

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
SEPTEMBER 18, 2017
GRAND SALON
MINUTES**

I. Call to Order

The regular meeting of the USU Board of Directors was called to order at 12:31 p.m. by Chair Iris Ramirez.

II. Roll Call

| Present | Absent | Staff | Guests |
|-------------------------|---------------------|--------------------|-----------------------------|
| Shannon Ashford | Jonathan Goldenberg | Nicholas Echeverri | Dario Fernandez |
| Frank Benkovic | | Jimmy Francis | Michael Good, via telephone |
| Sharon Eichten | | Jeremy Hamlett | |
| Maria Elizondo | | Joe Illuminate | |
| Stephanie Flores-Temix | | Samantha Liu | |
| Marquita Gammage | | Carol Nardini | |
| Debra Hammond | | Jonathan Navarro | |
| Jazmin Hernandez | | Kristen Pichler | |
| Habiba Naqvi | | Tim Rasmussen | |
| Michael Odinlo | | Dave Ross | |
| Amber Perkins | | Freddie Sanchez | |
| Iris Ramirez | | | |
| Shelley Ruelas-Bischoff | | | |
| Tonee Sherrill | | | |
| Avi Stewart | | | |
| Bhernard Tila | | | |

III. Approval of Agenda

M/S (B. Tila/M. Odinlo) Motion to approve the agenda for September 18, 2017.

Chair Ramirez said that Dario Fernandez requested a time certain to talk to the board about the DACA (Deferred Action for Childhood Arrivals) Funding Allocation.

M/S/P (S. Flores-Temix/B. Tila) Amendment to the motion to place a time certain of 1:00 p.m. for the arrival of Dario Fernandez to discuss Action Item B, "Funding Allocation – DACA Support."

Amendment passed 15-0-0.

Director Hammond said she would like to add a discussion item to the agenda to inform the board about a protest that took place last week which involved the Pride Center.

M/S/P (D. Hammond/F. Benkovic) Amendment to the motion to add Discussion Item A entitled, "Pride Center Incident."

Amendment passed 15-0-0.

Motion, as amended, passed 15-0-0.

IV. Approval of Minutes

M/S/P (S. Ashford/M. Odinlo) Motion to approve the minutes for the August 28, 2017 meeting.

Motion passed 13-0-2.

V. Open Forum

None.

VI. Chair Report

Chair Ramirez attended a meeting with Vice Chair Odinlo, Directors Tila and Flores-Temix, CSUN administration and Associated Students (AS) President Jonathan Goldenberg and Vice President Zahraa Khuraibet to discuss DACA (Deferred Action for Childhood Arrivals) and how to support students. Ramirez said she attended a meeting with Director Hammond and USU staff regarding the BOD orientation and retreat training feedback. The results were positive and the feedback received will serve next year's retreat. She reminded the board about the email sent regarding the bi-monthly report dates and when they are due. Committee members should be finalized and the names sent to Ramirez by September 22. If any of the committee chairs need help please let her know. Jorge Reyes from the Alumni Association sent an email regarding a career opportunity called Corporate Connection and invited the board to explore the site. There is a deadline to apply to attend the ACUI Region I conference at the University of Arizona, Tucson. If interested, completed applications should be sent to Carol Nardini, Staff Assistant, as soon as possible. Ramirez asked Director Benkovic to share his ACUI Region I conference experience from last year which took place at UC Berkeley. Director Benkovic said he had an amazing time and highly recommended applying. Director Ashford also attended the conference and said that her favorite part was networking and exchanging business cards. She acknowledged the Marketing Department for providing business cards to the board, saying that having them made her feel very professional. She met students from an art school who did not have a student union at their school. Ashford enjoyed sharing the benefits of having a student union on campus with them. The Alumni Scholarship Recognition Dinner is taking place Sunday, September 24 in the Northridge Center from 6:00 to 8:30 p.m.

