

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
JUNE 10, 2019  
GRAND SALON  
MINUTES**

**I. Call to Order**

The regular meeting of the USU BOD was called to order at 12:49 p.m. by Chair Bhernard Tila.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Stephanie Barboza ( <i>arrived at 12:52 p.m.</i> )	Tonee Sherrill	Jimmy Francis	Melanie Alvarez
Frank Benkovic		Augie Garibay	Tyrone Carter
Sharon Eichten ( <i>arrived at 12:51 p.m.</i> )		Alexander Gonzales	Matthew Contreras
Maria Elizondo		Joseph Illuminate	Jennifer Kukucka
Stephanie Flores Temix		Michael Jardinico	Fernando Lopez Gonzalez
Marquita Gammage		Raymond Juarez	Catleya Maralit
Debra Hammond		Sharon Kinard	Monica Montoya
Jazmin Hernandez ( <i>left at 3:37 p.m.</i> )		Samantha Liu	Gabbi Nguyen
Beverly Ntagu		Jonathan Navarro	Christopher Ordonez
Michael Odinlo		Kristen Pichler	Tammy Rassamekiarttisak
Amber Perkins		Tim Rasmussen	Giselle Reyes
Asima Rahman		David Ross	Emily Rivera-Murillo
Timothy Roberts		Freddie Sanchez	Rocio Rivera-Murillo
Shelley Ruelas-Bischoff		Steven Wein	Tracy Sadek
Jesus Suarez			
Bhernard Tila			

**III. Approval of Agenda**

M/S/P (M. Odinlo/A. Perkins) Motion to approve the agenda of June 10, 2019.

*Motion passed 12-0-0.*

*Director Eichten arrived at 12:51 p.m.*

**IV. Approval of Minutes**

M/S/P (M. Odinlo/J. Hernandez) Motion to approve the minutes of the May 6, 2019 meeting.

*Motion passed 12-0-1.*

*Director Barboza arrived at 12:52 p.m.*

**V. Open Forum**

None.

**VI. Chair Report**

Chair Tila and Vice Chair Flores Temix reviewed the Board's Year-End Report.

**BOARD GOALS:**

1. Develop and continue to review the University Student Union (USU) potential Cross Cultural Center Project (CCCP) with the USU Renovation & Expansion Work Team (completed and in progress).
  - In 2018, the USU organized Cross Cultural Center site visits and facilitated a winter Cross Cultural Center retreat.

- Throughout 2018-2019, the Renovation and Expansion Work Team, Referendum Development Team, and U-RISE Justice Center Exploration Committee were formed to assist in the development of the USU Referendum Renovation and Expansion Project. Board Directors, Committee Members, USU Employees, USU Student Assistants, and student representatives all participated in different committees and/or work teams.
  - After meeting with student leaders from various student organizations and college departments, the Cross Cultural Center concept was renamed the U-RISE Justice Center, and the U-RISE Justice Center's Mission Statement was created.
  - On May 2, the USU Referendum Expansion and Renovation Project was voted on by the CSUN student. The vote resulted in a 61% approval.
  - On May 7, the Campus Fee Advisory Committee (CFAC) unanimously approved the recommended fee increase.
  - The New Heart of Campus is projected to be completed in the academic year 2022-2023.
2. Continue to collaborate and enhance the USU and the Associated Students (AS) relationship to effectively address student needs (completed).
    - The BOD hosted a meet and greet with AS to further strengthen relations amongst the two organizations and invited AS senators to BOD trainings.
    - Some directors attended AS Senate meetings and maintained direct communication with AS President and Vice President.
    - The BOD collaborated with AS during the AS/USU 2019 spring elections season.
    - Reviewed the current USU and AS bylaws for possible changes. Determined that the BOD will continually report and update AS with its progress as an organization.
    - Presented the USU Expansion and Renovation Project to AS Senate.
    - The USU BOD and AS worked together in supporting each organization's referendums.
    - Supported and promoted AS, Instructional Related Activities, and Klotz Health Center Referendum.
    - Throughout the year, the BOD attended various AS events.
  3. Further enhance inclusivity and diversity within the USU by working with the USU Pride Center, Veterans Resource Center (VRC), Student Recreation Center (SRC), Oasis Wellness Center, USU tenants, and student organizations (in progress).
    - The Diversity and Inclusion Committee engaged and participated in the U-RISE Justice Center Exploration Committee efforts to support USU resources.
  4. Evaluate and create a USU Annual Campus Gifting Policy (completed).
    - On April 15, the BOD passed the proposed 2019-2020 Donations and Gift Policy that added new procedures and guidelines for monetary gift donations. This policy created a dedicated committee responsible for reviewing and evaluating applications and recipients' annual progress reports.
    - This process will be implemented starting the 2019-2020 fiscal year.
  5. Research and evaluate culturally inclusive leadership opportunities for CSUN undocumented students who do not meet the traditional employment eligibility requirement (completed and in progress).
    - The Diversity and Inclusion Committee assessed and evaluated possible leadership opportunities and programs that the organization could provide to undocumented and formally incarcerated students.
    - The BOD reviewed the possibility of increasing USU Bylaw Membership and Organization, Officers and Student Leadership Development.
    - On May 6, the Board approved the expansion of the Student Leadership Development Program to include BOD standing committees' student members. This revision allowed committee members to become eligible for Student Representatives Scholarships of \$75 each month during their term as committee members. Although this opportunity is not solely accessible for undocumented students, it provides more leadership opportunities for the overall student body.
    - The Diversity and Inclusion Committee shall continue to research and evaluate possible leadership opportunities for CSUN undocumented students.

