

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
JUNE 11, 2018  
GRAND SALON  
MINUTES**

**I. Call to Order**

The regular meeting of the USU BOD was called to order at 12:32 p.m. by Chair Iris Ramirez.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Shannon Ashford	Donald Stewart	Nick Echeverri	Nancy Alonzo
Frank Benkovic		Angela Faissal	Raquel Cetz Tamayo
Sharon Eichten		Jimmy Francis	Jasmine Medina
Maria Elizondo		Augie Garibay	Michelle Olmedo-Torres
Stephanie Flores Temix		Joe Illuminate	Chris Pae
Marquita Gammage ( <i>arrived at 12:42 p.m.</i> )		Raymond Juarez	Guadalupe Perez-Barrios
Debra Hammond		Sharon Kinard	Jesus Suarez
Jazmin Hernandez		Kingson Leung	
Rose Merida		Samantha Liu	
Michael Odinlo		Audrey Martinez	
Amber Perkins		Carol Nardini	
Iris Ramirez		Jonathan Navarro	
Shelley Ruelas-Bischoff		Kristen Pichler	
Tonee Sherrill		Tim Rasmussen	
Bhernard Tila		David Ross	
		Freddie Sanchez	
		Steven Wein	

**III. Approval of Agenda**

M/S/P (M. Odinlo/F. Benkovic) Motion to approve the agenda of June 11, 2018.

*Motion passed 12-0-0.*

**IV. Approval of Minutes**

M/S/P (M. Odinlo/J. Hernandez) Motion to approve the minutes of the May 7, 2018 meeting.

*Motion passed 12-0-0.*

**V. Open Forum**

- Michelle Olmedo-Torres addressed the board and said she had an amazing experience as a student member of the Diversity & Inclusion Committee. She asked the board to approve the proposal to make it a board standing committee.
- Nancy Alonzo, Senior Community Director, Student Housing and Conference Services, spoke in support of the board's donation to Latinas Rising. The group has been in existence for two-and-a-half years and has created a space for Latinas to support each other and provide valuable resources. The group has 109 members and continues to grow and expand. She urged the board to approve the gift donation to Latinas Rising.
- Diego Paniagua, Office Coordinator for the Revolutionary Scholars, said the group's purpose is to help support and provide resources to previously incarcerated students who are transitioning into college life and those students who have been impacted by the prison system. California has the largest prison system in the world and soon there will be new legislation that will provide for an early release program. Revolutionary Scholars hopes to continue to grow and provide a safety net for those students who desire to make a better life for themselves and their families. Mr. Paniagua asked the board to approve the gift donation to Revolutionary Scholars.

*Director Gammage arrived at 12:42 p.m.*

## **VI. Chair Report**

Chair Iris Ramirez addressed the board and said that it was the last meeting of the year. She reviewed her report by noting the list of board members and the dates of the board meetings and listed the goals and accomplishments:

### **GOALS AND ACCOMPLISHMENTS:**

1. Enhance USU marketing efforts within the USU, as well as throughout CSUN for the promotion of the Center on Centers/Cross Cultural Center Initiative.  
Board members participated in the USU Renovation & Expansion Work Team meetings. At New Student Orientation, a video was created that invited incoming freshmen to become involved and engaged with USU resources, leadership, events, employment opportunities, and more. The board participated in the Cross Cultural Center Exploration Team site visitations and meetings.
2. Create a Mentor Program to help form a stronger relationship with USU faculty, staff and administration in developing a student leader's professional endeavors.  
Board members approved the Mentorship Program and then paired off with USU faculty, staff, and administration. Each member was asked to meet with their mentor at least once a month, while completing evaluation forms. The board approved the creation of the co-chair committee position, which enhanced other student board members' engagement and access to a standing committee executive secretary.
3. Collaborate with Associated Students (A.S.) to continue strengthening relations and better support our student body.  
The board hosted a mixer with A.S.; A.S. was invited to participate in the USU BOD training with the EOP DREAM Center; board members supported various A.S.-held events throughout the semester and the two groups collaborated during the A.S./USU spring elections season.
4. Continue to spread inclusivity within and outside of the USU while empowering student organizations on our campus by working with them to accomplish their goals.  
Board members attended site visitations during the summer of 2017 to: University of Houston, Florida State University, University of Connecticut, Georgetown University, University of Maryland, and Rutgers University. Summer 2018, board members are scheduled to attend the following site visits: San Diego State University, University of California, San Diego, University of California, Irvine, and California State University, Fullerton. The Diversity and Inclusion Ad Hoc Committee will continue to work towards creating inclusivity within the union.

