

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
APRIL 15, 2019  
GRAND SALON  
MINUTES**

**I. Call to Order**

The regular meeting of the USU Board of Directors was called to order at 12:30 p.m. by Chair Bhernard Tila.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Stephanie Barboza	Stephanie Flores Temix	Nicholas Echeverri	Christine Aroutounians
Frank Benkovic	Shelley Ruelas-Bischoff	Jimmy Francis	
Sharon Eichten ( <i>arrived at 12:33 p.m.</i> )		Angela Gattoni	
Maria Elizondo ( <i>left at 2:33 p.m.</i> )		Jeremy Hamlett	
Marquita Gammage ( <i>arrived at 1:53 p.m.</i> )		Joe Illuminate	
Debra Hammond		Dawn Joves	
Jazmin Hernandez		Kaila Lavin	
Beverly Ntagu ( <i>left at 1:33 p.m.</i> )		Samantha Liu	
Michael Odinlo ( <i>left at 2:35 p.m.</i> )		Jonathan Navarro	
Amber Perkins		Tim Rasmussen	
Asima Rahman ( <i>left at 1:52 p.m.</i> )		Dave Ross	
Timothy Roberts ( <i>arrived at 12:34 p.m.</i> )		Freddie Sanchez	
Tonee Sherrill		Randy Sorensen	
Jesus Suarez ( <i>left at 1:52 p.m.</i> )			
Bhernard Tila			

**III. Approval of Agenda**

M/S/P (A. Perkins/M. Odinlo) Motion to approve the agenda for April 15, 2019.

*Motion passed 10-0-0.*

**IV. Approval of Meeting Minutes**

M/S/P (M.Odinlo/J. Hernandez) Motion to approve the minutes of the March 11, 2019 meeting.

*Motion passed 9-0-1.*

**V. Open Forum**

No report.

*Director Eichten arrived at 12:33 p.m.*

*Director Roberts arrived at 12:34 p.m.*

**VI. Chair's Report**

Chair Tila reported that the April 4 elections resulted in the highest voter turnout recorded at 17.2% of the student population. Christopher Ordonez, Arrah Ebot Enaw, Giselle Reyes, Matthew Contreras, and Melanie Alvarez were elected to the USU Board of Directors. The AS Referendum, Student Health Center (SHC) Referendum, and the Instructionally Related Activities (IRA) Referendum passed. He announced there would be three vacant positions on the Board for the 2019-2020 year and that the deadline for new applications for those seats would be on April 17. He invited all Board directors to participate in the de-stress training on April 29 with Manager, Oasis Wellness Center

Richard Cardona. He asked the directors to save the date for the finance training on May 20, which would help with understanding the Finance Committee action items at the June Board meeting. He said the Campus Fee Advisory Committee (CFAC) was in the process of reviewing 160 proposals for the Campus Quality Fee (CQF) funding allocations. Chair Tila also said that the USU BOD Bylaws revision discussion to potentially increase the number of student representative seats from 10 to 12 at the March 11 meeting would be continued in the May meeting. He said that many of the directors were not present to discuss the matter and that there are more considerations to think about. Chair Tila announced that he would continue his report after the time certain discussion item regarding the USU Renovation/Expansion Project Update.

### **XIII. Discussion Item**

#### **A. USU Renovation/Expansion Project Update**

Student Engagement Referendum Coordinator Dawn Joves reported a social media engagement number of 60,000 from Instagram. The team has reached the minimum number of followers on Instagram to use the swipe up feature. They have received lots of positive feedback. Negative comments included the question of why this new project was being prioritized over academic and parking projects. The Referendum Development Team has continued to take opportunities for tabling sessions and classroom presentations. They engaged with more than 500 students at the USU Night Market event on April 12. The team has created a showroom of referendum renderings posted in the Sun Valley Room. It would serve as an outreach and strategy room for the team and an information headquarters where questions could be answered. Joves asked the directors to continue to inform students and to report any feedback that they receive so that those concerns could be addressed. A question about if and how the increased fee would be covered by financial aid was asked. Joves answered that financial aid questions should be directed to the financial aid office because aid is based on the cost of attendance and individual financial need and could be different for each student. Discussion also included the expectation for the Campus Fee Advisory Committee (CFAC) to discuss the results of the USU referendum before summer in order to begin the project procedures with the CSU Chancellor's office. It was suggested that the referendum marketing materials be made simpler and clearer using infographics and icons. The need to clearly distinguish between CSUN and the USU was emphasized as many students don't realize that USU fees cannot be used towards academics or campus parking. It was stated that the USU as a nonprofit corporation that serves as an auxiliary on the CSUN campus, must follow separate regulations than the CSU and can only use its funds to support traditional "student union" programs and services. Chair Tila asked the directors to be proactive in their engagement with the campus regarding the referendum.