Chair Tila said the Board accomplished a lot this year and hoped that the future Board would continue to review and evaluate existing resources around the USU to further bolster student services, to continue to be updated about the Renovation and Expansion Project, and to continue to collaborate with and support AS in addressing student needs. Vice Chair Flores Temix encouraged the new Board to continue to work with the DREAM Center to evaluate existing programs and to create programs for undocumented students/formerly incarcerated students who do not meet the traditional employment eligibility requirements. She hoped the Board would enhance policies, codes, and legislation to align with the USU's 2019-20 Strategic Priorities. They both learned how to appropriately execute

decisions and utilize organizational leadership practices, and management and problem-solving skills. They learned more about themselves and how their identities shaped their stewardship. They developed comprehensive practical skills and tools such as time management, effective communication, conflict resolution, and program evaluation, and learned to trust each other. Chair Tila thanked the Board for allowing them to serve their CSUN community as the USU BOD's Chair and Vice Chair. He said it was an honor to work alongside great leaders and great individuals and firmly believes in representing students, advocating for others, and voting on actions that impact students. Vice Chair Flores Temix said that she is grateful to have had the opportunity to serve as the Vice Chair. Her experience with the BOD has influenced her interest in macro social work. She said she is more passionate about social justice and wishes everyone the best.

**VII. Vice Chair Report**

See Chair Report.

**VIII. Executive Director Report**

Director Hammond said the Human Resources Department hosted the Graduate Appreciation Lunch on May 10. It was an opportunity to congratulate those who graduated in the spring and those who would graduate this summer. The graduates were recognized for their service to the USU and celebrated for their accomplishments. They were given a one-year membership to the alumni association in hopes that they would stay connected to CSUN and take the opportunity to give back to the institution. She congratulated the graduates who participated in the Rainbow Graduation Celebration and Veterans Resource Center Graduation. Hammond said that she, along with Assistant Director, Diversity Initiatives Augie Garibay and Coordinator, Assessment and Special Initiatives Kingson Leung attended the National Conference on Race and Ethnicity (NCORE) from May 27-June 1 in Portland, Oregon. She said this was her first time in attendance. It was a great opportunity to see almost 5,000 people, mostly black and brown, in attendance who were all interested in and focused on social justice in all different forms. Assistant Director, Fitness and Wellness Sandra Salute was a member of the CSUN Shine cohort for 2018-19. This group of staff from across the campus assessed the effectiveness of how the university communicates with students, how the students would like to be communicated with, and how the students would like to provide feedback to the campus. Hammond said she appreciated Salute's service to the CSUN community. Hammond, along with Vice President for Student Affairs and Dean of Students William Watkins, Associate Vice President for Student Life Shelley Ruelas-Bischoff, Associated Students Executive Director David Crandall, Associate Executive Director Jimmy Francis, and Associate Director, Marketing and Programs Freddie Sanchez participated in a meeting with members of the Students of Color Coalition (SCC) regarding five demands they presented to the university. She said the group would meet again with President Dianne Harrison on Wednesday, June 12 to discuss these issues further. Hammond attended AS Executive Director David Crandall's retirement party on May 22 in the Grand Salon. Crandall was celebrated for his 19 years of service and will stay on through the summer to help with the transition of the newly appointed Executive Director Patrick Bailey. She also had the opportunity to attend the AS year-end banquet on May 22. She said the event was funny and fabulous. Hammond congratulated AS President Beverly Ntagu and Chair Tila for being chosen as Outstanding Graduating Seniors. They were among four chosen out of 11,000 students. She said it was tremendous to have two of those four students on the Board of Directors. She commended them for being individuals who are leaders that listen to all voices and make decisions that are in the interest of all involved. She applauded their leadership and their scholarship. They were focused on their studies and their futures while being involved on campus. She appreciated being able to work so closely with both of them.

**IX. A.S. Report**

AS President Ntagu said inaugurations for the new AS officers and Senate took place last week. She said the Board would meet the new AS President in the next few weeks. AS Executive Director David Crandall's retirement party was on May 22 and she is excited for him and excited to welcome Patrick Bailey as the next AS executive director. She thanked the Board for its service and for being collaboratively supportive of AS. She said the new AS President is excited to continue to work with the USU Board and is also excited to attend the Board Retreat in June.

**X. Committee Chair Year-End Reports**

- **Diversity & Inclusion Committee:** (Chair Frank Benkovic):

**GOALS:**

1. Research, evaluate and develop plans to remove possible USU barriers that hinder students who are undocumented or formerly incarcerated from obtaining transferable work and research related skills.
2. Develop and continue to review the USU potential Cross Cultural Center Project (CCCP) with the USU Renovation and Expansion Team.
3. Research, evaluate and develop plans about how the USU could support students who are facing housing or food insecurities.

**ACCOMPLISHMENTS:**

- Reviewed three scholarships for undocumented students that the USU could implement and determined that the Cal Poly Pomona scholarship could be modeled for the USU.
- Reviewed the CSUN with a Heart website and determined that it was inaccessible and that students were not aware of the resource.

Director Benkovic said the Diversity and Inclusion Chair needs to be critical and make the time to learn about different student populations. He said that much of the work that happens within this committee takes initiative from the committee chair. He added that the Diversity and Inclusion Chair should be aware of what is happening with other committees in case they may need to collaborate. The Chair should be able to rely on the Co-Chair because it is a lot of work for one person to take on. He was honored to have served as Chair for two years and thanked the Board for its support and patience.

- **Facilities & Commercial Services Committee:** (Chair Jazmin Hernandez):

**GOALS:**

1. Support the USU's renovation and expansion project research and potential referendum development.
2. Assess the needs of the Matador Food Bank and evaluate the USU's ability to support the organization.
3. Revise the USU Posting Policy.
4. Evaluate the USU's and SRC's needed policy revisions.

**ACCOMPLISHMENTS:**

- The committee approved the 2018-19 goals.
- The committee was updated about the USU's renovation and expansion referendum. Manager, Operations and Facilities Planning Jeremy Hamlett gave a detailed presentation regarding the referendum.
- The committee assessed the Matador Food Bank request for space and agreed that the CSUN Food Pantry and the Matador Food Bank should collaborate.
- The USU Promotions and Publicity Posting Policy updates were approved.
- The committee reviewed a request to add a lactation space in the Oasis Wellness Center, but decided that more efforts should be put forth in marketing the existing lactation space rather than adding another.
- The committee also approved changes to the Computer Lab and SRC Facility Access policies, recommended new names for the Prayer and Wash Room, and approved the installation of a health and wellness vending machine in the Sol Center lobby.