VII. Vice Chair Report

Vice Chair Odinlo reported that he attended Matafest and met students who expressed an interest in joining the board in the future. He thanked the Events Staff for their hard work for Matafest. Marketing invited the board to a branding meeting to be held September 26 from 10:30 a.m. to 12:00 p.m. in the Calabasas Room. He reminded the board to respond to all emails in a timely manner. Odinlo and Chair Ramirez met with AS President Goldenberg and Vice President Khuraibet several times during the month. As a courtesy, Matador Nights tickets were brought to the AS office. The first Retirement Plan Committee meeting will be held Friday, September 22 from 2:30 – 4:00 p.m. in the Calabasas Conference Room. Odinlo attended Matador Nights with Director Stewart and said they both enjoyed the event. He thanked all of the departments involved in making it a success. He enjoyed today's Meet & Greet and had a good lunch with great company.

VIII. Executive Director Report

Director Hammond began her report with USU personnel updates. She introduced David Ross, the USU's new Assistant Director, Facilities Maintenance, to the board. Mr. Ross addressed the board and said he began working for the USU in 2011. He later joined CSUN's PPM (Physical Plant Management) Department. He is happy to return to the USU. Director Hammond added that Mr. Ross has a background in engineering. Recently the Computer Lab hosted two Tech Tips workshops which included a 30-minute presentation on Portfolium. Portfolium is CSUN's electronic portfolio network for students and alumni. It allows users to showcase their work, projects and activities, connect with other Matadors, and network with more than 3,000 companies. The Marketing Department is hosting a series of branding meetings to gather feedback from students, board members and staff about the rebranding of the USU. Kristen Pichler, Associate Director, Human Resources & Professional Development, was selected to serve on the AOA (Auxiliary Organizations Association) Conference Planning Committee for HR sessions for the 2019 Conference in Palm Springs. Hammond said it is an honor that Ms. Pichler was chosen for the position. Sharon Kinard, Manager, Administration & Assessment, traveled to North Carolina to take part in a research study to examine the college union's role on campus. The purpose of the study was to document and describe how the college union contributes to student learning, student success and community building on college campuses. It also will examine the outcomes associated with student engagement within a college union facility and develop an initial framework of how the role of the college union contributes to student learning and success in a complex higher education environment. Director Hammond said she is also involved with this study. The USU at CSUN will host a team of ACUI researchers for the same study November 13-15, researching may observe that day's board meeting. Kingson Leung, Coordinator, Assessment & Special Initiatives, will be planning a dinner for the ACUI team to which the board will be invited. More information will be provided at the October meeting.

IX. A.S. Report

Chair Ramirez said that AS President Goldenberg and AS Vice President Khuraibet would not be attending today's meeting but that Khuraibet would send her report after the board meeting. *Chair Ramirez received the information the day after the meeting on September 19 and she then forwarded it to all the board members.*

Ms. Khuraibet's report is as follows: Associated Students is currently working on creating two task forces, one designated for veteran's issues and the other designated for Undocumented and DACA (Deferred Action for Childhood Arrivals) students. These task forces will be run and chaired by their respective communities so that Associated Students will better serve those communities. For Veterans, AS will work with the Veterans Resource

Center (VRC), and for Undocumented and DACA they will work with the Dream Resource Center and Dreams to Be Heard. They attended a CSSA (California State Student Association) meeting this weekend where the majority of the discussion was about President Trump ending the DACA program. Several resources were brought up. Each campus will raise their own money to pay the renewal fee for students. Also, there are funds set aside from the Chancellor's Office that will be handled through the financial aid office. A useful app was introduced during the meeting called, "Dreamers Road Map," an app that helps Undocumented Students navigate college applications and finds resources that provide financial aid and support. AS also is dealing with two Executive orders that came out of the Chancellor's Office regarding the general education requirement and the ending of the remedial education programs. As the year progresses, Jonathan and I will keep you up to date with any changes that happen. We will also continue our meetings with the Chair and Vice Chair of the USU to discuss how AS and the USU can collaborate and better serve our students.

X. Action Items

C. Ad Hoc Committee Appointments

M/S/P (F. Benkovic/S. Ashford) Motion to appoint Frankie Benkovic as the Chair for the Diversity and Inclusion Ad Hoc Committee.

Chair Ramirez said that the creation of this ad hoc committee will be to increase diversity and inclusivity within the USU to ensure student feedback, advice, and other tasks.

Motion passed 14-0-1.