### **VI. Chair's Report (continued)**

Chair Tila said Director Hernandez, Associate Executive Director Jimmy Francis, and Associate Director, Marketing and Programs Freddie Sanchez met with the Revolutionary Scholars Project (RSP) to discuss its interest in being housed in the potential new USU facility. From this meeting, they learned more about RSP as an organization and the support services and resources that they provide to students. It was discussed that the USU could immediately help the organization through room reservations, the co-sponsorship program, and a letter of support for the organization. It was concluded that procedures for obtaining spaces in the USU's potential new facility would have to be created as there are other groups who also are interested in securing space or programming assistance in the new facility. Chair Tila congratulated the USU Events and Marketing departments for organizing the USU Night Market event. He said the Night Market was a cool new event and he hopes it will grow in future years. The space plan for the new facility was questioned and it was discussed that the U-RISE Justice Center (Unity in Race, Intersectionality, Social and Environmental Justice Center) would likely house the Women's Research and Resource Center (WRRC), Pride Center, Veterans Resource Center, and DREAM Center. There have been meetings with the academic ethnic studies departments to discuss floor plans, list of services, and organization of the space, and that discussions regarding the plans for the new facility would continue as the project progresses.

### **VII. Vice Chair's Report**

Chair Tila gave the report on behalf of Vice Chair Flores Temix. Vice Chair Flores Temix attended the Association of College Unions International (ACUI) Annual Conference in Indiana from March 24-28. She appreciated the opportunity to learn more about college unions and student affairs in general and from an administrative and international perspective. She was able to learn from meaningful conversations with professionals from both the USU and other campus student unions. One of her key takeaways from the conference was being able to experience another part of the country and recognizing the diversity and inclusiveness of the USU at CSUN. She congratulated the newly elected board members. She acknowledged Associate Director, Marketing and Programs Freddie Sanchez and BOD Project Assistant Jasmine Medina for their work with the student directors who were appointed this past semester and with those who recently were elected. Vice Chair Flores Temix attended the Queer in Your Career event and thanked the Pride Center for putting on such a successful and important event. She announced that the Pride Center has a week-long event called Dare to be Powerful that starts on April 18. There will be workshops, panels, and lectures about the intersectionality of being part of the LGBTQ+ community and a person of color. The Pride Center also will be hosting the Rainbow Graduation celebration on May 17 from 1:00 to 3:00 p.m. She asked

individuals interested in the event to RSVP by May 10. She encouraged all Board directors to attend Year End Celebration on May 3 at 3:30 p.m. in the Northridge Center. She reminded the Board that the USU Referendum Open House will be on April 25 from 10:00 a.m. to 2:00 p.m. in the Grand Salon.

### **VIII. Executive Director's Report**

Director Hammond said that recruitment had opened for the regular positions of Reservations Planner – Meeting & Events; Coordinator, Operations & Services; and Administrative Support Supervisor. She congratulated Director Sherrill for receiving the Revis Cox Memorial Scholarship for his work in promoting multicultural education. She also announced that the USU received an award commemorating 25 years of continuous membership in the Association of College Unions International (ACUI). She said the USU Night Market was a great event and congratulated the Events Department for recognizing the importance of assessment and making decisions based on data to make better use of USU funds. She said the new events in lieu of the spring Matador Nights have been successful. She appreciated that Carnival was an all-day event highlighting different cultures through food, music, and dance. She saw people embracing other cultures and learning. She noted that the Foundation Account Balances report was added to her report to increase transparency and that it would continue to be a regular part of the Executive Director's Report. She concluded her report by welcoming the new board members – Directors Rahman, Barboza, and Roberts and thanked them for joining the Board.

