

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
MAY 6, 2019
GRAND SALON
MINUTES**

I. Call to Order

The regular meeting of the USU Board of Directors was called to order at 12:33 p.m. by Chair Bhernard Tila.

II. Roll Call

Present	Absent	Staff	Guests
Stephanie Barboza	Sharon Eichten	Jimmy Francis	Shira Brown
Frank Benkovic	Jazmin Hernandez	Augie Garibay	David Crandall
Maria Elizondo	Beverly Ntagu	Joe Illuminate	Amy Reichbach
Stephanie Flores Temix		Raymond Juarez	
Marquita Gammage		Jonathan Navarro	
Debra Hammond		Kristen Pichler	
Michael Odinlo (<i>arrived at 12:39 p.m.; left at 2:30 p.m.</i>)			
Amber Perkins (<i>left at 2:50 p.m.</i>)			
Asima Rahman (<i>left at 1:52 p.m.</i>)			
Timothy Roberts			
Shelley Ruelas-Bischoff			
Tonee Sherrill			
Jesus Suarez			
Bhernard Tila			

III. Approval of Agenda

M/S/ (A. Perkins/M. Gammage) Motion to approve the agenda for May 6.

M/S/P (S. Flores Temix/F. Benkovic) Motion to amend the motion to add the CSUN Sustainability, Zero Waste Initiative Program presentation to the agenda at a time certain of 12:45 p.m.

The CSUN Sustainability presentation inadvertently was not added to the agenda even though it was scheduled to be presented at the May 6 meeting.

Amendment passed 12-0-0.

Motion, as amended, passed 12-0-0

IV. Approval of Meeting Minutes

M/S/P (F. Benkovic/A. Perkins) Motion to approve the minutes of the April 15 meeting.

Motion passed 11-0-1

V. Open Forum

Associated Students (AS) Executive Director David Crandall shared his appreciation for the Board’s work. He said he is happy to be a tenant of the University Student Union (USU) and is just as happy to be retiring. He has known Director Hammond like a sister for 35 years. The partnership of the USU and AS sometimes has been contentious, but with the grace of both the USU and AS in view of the bigger picture, the collaborative partnership has worked at CSUN. Director Hammond agreed that not all campuses share the same collaboration between the organizations, and quoted Crandall, who said, “It doesn’t matter which organization gets the credit, the students just want the program or the service.” She said that Crandall’s retirement is bittersweet and that he will be missed.

Director Odinlo arrived at 12:39 p.m.

VI. Chair’s Report

Chair Tila announced that the USU Referendum passed. He said students believe in and support the project and congratulated the Board for a successful referendum.

XIII. Discussion Item

A. CSUN Sustainability Presentation (Time Certain 12:45 p.m.)

Sustainability Program Manager, Facilities Planning, Design and Construction Austin Eriksson and Energy and Sustainability Coordinator Nikhil Schneider presented CSUN's Zero Waste Initiative. Eriksson said the AS Sustainability Center was CSUN's first net zero energy building. The campus has completed 69% of its 10-year sustainability plan. Progress has been good, but more help is necessary to achieve the plan's goals. The plan has continued progress in the areas of recognition, energy and climate, education, and waste management. Some challenges have included reducing fuels and purchased electricity emissions, developing a master's program, reducing transportation and business travel emissions, and implementing a system-wide policy for waste management. Schneider said the CSUN waste stream is about 4.25 lbs. per minute. He expressed the challenge of there being a lack of infrastructure and education. In addition, a volatile recycling market has reduced the incentives to recycle and reduce waste. He said the Plan's areas of focus includes general strategies, buildings, grounds, programs and processes, events and services, policies, and recommended practices. Example strategies included installing more multi-stream receptacles, offering incentives for people to use reusable utensils and bottles, expanding pre- and post-consumer composting, removing waste receptacles from classrooms, expanding student waste reduction opportunities, promoting zero waste events, and composting all campus yard debris. Program implementation begins with the Zero Waste Plan launch and outreach, program development, and the process of marketing material deployment, implementation, support, assessment, adaptation, and training. Eriksson stressed the importance of the participation and support of campus partners and students and said the first steps are to embrace the changes, collaborate, provide feedback, take the Zero Waste pledge, and spread awareness.

