

**UNIVERSITY STUDENT UNION**  
**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**  
**BOARD OF DIRECTORS**  
**JULY 20, 2020**  
**ZOOM VIDEO CONFERENCE**  
[HTTPS://CSUN.ZOOM.US/MY/SUMMFALL2020BODMEETINGS](https://csun.zoom.us/my/summfall2020BODmeetings)  
**MINUTES**

*This meeting was facilitated through an online Zoom format, consistent with the Governor’s Executive Order N25-20, suspending certain open meeting law restrictions.*

**I. Call to Order**

The regular meeting of the USU Board of Directors was called to order at 12:32 p.m. by Chair Melanie Alvarez.

**II. Roll Call**

**III. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Jacob Akopnik*	Stephanie Barboza	Jimmy Francis*	
Melanie Alvarez*	Dr. Tadeh Zirakian	Stefanie Guarino*	
Dr. Carroll Brown*		Joe Illuminate*	
Arrah Ebot Enaw*		Jennifer Kim*	
Ryan Edwards*		Sharon Kinard*	
Ayana Galves*		Kaila Lavin*	
Jasmine Guerrero*		Kingson Leung*	
Debra Hammond*		Samantha Liu*	
H Landeros*		Jonathan Navarro*	
Albert Martinez*		Kristen Pichler*	
Yesenia Mateo*		Dave Ross*	
Gabriella Nguyen*		Shelley Sakoda*	
Dr. Shelley Ruelas-Bischoff*		Dr. Freddie Sánchez*	
Deion Turner*		Steven Wein*	
Dr. Edith Winterhalter*			

\* Zoom video participant

\*\* Zoom call in participant

**IV. Approval of Agenda**

M/S/P (A. Galves/ H. Landeros) Motion to approve agenda for July 20, 2020.

*Motion passed 13-0-0.*

**V. Approval of Meeting Minutes**

M/S/P (J. Akopnik/ A. Martinez) Motion to approve minutes of the June 08, 2020 meeting.

*Motion passed 13-0-0.*

**VI. Open Forum**

No discussion.

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

Chair Alvarez encouraged everyone to attend all of the virtual programs offered by the USU, especially the healing spaces. She also stated that if anyone ever needed anything, to please reach out to both, Vice Chair Martinez and herself. She and Vice Chair Martinez conducted committee chair and co-chair interviews the week of June 29<sup>th</sup>. She congratulated the following people on their appointments:

- Stephanie Barboza, Diversity & Inclusion Committee Chair
- H Landeros, Diversity & Inclusion Committee Co-Chair
- Arrah Ebot Enaw, Facilities & Commercial Services Committee Chair
- Ryan Edwards, Facilities & Commercial Services Committee Co-Chair
- Jacob Akopnik, Finance Committee Chair
- Jassmine Guerrero, Finance Committee Co-Chair
- Ayana Galves, Personnel Committee Chair
- Yesenia Mateo, Personnel Committee Co-Chair

Chair Alvarez is excited to see what everyone will accomplish this year in their respective positions. Lastly, Chair Alvarez informed the board that she will be serving on the *CSUN As One* Assessment Workgroup for 2020-2021.

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

Vice Chair Martinez stated he truly wishes everyone is doing well and staying healthy during these unprecedented times. He also congratulated the newly appointed chairs and co-chairs of the committees. Lastly, he wants to take the opportunity to say he is truly blessed to be able to serve as Vice Chair and working with everyone during this unprecedented crisis while also witnessing an abundance of systematic racism. He stated that there is a lot for them to learn, change, challenge and get done this year. He encouraged to reach out to either him or Chair Alvarez if they need anything.

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

Director Hammond introduced Interim Executive Administrative Analyst, Stefanie Guarino who will be assisting her during Jennifer Kim's maternity leave. Stefanie introduced herself as a first-generation Hispanic immigrant who obtained her degree in Communication at Emerson College in Boston. Director Hammond also congratulated Associate Director, Marketing & Programs, Dr. Freddie Sánchez for being appointed as the NASPA Region VI Latino/a/x Knowledge Community Representative for 2020-2022. She recognized the amount of resilience and adaptability the USU has had during COVID-19 and for continuing to provide services the community needs such as a virtual Sunny Days Camp, virtual fitness and wellness programs and the healing spaces for the Black Lives Matter movement and for international students. Lastly, she informed the board that several USU students and staff were appointed to serve on various *CSUN as One* workgroups. Finally, effective July 1, 2020, the DREAM Center became a department of the USU.

## **X. A.S. Report**

A.S. Vice President Turner shared he was excited to be serving as a liaison to the USU. He informed the board that he, A.S. President Merida, Senator Damon attended the California State Student Association (CSSA) meeting and representatives of all the 23 CSU campuses attended. A.S. currently has 2 cabinet positions open; he encouraged board of director members to share with interested students. Lastly, he mentioned the importance of prioritizing their own mental health and encouraged, if possible, for everyone to take some time-off for themselves.

## **XI. Action Items**

### **A. HEAL Project Coordinator Position (Temporary)**

M/S/P (J. Akopnik / R. Edwards) Motion to have the University Student Union move forward with the recruitment of the 40-hour, Temporary HEAL Project Coordinator position funded through Campus Quality Fee through June 30, 2021.

Associate Director, Marketing & Programs, Dr. Freddie Sánchez explained that resource center staff continuously serve at-risk students. However, staff members are not trained to deal with complex student cases nor equipped with resources to work with these students in a holistic approach expedient enough to address emergencies. The staff members also face capacity issues that hinder their ability to continuously follow – up with students who have asked for services and been referred elsewhere. The CSUN HEAL Project will establish a Coordinator position who will assist students seeking support from the DREAM Center, Veterans Resource Center and the Pride Center with outreach and referrals. The HEAL Project Coordinator will be equipped to work with on-off campus entities to provide resources to at-risk students who seek support, and in a loving, compassionate, and critical manner that promotes student success. This position comes at a no cost to the University Student Union. The Campus Quality Fee funding approved \$76,956 to cover salary and benefits for this position.