### **IX. AS Report**

AS President Ntagu said the AS Referendum passed and they had the highest recorded voter turnout in AS history, and she hopes that this student engagement continues. She said she will be working on the transition of the new AS President. The AS currently is finding solutions to mitigate impaction. She encouraged directors to use the CSUN Counts website to access enrollment data and other metrics. She announced that Sol Fest is on April 27 from 12:00 p.m. to 6:30 p.m.

### **X. Committee Reports**

- Diversity & Inclusion Committee: Chair Benkovic said he met with Revolutionary Scholars to discuss the opportunity for employment for formerly incarcerated students. He said that the USU could advertise in the job descriptions for those positions for which formerly incarcerated students are encouraged to apply in order to increase the opportunities for these students. The committee discussed the campus effort to provide resources for housing and food insecurity through its website, CSUN with a Heart, however, they noticed that there is no easy access to the website and no shortcut links to the site on the main CSUN website.
- Facilities & Commercial Services Committee: Chair Hernandez said that she met with Diego Paniagua of Revolutionary Scholars Project on April 10 to discuss how the USU can support the organization. She learned that RSP is an important organization on campus that needs the USU's support. The committee will be presenting two action items today.
- Finance Committee: Chair Suarez said the committee would be discussing the budget at the next committee meeting to present to the Board at the June meeting.
- Personnel Committee: Chair Perkins said the committee is on track with its goals. The committee will meet on April 23 at 2:30 p.m. in the Executive Board Room and said all are welcome to attend.
- Retirement Committee: No report.

### **XI. Action Item**

#### **B. Year-End Celebration Awards – Nominations & Vote**

Training and Development Specialist Randy Sorensen said that the BOD Committee Member of the Year Award would go to an outstanding committee co-chair or representative nominated by the committees. The Board heard the nominations from each committee chair.

Chair Hernandez said the Facilities and Commercial Services Committee nominated Tia Nalls. Nalls is currently a sophomore who joined the committee because she wanted to be more involved in school. This showed that she had the courage to be involved in her community. She wanted to use this experience to help her with her future as a marketing student and was eager to learn how the USU works. She was recognized by the committee because she would consistently make inquiries for more information regarding the statistics and date of any committee ideas or concepts. She questioned how beneficial the project or plan would be to students and wasn't afraid to speak her voice and be an active listener. She was the first to speak during committee discussions and liked to think out of the box. When she didn't understand something, she wasn't afraid to ask. Chair Hernandez said Tia Nalls is an ideal candidate for the BOD Committee Member of the Year Award and asked to keep her in consideration.

Chair Perkins said the Personnel Committee nominated Co-Chair Michael Odinlo for always being present and engaged. She said he always tries to explain and answer any questions from the committee and serves as the committee backbone.

Chair Benkovic said the Diversity and Inclusion Committee nominated Kelly DeLeon for their work in holding the USU accountable to its mission and holding the committee accountable to its goals. DeLeon is passionate, vocal, and extremely active on campus. They represent not only their own community but also other communities and is respectful of fighting for what is right.

Student Administrative Support Assistant II Christine Aroutounians distributed the voting paper to the directors. The Board voted by secret ballot and the ballot papers were collected. Sorensen said the winner would be announced at the Year-End Celebration on May 3.

Sorensen described the qualifications to be nominated for the Aida Salazar Award. The candidate must be a member of the CSUN community and must have significantly promoted and supported the mission of the University Student Union. He said three nominations were submitted for Student Pride Center Assistant Felix Villareal. He read the nominations as follows:

Pride Center Manager Sarina Loeb said, “Felix has worked at the Pride Center for over 3 years. Throughout his employment, Felix has been an advocate for the Deaf community and worked diligently to make the Pride Center more inclusive for Deaf Queer students. In Fall 2017, Felix proposed and planned our first Deaf Queer Coffee program at the Pride Center. This event was our 1st ASL-centered event and was hugely successful in the number of students who attended each month. After assessing the program, Felix learned that the majority of students attending Deaf Queer Coffee were ASL students and not Deaf and/or Queer. When he realized we were not serving the population we intended to (the Deaf Queer Community), he worked diligently to restructure the program to develop a larger event highlighting Deaf Queer Artists. This semester (Spring 2019) Felix created the 1st Deaf Queer Fest at CSUN. More than 200 people attended the event and featured Deafies in Drag who are Deaf Queer performers. I am very proud of Felix's hard work to create a stronger partnership with NCOD and Deaf Studies to ensure we are better serving Deaf Queer students at the Pride Center. Felix personifies the USU mission and values and I believe would be a perfect candidate for the Aida C. Salazar Award.”