The committee strived to finish the majority of its goals. In the future, the committee should continue to discuss ways to better support the Revolutionary Scholars. Director Hernandez learned that many organizations are in need of space, but that the USU has limited space and needs to consider what will benefit students most. She learned that the best way to clear any misunderstanding is to give a clear and concise summary with valid points that detail the policy or issue.

- **Finance Committee:** (Chair Jesus Suarez):

**GOALS:**

1. Update the Brailsford & Dunlavey (B&D) Financial Model to ensure there are sufficient financial resources for the estimated costs of the USU Renovation Project.
2. Update the 30-Year Major Repair & Replacement Plan to determine whether the amount transferred annually to the Repair & Replacement Fund is sufficient to pay for deferred maintenance and future repairs and replacements in the plan.
3. Revise/Update the following policies:
  - a) Travel Policy
  - b) Contract and Risk Management Policy
  - c) Fixed Assets Policy
  - d) Cash & Equipment Donations Policy to include procedures in relation to the Board's Annual Gift
2. Update the long-term plan to ensure sufficient financial resources for the estimated costs of the USU Renovation Project as determined by the Brailsford & Dunlavey report.

**ACCOMPLISHMENTS:**

- Completed the update of the B&D Financial Model to ensure sufficient resources for the estimated cost of the USU Renovation & Expansion Project (February 2019).
- Updated the 30-Year Major Repair & Replacement Plan (February 2019).
- Determined that the Contract & Risk Management Policy should be two separate policies.
- Approved the Donations & Gift Policy, creating procedures to provide the Board clearer guidelines for making donations (April 2019).

Director Suarez said that the next committee chair should focus on updating the Travel Policy and Fixed Assets Policy to reflect current practices, review and approve the Contracts Policy, review and approve the Risk Management Policy, and actively engage committee members to participate more by taking ownership of discussion and action items and present those items to the committee and/or Board of Directors. Director Suarez learned important personal management skills through the diverse individuals that served on the committee.

- **Personnel Committee:** (Chair Amber Perkins):

**GOALS AND ACCOMPLISHMENTS:**

1. Reviewed and recommended updates to the Salary Schedule for Regular Employees effective July 1, 2018.
2. Reviewed and recommended updates to the Student Assistant Classification & Wage Schedule in anticipation of the July 1, 2019 City of Los Angeles Minimum Wage Increase.
3. Reviewed and recommended changes to the Student Assistant Employee Performance Review and Merit Increase Eligibility Policy.
4. Reviewed and recommended changes to the hiring policy for temporary emergency appointments.
5. Reviewed and recommended new policy for temporary increases for regular employees who take on additional temporary assignments.
6. Reviewed and recommended changes to the Classification and Compensation Administrative Guide.
7. Review and consider recommending policy regarding the extension of benefits for long-term employees who are out of work due to bona fide illness. (Time constraints prevented completion of this goal.)

Director Perkins learned a lot from her experiences as Chair. She thanked Director Odinlo and Associate Director, Human Resources and Professional Development Kristen Pichler for helping her grow socially, professionally, and personally. She encouraged the directors to apply for Personnel Committee Chair if they are interested in human resources. She said she thoroughly enjoyed working on this committee for the last two years and she has learned so much about human resources.

- **Retirement Plan Committee:** (Chair Stephanie Flores Temix):

**GOALS:**

1. Monitor the progress of the implementation of the amended and restated Retirement Health Benefits Plan and make any adjustments as necessary (ongoing).
2. Provide employees with information and education on a bi-annual basis to assist them, as desired, in acquiring knowledge about personal finance, particularly as it relates to retirement planning (ongoing).

**ACCOMPLISHMENTS:**

- Approved the amended and restated USU Retirement Health Benefits Plan, upgrading it from a USU Policy and Procedure to an official plan document.
- Approved the USU's participation in the Auxiliaries Multiple Employer VEBA (Voluntary Employees Beneficiary Association).
- Approved Associate Director, Accounting and Finance Joe Illuminate as a VEBA trustee.
- Reviewed the 2018-19 Retirement Plan expenses with Certified Financial Planner and Retirement Plan Committee Member Dennis DeYoung.
- DeYoung provided bi-annual retirement planning consultations to USU employees.

Vice Chair Flores Temix hoped that the Retirement Plan Committee would continue to monitor the progress of the implementation of the Retirement Health Benefits Plan and make any adjustments as necessary and that it would continue to provide employees with bi-annual educational consultations that relate to retirement planning. She was thankful to have chaired this committee and appreciated the committee members who were always present and engaged. She gained more insight into retirement and was grateful for the experience.

*Director Benkovic left at 1:32 p.m.*

*Director Gammage left at 1:32 p.m.*

*Director Benkovic returned at 1:34 p.m.*

## **XI. Action Items**

### **A. 2019-20 Capital Outlay Allocation Proposal**

Motion from the Finance Committee to approve the Capital Outlay Allocation Proposal in the amount of \$168,147.

Director Rahman said the capital outlay or fixed assets are defined as a single item with a value greater than \$5,000 that has a useful life of more than one year and can be used in a productive capacity in the USU. The Capital Outlay Allocation Proposal is separate from the Operating Budget Proposal.

Rahman referenced the 2019-20 Capital Outlay Allocation Proposal and reviewed the justifications for the \$168,147 in the five equipment and one software category items, which included:

1. Carryall 500 Club Car;
2. Carryall 700 Club Car;
3. Villager 6 Club Car;
4. Games Room Audio Visual System;
5. Plaza del Sol Performance Hall Moving Lights Replacement (8 lights);
6. MataSync Integration to Event Management System.

*Motion passed 13-0-0.*

### **B. 2019-20 Major Purchases, Repairs & Replacements Allocation Proposal**

Motion from the Finance Committee to recommend approval of the 2019-20 Major Purchases, Repairs, & Replacements Allocation in the amount of \$2,401,197.

