

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
FEBRUARY 17, 2025 – GRAND SALON**

I. Call to Order

The regular meeting of the USU Board of Directors was called to order at 12:39 p.m. by Chair Lopez.

II. Roll Call

Present	Absent	Staff	Guests
Mishell De Leon*	Iman Khan (A.S. Liaison)	Alejandra Aparicio	Makena Bambrick
Rudy Granillo*	Dr. Mirna Sawyer	Audrey Martinez	
Nawshin Sabah	Steven Wang	Janessa Reyes	
Cesar Rosales		Jeremy Hamlett	
Nidharsh Kempegowda		Joseph Illuminate	
Debra Hammond		Joshua Fleisher	
Daniel Lopez		Malahat Zhobin	
Joaquin Macias		Natalie Johnson	
Devaansh Mann		Raine Hernandez	
Marilyn Orantes		Raquel De Ruiz	
Heet Patel		Ryan Hairapetian	
Vyom Pathak		Samantha Liu	
Dr. Freddie Sanchez		Sharon Kinard	
Dr. Edith Winterhalter*		Steven Wein	
		Tari Hunter*	
		Tim Rasmussen	

* TEAMS video participant

III. Approval of Agenda

M/S/P (D. Mann / V. Pathak) Motion to approve the agenda for February 17, 2025.

Motion passed 13-0-0.

IV. Approval of Minutes 01/27/2025

M/S/P (N. Sabah / C. Rosales) Motion to approve the minutes for January 27, 2025.

Motion passed 13-0-0.

V. Approval of Minutes 02/03/2025

M/S/P (D. Mann / H. Patel) Motion to approve the minutes for February 3, 2025.

Motion passed 13-0-0.

VI. Open Forum

Assistant Director, Programs and Leadership Audrey Martinez presented to the Board three inscription options for the USU's paver, as part of the organization's donation to the CSUN Library

Paver Project. The pavers will be installed on the front porch of the University Library early next year. A. Martinez instructed the Board to review the printed mockups and mark their preferred choice before the end of the meeting. The option with the most votes will be engraved onto the USU's paver. The only logo that is permitted on the paver is the CSUN logo. Chair Lopez asked for clarity regarding the mockups in which A. Martinez responded that in options 1 and 3, there would be an inclusion of the CSUN logo, while option 2 would only have text. The pavers had character and line limitations.

VII. Chair's Report

The BOD Mid-Year Goals Report has been completed and will be presented later in the meeting by Chair Lopez and Vice Chair Orantes. Chair Lopez reported that he will be doing an Instagram Live as part of the USU's collaboration with CSUN for Giving Day on March 5th and 6th. USU/A.S. Elections are ongoing; Chair Lopez and Vice Chair Orantes will be providing brief informational sessions during upcoming committee meetings. Additionally, Chair Lopez and Vice Chair Orantes will serve on The Valera NEST Advisory Committee with Associate Director, Operations and Services Samantha Liu. Admitted Matadors Day is approaching on April 5th. Chair Lopez asked the Board if any student Directors are interested in participating in the student panel to let them know.

VIII. Vice Chair's Report

Vice Chair Orantes started her report by reminding everyone of the importance of health and to take care of themselves. The collaboration between the University Village Apartments (UVA) and Student Recreation Center (SRC) is pending, as it has been challenging to schedule. Additionally, the BOD social media campaign at the A.S. Farmers Market is set to continue later in the semester, and all Directors are open to participating. Vice Chair Orantes encouraged Directors to reach out to her and Chair Lopez for any support.

IX. Executive Director's Report

Director Hammond recently participated in the Youth Protection Program Audit that recommended the creation of a parent handbook and registering the USU's Sunny Days Camp youth program annually. She also made presentations related to the USU Project, gaining many approvals. President Beck will have a discussion with the Chancellor regarding the project. Everyone seems to be in alignment with the USU gateway building and four-year implementation fee schedule, which has been pushed to 2026-2027, instead of 2025-2026. Director Hammond recognized the three USU student employees, D'Oni Demerill, Melonie King, and Quinn Island, who were featured in the CSUN Newsroom's article, "Black History Month 2025 at CSUN: Empowerment, Identity, and Legacy."

