon

I. Call to Order

The regular meeting of the USU Board of Directors was called to order at 12:38 p.m. by Chair Sabah.

II. Roll Call

Present	Absent	Staff	Guests
Alejandro Perez	Rudy Granillo	Alejandra Aparicio	
Alexia Aguilar	Alvaro Geminiano Aragon (A.S. Liaison)	Audrey Martinez	
Cameron Gonzalez	Heet Patel	Chris Jensen	
Cecilia Ortiz	Vyom Pathak	Estrella Moreno	
Cesar Rosales	Dr. Mirna Sawyer	Janessa Reyes	
Dr. Freddie Sanchez*	Dr. Edith Winterhalter	Joseph Illuminate	
Honey Modi		Kristen Pichler	
Joaquin Macias		Natalie Johnson	
Karim Kouatly		Raine Hernandez	
Nawshin Sabah		Raquel De Ruiz	
Steven Wang		Sharon Kinard	
		Shelley Sakoda	
		Steven Wein	
		Vincent King	

**TEAMS video participant*

III. Approval of Agenda

M/S/P (K. Kouatly / C. Rosales) Motion to approve the agenda for November 3, 2025.

Motion passed 10-0-0.

IV. Approval of Minutes 10/06/2025

M/S/P (C. Rosales / H. Modi) Motion to approve the minutes for October 6, 2025.

Motion passed 10-0-0.

V. Open Forum

There were no participants for Open Forum.

VI. Chair's Report

Chair Sabah hoped everyone was feeling recharged for the final stretch of the semester. She and Vice Chair Granillo attended the A.S. Senate Meeting on October 20, where they introduced themselves and welcomed collaboration between the USU and A.S. student leaders. Later that day, University Counseling Services (UCS) Outreach Coordinator Dr. Abram Milton conducted a

presentation at the BOD Training about balance and well-being in student leadership. Additionally, Chair Sabah reported that she and Vice Chair Granillo met with the Marketing Department for outreach and content development, as well as attended the CSUN Distinguished Alumni Awards. Photos from the event were included in her report. She felt inspired after meeting former CSUN and BOD leaders, seeing how their time at CSUN shaped their future careers. Chair Sabah concluded her report by reminding everyone that she, Director Rosales, Director Perez, and Director Modi will be attending the Association of College Union International (ACUI) Region I Conference later that week.

VII. Vice Chair's Report

Vice Chair Granillo was absent during this meeting. On his behalf, Chair Sabah shared highlights from his report, including the Parent Scholars United yearly toy drive that is running until December 9 at Bayramian Hall 520 and Gifting Day on December 10-11. Participation of eligibility consists of being a CSUN student, an identifying parent scholar, and signing a release form at gift pickup.

VIII. Executive Director's Report

Director Ortiz highlighted several updates in the areas of Fiscal, Personnel, Programs, and University-Wide Service. She welcomed Reservations Planner Trainee Estrella Moreno and Operations Supervisor Vincent King to their new positions. E. Moreno and V. King proceeded to introduce themselves to the Board. Director Ortiz attended Pride Center's Kinky Karaoke on October 30, providing details on the turnout, activities, and networking opportunities. She encouraged the Board to visit USU programs when available. The USU participated in a poster session at ASSEStival on October 9, hosted by Vice Present of Student Affairs and Dean of Students Dr. William Watkins. Associate Director, Administration and Communications Sharon S. Kinard was appointed by Dr. Watkins to serve on the university's Digital Presence and Governance Committee for 2025-2026. Director Ortiz provided fiscal updates regarding unrestricted and restricted assets, as well as total expenditures and net assets, highlighting the Accounting and Finance Department for ensuring that the organization is healthy and sustainable.

IX. A.S. Report

Associated Students (A.S.) Vice President Geminiano Aragon was absent during this meeting. No report was provided.

X. Committee Reports

A. Diversity & Inclusion

Director Rosales opened his report hoping everyone's midterms went well. The D&I committee completed orientation and hosted a brainstorm for committee goals. They hope to revise and vote on these goals at their next meeting. Additionally, the committee invited staff representatives from the USU Internal Diversity, Equity, and Inclusion (DEI) work team to share information about their work on accessibility initiatives. The committee is developing an actionable timeline to support their goal, which includes tabling, focus groups, and promotions. Lastly, the committee started to discuss team development activities, time, and date. Director Rosales concluded his report with the rest of the committee's meeting schedule:

- November 4 at 2:45 p.m. in Moorpark Room
- November 18 at 2:45 p.m. in Moorpark Room
- December 2 at 2:45 p.m. in Moorpark Room
- December 16 at 2:45 p.m. in Moorpark Room

Facilities & Operations

Director Perez provided updates from the F&O committee meeting on October 17. The committee approved their goals for the year, which are as follows:

- Review opportunities to enhance the comfort and vibrancy of USU spaces, including examining the potential uses for the Plaza Pool location.
- Evaluate and provide recommendations on the future utilization of the USU Computer Lab in collaboration with USU IT.