Chair Ramirez thanked the board for allowing her to serve as the 2017-2018 Chair of the USU Board of Directors, saying that it has been one of the most challenging, yet rewarding experiences of her college years. With academics, graduate school applications, campus involvement, and chair duties, she was at times overwhelmed but glad she saw it through to the end.

## **VII. Vice Chair Report**

Vice Chair Odino said the board did an amazing job in achieving its academic goals. All positions on the board now have a job description with expectations. Odino thanked the board for allowing him the opportunity to act as its Vice Chair.

## **VIII. Executive Director Report**

Director Hammond began her report and said that Angela Gattoni accepted the USU's offer of regular employment as Coordinator, Membership Services. Kristen Lorico joined the USU as the Coordinator, Operations & Services, as a temporary emergency hire. A graduation celebration took place for the LGBTQ+ students, Queer Studies minors, and allies. Approximately 200 people were in attendance, including 87 graduate students. CSUN recently held an open house and requested student input and feedback regarding the potential development of a 10,000-seat Multipurpose Event Center (MEC) on campus. More than 500 students attended and completed surveys. Hammond attended a presentation regarding the results of those surveys and said that the University is interested in exploring a partnership with the USU related to a multi-purpose event center. The VRC hosted an After Hours Study Jam in support of Academic Development with approximately 36 students in attendance. Sarina Loeb, Manager, Pride Center & LGBTQ Initiatives, was honored for her work in the LGBTQ community by councilmember Mitchell Englander on May 30 in the Los Angeles City Hall Council Chambers.

## **IX. A.S. Report**

Rose Merida, the newly elected Associated Students (A.S.) Vice President, introduced herself and said that Beverly Ntagu, the newly elected President of A.S., was unable to attend. She informed the board that the Senate has open positions and if anyone had an interest to please check the web site. She concluded her report by wishing the new and outgoing boards the best of luck.

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

Chair Ramirez asked the committee chairs to give their year-end reports.

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

**GOALS:**

1. Meet with the Pride Center, Veteran Resource Center, and the Dream Center for one site visit and one committee visit in the spring semester to assess and discuss how the University Student Union can better serve students' needs in terms of diversity and inclusion.
2. Identify and review three current USU policies in regards to hiring practices, co-sponsorships, and ableism to ensure that they are not exclusionary of underrepresented student's needs.
3. Cross-examine the diversity and inclusion efforts taking place at five campuses with similar student demographics at CSUN so that we can implement and build on the University Student Union's own initiatives by the June Board of Director's meeting.

**ACCOMPLISHMENTS:**

- Worked with Facilities and Commercial Services to approve the construction of an additional gender inclusive restroom on the second floor of the Sol Center.
- Worked with Facilities and Commercial Services to approve the DREAM Center expansion.
- Committee member, Michelle Olmedo-Torres participated in the elections video and was elected to sit on the Board of Directors for the 18-19 academic year.

Director Benkovic said he was very proud of his committee members and thanked everyone for their help during the year.

- **Facilities & Commercial Services Committee:** (Chair Bhernard Tila):

**GOALS:**

1. Research the development of a proposed expansion and improvement referendum for the University Student Union.
2. Evaluate University Student Union and Student Recreational Center policies that may need to be revised.
3. Assess the current and future potential technology upgrades for the University Student Union.
4. Determine the fiscal impact of increasing the printing allotment for graduate students in the Computer Lab.

**ACCOMPLISHMENTS:**

- Reviewed and assessed the potential USU renovation and expansion project for the future University Student Union Referendum.
- Collaborated with both Technology Support Services and the Computer Lab in addressing and analyzing the potential need for students to increase their printing allotment.
- Revised the current SRC policy that allows students to access the SRC during the initial summer session before the beginning of their first academic year.
- Evaluated the USU Promotions and Publicity Posting Policy.
- Worked with the USU Marketing team in identifying potential marketing strategies for USU facilities and services.
- Identified and addressed the facilities of a more inclusive USU by creating two new Gender Inclusive Restrooms at the Sol Center and also maintaining existing Gender Inclusive facilities.
- Reviewed and discussed potential technology upgrades for the USU by evaluating the existing USU Zon Powersol Umbrella Stations.
- Created and addressed the facilities expansion for the EOP DREAM Center.