Discussion included ways in which the USU could support the zero waste goals, specifically with the renovation and expansion project. Eriksson said retrofitting, implementation of proper waste bins, and hiring deconstruction services to salvage reusable materials from demolition would be some ways that the construction part of the project could support the Zero Waste Plan. Director Hammond pledged that she would reduce printing as one way to contribute to the zero waste goal. She also thanked Eriksson and Schneider for their presentation and for sharing the importance of being responsible for the planet. She said the USU's renovation and expansion project includes an environmental justice focus as part of the new cultural center and encouraged directors to take the zero waste pledge. Chair Tila also expressed his support for the Zero Waste Plan and said it aligned with the USU's mission.

VI. Chair's Report (continued)

Chair Tila announced that the Campus Fee Advisory Committee (CFAC) would meet on May 7 to discuss the USU referendum. He said that Vice Chair Flores Temix, Associate Executive Director Jimmy Francis, and he had conducted the interviews for the Board's staff representative. He also took part in the interviews for three student board representatives. Recommendations for those positions will be presented at the June 10 meeting. He thanked Director Hernandez, Vice Chair Flores Temix, and Director Benkovic for attending the training on stress management facilitated by Manager, Oasis Wellness Center Richard Cardona on April 29. The last Board training is scheduled for May 20 with the Associate Director, Finance and Accounting who will review the finance action items for the June 10 Board meeting. Tila said that he is excited for the transition ceremony at the Annual Board Meeting on June 10. He said that at that meeting, he would be recommending organizations to be considered for USU Donation Policy funding and asked the directors to consider donation recommendations. He said the Marketing department will visit CSUN's art department graduate exhibit to select new artwork for the USU. He asked directors to reach out to him for more information if they are interested in participating. Chair Tila encouraged the directors to attend the Post Referendum Recognition Program on May 9 to celebrate the achievements of those who were involved in the referendum. He thanked Training and Development Specialist Randy Sorensen and his team for putting on a great Year-End Celebration. He was honored to have received awards from the USU and he thanked the organization for recognizing all the work that had been done this year. Finally, he wished the student directors good luck on finals and encouraged them to finish strong.

VII. Vice Chair's Report

Vice Chair Flores Temix cheered for the passing of the referendum. She expressed her appreciation for those who were involved in the process from the students who participated in the focus groups and discussions to the decision-making done by the Board and the management team, and for their engagement and participation. She said she was proud to be part of the process and learned a lot from being involved. She said she looks forward to coming back to the USU to see the new facilities. She also was part of the team that interviewed the candidates for the Board. She was excited about their energy and critical thinking and looks forward to the seating of the 2019-2020 Board. She attended the Cultural Houses Block Party hosted by the Black House, Women's Research and Resource Center (WRRC), and Asian American Studies Pathways. She had a great experience tabling for the USU referendum and

talking to others about the referendum. Vice Chair Temix Flores said she learned a lot at the Board training on April 29 with Manager, Oasis Wellness Center Richard Cardona. She learned about connecting pain with emotions and the importance of self-care. She said the BOD trainings are planned intentionally, and encouraged the directors to participate. She said Year-End Celebration was a great event that recognized the USU staff for its achievements during the past year. She said it was a lot of fun and there was really great food. She wished everyone a happy Ramadan and good luck with finals.

VIII. Executive Director's Report

Director Hammond said that most of her report is focused on USU programs and events that are listed in the report. She noted that the Gender Inclusive Restroom Project on the second floor of the Sol Center is almost complete. KLD Construction continued its work on the project, designed by LPA Architects, that was set for completion on May 3. She recognized Director Elizondo for receiving the first Community Engaged Faculty and Staff Award at CSUN's 53rd Annual Staff Service and Recognition of Excellence Awards ceremony. She said the Student Recreation Center (SRC) no longer is utilizing the ReRev technology, which was connected to 20 Precor pieces of fitness equipment in the SRC. The technology was used to convert kinetic energy from a workout to renewable energy that supplied the building with power, but the company no longer is in operation and the renewable energy from the machines was not being produced as expected. All marketing materials and information related to the SRC have been updated to reflect the removal of this technology.