M/S/P T. Sherrill/B. Tila) Motion to appoint Donald "Avi" Stewart as the Chair of the Mentor Program Ad Hoc Committee.

Chair Ramirez said that the USU continues to develop its students professionally. A mentor program will provide the BOD with an opportunity to seek assistance, advice and guidance from USU professional staff members.

Motion passed 15-0-0.

B. Funding Allocation – DACA Support (Time Certain 1:00 p.m.)

M/S/P (B. Tila/S. Flores-Temix) Motion to approve the allocation of \$50,000.00 from the USU's Foundation account to assist with payment of CSUN DACA renewal fees.

Chair Ramirez introduced Dario Fernandez, the Dream Project Coordinator. Mr. Fernandez addressed the board and thanked them for their time. He began by stating that there are between 1,500 and 1,600 undocumented students on the CSUN campus which is the largest in the country. The DACA (Deferred Action for Childhood Arrivals) program will be eliminated within six months unless Congress acts to institute new legislation. Under the program, participants who were brought to the United States as children could receive a renewable two-year deportation deferral and work permits if they meet certain requirements. The Trump administration argued that the program was unconstitutional, was never intended to be permanent, and that Congress now has six months to change the immigration laws and find a DACA replacement, if it chooses. No new DACA applications are being considered, and those with permits expiring between now and March 5, 2018 have until October 5, 2017 to apply for renewal. The renewal fee is \$495, an unexpected expense for the students and their families. Mr. Fernandez said he is grateful to the USU for its contribution of \$50,000.00 which will help many students with the renewal fee. Directors they were happy to help. It was mentioned that other groups on campus also were contributing. Directors wondered what would happen to money left over from the \$50,000 contribution, would it come back to the USU. It was not anticipated that there would be money left.

M/S/P (B. Tila/F. Benkovic) Amendment to motion that if any of the USU's Foundation account remains unused for DACA renewal fees, the funds would be returned to the USU and the USU Board of Directors will discuss how to best use the unused funds.

Amendment passed 15-0-0.

Motion, as amended, passed 15-0-0.

D. BOD 2017-18 Goals

M/S/P (F. Benkovic/S. Ashford) Motion to approve the USU BOD Goals for the 2017-18 academic year.

Chair Ramirez reviewed the goals with the board as follows:

- 1. Enhance USU marketing efforts within the USU and throughout the California State University, Northridge (CSUN) community while promoting and providing information about the USU brand, the cross-cultural center initiative, and the proposed USU renovation project.**

Strategies:

- The Board will work closely with the Marketing Department to formulate and execute a marketing plan about the brand and the initiative/project.
 - Board members will attend and provide input into Marketing/Referendum branding meetings.
 - Responsible USU BOD Members: Iris Ramirez, BOD Chair; all members
 - Responsible USU Staff: Michael Niles, Marketing Manager
 - Responsible USU Board Committee: All
 - Responsible USU Committee: Referendum Marketing Committee
- 2. Create a mentor program that would assist USU BOD student leaders in developing skills, enhancing professionalism, and gaining insight and guidance in the world of work.**
- Strategies:
- Create and ad-hoc mentoring committee that would oversee the creation and implementation of the program including matching participants with mentors.
 - Develop a formal system of mentorship with suggested activities and regular check-ins.
 - Develop a process to evaluate the effectiveness of the program.
 - Responsible USU BOD Members: Donald “Avi” Stewart
 - Responsible USU Staff: Sharon Kinard, Manager, Administration & Assessment
 - Responsible USU Board Committee: Mentor Program Ad Hoc Committee
- 3. Enhance the working relationship between the Associated Students and the University Student Union Board in order to better support the students of CSUN.**
- Strategies:
- Board members will table alongside AS when opportunities are available.
 - A Board member will attend AS Senate meetings when possible.
 - USU BOD and AS will pursue joint ventures such as a USU/AS meet & greet, BOD training and working together on initiatives that support various needs.
 - Responsible USU BOD Members: All members
 - Responsible USU Staff: N/A
 - Responsible USU Board Committee: N/A
 - Responsible USU Committees: N/A
- 4. Continue to enhance diversity and inclusivity within the USU and on the CSUN campus while increasing the visibility and voices of marginalized communities and breaking down systemic barriers to inclusion through education experiences.**
- Strategies:
- Provide advice and feedback to the various USU and CSUN campus diversity and inclusion initiatives.
 - Assist in heightening CSUN students’ awareness related to diversity resources and training.
 - Assist in obtaining feedback and input from students regarding their inclusion needs.
 - Encourage accountability for diversity and inclusion objectives within USU leadership.
 - Assist in developing a network of individuals who are social justice advocates.
 - Responsible USU BOD Members: Frankie Benkovic, Chair, Diversity & Inclusion Committee
 - Responsible USU Staff: Freddie Sanchez, Associate Director, Marketing & Programs
 - Responsible USU Board Committee: Diversity and Inclusion Committee