Director Rahman said that the funding source for major repairs and replacements is the USU's Repair and Replacement fund (53501), which is administered by the campus on behalf of the USU. The proposal included the East Conference Center (ECC) Renovation, ECC Meeting Room Chair Purchase, and SRC Front Desk Turnstiles Replacement.

Discussion included the reason for replacing the ECC chairs, which were purchased in 2016. Technical Coordinator Chris Jensen explained that although the lifecycle of the chairs are 10-12 years, the new chairs would be purchased to be consistent with the chairs that are utilized in the Northridge Center (NRC) and the first floor of the ECC. In addition, once the NRC is offline due to construction, the previously purchased chairs for the NRC would be stored and the life cycle of all the chairs would then be synchronized. The old chairs would be kept, donated, or sold depending on how the chairs originally were purchased. Jensen said that if the chairs were purchased through Group 2 funds, the State of California would own the chairs. Director Hammond added that the Group 2 process was utilized for major construction and that they would work with purchasing to determine what would happen to the old chairs.

*Director Gammage returned at 1:39 p.m.*

*AS President Ntagu left at 1:45 p.m.*

*Motion passed 12-2-0.*

### **C. 2019-20 Designated Reserves Allocation Proposal**

Motion from the Finance Committee to recommend approval of the Designated Reserves Allocation Proposal in the amount of \$684,196.

Director Suarez said that the designated reserves allocation consists of the following payroll related items:

1. General Staff Salary Reserve - \$264,000
  - The general staff salary reserve includes general and temporary salary increases, salary adjustments, and vacation advances.
2. Employer Paid Payroll Tax Reserve - \$20,196

- 7.65% of the General Staff Salary reserve
3. Retirement Health Benefits Plan Funding (RHBP) - \$400,000
- The RHBP funding will not increase the overall 2019-20 Operating Expenditure Budget because the expense was incurred in the previous year. The funding recues the RHBP liability that is on the Statement of Financial Position (Balance Sheet).

***Motion passed 14-0-0.***

**D. 2019-20 Operating Budget Proposal**

Motion from the Finance Committee to recommend the approval of the 2019-20 Operating Budget Proposal with projected revenues and expenses of \$18,390,345.

Joe Illuminate, Associate Director, Accounting & Finance presented the budget proposal in a story format, showing how the budget links to the mission of the USU.

Illuminate stated that the budget establishes the direction of the USU's programs and services for the coming fiscal year. It represents the synthesis of the Board of Directors' direction on how best to accomplish the USU's strategic priorities in accordance with available resources, policies, and sound financial and business practices.

He said that the Operating Budget Allocation Proposal is break-even which means that the total revenue budget equals the total expenditure budget.

The projected increase in revenue was \$1,258,959 or 7.3%. Student union fees provided 86% of the operating revenue budget. The projected increase in expenditures was \$1,258,959 or 7.3%. Salaries and benefits comprised 63% of the expenditure budget and operating expenses comprised 37% of the expenditure budget.

He noted that one very important financial plan strategy has been to maintain the Debt Service Coverage Ratio (DSCR) above 1.25. The DSCR was projected to range from 1.33 to 1.40 from 2018-19 to 2021-22.

Another strategy was to set aside unallocated reserves to handle unexpected economic events and any other financial contingency. The USU proposed unallocated reserves of \$250,000 was included as part of the Operating Budget Proposal. In 2019-20, the USU will continue the successful strategy of increasing available unallocated reserve levels by transferring unutilized funds identified during quarterly budget reviews to unallocated reserves.

A third strategy would be to set aside Designated Reserves and Administrative Contingency Reserves. These proposals also were included as part of the Operating Budget Proposal.

*Director Odinlo left at 1:54 p.m.*

*Chair Tila left at 1:54 p.m.*

*Director Odinlo returned at 1:58 p.m.*

*Chair Tila returned at 1:58 p.m.*

*Director Hernandez left at 2:02 p.m.*

*Director Hernandez returned 2:07 p.m.*

*Director Perkins left at 2:08 p.m.*

***Motion passed 12-0-1.***

**E. 2018-19 Third Quarter (9&3) Budget Report**

Motion from the Finance Committee to accept the 2018-19 Third Quarter (9&3) Budget Report as presented.

Director Suarez said the report reflects financial operations for the nine-month period that ended on March 31, 2019. The optimal operating range is 75% of the yearly budget, although limits from 70%-80% are acceptable.

Suarez reported that the USU's financial performance for the third quarter is stable. Both total revenues and expenditures were within the operating range. There was a surplus of \$1,000,843, approximately \$5.3 million in cash, and Unallocated Reserves of \$415,791.

Director Rahman highlighted the revenues which totaled \$12,956,287, which represents 75.4% of the revised budget of \$17,193,367.

**Revenue**

- **Rental Income: SRC Lockers and Towels (89.9%)**

This category was above the optimal range because the majority of rentals for locker and towels are sold at the beginning of the semester. This category should be within the optimal range by fiscal year-end.

- **SRC Related Income (84.1%)**  
This category was above the optimal range and the total budget was increased by 31,612. Faculty and staff membership and intramural sales were higher than anticipated.
- **Grant Income (34.7%)**  
This category was income related to the USU's Campus Quality Fee (CQF) award for the WISDOM and Black Male Scholars (BMS) programs.
- **Interest Income (97.5%)**  
This category was above the optimal range because the Chancellor's office has modified how interest income earned from the System-Wide Investment Fund is recorded. Interest income was recorded in the first quarter of each fiscal year.
- **Miscellaneous Income (76.1%)**  
This category was increased by \$30,222. The increase was attributable to establishing a budget for income received for Dignity Health for its promotional signage displayed in the USU.

Director Suarez reviewed the total expenses for this period as \$11,955,445 which represents 69.5% of the revised budget of \$17,193,367.