Director Tila said he enjoyed the opportunity to chair the Facilities and Commercial Services Committee. He thanked all those who supported him throughout the year.

- **Finance Committee:** (Chair Jazmin Hernandez):

**GOALS:**

1. Review and revise the following policies:
  - a) Travel Policy
  - b) Credit Card Policy
  - c) Risk Management & Contract Policy
  - d) Fixed Assets Policy
  - e) Cash Donation Policy
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:**

- The Cash Donations and Credit Card Policies were completed. Other priorities came up during the year such as the Scholarship Policy, Finance Committee Code, and the \$6.00-\$7.00 Student Fee Restoration Plan. The Committee approved the following: 2018-19 Operating Budget Proposal, Third Quarter Budget Report, Designated Reserves Allocation Proposal, and 2018-19 Major Purchases, Repairs & Replacements.

Director Perkins said she enjoyed being a member of the board and during the course of the year understood how important it was to be a member of the Board of Directors. The training sessions were wonderful learning opportunities.

- **Personnel Committee:** (Chair Shannon Ashford):

**GOALS AND ACCOMPLISHMENTS:**

Goals set for the year were done, except number 5 below:

1. Reviewed and recommended a Classification Plan Administrative Guide (Regular Employees).
2. Reviewed and recommended changes to the Salary Range Schedule for Regular Employees.
3. Reviewed and recommended changes to the Student Assistant Classification & Wage Schedule in anticipation of the July 1, 2018 City of Los Angeles Minimum Wage Increase.
4. Reviewed and recommended making a clarifying change to the Educational Fee Reimbursement Policy for Regular Employees.
5. Reviewed and considered changes to the hiring policy for temporary emergency appointments. Additional information is needed from the University Human Resources Department before this item can be heard by the USU Board of Directors. As such, it will be forwarded to the 2018-19 Personnel Committee for follow-up and recommendation.
6. Reviewed and recommended changes to the Salary Range Schedule for Regular Employees.

Director Ashford said that the committee members worked well together. At meetings, they reviewed, discussed and then voted. At the end of the semester, they shared their experiences as committee members and said that they now had a better understanding of life after college.

- **Retirement Plan Committee:** (Chair Michael Odinlo):

**GOALS:**

1. To convert the USU's Retirement Health Benefits Plan (RHBP) from an employee reimbursement plan to a plan in which the USU would pay medical and dental health premiums directly to the health insurance company on behalf of retirees and their eligible partners.
2. To revise the USU's Retirement Health Benefits Policy to include the changes in the RHBP described in Goal 1.
3. To join the CSU Auxiliary Voluntary Employee Beneficiary Association (VEBA).

**ACCOMPLISHMENTS:**

1. The committee approved the conversion of the USU's Retirement Health Benefits Plan (RHBP) from an employee reimbursement plan to a plan in which the USU would pay medical and dental health premiums directly to the health insurance company on behalf of retirees and their eligible partners.

2. The USU's Retirement Health Benefits Policy was revised to include the changes in the RHBP as described in Goal 1.
3. The CSU Auxiliary Voluntary Employee Beneficiary Association (VEBA) application was submitted, and we are awaiting approval.

Director Odinlo thanked Joe Illuminate, Associate Director, Accounting & Finance, and Kristen Pichler, Associate Director, Human Resources & Professional Development, for their hard work on the Retirement Health Benefits Plan (RHBP). He also thanked Dennis DeYoung, Certified Financial Planner, and Directors Ruelas-Bischoff and Hammond for attending meetings and providing insight. He thanked Director Stewart for leading the committee last year and continuing as a member this year. He thanked the board for giving him the opportunity to serve.

- **Mentor Program Ad Hoc Committee:** Vice Chair Odinlo said that Director Stewart was not able to be at today's meeting but wanted the board to know that all 10 students were paired with a mentor. Analyzing the survey results should be completed soon. They will use that information to determine if the committee should continue into the fall 2018 semester. Stewart asked Vice Chair Odinlo to thank Sharon Kinard, Manager, Administration and Assessment, for all of her support.

## **XI. Action Items**

### **A. Maintenance Shop Electrical Panel Upgrade – Capital Outlay Request**

Motion from the Finance Committee to increase the 2017-18 Capital Outlay Allocation Request by \$9,343 in order to upgrade the electrical panel in the USU Maintenance Shop.