Pride Center Supervisor Hedyeh Rezaei said, “Felix has been working at the Pride Center for over three years. I have had the pleasure of being his Supervisor for the last six months. Within this short period of time I have been blown away of how hard Felix has worked to put into action the USU’s mission of equity and inclusion. Not only has Felix started the very first Deaf Queer Coffee Nights at the Pride Center but he has grown that program to a bigger annual event for the LGBTQ+ Deaf community here at CSUN. His ability to go above and beyond for student accessibility has positively affected the Pride Center beyond measure. His work has planted a seed that will take diversity and inclusion to a whole new level here at the Pride Center.”

Assistant Director, Diversity Initiatives Augie Garibay said, “Felix has made a lasting impression on the USU and the greater community in the three years he's worked in the Pride Center. A reliable and trustworthy advocate for social justice, Felix has been an outspoken proponent for the Deaf and Hard of Hearing community. Centering on the Deaf Queer community, Felix planned and coordinated a hugely successful event titled Deaf Queer Fest. He represented CSUN in a very positive manner while attending Queer, Trans, People of Color Conference (QTPOCC) last spring, taking on a mentorship-like role with the other students. Felix embodies the USU mission and values in a unique, consistent, and humble manner.”

Sorensen then opened the floor for nominations from the Board.

Director Odinlo nominated Felix Villareal and the Pride Center for their contributions to the USU and CSUN campus community. He said they truly strive to bring more programs and events to CSUN to promote diversity and inclusion and to fulfill the mission of the USU.

Director Benkovic nominated Director Maria Elizondo for her work with the CSUN Food Pantry and the efforts she has made to bring awareness to her cause and resolve food insecurities for the CSUN students.

Chair Tila nominated former Board Chair Iris Ramirez because she continues to fulfill the mission of the Board and give back to the USU as an alumna. During her time at CSUN, she was heavily involved on campus working alongside students, faculty and staff to bring more awareness to social justice issues. She currently is a graduate student at the University of California, Los Angeles earning her degree to help support historically marginalized student populations. She has demonstrated the USU mission and has been the example for

creating strong connections for students and their campus community. She has participated on various committees, served on the Board, and has continued to be involved even after she has graduated. He added that Vice Chair Flores Temix supports her nomination because Ramirez has helped students navigate campus life and speak their minds without any intention of being recognized. Director Hammond added that Iris Ramirez has returned for alumni events like the Distinguished Alumni Awards and is still giving back to the CSUN community. She recently did a workshop for CSUN Housing through Latinas Rising and is involved in correcting misinformed comments about the USU Referendum on USU social media outlets. Hammond said it is rare to see such dedication and involvement from alumni.

Student Administrative Support Assistant II Christine Aroutounians distributed the voting paper to the directors. The Board voted by secret ballot and the ballot papers were collected. Sorensen said the winner would be announced at the Year-End Celebration on May 3.

*Director Rahman left at 1:52 p.m.*

*Director Suarez left at 1:52 p.m.*

*Director Gammage arrived 1:53 p.m.*

#### **B. SRC Membership & Facility Access Policy Revision**

Motion from the Facilities and Commercial Services Committee to update the Student Recreation Center (SRC) Membership and Facility Access policy to charge all students enrolled through Tseng College the student membership rate to utilize the SRC.

Director Hernandez explained that the policy and subsequent memorandum of understanding with Tseng College was originally created in 2012 and states that students enrolled through Tseng College are required to pay the current faculty/staff rate for an SRC membership instead of the student rate. Tseng College students do not pay the USU/SRC fees through their tuition and therefore, must purchase a membership to utilize the SRC.