### Expenses

- **Staff Salaries (72.4%)**  
The budget for this category was reduced by \$85,238 due to partial vacancies during the fiscal year.
- **Hourly (74.4%)**  
The budget for this category was increased by \$13,768 to provide funding for the Student Engagement Referendum Coordinator.
- **Student Wages (72.4%)**  
The budget for this category was increased by \$14,148 which was the net result of the increases and decreases in the budget for Student Wages among several departments.
- **Benefits (73.8%)**  
The budget for vacation expense was increased by \$35,061. The Board approved budget for vacation expense is normally zero because the typical pattern is that staff employees use the same amount of vacation times as they earn or accrue within the fiscal year. In 2018-19, staff have used less vacation than they earned, which resulted in the increase in expense.
- **Cost of Goods Sold (59.1%)**  
This category was below the optimal range because products purchased for resale in the SRC Pro Shop are purchased on an as-needed basis.
- **General Operating Expense (68.8%)**  
This category was slightly below the operating range due to large budget balances available in the Program Food Cost and Marketing account line items.
- **Supplies and Services (63.4%)**  
This category was below the operating range because of large budget balances available in the Program Costs and Professional Services line items. It was projected that Program Costs would be within the optimal range by June due to the major programs in the fourth quarter.
- **Travel (68.0%)**  
This category was expected to be within the operating range by fiscal year-end when the expenditures for professional organization conferences and site visits are recorded in the fourth quarter.
- **Utilities (81.0%)**  
This category was slightly above the operating range because electricity costs were higher than expected.
- **Fees and Charges (85.5%)**  
This category is above the optimal range due to Referendum-related expenses.
- **Expendable Equipment (54.9%)**  
This category was significantly below the operating range due to a \$94,629 transfer from unallocated reserves and administrative contingencies to purchase meeting room credenzas, meeting room cart replacements, pool inflatables, massage chairs, and teak wood cushion replacements in the fourth quarter.
- **Postretirement Related Charges (75.0%)**  
The budget for this category was established in the third quarter. The \$223,091 increase in the budget was to record the reduction in Retirement Health Benefit Plan (RHBP) expenses computed by the consultant in an updated Actuarial Valuation Report received in March.
- **Depreciation & Amortization (70.0%)**  
This category had a budget decrease of \$10,757 as a result of the postponement of the Games Room Renovation project until fiscal year 2019-20.



Director Rahman reviewed the Statement of Changes in Financial Position with total assets of \$6,194,015 of which \$5,315,601 is cash. She said the total liabilities are \$3,171,420 of which \$2,260,658 is the estimate to pay for the projected medical expenses of current and future USU retirees who are participants in the RHBP. The USU has earned \$57,092 in interest income as of March 31.

Director Suarez reviewed the Unallocated Reserves and Designated Reserves with the unallocated reserves increased by \$135,450 and the balance of undesignated reserves at \$415,791. He said the total capital outlay is \$252,966 with actual expenditures of \$94,507, encumbrances of \$69,500, and a Budget Balance Available of \$88,959. He noted that all projects are expected to be completed by fiscal year-end with the exception of the Games Room Renovation which has been postponed to the 2019-20 fiscal year.

Director Rahman reviewed the USU/CSUN Foundation and Work Study accounts.

#### **USU/CSUN Foundation**

The USU Foundation account had a cash balance of \$260,969 comprised of \$197,852 in unrestricted cash and \$63,117 of restricted cash. \$15,000 of a \$50,000 donation approved by the Board two years ago to fund DACA application fees still remains to be allocated.

#### **Work Study**

The USU has received \$44,695 and has expended \$14,174, leaving a balance of \$30,522. Any remaining funds at fiscal year-end would be transferred to Miscellaneous Income.

Director Odinlo noted the difficulty of preparing to present the budget report and applauded Directors Suarez and Rahman for their execution. Discussion also included a question about the Work-Study account balance. The additional work study allocation approved for more student support during the course of the year was not received until May. Allocations granted earlier in the year would allow for more hires, and unfortunately, the funds cannot be used in summer.

*Director Perkins returned at 2:14 p.m.*

***Motion passed 14-0-0.***

#### **F. Reserves Reallocation**

M/S/P (S. Flores Temix/F. Benkovic) motion to transfer \$20,000 from Unallocated Reserves to Designated Reserves.

Director Suarez said that in 2018-19, the Board approved a total of \$265,896 in Designated Reserves for general salary increase, bonuses, vacation advances (accrued vacation taken as cash), and for employer-paid payroll taxes. As of May 31, the Designated Reserves balance was only \$5,407. The transfer of the \$20,000 would be used to fund vacation advances and sick time payout for a retiring employee.

***Motion passed 14-0-0.***

*Director Suarez left at 2:35 p.m.*

#### **G. USU Bylaws Revision**

M/S (S. Barboza/F. Benkovic) motion to approve the USU Bylaws revision that 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.

M/S/P (D. Hammond/S. Flores Temix) motion to amend the main motion to include only the USU Bylaws revision that corresponds to the proposal to expand the Student Leadership Development Program to include BOD standing committee student members and strike out the revision to the Fiscal Policy – Scholarships for Student Representatives Who Serve on the Board of Directors (BOD) and BOD Standing Committees.

The Fiscal Policy revision had been previously approved.

***Amendment passed 13-0-0.***

*Director Suarez returned at 2:40 p.m.*

***Motion, as amended, passed 14-0-0.***

#### **H. Annual Gift from the BOD**

M/S (S. Flores Temix/S. Barboza) motion to approve the allocated donation of \$20,000 to Asian American Studies Pathways Project, \$10,000 to Revolutionary Scholars, \$10,000 to the MOSAIC Program, \$15,000 to the Matador Food Pantry, and \$10,000 to the Department of Chicano/a Studies.

Chair Tila invited the representatives of each of the groups to present the mission of their organizations and how the donations would help them.

### **Asian American Studies Pathways Project (AASPP)**

AASPP interns, Tammy Rassmekiaritissak and Catleya Maralit presented on behalf of the AASPP. The AASPP internship program provides programming focused on student support services and success for those enrolled in Asian American Studies courses. It services students who need more assistance managing the challenges of college, and/or are interested in better understanding how to apply Ethnic Studies principles to their academic well-being and overall sense of belonging on campus. The AASPP is a student retention initiative supported through the Campus Quality Fee (CQF) and sponsored by the Asian American Studies Department.