Director Winterhalter asked what the USU’s plan after the Campus Quality Fee funding ends. Director Hammond responded that the USU may not continue the position if no further funding is granted. The USU will assess the program this year and if successful, will request for second year funding. It is more efficient and effective when we centralize this service to one person who is then able to monitor these ongoing commitments. Director Ruelas-Bischoff appreciates this type of project because the campus is seeing a more frequency in basic needs among students and that this project has the ability to expand campus-wide. She thanked everyone who worked on putting this together.

*Motion passed 13-0-0.*

## **XII. Discussion Items**

### **A. Strategic Priorities**

Director Hammond explained that the USU develops annual strategic priorities in February as part of the budget planning process for the following fiscal year. This year, due to COVID-19 the USU reviewed and modified some of the strategic priorities to align them with current campus impact. Director Hammond explained that the USU’s Strategic Priorities align with the Priorities for the Division of Student Affairs. The following are the revised 2020-2021 strategic priorities:

Goal 1.1: To offer a comprehensive campus recreation program that assists in student satisfaction and contributes to student persistence to graduation.

Strategy 1.1.1: Implement short- and long-range plans based on a prioritization of the Student Recreation Center (SRC) program review recommendations.

Goal 1.2: To continually improve and enhance USU facilities in order to provide the CSUN community and guests with quality facilities, equipment, and technology in support of student success efforts and/or to increase revenue-generating opportunities.

Strategy 1.2.1: Review and assess the viability of the USU’s Renovation and Expansion project to determine if the project will move forward.

Discussion included looking at enrollment needs as well as impact due to COVID-19.

Goal 2.1 To provide equitable opportunities for undocumented students by administratively operating the DREAM center. (Pending BOD Approval Spring 2020).

Strategy 2.1.1: Oversee the administrative transition of the DREAM Center to the USU and create department structure that is similarly aligned with other USU Resource Centers.

Goal 4.1: To enhance the knowledge, awareness and skills of USU staff as it relates to the understanding of cultural differences, diversity and inclusion and then to have staff assist student employees with learning and managing diversity and intersectionality in the workplace.

Strategy 4.1.1: Implement a culturally inclusive training program for USU staff, SAEs and the Board of Directors.

Goal 4.2: To enhance the knowledge, skills and abilities of USU staff supervisors as it relates to providing effective employee supervision.

Strategy 4.2.1: Provide one, ongoing supervisor training per year as outlined in the USU Professional Development Program for Supervisors.

Goal 5.1: To provide learning-based student work experiences that support student readiness for post-college employment.

Strategy 5.1.1: Implement interventions that increase the percentage of USU Student Assistant Employees who take the National Association of Student Personnel Administrators (NASPA) Student Unions and Programming Survey. The annual survey supports the USU in determining the impact of the USU work experience on student employees as it pertains to their skill development in customer service, time management, leadership, teamwork, organizational skills, transferable career skills, skills relevant to academic majors, and skills to be used after graduation.

Goal 6.1: To provide consolidated campus financial information in order to improve reporting, share solutions to production issues, and streamline support and maintenance.

Strategy 6.1.1: Transition from the USU's stand-alone PeopleSoft accounting software to the Common Financial System (CFS)

Discussion included the need to have the same universal accounting system as the campus.

*AS Vice President Turner departed at 1:13 pm.*

## **B. BOD Goals Discussion**

The BOD participated in an activity to determine the 2020-2021 goals using the whiteboard feature on Zoom. Interim Executive Analyst, Stefanie Guarino compiled the final outcomes listed below:

1. Mental Health Focused Activities
2. More virtual programming / mindful of students who do not have access to technology
3. Create more networking opportunities
4. Spread awareness of campus events, facilities and resources
5. Ensure all basic needs are met during and after the pandemic
6. Provide COVID-19 support / ensure students receive services they need

Final goals for approval will be presented at a future BOD meeting.

## **C. Return to Work Planning Update**

Associate Executive Director, Jimmy Francis informed the board that the majority of the organization is working remotely. Employees who are returning to work either on a regular basis or on a more infrequent basis have to now complete an online assessment and receive approval prior to returning to the office. Anyone

who wishes to go to the office, no matter for how long they will physically be on campus, have to complete the assessment. They must also receive approval from their management team member. The USU has been working on social distancing protocols by closing certain entrances and exits and designating doors that are serving as an entrance to the building or an exit. There are arrows across the facilities providing pathways for those who are walking across the buildings. If needed, protective plexiglass will also be installed before the USU reopens for employees and students. The USU is purchasing masks that will be provided to the employees. Lastly, the USU is in the process of solidifying their approach on increased and enhanced cleaning tactics to ensure the safety of all those entering the facilities and in order to slow the spread of COVID-19.

*Director Ruelas-Bischoff and Director Winterhalter departed at 2:27pm.*

**XIII. Announcements**

A. Director Hammond informed the board that campus has been working on the *CSUN as One* website during COVID-19. They have been working on redesigning websites and she and other colleagues have focused on the Student Life and Support website created for new, continuing, and graduate students. It will be a cross-divisional website combining information about the entire campus allowing it to become more functional, and hopefully useful to students. She anticipates asking for the BOD feedback on August 3<sup>rd</sup>.

B. Chair Alvarez thanked everyone for their engagement at this meeting.

**XIV. Adjournment**

Chair Alvarez adjourned the meeting at 2:38 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director