

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
INTERNAL REVIEW AD HOC COMMITTEE**

**Minutes**

**Friday, November 8, 2024 | 12:00 p.m.-1:00 p.m.  
Zoom Meeting ID: 843 2595 0193 Password: 245378**

**Link:**

<https://csun.zoom.us/j/84325950193?pwd=UYwh49bnpq6DucJyhqu7ur0VsER4fV.1>

- I. Call to Order 1206
- II. Land Acknowledgement
  - A. Committee Co-Chair, Nawshin Sabah provided the USU land acknowledgment.
- III. Roll Call

Present	Absent	Staff	Guest(s)
Marilyn Orantes, Chair		Dr. Tari Hunter (Executive Secretary)	
Rudy Granillo			
Jesse Corona			
Kevin Mojaradi			
Amelia Zapata			

- IV. Approval of Agenda October 28, 2024
  - M/S/P (R. Granillo / K. Mojaradi) Motion to approve agenda for October 28<sup>th</sup>, 2024  
**Motion Passed 4-0-0**
- V. Open Forum
- VI. Ice Breaker- Name/major/role/fun fact
  - A. The committee all introduced themselves and shared a fun fact about themselves
- VII. Discussion Items
  - A. Internal Review Ad Hoc Committee Charge
    - Chair Orantes shared that this ad hoc committee is directly aligned with BOD Goal 3: Enhance the Board of Directors' internal governance framework. She provided information on the outcome and methodology for the goal with the group.
    - Outcome: The BOD will improve operational efficiency by reviewing and updating internal controls and procedural documents.
    - Methodology: The ad hoc committee will systematically review and revise key policies, procedures, and governing documents. Revisions will be presented to the BOD upon completion. A status report

outlining progress and recommendations will be delivered no later than the June 2025 BOD meeting.

- Chair Orantes also shared that this year we will work on the following projects:
  - Leadership Scholarship
  - Expectations & Responsibilities
  - Bylaws

**B. Fall 2024 Meeting Schedule**

- Committee agrees to meet every other week at 12pm. Discussed the following meeting dates:
  - 11/8/2024
  - 11/22/24
  - 12/6/24
  - 12/20/24

**C. Committee Communication & Expectation**

- We will use Teams as our primary mode of communication. Dr. Hunter will create a channel and invite us to join it.
- Chair Orantes shared that the committee will research organizations for examples , review documents, brainstorm, and make suggested edits.

VIII. Announcements

IX. Adjournment- Meeting adjourned at 12: 30pm

Respectfully submitted by,

Dr. Tari Hunter