The committee also discussed major USU projects, such as The Valera NEST and the Gateway Project, as well as a team development activity, time, and date. The next F&O meeting is scheduled for November 14.

B. Finance

Director Modi provided updates from the Finance committee meeting on October 17, where they discussed USU renovation projects and committee goals for the year. Associate Director, Operations and Services Samantha Liu shared progress with The Valera NEST and the Gateway Project, highlighting that The Valera NEST is on track to open in Spring 2026. The committee also reviewed the Gateway financial plan, which they agreed to continue refining through the next fiscal year. Lastly, the committee approved their goals for the year, which are as follows:

- Continue to update the long-term financial plan for the Gateway Project.
- Identify which finance policies and procedures should be revised to align with updated campus systems and practices.

C. Personnel

Director Kouatly started his report with warm greetings. The Personnel committee met on October 13 and October 27, where they conducted orientation, which included a USU tour, discussion about committee goals, review of policy and procedure, and a small pop quiz to committee members.

D. Retirement

On behalf of Vice Chair Granillo, Chair Sabah referred the Board to the meeting packet for updates on the Retirement committee.

E. Internal Review

On behalf of Vice Chair Granillo, Chair Sabah referred the Board to the meeting packet for updates on the Internal Review committee.

XI. Action Items

A. 2025-2026 Capital Outlay

Motion out of the Finance committee to approve the 2025-2026 Capital Outlay.

Recommended motion: Motion to approve the capitalization of the ADA compliant door for the Veterans Resource Center (VRC) in the amount of \$7,702.78 that was expensed instead of capitalized as a fixed asset.

The ADA compliant door at the VRC was purchased on the corporate AMEX card in September 2025. The purchase was recorded as an expense instead of capitalized as a fixed asset. The Board of Directors and Finance committee approve all fixed asset purchases. The Executive Management Team agreed to increase the purchase amount of a fixed asset from \$5,000 to \$10,000 in which a revised Fixed Asset Policy will be presented to the Finance committee and BOD. Associate Director, Accounting and Finance Joe Illuminate sent a request to the Chancellor's Office to increase the amount to \$10,000 and is waiting for a decision.

Several Directors engaged in questions about the corporate credit card and potential next steps in this process. If the Chancellor approves the increase, they will update the fixed asset policy for the BOD to approve. If the Chancellor does not approve the increase, items can continue to be mistakenly charged as a fixed asset.

Motion passed 10-0-0.

XII. Discussion Items

A. Parent Scholars Support Program

Chair Sabah announced that the Board of Directors will continue supporting the parent scholar community in the University Village Apartments (UVA) in CSUN Housing through grocery store e-gift cards. These e-gift cards will be valued at \$100 each and distributed to residents of the UVA before winter break, in partnership with CSUN Housing. Chair Sabah asked the Board for ideas to personally connect with this parent scholar community that goes beyond the signed letter from Vice Chair Granillo and herself. The coordination and logistics of this program will be facilitated by BOD Leadership and Administrative Coordinator Janessa Reyes.

Director Kouatly suggested Tango gift cards as another option to Ralphs.

XIII. Announcements

BOD Leadership and Administrative Coordinator Janessa Reyes reminded Student Directors to participate in the SRC Director Meet & Greet Lunches and referred them to the schedule in their folders. The deadline to sign up is November 4.

Director Rosales announced A.S. Big Party at the Library Lawn on November 4.

Director Ortiz will be facilitating a BOD time management training on November 17 and invited the Board to come to the session with a list of deadlines and commitments. Director Macias emphasized the need for professional development on time management, sharing the positive impact it had on him as a student leader.

Director Kouatly reminded everyone about the Oasis Wellness Center ten-year anniversary on November 5.

Chair Sabah reminded the Board about the deadline to submit interest in the ACUI Annual Conference, as well as BOD Training on November 17 at 12:30 p.m.

XIV. Adjournment

Chair Sabah adjourned the meeting at 1:20 p.m.

Respectfully submitted by,



Cecilia Ortiz,
Executive Director