X. A.S. Report

Associated Students (A.S.) Vice President Khan was absent for this meeting. No report was provided.

XI. Committee Reports

A. Diversity & Inclusion

Director Granillo opened his report by welcoming Director Rosales to the committee. The committee's meeting schedule is projected to be bi-weekly on Tuesdays from 3:00-4:00 p.m. The first meeting will be held over Zoom but plan to host the rest in-person. The Chair, Co-Chair, and Executive Secretaries are arranging meetings with campus partners to determine how they can start their research related to their 2024-2025 goals. They have met with Interim Assistant Vice President for Student Affairs, Equity & Inclusion Dr. Freddie Sanchez and A.S. Diversity, Equity, & Inclusion Chair Omar Jwainat to discuss actions toward supporting undocumented students and collaboration. Director Granillo aims to gather enough research to present to the committee by their first meeting.

B. Facilities & Operations

Director Mann reported on the committee's first meeting of the semester on Friday, January 24th. The committee passed an action item concerning the USU Facility Use Policy, which will be presented to the Board for approval. Additionally, the committee discussed the condition of the East Conference Center roof and supported funding for its replacement, which the Board approved in the previous BOD meeting on January 27th. Director Mann closed his report by highlighting the committee development activity on February 8th at Dave & Busters.

C. Finance

Director Pathak announced that the committee schedule has been set to Fridays at 1:00-2:30 p.m. on a bi-weekly basis. The committee meeting on February 21st was canceled due to lack of agenda items but rescheduled for Friday, February 28th, where they will review the Second Quarter Budget Report. The committee will also review the following proposals for 2025-2026: Operating Budget Allocation, Capital Outlay Allocation, Major Purchases, Repairs & Replacement Allocation, and Designated Reserves Allocation.

Director Macias left at 1:05 p.m.

D. Personnel

Director Sabah announced that the first committee meeting of the semester is on Wednesday, February 26th from 8:30 a.m. to 9:30 a.m. After facing scheduling challenges, Directors Sabah and De Leon and Executive Secretary Kristen Pichler decided to proceed without member Vikas Sardhara, as they were unable to find a time that worked for all members. Their meetings were permitted to be conducted over Zoom to accommodate all members, including Executive Secretary Pichler, who will be out of the office for a period of time. Additionally, Directors Sabah and De Leon are planning a committee development activity event in April. Director Sabah ended her report by expressing gratitude toward her team.

E. Retirement

Vice Chair Orantes announced that the first committee meeting of the semester is on Tuesday, February 25th at 1:30 p.m. via Zoom. They are still gathering members' availabilities to establish a meeting schedule. Additionally, Vice Chair Orantes provided updates regarding their goals. Their first goal to fully fund the Retirement Health Benefits Plan (RHBP) was completed in November 2024 by transferring \$600,000 to the RHBP. Their second goal of providing a training opportunity to educate employees about the benefits of 401(A) Employer-Paid Supplemental Savings Plan and 403(B) plans will be a Discussion Item in the next committee meeting.

Director Macias returned at 1:09 p.m.

XII. Action Items

A. Revised BOD Minutes for December 2, 2024

M/S/P (D. Mann / M. Orantes) Motion to approve Revised BOD minutes for December 2, 2024.

Upon review, the BOD meeting minutes for December 2, 2024, presented to the BOD meeting on January 27, 2025, regarding the renaming of the BOD Leadership Scholarship, was noted inaccurately. The meeting minutes stated that the motion to rename the scholarship was being amended to the "Debra L. Hammond Servant Scholarship." The meeting minutes should have reflected the rename as the "Debra L. Hammond Servant Leadership Scholarship." The revised minutes were attached to the agenda packet.

Motion passed 13-0-0.

B. Facility Use Policy Update

Motion out of the Facilities & Operations Committee to recommend the approval of the Facility Use Policy Update.

The Facility Use Policy outlines the conditions for utilizing the USU and is accessible to students, staff, faculty, and community members. It is reviewed annually, with revisions made by the Reservations & Event Services (RES), Student Recreation Center (SRC), and USU Executive Management teams. Revisions to this policy include referencing the CSU's Interim Systemwide Time, Place and Manner Policy and the CSUN Addendum to the CSU Systemwide Time, Place and Manner Policy.

