

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
SEPTEMBER 16, 2019  
GRAND SALON ROOM  
MINUTES**

**I. Call to Order**

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

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Melanie Alvarez <i>(arrived at 1:04 p.m.)</i>	Stephanie Barboza	Kristen Pichler	Nolan Dafesh
Tyrone Carter	Sharon Eichten	Joe Illuminate	Elizabeth Gutierrez
Matthew Contreras	Marquita Gammage	Freddie Sanchez	Georgina Harris
Arrah Ebot Enaw	Christopher Ordonez	Kaila Lavin	Nikolas Morrison-Welch
Debra Hammond		Sharon Kinard	Hritnik Das
Catleya Maralit		Samantha Liu	
Gabriella Nguyen		Tim Rasmussen	
Tammy Rassamekiarttisak		Jonathan Navarro	
Giselle Reyes		Jeremy Hamlett	
Timothy Roberts			
Shelley Ruelas-Bischoff			
Tonee Sherrill			
Diana Vicente			

**III. Approval of Agenda**

M/S/P (T. Rassamekiarttisak/M. Contreras) Motion to approve the agenda for September 16, 2019.

Director Sherrill said the Vice Chair Report needed to be removed from the agenda due to the Vice Chair's absence.

M/S/P (T. Sherrill/T. Rassamekiarttisak) Motion to amend the agenda for September 16, 2019.

*Amendment to the motion passed 10-0-0.*

*Amended motion passed 10-0-0.*

**IV. Approval of Regular Meeting Minutes**

M/S/P (M. Contreras/A. Ebot Enaw) Motion to approve the minutes of the August 26, 2019 meeting.

*Motion passed 10-0-0.*

**V. Open Forum**

Associated Students (AS) guest, Senator Nolan Dafesh, discussed the desire to collaborate with the USU on the topic of bringing free female hygiene products to campus. Director Reyes asked what services and what type of collaboration AS was thinking about. Dafesh listed the Pride Center's free hygiene product program as an example and his wish to work with the USU in expanding the service. Aside from the Pride Center, Director Hammond mentioned pricing discrepancies throughout USU in terms of how much it sells feminine hygiene products for in various areas. She made the point that the discrepancies would need to be addressed. She asked Dafesh if AS wants to make all feminine hygiene products free. Dafesh confirmed that is the goal as it is one of the biggest ways to make a difference to

students. AS President Vicente added that this effort is in its beginning stages. AS wants to do trial runs and work with the USU to expand. Director Hammond closed by saying that she wants to look into this, perhaps tasking the Facilities & Commercial Services Committee to lead the effort.

## **VI. Action Items**

### **A. 2018-19 Financial Audit Report (Time Certain 12:45 p.m.)**

Associate Director of Finance and Accounting Joe Illuminate introduced the Audit Committee's recommended motion to accept the USU's 2018-19 Financial Audit Report prepared by CohnReznick LLP. He thanked CohnReznick for its patience and responsiveness through the completion of five audits. Illuminate also recognized the Accounting & Finance department, under the leadership of Accounting Manager Jonathan Navarro and Accounting Supervisor Lusine Dayan, for the completion of another successful audit. He asked Georgina Harris from CohnReznick to speak about the report. Harris overviewed the report, summarizing that the USU received an unmodified opinion which is the best opinion that an audit firm can award its client. In addition, the audit resulted in no adverse findings or audit adjustments.

*Motion passed 10-0-0.*

## **VII. Chair Report**

Chair Carter thanked the Board and staff for an outstanding month. He said the Matafest (August 28) and Meet the Clubs (September 3-4) events gave the Board an opportunity to share USU services with students, including the various leadership and service opportunities that Board committees provide. As a result, Board committees received the greatest number of student applications compared to past years. Carter mentioned other recent events, including Meet with Revolutionary Scholars (August 29), Meet with Women's Research Resource Center (August 29), Students of Color Coalition (September 3), Pride Center's Generation Pride welcoming event (September 5), and the Los Angeles Dodgers game that the Board and AS attended together on September 7. Carter thanked the AS for the opportunity to meet, talk, and strengthen collaborative efforts that better serve the student body. Carter discussed the Advancement to Graduate Education (AGE) Conference on September 7, explaining what a great event it was for students who are applying to graduate school. He encouraged the Board to take advantage of resources like this and also to inform fellow students and peers. Carter concluded by mentioning Matador Nights that took place September 13. He said it was a huge success and thanked all who volunteered, organized and produced the event.