There was no discussion.

Motion passed 15-0-0.

E. BOD Scholarship Policy

M/S/P (B. Tila/J. Hernandez) Motion to approve the updated Scholarship Policy.

Vice Chair Odinlo said that the policy was presented at the last meeting. The implementation of the co-chair positions has required updates to the Scholarship Policy to include a \$200 monthly scholarship to be allocated to each co-chair. Odinlo noted that the language in the first paragraph of the policy was revised to more specifically include the details of scholarship payment allocations for the specific positions. The following sentence was added: *“Each student representative is only eligible for one position’s scholarship.”* He thanked Director Eichten for her input.

Motion passed 15-0-0.

A. Audit Report (Time Certain 1:30 p.m.)

Motion from the Audit Committee to accept the 2016-17 Financial Audit Report prepared by CohnReznick LLP.

Joe Illuminate, Associate Director, USU Accounting & Finance, introduced, Mr. Michael Good, a CohnReznick partner, who joined the meeting via the telephone. Mr. Good introduced himself stating that for the third straight year, his firm has worked with Mr. Illuminate and the Accounting & Finance Department at the USU. He informed the Board of Directors that the USU received an unmodified opinion, which is the best opinion that an audit firm can issue.

According to the “Communicating Internal Control Related Matters Identified in the Audit” letter, there were no deficiencies, material weaknesses, or negative findings found or reported. Mr. Good reviewed the report with the board and stated that there were no disagreements with management and no difficulties encountered in performing the audit.

Director Hammond said it is the eleventh year in a row that there have been no reported findings. She thanked Mr. Illuminate and his department for ensuring that the USU is financially solid which makes it possible, for example, for the USU to provide \$50,000 in financial support to assist DACA students with their renewal application fees.

Director Ruelas-Bischoff left at 1:33 p.m.

Motion passed 14-0-0.

XI. Discussion Items

A. Pride Center Incident

Director Hammond said that last week, students began a protest which focused on DACA and LGBTQ issues. It was sponsored by The Queer Collective and Somos Familia Valle (a community based organization) an off-campus community group. Following the protest in the Plaza del Sol, the group walked to the Pride Center. They called out two of the staff and expressed concern that they were the ones who managed the Pride Center. Hammond said that she was attending a meeting on the other side of campus and was not there. As Executive Director of the USU, Hammond said she fully supports free speech and values the right to protest. Personal attacks are not supported. She has reached out to one of the organizers of the protest but has not heard back. It is important that we understand our role here on campus, she said students must be protected. Our values and mission statements are very important to us and we are also very supportive of our staff. Hammond said that when issues confront us, we must be genuine in our response and not push things under the rug. Other board members expressed support for the USU staff members and said we cannot lose sight of our goals. Chair Ramirez thanked everyone for sharing.

XII. Announcements

- Director Sherrill said he is serving on the ACUI conference planning team as the Inclusivity Coordinator for Region I. He said the conference in November will have amazing speakers and sessions aimed at promoting growth and development. Everyone should apply to attend.
- Director Hammond said the ACUI Region I conference at the University of Arizona, Tucson, would be a great educational opportunity.
- Director Benkovic said he is currently working on the applications for the next TAKE cast. Please inform any students that you think might be interested. The app is expected to be live on October 6. More information will be forthcoming at the next meeting.

XIII. Adjournment

Chair Ramirez adjourned the meeting at 1:48 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director