Discussion included clarification regarding the \$15,000 balance from the Board-approved donation of \$50,000 to pay for DACA application fees. Hammond said that she has not received a progress report on the status of the funding that was used, but that it is expected by the end of the year. A decision may be needed to determine how to use any leftover funding for next year. Director Ruelas-Bischoff said that more information would be shared once it is available, but the campus is trying to utilize as much funding as possible to meet the basic needs of students.

IX. AS Report

AS President Ntagu attended the California State Student Association (CSSA) meeting and could not be present, but sent a recording of her report. She reported that AS was in a transition period for the incoming AS representatives. Ntagu said that AS Vice President Rose Merida, Vice President for Student Affairs and Dean of Students William Watkins, President Dianne Harrison, and she met to discuss and review the positives and negatives of the past year. It was determined that it would be a good idea to have more of these types of meetings with campus leaders. They also discussed the Multipurpose Event Center (MEC) and the USU. President Harrison expressed her support of the MEC. Ntagu congratulated the USU on the passing of the referendum and said she is excited for what is to come. She also was part of the AS Executive Director Search Committee and said that the results of the search would be revealed as soon as the candidate is chosen. She said she was in Sonoma for the last CSSA meeting. New executives, Chair, and President were elected during the transition ceremony. She said that she and Community and Government Relations Chair Tracy Johnson were in Sacramento to advocate for financial aid. They met with legislators and assembly members to establish a sustainable financial plan to increase grants to aid CSU students with not only tuition and registration but also housing and food. She said her term as AS President ends on May 24 and thanked the board for its work and contributions to the campus.

X. Committee Reports

- Diversity & Inclusion Committee: Chair Benkovic thanked the directors for voting committee member Kelly DeLeon as the BOD Committee Member of the Year. The committee continued its discussion about the hiring process at the USU for formerly incarcerated students with Associate Director, Human Resources and Professional Development Kristen Pichler. The committee also discussed with the DREAM Center ways to collaborate in creating more scholarship and leadership opportunities for undocumented students. They agreed that more opportunities could be created if the USU, DREAM Center, and the Financial Aid Office collaborated to create these leadership positions.
- Facilities & Commercial Services Committee: Co-Chair Barboza said that they received positive feedback from committee members regarding their committee experience. The committee discussed the re-naming of the Washroom and Prayer Room. They decided on a more inclusive name for the room that should reflect the room's specific use. She said a recommended name would be presented to the Board as Discussion Item A on the agenda.
- Finance Committee: Chair Suarez said the committee's last meeting would be held on May 9 at noon during which they would discuss the action items to be presented at the June Board meeting: Capital Outlay Allocation Proposal, Major Repairs and Replacements Proposal, Designated Reserves Allocation, and the Operational Budget Proposal.
- Personnel Committee: Chair Perkins said the committee's last meeting is May 9 at 2:30 p.m. The committee discussed the temporary employment policy that will be presented at the June meeting. She thanked the Board for allowing her to be the Personnel Committee Chair. She learned a lot from the experience and enjoyed her time as Chair.

- Retirement Committee: Chair Flores Temix announced that the committee's last meeting would be held on May 7 at 1:00 p.m. in the Calabasas Room.

Director Rahman left at 1:52 p.m.

XI. Action Item

A. Health & Wellness Vending Machine

Motion from the Facilities and Commercial Services Committee to approve Option (I) to add a health and wellness vending machine in the USU Sol Center first floor.