Director Winterhalter suggested a few minor corrections, including:

- Page 44, section 2.3: Change, "are encouraged to be conducted," to, "shall be conducted."
- Page 59, section 13.1.1: Change, "may require," to, "will require."
- Page 59, section 13.1.1: Change, "insurance and background checks for those," to, "insurance and background checks, including Livescan, for those."

Associate Director, Operations & Services Samantha Liu deferred Director Winterhalter's questions to Reservations Manager Raquel De Ruiz Molinar. R. De Ruiz Molinar responded to the suggestion change on page 59, section 13.1.1 regarding, "may require," stating that at the time this policy was being developed, there was no additional direction to require proof of Sexual Molestation Liability (SML).

M/S/P (E. Winterhalter / D. Mann) Motion to amend the Facility Use Policy Update on page 59, section 13.1.1 from, "may require," to, "will require."

Motion to amend passed 13-0-0.

M/S/P (F. Sanchez / J. Macias) Motion to approve the Facility Use Policy Update with an amendment on page 59, section 13.1.1.

Motion passed 13-0-0.

Director Sanchez left at 1:23 p.m.

C. New Staff Position of BOD Leadership & Administrative Coordinator

M/S/P (N. Sabah / V. Pathak) Motion to approve the New Staff Position of BOD Leadership & Administrative Coordinator.

This position replaces the Board of Directors Administrative Support Coordinator. Job duties include developing and implementing the Board of Directors leadership and training program, coordinating BOD elections, assisting in developing, administering and monitoring the BOD's annual operating budget, as well as performing a variety of complex administrative duties including supervising a part-time student assistant. The role was previously temporary, and the recommended motion is for the role to become permanent. The purpose of the motion to reclassify the existing BOD Administrative Support Coordinator to a higher-level position.

Motion passed 12-0-0.

D. New Staff Position of Collaborations and Special Projects Supervisor

M/S/P (C. Rosales / V. Pathak) Motion to approve the New Staff Position of Collaborations and Special Projects Supervisor.

Due to the growth and development of the Programs and Leadership Department, staff is recommending a full-time Collaborations and Special Projects Supervisor position to assist the

Assistant Director, Programs and Leadership in operating the USU's Collaboration and Co-Sponsorship programs, and in providing support for USU Leadership programs and initiatives.

Motion passed 12-0-0.

XIII. Discussion Items

A. 2024-2025 Mid-Year Report on USU Board of Directors Goals

Chair Lopez and Vice Chair Orantes presented on the progress of the BOD Goals thus far.

Goal 1: Committee members will gain increased knowledge and skills in leadership, fostering readiness for future leadership roles within the USU BOD.

- Status: In progress/on track. During the fall semester, there were four committee members who attended BOD trainings. A survey will be distributed in April to gather feedback on meeting engagement, group dynamics, learning, and intent to continue serving the Board as a member or Director. BOD representatives will also conduct election information sessions at committee meetings in late February.
- The Metric/Level of Expectations was revised to broaden participation opportunities for BOD committee members to BOD meetings, trainings, or events. Members that attend at least four (4) of the named BOD activities will earn a certificate of recognition at the BOD Transition meeting in June. Additionally, all committee members will receive a certificate of recognition for their service in the Board of Directors.

Goal 2: The USU Board of Directors will increase visibility and engagement with diverse student populations at CSUN.

- Status: In progress/on track. The BOD has increased its presence through tabling efforts, participation in the A.S. Farmers Market, targeted social media campaigns, and reviewing analytics to measure impact. Additionally, the BOD engaged with Parent Scholar residents in the University Village Apartments (UVA) through the Friendsgiving event with the Programs Department and UVA, as well as the UVA Holiday Gift Card program. The Board plans to continue Parent Scholar engagement by partnering with the Student Recreation Center (SRC) for a wellness class and with the Alumni Association for the Spring BOD Alumni Mixer. Chair Lopez and Vice Chair Orantes will also continue to meet bi-weekly with the Marketing Department.
- The Metric/Level of Expectations was revised to remove the establishment of the Visibility and Engagement Ad Hoc Committee for the 2024-2025 academic year. Given capacity constraints, the committee will be deferred to the 2025-2026 academic year. The BOD will continue to explore alternative methods to integrate visibility and engagement efforts within existing structures.