The USU donation would allow AASPP to:

- Invite community non-profit organizations and speakers for events and workshops
- Host Asian American and Pacific Islander (AAPI) annual conference
- Create an AASPP Needs Assessment survey
- Annual Asian American Studies Pathways Project Graduation Celebration
- Create an international students buddy program

Chair Tila added that he has worked with AASPP events and programs to collaborate with USU initiatives. Discussion included confirmation that the program received no other funding than the Campus Quality Fee funding. It also was clarified that the proposed annual AASPP graduation celebration would be free for the students.

### **Revolutionary Scholars Project (RSP)**

RSP student organizer Rocio Rivera-Murillo and RSP members Fernando Lopez Gonzales and Emily Rivera presented on behalf of RSP. Rivera-Murillo presented some statistics and facts about incarceration in the United States and the history of the RSP, which was co-founded by Lily Gonzalez and Johnny Czifra in 2014. She said that there are 2.3 million people currently incarcerated in the United States, and California incarcerates more people than anywhere else in the world. She explained that the purpose of the Revolutionary Scholars Program is to support Formally Incarcerated Students (FIS) and Systems Impacted Students (SIS) by providing the tools and resources necessary for them to navigate and succeed in higher education. The RSP complements and helps to centralize efforts on campus that seek to assist FIS and SIS, helps create additional support services, assembles a student-faculty-staff-administrator-alumni collaborative, and assists current individual faculty and staff members who provide academic, emotional, and financial support to FIS on a daily basis.

The USU donation would allow RSP to:

- Obtain essential office materials (i.e. printer paper, ink, cleaning supplies, etc.)
- Invite potential guest speakers to RSP sponsored events
- Provide limited emergency student compensation necessary for the program.

Rivera-Murillo said that last year's donation from the USU helped the RSP with programming and events, but there were funding constraints that limited the use of the funds.

Discussion included the application process for Project Rebound funding and submitting an AS budget request. Rivera-Murillo said that they were in the process of applying for additional funding. California Governor Gavin Newsome allocated \$3.3 million in the budget for Project Rebound campuses, but RSP has not confirmed that they are qualified to receive that funding. Directors thanked Rivera-Murillo for her dedication to RSP and the support that she has personally given to the project. It was clarified that the funding regulations that limited the use of last year's USU donation were set by the foundation account, so it is important to make sure that the allocated funds are made available to be used in the way the organization sees fit. The Board recognized the importance of the mission of RSP and destigmatizing formerly incarcerated students. Director Suarez expressed his desire to increase the USU's donation to RSP to help support the staffing, programming, and assessment concerns.

M/S (J. Suarez/S. Barboza) motion to amend the main motion to increase the allocation to Revolutionary Scholars by \$5,000 to total \$15,000 in unrestricted funds, but that the unused funds be returned to the USU. Discussion included questioning of the time period that would be allotted for use of the funds before having to return unused portions to the USU. It was determined that it was not necessary to limit the use of the funds to a specific time frame. While the funds should be used in a timely manner with a submission of a progress assessment report of how the funds were utilized, the USU would not require the funding to be spent within a specified date.

M/S/P (S. Flores Temix/J. Hernandez) motion to amend the amendment and strike out the requirement to return the unused funds to the USU.

*Amendment passed 14-0-0.*

*Amendment, as amended, passed 14-0-0.*

### **CSUN MOSAIC (Mentoring to Overcome Struggles and Inspire Courage) Mentoring Program**

MOSAIC Program Coordinator Monica Montoya presented on behalf of the MOSAIC Mentoring Program. She shared a video that was created by a former mentor to demonstrate the impact of the program.

MOSAIC is a community service-learning program that links university student mentors with youth attending local continuation and alternative high schools. These schools are typically invisible to the public eye and are embedded next to a traditional high school. Currently, MOSAIC is no longer getting funded and is operated under the department of Criminology & Justice Studies as a community service learning course. The MOSAIC Mentors work closely with youth who have been labeled “at-risk” and pushed out by their traditional high schools to create road maps and accessibility to post-secondary education, personal development, and to be workforce competent. MOSAIC dismantles the deficit-based approach of “at-risk” youth and uses a strength-based approach, by recognizing the youth as “high-potential.” MOSAIC currently receives funding from off-campus fundraisers that are organized by the MOSAIC mentors.

The USU donation would allow MOSAIC to:

- Resume its partnership with sites on the west side after LAUSD changed the MOU for the sites on the west side stating that any volunteers on the premises must be fingerprinted, resulting in MOSAIC pausing their partnership due to not having the funds to pay for them
- Facilitate college field trips and workshops
- Purchase literature to promote a college-going culture at the continuation and alternative high schools
- Continue its resource fairs in the community through conferences and art-shows at CSUN
- Present at conferences such as The Liberation-Based Healing Conference
- Potentially hire an individual for data collection and program evaluation

Chair Tila added that he was unaware of the MOSAIC program and the community it serves until former MOSAIC mentor Christopher Ordonez reached out to him about it. Ordonez shared his experience as a mentor. He said he was interested in getting involved as a mentor because he had similar experiences as the youth served by the program. He was inspired to use his personal experience to help others. He found that many students were intimidated by the resources that are offered by the university and other institutions. He said the students felt uncomfortable reaching out to the professionals for the resources being offered. He wanted to provide a bridge to those resources and help students feel more comfortable asking for assistance. Discussion also included the opportunities for professional development that are offered through the program, including goal setting and resume building. The tremendous efforts and value of the work of the program were commended. It also was encouraged to seek other sources of available funding, such as educational grants.

*Directors Eichten and Perkins left at 3:30 p.m.*

*Director Eichten returned at 3:33 p.m.*

*Director Hernandez left at 3:37 p.m.*

### **CSUN Food Pantry**

As the Coordinator of Volunteer Community Involvement and Engagement, Director Elizondo presented on behalf of the CSUN Food Pantry.