David Ross, Assistant Director, Facilities Maintenance, addressed the board and said that the current Maintenance work shop was built at two separate times. The rear of the shop, where metal work is completed, was constructed in 1974. The high bay area with woodworking equipment was constructed in 1993. The electrical system for the metal area has not been upgraded since it was constructed in 1974 and new electrical equipment is scheduled to be installed soon. The new equipment replaces manual equipment and requires additional circuits be added to the electrical panel. Due to the age of the panel serving this area, the entire panel must be replaced which is a capital improvement to the structure.

There was no discussion.

*Motion passed 13-0-0.*

### **B. 2018-19 Capital Outlay Allocation Proposal**

Motion from the Finance Committee to recommend approval of the Capital Outlay Allocation Proposal in the amount of \$252,966.

Director Hernandez said that Capital Outlay or fixed assets are defined as a single item with a value greater than \$5,000 and that it has a useful life of more than one year and can be used in a productive capacity in the USU.

Hernandez read from the supporting documentation and outlined eight capital outlay proposals, including:

1. Fire Curtain Release Mechanism Update & Service;
2. Compact Hydraulic Shear;
3. Hydraulic Box and Pan Brake;
4. Key-Box Intelligent Series Locker;
5. Massage Chair Replacement;
6. Gender Inclusive Restroom - Sol Center;
7. Intramural Office Renovation; and
8. Games Room Renovation.

There was no discussion.

*Motion passed 13-0-0.*

### **C. 2018-19 Major Purchases, Repairs & Replacements Allocation Proposal**

Motion from the Finance Committee to recommend approval of the 2018-19 Major Purchases, Repairs, & Replacements Allocation in the amount of \$1,965,894.

Director Hernandez said that the funding source for major repairs and replacements is the USU's Repair and Replacement fund which is administered by the campus on behalf of the USU. She said the proposals included the replacement of SRC strength equipment and the majority of the cardiovascular equipment; replacement of the floors, ceilings and walls and paint on the second floor of the East Conference Center (ECC) to match the

remodeled first floor; and replacement of 40 outdoor cement tables in the Plaza del Sol that are more than 13-years old.

The annual transfer amount to the Repair & Replacement Fund from \$2 million to a one-time transfer of \$3 million in 2018-19, is because approximately \$1.5 million of the \$1,965,894 allocation is not included in the 30-year Repair & Replacement Plan.

There was no discussion.

*Motion passed 13-0-0.*

**D. 2018-19 Designated Reserves Allocation Proposal**

Motion from the Finance Committee to recommend approval of the Designated Reserves Allocation Proposal in the amount of \$1,265,896.

Finance Committee member, Guadalupe Perez-Barrios, addressed the board and said that the designated reserves allocation consists of the following items:

1. General Staff Salary Reserve - \$247,000
  - The general staff salary includes general salary increases and merit increases; salary adjustments; potential bonuses; and accrued vacation taken as cash (vacation advances).
2. Employer Paid Payroll Tax Reserve - \$18,896
  - 7.65% of the General Staff Salary reserve
3. Retirement Health Benefits Plan Funding (RHBP) - \$1,000,000
  - The RHBP provides retirees reimbursement for approved health-care related expenses. This plan was created in 2007, but was never funded. Funding the plan with \$1,000,000 will generate estimated investment earnings of \$50,000 per year which can be used to offset healthcare-related reimbursements.
  - The \$1 million reserve does not increase the overall 2018-19 expenditure budget because the expense has been built up in a liability account in previous fiscal years. The funding source for the RHBP is the USU's account in SWIFT, the Statewide Investment Fund Trust which currently has a balance of approximately \$5.4 million.

Vice Chair Odino thanked Ms. Perez-Barrios for her presentation.

*Motion passed 13-0-0.*

**E. 2018-19 Operating Budget Proposal**

Motion from the Finance Committee to recommend the adoption of the 2018-19 Operating Budget Proposal with projected revenues and expenses of \$17,174,394.

Joe Illuminate, Associate Director, Accounting & Finance, addressed the board. He presented the budget proposal in a story format showing how the budget links to the mission of the USU. After the presentation, he began the review of the annual Operating Budget Proposal.