Director Barboza said the USU was approached with a request to add a health and wellness vending machine in the Sol Center by the Klotz Student Health Center. Other campus partners involved are CSUN's Women's Research and Resource Center (WRRC) and The University Corporation (TUC). Health and wellness vending machines offer convenient, fast, and cost-effective health and wellness products. Potential products that could be dispensed are Emergency Contraceptive Pills (ECP), feminine products, condoms, and cold/pain relief medicines. A vending machine in the USU would increase student access to emergency contraception and reduce the risk of unplanned pregnancy.

Discussion included the concern about patron privacy and the measures that would be in place to protect privacy. Klotz Student Health Center's Clinical Health Educator Amy Reichbach and Women's Research and Resource Center Director Shira Brown addressed the concerns of the Board. They said that the vending machines would be housed in a smaller space and the product would be plainly packaged. They said the privacy would be comparable to the privacy available if an individual were to purchase the same product at a drugstore or at the Student Health Center. They also assured that no other vending machines would have to be removed in order to accommodate the space for the health and wellness vending machine. If this vending machine was approved by the Board, CSUN would be the first university in the CSU system to offer this type of vending machine service. The Sol Center was chosen as the location because it would allow more students access. Its hours of operation are longer than the Student Health Center hours. It was addressed that the revenue generated from the machine would be used to sustain the machine and that no other parties would profit from the sales. In response to a question about the efficacy of the generic form of the ECP to be sold in the vending machine, Reichbach said that she recently returned from the Contraceptive Technology Conference and she was assured that the generic form is equally effective. Brown said there is intention to create an assessment about the sale and usage of the inventory. There were thoughts to add the vending machine in Housing, but it was evaluated that placing the machine in Housing would limit the accessibility to only those living in Housing. They hope to spread awareness about the availability of the vending machine in the Sol Center through educational materials and other marketing resources.

Motion passed 12-0-0.

B. USU Leadership Program/Scholarships for Student Representatives Who Serve on the Board of Directors (BOD) and BOD Standing Committees Revisions

M/S/P (M. Odinlo /M. Gammage) Motion to approve the proposed changes to the USU Student Leadership Program as well as proposed changes to the Scholarships for Student Representatives Who Serve on the Board of Directors/BOD Standing Committees.

Chair Tila proposed to expand the student leadership program to the USU BOD standing committees to provide greater culturally inclusive leadership opportunities for various students, particularly those who may have more challenges securing employment opportunities. There are 25 opportunities to serve as a member of the BOD standing committees. If each student were granted a monthly scholarship of \$75.00 for related education expenses, this would provide opportunities for all students, particularly for undocumented and formerly incarcerated students to serve in positions in which they would:

1. Increase their leadership skills and capacities
2. Receive a small scholarship in support of related educational expenses
3. Document being a scholarship recipient and articulate their leadership skills to potential employers or graduate school admissions personnel.

While this would not increase the number of available opportunities, it would make the positions more attractive to students who may be economically challenged and who do not meet traditional employment eligibility requirements. He said that USU Bylaws Article 13 authorizes the BOD to establish and evolve the Student Leadership Development Program, and to provide grant and scholarship support to its participants. He said the fiscal impact would be \$675 (\$75 times 9 months) times 25 positions, which equals \$16,875. This

amount has been included in the 2019-20 proposed budget as an administrative contingency expense for the BOD.

Discussion included how this revision would affect the number of committee members on the Diversity and Inclusion Committee. It was clarified that the number of seats were based on the budgetary allowances that were made in the administrative contingency, but that those numbers would be revised in the 3&9 Budget Report, and could change again based on the final total number of student committee members. It also was determined that legal inquiry would have to be conducted to verify whether USU student assistant employees would be eligible to serve on the BOD committees and receive the \$75 scholarship. The fiduciary responsibility of Board members and the conflict of interest created prevents USU student employees from serving on the Board. The justification of receiving a scholarship of \$75 in addition to receiving priority registration for serving on a committee was questioned. The opportunity to receive this scholarship would create more opportunity for those students who cannot afford to get more involved on campus. It would hold committee members to a different standard in their service and push them to be more engaged. It would expand leadership opportunities for those students who prioritize work. Increasing the opportunities for students to be able to get involved in co-curricular activities would allow for more students to be engaged on campus and increase matriculation. The program could be expanded to extend the training opportunities to include not only the Board members but also the committee members. It was suggested that removing even one barrier for students to be more involved would be positive. Directors appreciated the opportunity to debate the topic and discuss the implications and results of the suggested revision to the USU Student Leadership Program/Scholarships for Student Representatives Who Serve on the Board of Directors (BOD) and BOD Standing Committees.

