

UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
APRIL 13, 2020
ZOOM VIDEO CONFERENCE
[HTTPS://CSUN.ZOOM.US/MY/SPRING2020BODMEETINGS](https://csun.zoom.us/j/SPRING2020BODMEETINGS)
MINUTES

This meeting is being 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 12:30 p.m. by Chair Tyrone Carter.

II. Roll Call

Present	Absent	Staff	Guests
Melanie Alvarez*	Diana Vicente	Nick Echeverri*	Daniela Barcenast*
Stephanie Barbozast*		Jimmy Francis*	Ryan Edwards*
Carroll Brown*		Jeremy Hamlett*	Elizabeth Gutierrez*
Tyrone Carter*		Joe Illuminate*	Deion Turner*
Matthew Contreras*		Jennifer Kim*	Madison Villanueva*
Sharon Eichten*		Sharon Kinard*	
Arrah Ebot Enaw*		Kaila Lavin*	
Ayana Galvest*		Kingson Leung*	
Marquita Gammage*		Samantha Liu*	
Debra Hammond*		Jonathan Navarro*	
Catleya Maralit*		Kristen Pichler*	
Albert Martinez*		Tim Rasmussen*	
Gabriella Nguyen*		Dave Ross*	
Tammy Rassamekiarttisak*		Shelley Sakodast*	
Giselle Reyes*		Freddie Sanchez*	
Shelley Ruelas-Bischoff*		Steven Weinst*	
Edith Winterhalter*			

* Zoom video participant

** Zoom call in participant

III. Approval of Agenda

M/S/P (T. Rassamekiarttisak/ A. Ebot Enaw) Motion to approve the agenda for April 13, 2020.

Motion passed 14-0-0.

Director Hammond said she would like to add End of the Year Awards as a Discussion Item on the agenda.

M/S/P (D. Hammond / T. Rassamekiarttisak) Motion to amend the agenda to include the End of the Year Awards as a Discussion Item.

Amended motion passed 14-0-0.

IV. Approval of Meeting Minutes

M/S/P (A. Martinez / S. Barboza) Motion to approve the minutes of the March 23, 2020 meeting.

Motion passed 12-0-2.

V. State of the Union Address

Director Hammond mentioned that there has been two State of the Union Addresses over the past week. One has been tailored for USU Professional Staff and the other for USU Student Staff. They had 71 full time staff and over 170 students log into the meeting. The State of the Union Address was emailed with the PowerPoint and available resources. On Friday, the stay at home order was extended until May 15th. The University is also considering having virtual classes over the summer. The USU does not know whether this means classes will be virtual or if this will also mean operations will continue to be virtually. Associate Director, Human Resources, Kristen Pichler, clarified to students when they can apply for unemployment. The USU is also trying to figure out about the Renovation & Expansion project, but for now the project will be delayed at least 6 months. Before a more concrete decision is made, the USU will need to look at fall semester enrollment numbers. Enrollment makes up 85% of the USU's operating budget. Director Hammond explained that they do not have all the answers yet, and it is frustrating, but they are working hard to communicate with the organization in a timely, transparent and fair way possible. She mentioned that we must have hope that we will get through what seems like an impossible scenario together as a team. She encouraged everyone to provide recommendations either by emailing Chair Carter, their management team member or herself. Director Carter thanked Director Hammond for her leadership and stewardship during this time. Director Ruelas-Bischoff added that it was good to see everyone and thanked Director Hammond for a message of hope and leadership. She is confident that we are going to get through this together.

VI. Open Forum

Associated Students Vice President elect, Deion Turner introduced himself and mentioned he is looking forward to working with the USU. He thanked the USU for all of their support and congratulated the graduating seniors and incoming board. He informed everyone that Associated Students will be opening their applications soon for cabinet positions.

DREAM Center Intern Student Success Advisor, Daniela Barcenas introduced herself. She is present today since the board will be voting on the DREAM Center and is here to answer any questions if need be.

VII. Chair's Report

Chair Carter thanked everyone who has been involved in the commitment to building a resilient and sustainable USU. He believes that this current situation emphasizes a transparent, equitable, and accountable leadership in an effort to support our students, faculty and staff success during challenging times. He attended the Finance Committee meeting on March 30, 2020 where a few items were discussed. He also thanked all the staff, directors, committee members and other volunteers who assisted with the "Lasting Legacy of Leadership at CSUN, USU Board of Directors Elections." The numbers of the Spring 2020 elections were great despite of the current circumstances. He congratulated the newly elected student directors whose term is effective June 2020 to June 2022. The members are, Stephanie Barboza, Albert Martinez, Jacob Akopnik, Ryan Edwards and H Landeros.

VIII. Vice Chair's Report

Vice Chair Barboza reminded everyone that they are not alone to reach out if they need anything. She emphasized that everyone should stay positive and hopes everyone is healthy and at home. She also congratulated the newly elected members from the Spring 2020 Elections. Vice Chair Barboza mentioned

that she, too has been adjusting to this new virtual environment and that with exams and coursework, her check ins will continue this week. She also reported that the board can find some resources to aid with COVID-19 in her report.

IX. Executive Director's Report

Director Hammond recognized all those who have done a great job in virtual programming for the Student Recreation Center. She informed everyone that they should be receiving weekly emails from Associate Director, Marketing & Programs for all the programs taking place. She would like everyone to send it to all their peers and spread the word. They can also sign up for the USU's email list directly on the USU website to receive these emails. Some of the feedbacks the USU has received is to move the programs to a later time or possibly during weekends since students have other obligations during the day and may be feeling "zoomed" out. The USU will look into the feasibility of this. Lastly, Director Hammond congratulated Dr. Freddie Sanchez for defending his dissertation on April 2nd. She mentioned that it was empowering to listen to the research he conducted, how he will continue to grow his theories and how excited she is to see his contribution toward the theoretical framework of the Rise Center.