## **VIII. Executive Director Report**

Director Hammond thanked those who came to Matafest on August 28. A total of 1,500 people attended and visited the various tables. Hammond said the final attendance count for Matador Nights (September 13) was 3,469.

*Director Alvarez arrived at 1:04 p.m.*

Hammond announced the USU's new Wellness Vending Machine, located on the first floor of the Sol Center. The vending machine offers reasonably priced health products such as Emergency Contraceptive Pills, feminine products, condoms, lubricant, and over-the-counter cold/pain relief medicine. The vending machine is the result of collaborative efforts between the USU, The University Corporation (TUC), Women's Research and Resource Center, Klotz Student Health Center, and the CSUN Masters in Social Work Program. She asked the Board to spread the word to fellow students. Hammond said there is a new staff onboarding video that is a good introduction to the organization. Associate Director, Human Resources and Professional Development Kristen Pichler wrote the script, and the USU marketing department executed the video. Hammond shared about this year's "Dare to Lead" actionable training program for USU supervisors and its modules about vulnerability, self-awareness and courage. So far an introductory session and one training session have taken place. Hammond discussed the SubPac Immerse Vibroacoustic Meditation Research Study that the Oasis Wellness Center is taking part in as a collaboration with the Institute of Community Health and Wellbeing. The study involves wearing tactile vests that allow individuals to be fully immersed in a vibro-acoustic experience. While very preliminary, the pilot data shows students feeling a greater sense of focus, calm, and well-being after one session with SubPac technology. Hammond shared that Kristen

Pichler is teaching the course Human Resources in Tourism, Hospitality and Recreation for the Department of Recreation and Tourism Management this fall semester. Hammond said that she and Director Contreras have been appointed to serve on CSUN's Commission for Diversity and Inclusion. She asked Director Contreras if he thought their first meeting was interesting. Director Contreras said yes, it was interesting and also semi-productive. Chair Carter asked if the Dare to Lead training program was just for staff or also the Board and its committee members. Hammond stated that it is only for staff.

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

AS President Vicente congratulated the USU on Matador Nights. She said recent AS activities, including the AS Day of Service and the Dodgers game, were held the same day. She shared that the AS handed out 10,000 donuts from 6:30 – 11:00 a.m. each of the five days during Commuter Week. Some professors had AS follow them into class to explain what AS does. She mentioned the Metro Bus Rapid Transit topic, which she would later present as a planned discussion item. She said there are AS committees with openings that she would like fill. She discussed an event called Voting Past Present Future which will take place on October 18 from 12:00 – 2:00 p.m. in the Plaza del Sol. AS will educate students on pertinent voting-related topics, such as discussion of an effort to bring a voting center to CSUN for the November 2020 elections and also petitions that ask professors to avoid assigning high cost websites as mandated course content. People will come to be educated on these topics and students will provide feedback through iPad surveys. Vicente updated the Board about the AS 100-day challenge; so far the AS has made 24 presentations in 20 days. She attended the New Student Convocation and President's Brunch events. She said that AS is supporting community members who are affected by a recent murder-suicide that took the life of a member of the CSUN Greek system. She attended a vigil with Dr. William Watkins. Director Ruelas-Bischoff asked Vicente to speak about Mattie's Munchies. Vicente said the idea behind it is to provide basic needs to students who are food insecure. She said any time there is a catered event with extra food, students who are signed up would receive a text alert invitation to pick up the food instead of it going to waste. The program is in the research phase and AS might want to collaborate with the USU. Director Roberts asked Vicente to repeat the name of the October 18 event. Vicente answered "Voting Past Present Future" and said there will be petitions throughout the event on the topic of professors using high cost websites for students. Chair Carter asked if the event would address any voting efforts for disenfranchised students. Vicente said AS is looking into efforts but had nothing tangible to share now. Chair Carter thanked Vicente for her efforts.