Goal 3: The BOD will improve operational efficiency by reviewing and updating internal controls and procedural documents.

- Status: In progress/on track. The Internal Review Ad Hoc Committee (IRC) was established in November 2024. The committee is revising the BOD Expectations and Responsibilities forms and the BOD Scholarship Policy, aiming to provide a final report by the BOD meeting in June.
- The Methods of Assessment were revised to move away from Survey and Interviews/focus groups, instead focusing on benchmarking policies from other campuses to inform recommendations.

B. 2024-2025 Progress Report on USU Goals and Outcomes

Executive Director Debra Hammond, Associate Executive Director, Equity, Programs, & Leadership Dr. Tari Hunter, Associate Director, Operations & Services Samantha Liu, and Associate Director, Administration & Communications Sharon Kinard presented on the progress of the USU goals and outcomes.

Goal 1: The USU will enhance staff, student employees, and Board members' understanding of and appreciation for the principles and practices of justice, equity, diversity, and inclusion (J.E.D.I.) as well as an understanding of culture (self and others) and its impact on identity development.

- Status: In progress. The USU BOD, Student Assistant Employees (SAEs), and Staff participated in a number of J.E.D.I. trainings, workshops, and keynotes. Assessment data from each session will be outlined in the year-end J.E.D.I. report. Highlights of each Metric/Level of Expectation are as follows:
 - BOD participated in one JEDI training by Dr. A. Pierre Sherrill II in July 2024. Completed a post-survey regarding their knowledge and how the training's concepts can be applied in their roles. A second JEDI training is scheduled for Spring 2025.
 - Student Assistant Employees (SAEs) engaged in a J.E.D.I. keynote by Viet Hoang in January 2025. SAEs were also able to participate in a J.E.D.I. workshop facilitated by V. Hoang and Equity, Diversity, & Inclusion Manager Natalie Johnson.
 - Staff will participate in one J.E.D.I. training in Spring 2025, where they will complete a pre- and post-survey to evaluate the effectiveness of the training and how it informs their work in the organization.
 - The USU piloted a J.E.D.I. assessment tool in Fall 2024 to measure BOD Student Representatives', staff's, and SAEs' knowledge of J.E.D.I. principles and beliefs related to J.E.D.I. within the USU. Follow-up focus groups were conducted in December 2024. The analysis of both survey and focus group data is in progress, expected to be completed in Spring 2025.

A comprehensive report that outlines the learning and recommendations will be presented to the USU Management Team by June 2025.

Goal 2: The USU will continually improve and enhance facilities to provide the CSUN community and guests with quality facilities, equipment, and technology in support of student success efforts and to increase revenue-generating and service-providing opportunities.

- Status: In progress. Weekly meetings were held in Fall 2024 to discuss the renovation and expansion of the USU, including The Valera NEST and future planning efforts. On December 2, 2024, the BOD approved a revised plan to replace the Southwest Addition building with a new "gateway" building while staying within the previously approved \$125/semester fee. The revised plan includes demolishing the Southwest Addition and Old Mercantile buildings to build a new 40,000–45,000 square foot USU Gateway Building at the southwest corner of the USU, with a phased fee increase starting in the 2026-2027 academic year. The project has been endorsed by various CSUN leadership bodies and is awaiting final approval from the CSUN President after consultation with the CSU Chancellor, expected in February 2025.

Goal 3: The USU will provide learning-based student work experiences that support student readiness for post-college employment.

- Status: In progress. Overall: 75% of this goal has been reached. The survey was administered on January 17, 2025 during Summit, which had 225 Student Assistant Employees in attendance. The survey received 223 respondents, and 208 completed the survey. The percentages below represent a combination of those who responded strongly/somewhat agree.

As a result of my employment in the Student Union...