Mr. Illuminate stated that the budget establishes the direction for 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 stated 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 is \$528,731 or 3.2%. Student union fees provide 86% of the operating revenue budget. The projected increase in expenditures is \$529,697 or 3.2%. Salaries and benefits comprise 62% of the expenditure budget and operating expenses comprise 38% 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. Previous versions of the financial plan showed the DSCR gradually trending downward because expenditures are outpacing revenues by 3.0% per fiscal year. Now that the board has approved the \$6/\$7 Student Union Fee Restoration Plan, the rate of expenditures outpacing revenues has declined to 2.7% per year. In addition, the DSCR will remain above 1.25 through fiscal year 2029-30.

Another strategy is to set aside unallocated reserves to handle unexpected economic events and any other financial contingency. The USU is proposing unallocated reserves of \$250,000 which is included as part of the Operating Budget Proposal. In 2018-19, we will continue our successful strategy of increasing available

unallocated reserve levels by transferring unutilized funds identified during quarterly budget reviews to unallocated reserves.

He noted that the USU budgets administrative contingencies which are funds set aside for a one-time purchase which will not be repeated in the subsequent fiscal year. The 2018-19 Administrative Contingency budget is \$639,961. The largest piece of this budget is allocated for a USU Project Feasibility Study, in the amount of \$305,840, to be prepared by LPA, an architectural firm. The second largest piece of the budget is \$50,000 allocated for expenses associated with a potential student fee referendum.

There was no discussion.

Director Hammond thanked Mr. Illuminate and his team for their hard work and for Mr. Illuminate's presentation.

***Motion passed 13-0-0.***

#### **F. Third Quarter Budget Report (9&3)**

Motion from the Finance Committee to accept the 2017-18 Third Quarter Budget Report as presented.

Jonathan Navarro, Accounting Manager, said that the report reflects financial operations for the nine-month period that ended on March 31, 2018 and provided projections for the next three months. The optimal operating range is 75% of the yearly budget, although limits from 70%-80% are acceptable.

The USU's financial position as of March 31, 2018 is stable. We have \$5.7 million cash on hand; \$3.3 million net assets; and \$446,000 remaining in unallocated reserves. The budget is within the optimal range for total revenue (74.9%). However, the budget is below the optimal for total expenditures (66.4%) which has contributed to the relatively large surplus of \$1,439,300.

#### **Revenue**

Actual revenue is \$12,486,130.

- **Rental Income: SRC Lockers and Towels (83.7%)**  
This category is 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.
- **Food Service Commission (61.9%)**  
This category is below the optimal range because the USU has not received the March 2018 report from The University Corporation (TUC) in order to record the commission.
- **SRC Related Income (87.6%)**  
This category is above the optimal range because most of the projected revenue for memberships and Intramurals are sold at the beginning of the semester. This account should be within the optimal range by fiscal year-end.
- **Grant Income (36.7%)**  
This category is below the operating range because we anticipate that only \$42,650 of the \$53,000 Campus Quality Fee (CQF) allocated to fund the Black Male Scholars (BMS) Program and the WISDOM Program will be used.

#### **Expenditures**

Actual expenditures are \$11,046,830.

- **Staff Salaries (69.0%)**  
There was a net reduction of \$17,400 due to savings from the vacancies in the Assistant Director, Diversity & Inclusion and the SRC Membership Services Coordinator positions.
- **Student Wages (69.8%)**  
There was a net reduction of \$76,210 as a result of unfilled shifts and vacancies:
  - \$30,000 Human Resources
  - \$20,000 SRC Fitness & Wellness
  - \$10,000 Membership Services
  - \$10,071 SRC Fitness & Programs
- **General Operating Expenses**  
There was an increase of \$16,460 due to the following purchases made by Technology Support Services:
  - Radios for USU RES
  - A heavy-duty printer for the SRC
  - Handi-mover carts
  - Cabinets for bin storage
- **Supplies and Services (55.9%)**  
This category is significantly below the operating range because \$107,000 allocated for the LPA Consulting contract will not be utilized this fiscal year and because of the following events that will take place in the fourth quarter:

- Matador Nights
  - Crunch Time
  - Rainbow and Veteran's graduation receptions
- Any unused funds will be returned to unallocated reserves.
- **Travel (67.1%)**  
This category is expected to be within the operating range by fiscal year-end when the expenditures for the Association of Colleges Union International (ACUI) and the National Association of Student Personnel Administrators (NASPA) conferences are recorded in the fourth quarter.
  - **Utilities (75.2%)**  
This category was increased by \$25,640 based on the rolling forecast of the past 12 months of actual costs. This unexpected increase was offset by using unallocated reserves.
  - **Fees and Charges (56.5%)**  
This category is significantly below the optimal range so any unused funds will be transferred to unallocated reserves.
  - **Reserves (-1.0%)**  
Please reference the Reserves Summary included as part of this package for further details.
  - **Grants and Scholarships (85.5%)**  
This category is above the optimal range because tuition reimbursement for the BOD Chair, Vice-Chair, and the SRC Intramural graduate assistant were paid in January 2018.
  - **Expendable Equipment (66.3%)**  
This category will be within the operating range by fiscal year-end. The budget was increased by \$111,110 for the following purchases to be made in the fourth quarter:
    - Sixteen (16) Meeting Room Displays
    - Ten (10) Replacement Printers for the Computer Lab
    - Dell Laptops
    - Desktop Computers for the Oasis
    - Massage Chairs for the Oasis
    - Cushions for the Plaza Pool and SRC Outdoor Furniture

**Statement of Changes in Financial Position**

Total Assets are \$6,612,035 of which \$5,723,645 is liquid cash. Total Liabilities are \$3,280,077 of which \$2,524,702 is the estimate to pay for the projected medical expenses of current and future USU retirees who are eligible to participate in the Retirement Health Benefits Plan (RHBP).

**Investment Summary**

The USU continues to yield positive returns on the financial resources invested in the CSU Systemwide Investment Fund Trust (SWIFT). The USU has earned \$46,581 in investment income fiscal year-to-date.

**Unallocated and Designated Reserves**

The Unallocated Reserves balance is \$446,297. Reserves in the amount of \$31,912 were transferred to other expenditure categories in the third quarter.

The Designated Reserves balance is \$196,172. Reserves in the amount of \$15,600 were transferred to the operating budget during the third quarter for vacation advances.

**Capital Outlay**

The Capital Outlay budget balance is \$274,195 with a remaining balance of \$133,273. The purchases for the Virtual Desktop Infrastructure Software Licenses and the Plaza del Sol Performance Hall Heating, Ventilation, Air Conditioning unit replacement will take place in the fourth quarter.

**USU/CSUN Foundation**

The total cash balance on deposit at the CSUN Foundation is \$245,941 of which \$211,607 is unrestricted and \$59,334 is restricted.

**Work Study**

The USU has received \$47,686 and has expended \$23,653 leaving a balance of \$24,032.

There was no discussion.

***Motion passed 13-0-0***

**G. USU Annual Gift to CSUN**

M/S/P (S. Ashford/M. Odinlo) motion to approve the allocated donation of \$10,000 to Latinas Rising, \$10,000 to Resilient Scholars, \$10,000 to the Matador Food Pantry, and \$20,000 to the Revolutionary Scholars Project.



Chair Ramirez said that the USU would like to continue to support the campus in student development through the donation of funds to organizations/entities on campus. Based on previous discussions, campus resources such as Latinas Rising, Resilient Scholars, the Matador Food Pantry, and Revolutionary Scholars were identified as campus organizations in need of support. Donations are intended to deepen student connections to the campus community while providing for the needs of students. An annual contribution should be reflected in a gift policy. If available, funds should be allocated from annual USU operating reserves or the USU's Foundation account.

Chair Ramirez said that Latinas Rising was initiated as a passion project in the fall of 2015. It started with approximately 15 women in housing that came together every other week to discuss the challenges of being a Latina in college. This project has since grown radically, to now having more than 100 women in every bi-weekly program.

The EOP (Educational Opportunity Program) officially launched the Resilient Scholars Program (EOP RSP) in 2009. A goal of the Resilient Scholars Program is to create community for students that are former foster youth. For those from foster care, there are many challenges that make earning a degree difficult. The EOP RSP provides monthly socials, outings, workshops and special events. Resilient Scholars has a small pantry housed in the CSUN dorms. Funds would be used to purchase CSUN Dining cards, would help the organization maintain a stocked pantry with non-perishable food, provide grocery store gift cards for students, help foster youth attend off-campus outings and cover meal expenses. The program would provide resources for students year-round.

Chair Ramirez said the CSUN Food Pantry exists to provide emergency nourishment and basic necessities at no cost to CSUN's students. The CSUN Food Pantry supplies food and offers food program assistance to those who are without reliable access to food. Its goal is to minimize the academic impact on our students by providing the needed essentials.

