



University Student Union
 California State University, Northridge

Diversity and Inclusion Committee Agenda
Monday, April 22nd, 2019, 4:00 pm - 6:00 pm
Executive Board Room
MINUTES

I. Call to Order

The regular meeting of the USU Board of Directors - Diversity and Inclusion Committee was called to order at 4:10 pm by Chair Benkovic.

II. Roll Call

Present	Absent	Staff	Guests
Frankie Benkovic (Committee Chair)	Melanie Alvarez Rojas	Augie Garibay	Kristen Pichler (USU Human Resources)
Tyrone Carter	Stephanie Barboza		Madison Villanueva (EOP Dream Center)
Jessica Aceves	Freddie Sanchez		Dario Fernandez (EOP Dream Center)
Dawn Joves			
Kelly de Leon			
Ruben Ramos			
Jaleesa Herrington			
Stephanie Flores Temix (USU BOD Vice Chair) 4:25 pm			
Bhernard Tila (USU BOD Chair) 5:00 pm			

III. Approval of Agenda

M/S/P (D. Joves/K. de Leon) Motion to approve the agenda for April 22, 2019.

Motion passed 6-0-0

IV. Approval of Minutes – 04/08/19

M/S/P (J. Aceves/T. Carter) Motion to approve the minutes for April 8, 2019.

Motion passed 6-0-0

V. Open Forum

VI. Chair's Report

K. de Leon was nominated for committee member of the year. Awards to be announced at USU Year-End Celebration on Friday, May 3rd. Doors open at 3:30 pm.

Please submit your responses to the surveys which were forwarded by the Executive Secretary. Your input will help us restructure and build the committees.

Referendum vote will be May 1st and 2nd. Students will receive an email notifying them to vote. Referendum Showcase on Thursday, April 25th from 10:00 am - 2:00 pm, in the Grand Salon. Outreach Team will be having office hours starting this week and will be tabling at the Four Corners Cultural Convention at the Omatsu House Parking Lot on Friday, April 26th.

VII. Action Items

VIII. Discussion Items

A. Conversation w/ USU HR Regarding Formerly Incarcerated Students Employment Opportunities

Associate Director, Human Resources & Professional Development, Kristen Pichler (KP), introduced herself and her role in the USU. She has seen the evolution of employment, including the requirements.

The Chancellor's Office mandated background checks for sensitive positions a few years ago. Sensitive positions often include positions working with children, handling cash, access to confidential information, access to medical records, access to keys. Not all positions in the USU are sensitive positions. We conduct the background checks through an agency. If found to have a criminal record, we weigh that against the position, but if it doesn't have relevance we will discuss it. She cannot think of any situation where we did not offer employment. Situations like this are on a case-by-case basis. There are no barriers to a person applying for employment in the USU.

Note: the [USU Handbook](#) includes a section on Background Checks and Investigations (page 10). The mandate KP mentioned has been revised and can be found on the Cal State University website ([CSU Coded Memoranda HR 2017-17](#)).

With regard to applicants who are undocumented, we do not request proof of eligibility to work in the U.S. prior to the offer of employment. Once hired, the applicant must provide documentation within three days. The list of documentation includes passport, social security card, driver's license. There are two sections of documentation. One from each section is required (one from List A, and one from List B or C). In the application process, to avoid discrimination, we are assuming eligibility. Proof is only required after offer of employment is made. D. Joves commented that the question regarding being able to provide documentation is currently required on the USU application for student employment.

Note: the [USU Handbook](#) includes a section on Employment Eligibility (page 5). The proof of eligibility KP mentioned can be found on the U.S. Citizenship and Immigration Services website ([Form I-9 Acceptable Documents](#)).

Questions raised by the committee included:

- Can we include language on our website that would state “formerly incarcerated friendly”?
 - KP stated that an important distinction is that all positions are available for all people. A position like the front desk is not a sensitive position.
- How many students at CSUN are formerly incarcerated? How many applicants with criminal records are applying or are discouraged?
 - KP said the best recruitment resource is word-of-mouth from our current employees.
 - Chair Benkovic suggested that using the term formerly incarcerated may be more harmful. Using systems impacted may soften the impact. K. de Leon clarified that using both terms (systems impacted and formerly incarcerated) is appropriate because individuals have different lived experiences within both groups. S. Temix suggested that the USU could include a disclaimer on job postings. D. Joves read that the USU's Equal Opportunity Employer statement excludes Formerly Incarcerated and Systems Impacted from the list of groups.

Note: the USU Handbook includes a section on Equal Employment Practices (page 5).

- Does the USU still hold its Job Fair?

- KP stated that the USU has begun partnering with the Career Center in their job fair each semester.

B. Conversation w/ Dream Center Regarding Undocumented Student Leadership Scholarships

Chair Benkovic led a review of what has been discussed previously. The Cal Poly Pomona (CPP) and Cal State Long Beach (CSLB) opportunities. Eligibility criteria at CPP may be limiting. The CPP opportunity is specific to research that the recipient is doing within the topic of immigration. CSLB provides for part-time and full-time students who may be eligible. CSLB's applications aren't trauma-based. CSUN Dreamers Scholarship's criteria makes it accessible to more students, not specific to AB540 students.