## **VIII. Committee Chair Reports**

- Diversity & Inclusion Committee: Chair Contreras said the committee received 25 new member applications, held 19 interviews and accepted eight candidates. They considered a wide amount of characteristics to reach their decisions. He added that on September 10 he and Director Hammond went to a commission meeting for Diversity & Inclusion.
- Facilities & Commercial Services Committee: Director Reyes said the committee received 17 new member applications and interviewed 14 candidates. The majority of those who accepted offers can attend the committee's first meeting, which will likely take place on September 30 after the committee trainings conclude. Director Maralit asked Director Reyes if she had any non-selected applicants that she might recommend to the Personnel Committee. Director Reyes said she would recommend some.
- Finance Committee: Director Roberts thanked everyone for their support. He said the committee received six applications and accepted four with one additional pending. He said the committee may be looking for more candidates depending on the outcome of the pending candidate.
- Personnel Committee: Director Maralit said the committee reviewed its goals for the year. Director Ebot Enaw said the committee received six applications and accepted five.
- Chair Carter encouraged everyone's presence at the committee trainings. He asked the Diversity & Inclusion and Facilities & Commercial Services committees to please pass available candidates to the Finance and Personnel committees. He emphasized that even if a candidate is not the first choice for one committee, that candidate can be a great choice for another committee.

- Retirement Committee: Director Ebot Enaw said the committee had its first meeting on August 20 to review plans and goals for the semester. She said the next meeting will likely be in October.

## **X. Discussion Items**

### **A. Bus Rapid Transit for CSUN**

AS President Vicente discussed the North San Fernando Valley Bus Rapid Transit (NSFV BRT) line, a project Metro put together for the community. She focused on the student aspect and displayed visual examples of how the line would affect CSUN. The \$180 million project, called Measure M, was approved by Los Angeles County residents on the 2016 ballot. The project will help reduce the number of buses that students need to take to reach CSUN, and will help increase the number of students taking the metro. AS is pushing for the route on Nordhoff (which is closer to CSUN) versus Roscoe. There will be a meeting in downtown Los Angeles on October 24 to vote on the project (rescheduled from the original date of September 26), and AS will bring 2,000+ obtained signatures in support of the project. She asked students to attend and show their support. She mentioned a lack of support from the neighborhood, largely from fear of homes decreasing in value. She asserted that this issue plants the seed for future generations, and AS is working with CSUN to get as many students to the October 24 meeting as possible. Free transportation and lunch will be provided to participating students, and excuse letters will be provided for those missing class in order to attend. Vicente said those attending will depart at 8:00 a.m. and return around 1:00 or 2:00 p.m. Director Contreras asked if the BRT line route is already set. Vicente said not yet, the town hall will determine the route. Director Maralit asked if Vicente has talked to students who commute to obtain their thoughts on the topic. Vicente said AS is talking to students. Chair Carter asked what kind of metro line it would be, a regular line or a rapid line with fewer stops. Vicente said at this point they are voting on the larger project and details like that will come via amendments once the project enters into developmental stages. Director Nguyen asked if Vicente had any more resources to share about the topic. Vicente provided a donut-shaped card with the URL: [csun.edu/as/transportation](http://csun.edu/as/transportation). Director Maralit asked if there is a data set to see what students think. Vicente said not yet, that Director Rassamekiartisak had drafted an AS resolution and Vicente would like to bring it to the USU as well. Director Ruelas-Bischoff thanked AS and said if there are any other interested constituencies AS would be happy to share the information with them.

*Director Alvarez left at 1:51 p.m.*

### **B. USU Renovation/Construction Update**

Director Hammond said that CannonDesign Architects was selected for the USU Renovation Project and the contract will be put in place. She is confident in the choice, as CannonDesign has completed more than 40 student unions across the United States with the latest being UCSD. She said the next step is selecting a contractor. We have received 13 submissions of qualifications, each ranging between 60-80 pages in length. The selection is being narrowed down to four firms who will each be asked for a formal Request for Proposal (RFP). In-person interviews at the USU will take place between October 7 and 14. She said they will be formulating project committees and will send notices this week. The meetings will be held Mondays or Wednesdays, with three meetings taking place this semester and two town hall events to get additional feedback from the campus community. The expectation this semester is to complete the program validation. She will report this outcome during the first week of December, then the project will move to the design phase during the spring semester. She or Project lead, Jimmy Francis, will give updates every step of the way. Chair Carter and Director Gammage are already on one committee and they will want one more Board member involved. Chair Carter asked Director Hammond to explain the USU's choice delivery method of Construction Management at Risk (CMAR) to the Board. Director Hammond said the idea is that costs rise when the contractor cannot build what the architect designs, so implementing CMAR is helpful as it involves the contractor from the beginning of the design process, saving time, funds, and solving problems/developing solutions along the way. This delivery method is particularly helpful for renovations, she said.