Director Elizondo said that this year, The Matador Food Pantry had more than 3,100 visitors which is a 50% increase from the previous year. Visitors have commented that the Pantry has a welcoming atmosphere and has resonated with the campus. Next year, fresh produce, bread and recipes will be added.

Chair Ramirez said that the Revolutionary Scholars is a student organization recognized under Associated Students that works in partnership with the Revolutionary Scholars Project, a resource center established in summer 2016 to support formerly incarcerated students (FIS) and systems impacted students (SIS) (students who have or have had a loved one in prison). The group has been able to secure a small space in the Chicax House where students meet, use a computer and print and obtain guidance and information on campus resources (financial aid, the Counseling Center, support with writing, etc.). The Revolutionary Scholars Project has been funded through the Campus Quality Fee (CQF).

Discussion ensued and Director Hammond pointed out that funds received from the Campus Quality Fee have limitations in terms of how the funds can be used. CQF funds cannot be used to purchase food for events or to pay for guest speakers. Funds cannot be used to support unanticipated student travel (a significant aspect of the Revolutionary Scholars Project), and more. Director Sherrill asked if the USU plans on contributing every year. Hammond reiterated the need for the board to create a policy and hoped that this year it would be added to the board's goals. Directors expressed their support.

***Motion passed 13-0-0.***

#### **H. Standing Committee Proposal – Diversity & Inclusion Committee**

M/S/P (F. Benkovic/M. Odinlo) motion to approve the proposal that the Diversity & Inclusion Ad Hoc Committee be established as a standing committee of the University Student Union Board of Directors.

Director Benkovic said that after discussions with Director Hammond, Chair Ramirez, and Vice Chair Odinlo, a need to continue the efforts of the committee was found. To increase Diversity and Inclusivity within the USU at California State University, Northridge, the Diversity and Inclusion Committee must serve as a Board of Directors standing committee. The committee will provide the board with student feedback, recommendations, and perform other tasks as requested from the chair. The chair of the Diversity and Inclusion Committee will be compensated \$300 for serving as chair from July 2018 to June 2019. The fiscal impact for the chair position will be \$3,300. The committee also will have a co-chair. Each co-chair will be allocated an additional \$100 to their current student scholarship award of \$100, for a total of \$200 a month. The fiscal impact for the co-chair position will be \$2,200. The total fiscal impact to approve the Diversity & Inclusion Committee is \$5,500, to come from operating reserves.

Director Hammond thanked Director Benkovic for the report he prepared for the meeting today. It contained valuable information and will be used as a resource for the committee and the staff in the future. She noted that the Bylaws will need to be updated.

*Motion passed 13-0-0.*

**XII. Announcements**

Chair Ramirez thanked the board for all of its hard work during the semester.

**XIII. Adjournment**

The meeting was adjourned by Chair Ramirez at 2:25 p.m.

**XIV. Transition Ceremony**

Chair Ramirez welcomed everyone to the Transition Ceremony of the University Student Union Board of Directors for the 2018-2019 term. She introduced herself as the outgoing Chair of the board and proceeded to explain the functions of the transition ceremony which is 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 2018-2019.

The board would be retaining 12 members this year and she thanked them for their continued dedication and service to the board and the University Student Union. She called the following people to the stage:

- Frank Benkovic
- Stephanie Flores Temix
- Jazmin Hernandez
- Michael Odinlo
- Amber Perkins
- Bhernard Tila
- Dr. Marquita Gammage
- Sharon Eichten
- Maria Elizondo
- Dr. Shelley Ruelas-Bischoff
- Tonee Sherrill
- Debra Hammond

Chair Ramirez recognized those board members whose service was ending 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. She called the following people to the stage:

- Shannon Ashford
- Jonathan Goldenberg (unable to attend)
- Donald “Avi” Stewart (unable to attend), and herself,
- Iris Ramirez

She 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
- Freddie Sanchez, Executive Secretary for the Diversity and Inclusion Ad Hoc Committee
- Sharon Kinard, Executive Secretary for the Mentorship Ad Hoc Committee

Chair Ramirez extended thanks to the person who takes care of the behind-the-scene details for the board, takes meeting minutes, orchestrates the meeting logistics, and is the reason that the operation runs smoothly and called Carol Nardini to the stage.