Motion passed 10-1-1

C. Executive Director's Evaluation – Executive Session (Closed)

Director Odinlo left at 2:30 p.m.

Director Perkins left at 2:50 p.m.

XII. Discussion Item

A. Renaming USU Washroom and Prayer Room

Director Barboza said the Facilities and Commercial Services Committee concluded that renaming the Prayer Room to Prayer/Meditation/Reflection Room would promote more inclusivity and welcome all students to utilize the space. Renaming the Washroom to Foot Washing Room would specify and make clear the purpose and services offered in the space. Changing these names to be consistent in the signage, directories, websites, etc. also would increase the accessibility and awareness of the rooms and their purpose. The Board agreed that the new names were more inclusive and delivered more clarity and specificity to the usage of the rooms and the services provided.

B. USU Renovation/Expansion Project Update

Director Hammond expressed deep appreciation to the Board and the committee members for their involvement in the project. There were many parties involved in the project's development, from staff to students to the office of Vice President of Student Affairs. Hammond said the next step is that she, along with Associate Executive Director Jimmy Francis and Student Referendum Engagement Coordinator Dawn Joves, would present the results of the referendum to the Campus Fee Advisory Committee (CFAC) on May 7. From there, the CFAC would develop a memo to the campus president endorsing the project. Then financial documents and other project documents would be sent to the Chancellor's Office. Further approvals from the Chancellor's Office and the Board of Trustees would have to be obtained for the project to move forward. She said there is a lot of background work to be done before the design process continues. She said once the project is approved, the project would be delivered through a construction management at risk method, in which the architect and the contractor are hired at the same time to work together to resolve any issues in construction plans. She said there are plans to obtain feedback on how the students who voted in the referendum heard about the referendum, which would be valuable to future marketing methods. Finally, the project would move through the design process and planning committees would be developed for those who would like to be involved. Hammond said that those who are graduating would be invited back to see the final outcome of the project.

C. USU Bylaws Revision

Vice Chair Flores Temix said the discussion to revise the USU Bylaws corresponds to the proposal to expand the Student Leadership Development Program to include BOD standing committee student members and the revision to the Fiscal Policy – Scholarships for Student Representatives Who Serve on the Board of Directors (BOD) and BOD Standing Committees. She said Bylaws revisions need to be discussed before voting on the issue and there must be a two-thirds majority vote for the action to be passed. She said the proposed changes can be found in Articles 6 and 13 of the USU Bylaws.

Discussion included the option for students to decline the scholarship. It was explained that all students, even members of the Board, who receive a scholarships have the option to refuse and that there have been instances in the past in which board directors have chosen not to accept their scholarships.

XIII. Announcements

- Director Elizondo said that the last Food Pantry Pop-Up would take place at the Matador Bookstore lawn on May 8 from 1:00 to 3:00 p.m. She invited the directors to stop by and check out the event. She said the Pantry would be open through the week of finals.
- Director Sherrill congratulated the Board for the equity work that was completed at today's meeting.
- Vice Chair Flores Temix said that Crunch Time started today and would continue through May 10 from 11:00 a.m. to 1:00 p.m. at the East Conference Center.
- Director Ruelas-Bischoff said thank you to Director Sherrill for acknowledging the powerful actions that occurred today. She apologized for being on an extended leave and not being as involved as she would have been. She said her absence allowed her to recognize how quickly progress can be made. She congratulated the USU for a successful referendum. She was honored to be part of the process and to witness the work of the student leaders.
- Chair Tila thanked the directors for their hard work and encouraged the student directors to finish the semester strong.

XIV. Adjournment

Chair Tila adjourned the meeting at 3:14 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director