### **C. Eligibility Requirements for Committee Members**

Chair Carter said the present bylaws state that committee members must have completed at least one semester at CSUN before being eligible to serve on a Board committee. Director Contreras said that

incoming freshman bring a unique perspective and that it is critical to try to incorporate their fresh experience, which would be especially valuable to the Diversity & Inclusion committee. Director Rassamekiarttisak added that transfer students can also bring a lot of value in addition to their fresh experience. AS President Vicente said AS data finds incoming freshmen eager to be involved but easily overwhelmed as they transition into college. She said the AS has a designation called “Students at large” for new students wanting involvement. Those students can be heard but cannot vote. The AS finds this beneficial because it gives the students a chance to settle in while beginning involvement with the AS. Director Hammond said the USU Board policy in question is derived from a CSU policy. She said something the Board could try to do is suggest different bylaws for the Board versus committee members. There would be two implications to consider: priority registration and scholarships. She said they would first have to present the rationale to CSUN in order to start working on this, with no changes possible for Fall semester. She referred to AS President Vicente’s point about making sure students are settled in before committing to serve on committees, stating that one option may be to run committees from Spring semester to Spring semester instead of the existing Fall cycles. Director Reyes said it might help to look at application data to examine applicants in detail. Director Hammond said this is possible and would take some time. Director Ruelas-Bischoff added that the campus likes to see consistency, so any changes would first require discussion with Dr. William Watkins. Regarding transfer students, she said there is a large amount that need as much support as new freshman do. Director Sherrill acknowledged the desire to be more inclusive in committees, but that as a teacher of first-time students, he pointed out how much those students are trying to get their bearings. He said the Board’s responsibility is to include those students when possible but also to continue to reach out to them when they are eligible. Director Rassamekiarttisak asked about an item on page 56 of the attachment that referred to “candidate residency,” asking if it means that transfer students can apply if they are coming from another CSU. Director Ruelas-Bischoff stated the item that applies to this particular situation is listed on page 54 under “major student government offices.” Chair Carter said the takeaway is that new freshmen are not fully excluded; they can be encouraged to attend meetings and learn the process until they are eligible. Director Hammond asked for clarity on the Board’s direction at this stage in the discussion. She said what Director Sherrill said connects with Transition Theory that suggests that any time a person goes through a big event, a transition occurs. She stated the four “Ss” to transition to a new environment: Situation, Self, Support, Strategies. She said there are lots of ways to achieve inclusivity in the organization, but she will leave it up to the Board to decide what to do next. Chair Carter asked the Board if there were any challenges during the committee interviewing process. Chair Contreras acknowledged the importance of transition and said that at times the actual interview did not match the application, which was a wake-up call. Director Rassamekiarttisak asked if the Board could have more time to research and speak with others before bringing the topic back for future discussion.

*Director Hammond left at 2:23 p.m.*

Director Reyes asked for confirmation that the Board is not adjusting committees at this time. Director Ruelas-Bischoff said any adjustment process would be lengthy, so to first take the suggestions on the table, have discussions about these suggestions, then bring the topic back to the Board. Director Ebot Enaw asked if there was a time frame to consider if the Board does want to propose a change. AS President Vicente said this would be a CSSA-related issue so it would probably take a full school year.

*Director Hammond returned at 2:26 p.m.*

## **XI. Announcements**

- Director Ruelas-Bischoff said that the new Provost, Dr. Mary Beth Walker, is hosting a Student Success Series event on October 2 at 2:00 p.m. Students, staff and faculty are welcome at this kick-off event which is focused on prioritizing CSUN student success. Chair Carter added that this event will take place in the Grand Salon. Chair Carter and Director Hammond will be panelists at this event.

- Director Rassamekiarttisak mentioned the Asian American Studies Welcome Back event would be held Wednesday, September 18 from 11:00 a.m. – 2:00 p.m. at the Omatsu House.
- Director Nguyen said the Klotz Student Health Center collaborated with the USU for Matador Nights. She thanked the USU for a successful event where the Student Health Center distributed mocktails and educated students about the dangers of alcohol poisoning and drinking and driving.
- AS President Vicente said she will attend the monthly CSSA meeting at CSU San Marcos and will bring back information from the meeting. She added that AS is recruiting, highlighting openings for the Chair of Finance, Attorney General, Graduate Senator, and Senator for the College of Business & Economics. She said if anyone on the Board is interested, or knows someone who may be interested, to let her know.
- Chair Carter thanked everyone who applied to attend the ACUI Regional Conference in November.

## **XII. Adjournment**

Chair Carter adjourned the meeting at 2:31 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director