And finally, for serving as mentors to the student representatives of the Board of Directors this year, Ramirez invited to the stage:

- Amanda Christianson
- Angela Faisal
- Audrey Martinez
- Kingson Leung
- Michael Niles
- Nick Echeverri
- Sharon Eichten
- Dr. Marquita Gammage
- Tonee Sherrill
- Sharon Kinard

Director Hammond took the podium and thanked Chair Ramirez. She presented her with a plaque and thanked her for her outstanding service as Chair of the USU Board of Directors for FY 2017-2018. 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 Ramirez asked the outgoing board members to turn their seats over to the new board. She then introduced and welcomed the new board members:

- Raquel Cetz Tamayo
- Arrah Ebot Enaw (unable to attend)
- Michelle Olmedo-Torres
- Jesus Suarez
- Newly elected Associated Students President and liaison to the Board, Beverly Ntagu (unable to attend)

Chair Ramirez 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 2018-2019 University Student Union Board of Directors was called to order at 2:52 p.m. by outgoing Chair Iris Ramirez.

**XVI. Roll Call**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Frank Benkovic	Arrah Ebot Enaw	Nick Echeverri	Shannon Ashford
Raquel Cetz Tamayo		Angela Faissal	Jasmine Medina
Sharon Eichten		Jimmy Francis	Chris Pae
Maria Elizondo		Augie Garibay	
Stephanie Flores Temix		Joe Illuminate	
Marquita Gammage		Raymond Juarez	
Debra Hammond		Sharon Kinard	
Jazmin Hernandez		Kingson Leung	
Rose Merida		Samantha Liu	
Michael Odinlo		Audrey Martinez	
Michelle Olmedo-Torres		Jonathan Navarro	
Amber Perkins ( <i>left at 4:15 p.m.</i> )		Kristen Pichler	
Shelley Ruelas-Bischoff		Tim Rasmussen	
Tonee Sherrill ( <i>left at 4:00 p.m.</i> )		David Ross	
Jesus Suarez		Freddie Sanchez	
Bhernard Tila			

**XVII. Action Items**

**A. Election of Chair**

Chair Ramirez asked for nominations for the Chair position.

(B. Tila/M. Gammage) nominated Director Benkovic. Director Benkovic accepted the nomination.

(M. Olmedo-Torres/A. Perkins) nominated Director Bhernard Tila. Director Tila accepted the nomination.

(B. Tila/M. Odinlo) nominated Director Olmedo-Torres. Director Olmedo-Torres accepted the nomination.

The three candidates made statements and fielded questions from the board.

Director Benkovic withdrew his nomination.

Voting ballots were passed out to the board and then collected. The ballots were counted. Chair Ramirez announced that Bhernard Tila was elected Chair.

Iris Ramirez said goodbye and turned the gavel over to the newly elected Chair, Bhernard Tila.

*Director Sherrill left at 4:00 p.m.*

**B. Election of Vice Chair**

Chair Bhernard Tila asked for nominations for the Vice Chair position.

Director Flores Temix nominated Director Odinlo. Director Odinlo declined the nomination.

(M. Elizondo/R. Cetz Tamayo) nominated Director Olmedo-Torres. Director Olmedo-Torres accepted the nomination.

(F. Benkovic/M. Gammage) nominated Director Flores Temix. Director Flores Temix accepted the nomination.

The two candidates made statements and fielded questions from the board. Voting ballots were passed out to the board and then collected. The ballots were counted. Chair Tila announced that Director Stephanie Flores Temix was elected Vice Chair.

*Director Amber Perkins left at 4:15 p.m.*

**C. USU BOD Meeting Schedule 2018-2019**

M/S/P (M. Gammage/F. Benkovic) Motion to approve the USU BOD meeting schedule for fiscal year 2018-2019.

Director Hammond noted that the board's meeting and training schedule is for the entire year. She asked the board to add the dates of the meetings and trainings to their calendars.

*Motion passed 12-0-0.*

**XVIII. Announcements**

- Director Elizondo said that the Matadors Day of Service is an annual project hosted by the Matador Involvement Center at the beginning of each fall semester. It is scheduled for September 8 from 8:00 a.m. to 12:00 p.m. Attendees will meet at Bayramian Lawn at 8:00 a.m. and service projects will take place on campus and the surrounding neighborhood.

**XIX. Adjournment**

The meeting was adjourned at 4:20 p.m. by Chair Tila.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director