The CSUN Food Pantry exists to provide emergency nourishment and basic necessities at no cost to CSUN’s students. It supplies food and offers food program assistance to those who are without reliable access to affordable, nutritious food. The program’s goal is to minimize the academic impact on our students by providing them with needed essentials. The CSUN Food Pantry is a resource for CSUN students, faculty, and staff to help alleviate food insecurity and hunger. Through the help of past USU donations, CSUN Food Pantry was able to create The CSUN Pop-up Pantry, which popped up at different locations around campus once a month during the semester and provided food resources to the campus community. Resources provided included fresh fruits and vegetables, food tastings, recipe cards, CalFresh application screenings, and assistance and information about other basic needs resources on campus.

The USU donation would allow the CSUN Food Pantry to:

- Hire and compensate a student assistant position dedicated to operating the Pop-up Pantry
- Purchase additional variables needed to operate both the CSUN Food Pantry and the Pop-up pantry

Director Elizondo anticipated the purchase of the Food Pantry golf cart, which would aid in the distribution of food to even more students in need. Discussion included the idea of a mobile food market and the possibility of the CSUN Food Pantry participating in the venture with the purchase of the golf cart. Elizondo added that permanent food donation stations could be set up when they get the vehicles because they would be able to pick up the donations around campus. The CSUN Food Pantry was commended for its growth over the last 3 years and the impact it has had on students in need.

*Directors Barboza and Suarez left at 3:45 p.m.*

*Director Ruelas-Bischoff left at 3:46 p.m.*

*Director Ruelas-Bischoff returned at 3:48 p.m.*

*Director Barboza returned at 3:53 p.m.*

### **Department of Chicana/o Studies**

Vice Chair Flores Temix presented on behalf of the Chicana/o Studies Department.

The Department of Chicana/o Studies will be celebrating its 50th Anniversary in 2019-2020. The primary objective of the department is to assist in the development of analytical and communication skills of students. The curriculum and pedagogical praxis introduce students to subject matter related to the multidimensional experiences of Chicanos/as. As an Area Studies department, Chicana/o Studies offers courses in every academic discipline except mathematics and science. Moreover, its mission is designed to prepare students for careers in an increasingly competitive labor market and graduate/professional school opportunities upon graduation from CSUN.

The USU donation would allow the Chicana/o Studies Department to:

- Invite renowned speakers
- Organize scholarly panels
- Showcase artistic exhibits
- Focus on more performing arts enrichment
- Enhance student engaged research and service learning
- Fund educational field trips
- Provide necessary academic resources
- Celebrate and recognize its 50th anniversary

Discussion included the importance of the department to those students who connect to ethnic studies and the impact that the resources provided by the department has on students. The department would be celebrating its 50<sup>th</sup> anniversary, and as one of the first departments of Chicana Studies in the country, it is important to support its history. The funds set aside for the department's 50<sup>th</sup> anniversary celebration were allocated to other departments and were overspent in the last fiscal year. Discussion continued with a request to support and donate to the Africana Studies Department. It was stated that recommendations for donations were accepted two weeks ago and the directors would not be prepared to vote on this request that did not have the same information that the other organizations had provided. It also was mentioned that the USU supported the 50<sup>th</sup> Anniversary of the Africana Studies Department in the spring.

M/S/P (S. Flores Temix/M. Gammage) Motion to amend the motion to correct the name listed as Matador Food Pantry to CSUN Food Pantry.

To avoid confusion with another food pantry organization on campus, it was suggested that the motion be amended to correct the name for the CSUN Food Pantry.

*Directors Perkins and Suarez returned at 3:57 p.m.*

*Director Benkovic left at 3:57 p.m.*

*Director Benkovic returned at 3:59 p.m.*

***Amendment passed 13-0-0***

***Motion, as amended, passed 13-0-0***

## **I. USU BOD Staff Representative Appointment**

M/S/P (A. Perkins/S. Flores Temix) Motion to approve the appointment of Gabriella Nguyen as staff representative, whose term will take effect on June 10, 2019 and end in June 2021.

Chair Tila said there were many great candidates for the staff representative seat, who highlighted their current service to students and the campus. He said Nguyen demonstrated a commitment to students and was impressed with her advocacy and mentorship efforts.

Gabriella Nguyen introduced herself as a health educator at the Klotz Student Health Center. She received her bachelor's and master's degrees in public health. She said she leads a team of student peer educators in a role that combines her interest in public health and student development. She said she hopes to utilize the position as the staff representative on the USU Board to support the ongoing success of CSUN students.

*Motion passed 13-0-0.*

**J. USU Student Board Representative Appointments**

M/S/P (A. Perkins/S. Flores Temix) Motion to approve the appointments of Catleya Maralit, Tammy Rassamekiarttisak, and Tyrone Carter as student representatives, whose terms will take effect on June 10, 2019 for the USU BOD 2019-2020. All appointments are for one year and will end in June 2020.

Chair Tila said that the individuals selected to serve on the Board demonstrated perseverance and service to the campus through their involvements, community service, and leadership. All three candidates would be significant assets to the USU Board of Directors.

*Motion passed 13-0-0.*

**XII. Announcements**

Chair Tila thanked everyone their service.

**XIII. Adjournment**

The meeting was adjourned by Chair Tila at 4:17 p.m.

**XIV. Transition Ceremony**

Chair Tila welcomed everyone to the Transition Ceremony of the University Student Union Board of Directors for the 2019-2020 term. He introduced himself as the outgoing Chair of the Board. The Transition Ceremony served to thank the continuing board members for their ongoing service, to thank the outgoing board members for their service, to thank the executive secretaries and support staff, to welcome the new board members, and to officially recognize the entire board for 2019-2020.