X. A.S. Report

No discussion.

XI. Committee Reports

A. Diversity & Inclusion

Director Contreras informed the board that alongside Co-Chair Alvarez and Committee Member Denise Nguyen, they will be creating a document with on and off campus resources for students. They are looking at various types of resources ranging from food, monetary relief, mental health, and COVID-19 testing. He also congratulated Denise Nguyen who won a seat as the A.S. Senator for Health and Human Development. Their last committee meeting will be April 27th and the committee will be presenting their year long research. Director Barboza asked how they will be posting the resources. Director Contreras said they are working on compiling everything and will determine the best way to distribute the information.

B. Facilities & Commercial Services

Director Reyes said that the committee has been working on the space criteria form that will be presented to the board soon. She also said that she is happy and excited with her Co-Chair who she believes will do amazing things. Lastly, she is happy to see everyone.

C. Finance

Director Rassamekiarttisak said the committee had a meeting on Monday, March 30th, where they discussed the 2020-21 Capital Outlay Allocation Proposal, 2020-21 Major Repair & Replacement Allocation Proposal, 2020-21 Designated Reserves Allocation Proposal and the Travel Policy. The committee will be voting on the Travel Policy at the next meeting on April 20th, 2020 at 3:30 pm via Zoom. She said if anyone is interested in attending to please let her know and she can forward the meeting link.

D. Personnel

Director Maralit explained that the Personnel Committee has not met due to COVID-19 priorities. They will be meeting on April 23, 2020 at 3:30 pm and invites anyone who wants to attend. She can forward the meeting link if interested.

E. Retirement

Director Barboza said she has nothing to report as they are working on setting up their last meeting.

XII. Action Items

A. DREAM Center Request

Motion out the Diversity & Inclusion Committee to have the University Student Union administratively operate the DREAM Center, making the DREAM Center a new department of the University Student Union starting July 1, 2020. It is further understood, that this is a cost neutral proposition for the USU based on continuous financial support from the University via CQF, EOP, the Division of Student Affairs and the Provost's Office.

Director Contreras explained that there will be no cost to the University Student Union associated with this transition. A Memorandum of Understanding (MOU) will be developed between the University Student Union and various CSUN Departments (Academic Affairs, Educational Opportunity Program (EOP), Campus Quality Fee (CQF) and Student Affairs) to ensure annual funding is secure for this transition and continued long-term operations. Director Hammond explained that EOP wanted to make sure that the DREAM Center is housed where they believe it will be best aligned. Having the DREAM Center operated by the USU is consistent with the USU's mission and is in the best place to serve students. The USU has also started to build relationships with the DREAM Center staff. Director Ebot Enaw asked whether they have factored in COVID-19. Director Contreras responded that this transition will be cost neutral for the USU and none of the DREAM Center's operating budget will come from the USU's. Director Ruelas-Bischoff said that the entire University is looking at their budgets. There will be no impact to funding for the DREAM Center because it has been identified as critical need for our students. The campus will work diligently with Dr. Watkins and the Provost's Office to support this entity.

Motion passed 13-0-1.

XIII. Discussion Items

A. End of the Year Awards

Director Hammond mentioned that the USU is holding their Year-End Celebration virtually. The Board of Directors will receive an email regarding voting for the recipients this afternoon. Please keep a lookout for that email and respond promptly. The Diversity & Inclusion Committee nominated Denise Nguyen. She conducted great research and her work was used as an example to the rest of the committee. She has always brought a creative perspective and the committee believes she is a great representative of the USU. The Personnel Committee nominated Dulce Hernandez. She originally applied to another committee but when given the opportunity to serve on the Personnel Committee she was interested in being a part of the USU. She had a great interview and wants to expand and advocate. She is very involved on campus. The Personnel Committee also nominated Christopher Hernandez. He is a student assistant at the USU and has been a part of the Personnel Committee for about 2 years now. He has been a great mentor and guides the committee with his knowledge and experience. He always makes sure that everyone feels part of the Personnel Committee. The Facilities & Commercial Services Committee nominated Tiffany Abodoh. She ran for a position on the Board of Directors and even though she was not elected she continues to be involved. She is hard working and continues to think outside the box. The Finance Committee nominated Asima Rahman. She was part of the Board of Directors last year and continues to be involved and is dedicated to the USU. She was also part of the Finance Committee before and always provides insightful information.

The BOD conducted a secret ballot for the Committee Member of the Year award. Secret ballot winner will be announced at the Year End Celebration on May 1, 2020.

The Aida C. Salazar award nominations will be emailed to all BOD members following the meeting and members will cast their ballot electronically.

VIII. Announcements

- A.** Director Ruelas-Bischoff said it was wonderful to be back even if its just seeing everyone through Zoom. She hopes that everyone has everything they need. She thanked everyone for the card she received with their condolences. She is now quickly trying to catch up on things while she was away. She informed everyone to look for updates on the USU COVID-19 website that was designed specifically for students. She also encouraged everyone to send feedback on how we can keep everyone engaged during these times. The University has applied for the CARES Act. At the moment, they do not have all the answers but are working diligently to be as transparent as possible with students remaining at the center of their decision-making focus. She thanked everyone for their patience. She hopes that everyone maintains their hope and optimism as we will get through this together.
- B.** Director Hammond reminded everyone to keep a look out for the email from Kingson by Wednesday.

XI. Adjournment

Chair Carter adjourned the meeting at 1:48 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director