Assistant Director, Facility Operations Kaila Lavin explained that when the policy was originally created, it was logical for the Tseng College students to pay the same rate as faculty and staff for facility access to the SRC because Tseng College students were not matriculated CSUN students. Discussion included support for the change in policy because even though Tseng College students were once considered a separate community of students because they did not pay the USU fee as part of their tuition, it makes sense that as students, they should be eligible for the subsidized fee.

*Motion passed 10-0-1*

#### **C. Computer Lab Policy Revision**

Motion from the Facilities and Commercial Services Committee to approve the relocation of the computer session timer details from the Computer Lab Policy to the Procedures, and to allow laptops in the lab.

Director Hernandez said that three changes are proposed for the Computer Lab Policy: 1. To move the computer session timer details to the Procedures document to allow the Computer Labs department to make various modifications to the service in a timely manner and to promote the testing of innovative initiatives. 2. To allow students to use their personal laptops in the lab while also maintaining cyber security. 3. To change various grammar mistakes throughout the policy document.

Computer Labs Coordinator Nicholas Echeverri said that the USU would like to be prompter and more attentive to students needs. He said that many students require more time than allowed by the two-hour session timer on the computers in the lab. He said it would be more efficient to move the computer session timer details from the policy to the procedures so that timing allocations could be adjusted through experimentation and actual student usage over time. Many students have requested to use their own laptops in the lab and the Computer Lab would like to honor those requests as doing so would allow the students to be more efficient with their printing and studying needs. This would pose no risk to the lab's current cyber security. It was questioned why students wanted to use laptops in the Computer Lab. Discussion included the desirable study environment of the lab, more efficiency in accessing study materials already saved on their personal laptops, the ease of accessing print jobs, the lack of indoor spaces to study, and the ease and convenience of switching between multiple devices while using the Computer Lab computers.

*Motion passed 10-0-1.*

*Director Elizondo left at 2:33 p.m.*

**D. Donations & Gift Policy**

Motion from the Finance Committee to approve the Donations & Gift Policy as presented effective July 1, 2019.

Associate Director, Accounting and Finance Joe Illuminate said that the Board has made a practice of providing cash gifts to CSUN campus entities that support CSUN students. It was determined that written procedures to document the gifting process are necessary in order to hold gift recipients accountable by reporting how the gifts were used to benefit students, how many students were served, and how much of the gift has been spent to date. Illuminate noted the proposed changes in the policy include a change in policy name from the Cash & Equipment Donation Policy to the Donations & Gift Policy; the addition of authorized types of organizations and entities including CSUN colleges, departments, academic centers, and institutes; and to allow emergency cash donations for student veterans to be allocated from the USU's Veteran's Emergency Fund by approval from the Executive Director/designee to meet the demands of time-sensitive scenarios. Illuminate said the Board Gift Program Procedures applies only to the CSUN entities listed in the policy and include: a Pre-Award Phase in which an Ad Hoc Committee is created for the oversight of the Gift Program for that current fiscal year, the campus community is informed about the program and eligible entities are invited to complete the application, and the applications are reviewed by the Committee with recommendations made; the Award Phase is when the Board considers the recommendations from the Ad Hoc Committee and if approved, gift recipients are notified; and the Post-Award Phase is when the BOD Gift Accountability Form is completed by the gift recipient and reviewed.

It was asked if there were any time limitations to when the gifts had to be used and how the funds would be allocated to the entities. Restrictions on spending when transferring funds to various foundation accounts were discussed and there were concerns about the donations process being lengthened by the new policy. Discussion included the clarification that there were no limitations on when the gifted funds had to be spent, but that it would be good practice for the entity to spend the donation within a reasonable amount of time to benefit students. Although the funds didn't have to be spent within six months, the report about how it was spent or how it would be spent would have to be submitted within six months. Illuminate said that front-end work would have to be done to ensure that the donated funds do not get moved into foundation accounts with specific restrictions that do not adhere to the gift considerations. He noted that procedural details would be addressed before the program is underway.

*Motion passed 10-0-0.*

**XII. Announcements**

- No announcements.

**XIII. Adjournment**

Chair Tila adjourned the meeting at 2:37 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director