T. Carter asked what is an educational resume? Executive Secretary Garibay suggested that it was similar to a professional resume, without the emphasis on job experience. A student could list their coursework, co-curricular activities, skills and interests, awards and recognition.

J. Herrington asked how do we define being enrolled half-time and are we going to define the number of units enrolled? Defining the number of units may exclude some students from applying.

Note: [CSUN Admissions & Records](#) defines Full- and Half-Time Enrollment.

- *Full-time enrollment is a minimum of:*
 - *15 units for undergraduate students (12 units for financial aid and certain external legal requirements)*
 - *8 units for graduate students*
- *Half-time enrollment is a minimum of:*
 - *6 units for undergraduate students*
 - *4 units for graduate students working toward a master's degree*
- *Post-baccalaureate students working on a teaching credential or second bachelor's degree who have federal loans must be enrolled in at least 6.1 units to be eligible for in-school deferments.*

CSLB's funding source is Associated Students. CSUN USU's would potentially be our own funding. CPP is a working opportunity funded through a grant. CSLB is a scholarship. The USU's should be universal and not require a student to go back into the community.

Dream Center Staff (Dario and Madison) joined the meeting. Following a round of introductions, Chair Bencovik provided an overview of what the committee

has found, up to this point and asked how often the Dream Center finds students wanting/needing something like those offered at CPP and CSLB.

Dario said that they are seeing more students who don't have work authorization. Students who are coming into the university who don't have DACA following the 2017 rescinding. Students who would be eligible for DACA are not able to apply currently. Students wanting to build their professional development history are hitting this barrier. Strategically, how do we provide this for any student? The precedent of scholarships with certain community service hours or completion of a project could be one way. We can create a program that is open to any student. The program would allow them to apply to a position where the student can develop professional experience. We just need to identify the funding source. CPP was able to do it through financial aid. Even those that don't have work authorization would be able to get financial aid.

Madison stated that at UCSB, the Student Assistants in the Dream Center were paid through a scholarship that was open to everyone. Students were required to sign a contract stating that they would complete a set number of hours. A second one was handled through Career Services. During the Summer, students would have to prove that they were part of an unpaid internship and include a write-up of their experience.

This could be an internal program or an externally funded program. We can identify a set of positions and run an internal process. CPP program language was vetted through the Chancellor's Office. We can create a route for students to gain experience without a work authorization. CPP has a strong relationships with the Career Center. CSUN EOP's Dream Center presented to Career Center peer advisors, recently. In the long-term this program can be housed at the Career Center.

The Chancellor's Office would not support a program that allows "work in exchange for money" or an "academic oriented experience".

We could find five areas to host interns and fund them through the Dreamers Scholarship (undocumented, AB540, non-AB540, DACA, and non-DACA). We would need to ask these areas what they are looking for in a student intern. We need to get input from those areas to ensure the success of the program. UCLA Labor Center works with non-profits and community organizations, on a program that takes place over the summer. They identify the partners first, and determine what projects they are working on and what skill sets are desired from students.

Educational resume is required for the Dreamers Scholarship. This is to better prepare our students. It's tied to the Academic Works database and scholarships. We would want students to submit a resume and cover letter for the experience.

Blanca & Madison run a program called GAPE (an undergraduate immersion program). It's an exploratory process of applying to grad school and deciding if

grad school is the right option for them. The program helps students navigate the hidden curriculum of the higher education system. In partnership with the office of graduate studies with a goal that they will take over the program.

How do we see a partnership with the Dream Center? We can connect students to the USU's different departments where they may have a career interest, gain experience in the interview process on committees. Begin with inclusive policies and procedures to make program sustainable and effective.

USU BOD Chair Tila stated that was the idea behind writing the goal at the beginning of the year. Having collaboration with the different areas of campus would be the ideal, encompass the areas of the USU, allocating a specific fund through the operating budget, pilot program collaborating with the Dream Center and then growing the project outside of the USU.

Dario suggested that he would speak with financial aid to reallocating five of the Dreamers scholarships and build a curriculum with five areas in the USU to place scholarship recipients. We should begin seeking departments that would want to host a student and decide on workshops for the five students through the Career Center. We can start for a year and build from there.

What would the funding need be from the Dream Center or the USU? It would be dictated by the parameters of the role. \$2,000 for the year or \$1,000 a semester in scholarship funding and at less than 10 hours per week. Students aren't concerned with the hours, but more about the opportunity.

What components would the USU provide to make this successful? Having an actual role for the student and being prepared with clear purpose and goals. Identifying training within the department would be important. Market that it's inclusive of all students (being explicit to encourage participation).

IX. Announcements

D. Joves announced the Referendum Showcase and passed out bookmarks.

J. Aceves announced that the MSW Students are fundraising for a liberation based in November 2018. Marketing available via Instagram

K. de Leon announced an online petition regarding support of AB 1460. The link is on the Student of Color Coalition's Instagram post.

USU BOD Vice Chair Flores announced the CSUN EOP Dream Center's upcoming Undocu-graduation Celebration on Sunday, May 12th.

X. Adjournment

Chair Benkovic adjourned the meeting at 6:03 pm

Respectfully submitted by,

Augie Garibay
Executive Secretary
Assistant Director, Diversity Initiatives

**denotes attachment*

***denotes hand-outs at meeting*