1. My customer service skills have improved: 90% (89.55)
2. My time management skills have improved: 85% (84.55)
3. My leadership skills have improved: 85% (84.93)
4. My ability to work as a team improved: 92% (91.81)
5. My organizational skills have improved: 83% (83.49)
6. I have gained skills/experience relevant to my future career: 88% (88.18)
7. I have gained skills/experiences that I will use after college: 94% (93.63)

8. I have gained experience/skills relevant to my academic major: 80% (79.91)

RESPONDENTS:

1. Freshmen: 5%
2. Sophomores: 13%
3. Juniors: 29%
4. Seniors: 46%
5. Graduates: 6%

Results will be presented to the USU Executive Management Team and Board of Directors by June 15, 2025 as planned.

Goal 4: The USU will help Student Assistant Employees become aware of the skills they are acquiring through its Student Employment Program to support current and future leadership/career development.

- Status: In progress. The Assessment Team is crafting questions for a Class I assessment in February. Commonalities have been identified among a subcategory of job positions, which will be used to craft a one-sheet training emphasis recommendation for supervisors and a short direct measures assessment for applicable Class I Student Assistant Employees to be given in late Spring 2025.

Director Granillo left at 1:41 p.m.

C. Executive Director Administrative Work Plan Mid-Year Status Report

Executive Director Debra Hammond presented on the progress of her administrative work plan.

Goal 1: Manage/make decisions/recommendations about major facility related projects, including SRC windows, water intrusion concerns, and The Valera NEST.

- Timeline: Through December 2024
- Status: In progress. Assisted with and oversaw development of new Gateway USU Project that will partially address water intrusion concerns. Overseeing SRC windows challenge with Facilities, Planning, Design & Construction with Associate Director, Accounting and Finance Joe Illuminate. An update to the Board will be provided in executive session by April. Associate Director, Operations and Services S. Liu and Associate Director, Accounting and Finance J. Illuminate are assisting consultants Brailsford & Dunlavey in revising our long-term financial plan.

Goal 2: Assist with search for Executive Director position as appropriate.

- Timeline: Summer 2024
- Status: Completed in December 2024. The search process has been completed and approved by the Board of Directors and all CSUN parties. Cecilia Ortiz will begin her appointment on March 3, 2025.

Goal 3: Onboard, orient, and train the new Executive Director.

- Timeline: Fall 2024
- Status: In progress with expected completion in Spring 2025. Draft onboarding schedule/process is in development. The onboarding process will begin on March 3, 2025. Executive Director D. Hammond will remain with the organization until the end of the fiscal year to onboard, orient, and advise the new Executive Director.

Goal 4: Finalize Executive Director calendar, write notes, hand over relationships for Executive Director position.

- Timeline: Fall 2024

- Status: In progress with expected completion in Spring 2025. The Executive Director calendar will be completed by February 28th. Meetings will be set up throughout the semester to make introductions and hand over relationships for the new Executive Director.

Goal 5: Determine USU role in operation of The Valera NEST.

- Timeline: December 2024
- Status: In progress with expected completion in Spring 2025. Associate Director, Operations & Services S. Liu and Brailsford & Dunlavey are developing a preliminary operating budget for The Valera NEST to include in the budget process for 2025-2026. Draft of primary and secondary responsibilities for the operation of The Valera NEST has been developed and will be completed in the spring. Meetings will be held in the spring and a charge and structure will be developed for The Valera NEST Advisory Committee. Memorandum of Understanding (MOU) with all entities will be developed prior to the beginning of the 2025-26 fiscal year.

Goal 6: Serve as a member of the search and screen committee for the AS Executive Director.

- Timeline: Spring 2025
- Status: In progress. The search process will commence shortly and is expected to conclude by the end of the semester.

Director De Leon left at 1:51 p.m. Director Granillo returned at 1:53 p.m.

XIV. Announcements

Acting BOD Leadership and Administrative Coordinator Janessa Reyes reminded everyone that applications to run for the 2025-2026 Board of Directors close on Friday, February 28th. She encouraged anyone who knows someone who is interested in applying but needs assistance to send them her way.

Director Rosales announced that A.S. Lobby Corps will host a town hall meeting from 2:00-4:00 p.m. in the Thousand Oaks Room to discuss potential things that students would want to hear from A.S. representatives at Lobby Corps in Sacramento later this month.

XV. Adjournment

Chair Lopez adjourned the meeting at 2:00 p.m.

Respectfully submitted by,



Debra L. Hammond,
Executive Director