The Board retained seven members this year. He thanked them for their continued dedication and service to the Board and the University Student Union. He called the following people to the stage:

- Stephanie Barboza
- Timmothy Roberts
- Dr. Marquita Gammage
- Sharon Eichten
- Dr. Shelley Ruelas-Bischoff
- Tonee Sherrill (unable to attend)
- Debra Hammond

Chair Tila recognized those Board members whose service was ended today and thanked them for their year or more of dedicated service to the students of Cal State Northridge and to the University Student Union. He called the following people to the stage:

- Frankie Benkovic
- Jazmin Hernandez
- Stephanie Flores Temix
- Michael Odinlo
- Amber Perkins
- Asima Rahman
- Jesus Suarez
  
- Beverly Ntagu
- Maria Elizondo
- Bhernard Tila

He thanked the executive secretaries for the committees and called the following people to the stage:

- Kristen Pichler, Executive Secretary for the Personnel Committee
- Joe Illuminate, Executive Secretary for the Finance Committee and the Audit Committee
- Jimmy Francis, Executive Secretary for the Facilities and Commercial Services Committee
- Jonathan Navarro, Executive Secretary for the Retirement Committee
- Augie Garibay, Executive Secretary for the Diversity and Inclusion Committee

Chair Tila extended thanks to the person who takes care of the behind-the-scenes details for the Board, takes meeting minutes, orchestrates the meeting logistics, and is the reason that the operation runs smoothly and called Jennifer Kim to the stage.

Director Hammond took the podium and thanked Chair Tila and Vice Chair Flores Temix for their service. She presented them with a plaque and thanked them both for their outstanding service as Chair and Vice Chair of the USU Board of Directors for FY 2018-2019. She then asked everyone to join her in thanking all of the outstanding individuals for their months and years of service to the USU Board of Directors.

Chair Tila asked the outgoing board members to turn their seats over to the new board. He then introduced and welcomed the new board members:

- Melanie Alvarez
- Tyrone Carter
- Matthew Contreras
- Arrah Ebot Enaw (unable to attend)
- Catleya Novette Maralit
- Christopher Ordonez
- Tammy Rassamekiarttisak
- Giselle Reyes
- Gabriella Nguyen
- Newly elected Associated Students President and liaison to the Board, Diana Vicente (unable to attend)

Chair Tila announced a 10-minute break to reset for the new board’s first session and invited everyone to help themselves to refreshments.

**XV. Call to Order**

The new board members took their seats at the table and the regular meeting of the 2019-2020 University Student Union Board of Directors was called to order at 4:41 p.m. by outgoing Chair, Bhernard Tila.

**XVI. Roll Call**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Melanie Alvarez	Arrah Ebot Enaw	Jimmy Francis	Frankie Benkovic
Stephanie Barboza	Tonee Sherrill	Augie Garibay	Maria Elizondo
Tyrone Carter	Diana Vicente	Alexander Gonzales	Michael Odinlo
Matthew Contreras		Joseph Illuminate	Amber Perkins
Sharon Eichten		Michael Jardinico	Asima Rahman
Marquita Gammage		Raymond Juarez	Jesus Suarez
Debra Hammond		Sharon Kinard	
Catleya Maralit		Samantha Liu	
Gabriella Nguyen		Jonathan Navarro	
Christopher Ordonez		Kristen Pichler	
Tammy Rassamekiarttisak		Tim Rasmussen	
Giselle Reyes		David Ross	
Timothy Roberts		Freddie Sanchez	
Shelley Ruelas-Bischoff		Steven Wein	

**XVII. Action Items**

**A. Election of Chair**

Chair Tila asked for nominations for the Chair position.

(T. Rassamekiarttisak/C. Maralit) nominated Director Rassamekiarttisak. The nomination was accepted.

(S. Barboza/T. Rassmekiarattisak) nominated Director Alvarez. The nomination was accepted.

(S. Barboza/G. Reyes) nominated Director Contreras. The nomination was accepted.

(G. Reyes/M. Contreras) nominated Director Barboza. The nomination was declined.

(C. Maralit/G. Reyes) nominated Director Ordenez. The nomination was accepted.

(G. Reyes/T. Rassmekiarattisak) nominated Director Reyes. The nomination was accepted.

(C. Ordenez/T. Rassmekiarattisak) nominated Director Maralit. The nomination was declined.

(T. Carter/ T. Rassamekiarattisak) nominated Director Carter. The nomination was accepted.

The six candidates made statements and fielded questions from the Board.

Associate Director, Marketing and Programs Freddie Sanchez distributed the voting ballots and then collected them. The ballots were counted. Chair Tila announced that Tyrone Carter was elected Chair.

Bhernard Tila said goodbye and turned the gavel over to the newly elected Chair, Tyrone Carter.

#### **B. Election of Vice Chair**

Chair Carter asked for nominations for the Vice Chair position.

(M. Contreras/C. Maralit) nominated Director Contreras. The nomination was accepted.

(G. Reyes/T. Rassmekiarattisak) nominated Director Reyes. The nomination was accepted.

(M. Alvarez/M. Contreras) nominated Director Barboza. The nomination was accepted.

(S. Barboza/T. Rassmekiarattisak) nominated Director Alvarez. The nomination was accepted.

(T. Rassamekiarattisak/G. Reyes) nominated Director Maralit. The nomination was declined.

The four candidates made statements and fielded questions from the Board. Freddie Sanchez distributed the voting ballots to the Board and then collected them. The ballots were counted. Chair Carter announced that Director Stephanie Barboza was elected Vice Chair.

#### **C. USU BOD Meeting Schedule 2019-2020**

M/S/P (D. Hammond/T. Rassamekiarattisak) motion to approve the USU BOD meeting schedule for fiscal year 2019-2020.

Director Hammond noted the following revisions for the meeting and training schedule:

July 15 – Board Meeting in Thousand Oaks Room instead of July 22.

July 22 – Board Training Session in Thousand Oaks Room instead of July 15.

August 12 – Chair/Co-Chair/Executive Secretary Training from noon to 4:00 p.m. in Lake Balboa Room.

*Motion passed 13-0-0.*

#### **XVIII. Announcements**

- None

#### **XIX. Adjournment**

The meeting was adjourned at 6:44 p.m. by Chair Carter.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director