

THE UNIVERSITY CORPORATION
Board of Directors
October 8, 2024

A meeting of The University Corporation Board of Directors was called to order by Chair Erika Beck at 3:01 p.m. on Tuesday, October 8, 2024 via Zoom Conference Call at California State University, Northridge. A quorum was present.

Members Present via computer video and audio:	Erika D. Beck, Harvey Bookstein, Colin Donahue, Brianna Fragoso, Ronald Friedman, Carlos Fuentes, Isaac Gavino, Joselyn Harris, Omar Jwainat, Hamid Johari, Katie Karroum, Iman Kahn, Brianna Kovenia, David Moon, Michael Phillips, Jerald Schutte, Ben Yaspelkis
Members Absent:	Lois Shelton
Staff Present via computer video and audio:	Heather Cairns, Rick Evans, Mike Lennon, Philia Militante, Cindy Ruan, Grace Slavik, Alexandra Stahl, Linda Turner
Others Present via computer video and audio:	Amy Berger, Rachada Prayong-Russell, Bella Newberg, Jason Nussbaum, Samantha Thuotte, Lih Wu

ITEM I WELCOME NEW DIRECTORS

<u>Faculty:</u>	Michael Phillips	Three-year term (2024-2027)
	(reappointed)	
	Jerald Schutte	Three-year term (2024-2027)
	(reappointed)	
<u>Community:</u>	Ron Friedman	Three-year term (2024-2027)
	(reappointed)	
<u>Students:</u>	Brianna Kovenia	Two-year term (2024-2026)
	Isaac Gavino	Two-year term (2024-2026)
	Joselyn Harris	Two-year term (2024-2026)
	Omar Jwainat	Two-year term (2024-2026)
	Katie Karroum	Two-year term (2024-2026)
	Iman Khan	Two-year term (2024-2026)

ITEM II RECEIPT OF SEPTEMBER 11, 2024 MINUTES

The minutes from the September 11, 2024 Executive Committee meeting were received as informational.

ITEM III APPROVAL OF THE JUNE 4, 2024 MINUTES

MSP (Phillips/Johari): That the minutes of the June 4, 2024 Board of Directors meeting be approved as circulated.

the potential reaction of the neighbors if eight homes are constructed on the lot. Additionally, there is a concern regarding subdivision of the parcel, as it appears that it can only be divided if the owner resides there. However, considering TUC's non-profit status, there may be alternative solutions available. Jerry Schutte, CSUN Professor, Department of Sociology agreed that there might be feasible options to address these concerns.

ITEM V CONFLICT OF INTEREST STATEMENTS AND DIRECTOR'S HANDBOOK

The 2024/2025 Directors Handbook was distributed via email. Changes in the Directors Handbook were noted in red. Dr. Beck also noted the importance of signing and filing these forms.

ITEM VI CSUN DELEGATION OF AUTHORITY FOR CALIFORNIA OFFICE OF EMERGENCY SERVICES (CALOES) GRANTS AND CONTRACTS

Grace Slavik, Associate Executive Director of Financial Services, TUC, reminded the Board that every year, California Office of Emergency Services (CalOES) issues new awards and amendments designating The University Corporation as the recipient of these awards on behalf of CSUN. Because TUC is named subrecipient of these grants, the Corporation is required to provide proof of authority from the Board. This shows who on campus has the authority to enter into agreements or make amendments for TUC.

This year, CalOES suggested that instead of naming specific individuals, their titles be listed instead. This way, if someone moves on from their position, there will be no need to go back to the Board for more approvals. Though there is no reason to believe these Designees will leave their roles, having this flexibility is important for the process.

In the past, the Board has granted authority to the following positions: Associate Vice President of Research and Sponsored Programs, Managing Director of RSP, and Assistant Vice President of Graduate Studies. These are state side employees designated by the Campus President to have signing authority on contracts and agreements related to research and sponsored programs for the campus. TUC is recommending that the Board continue this practice.

Ms. Slavik added that to comply with CalOES's subrecipient handbook, a list of all current agreements and amendments are now included, along with their performance periods.

MSP (Karroum/Gavino): That the Board give proof of authority to the following positions for the current CalOES subaward agreements and amendments.

- Associate Vice President of Research & Sponsored Programs
- Managing Director of Research & Sponsored Programs
- Assistant Vice President of Graduate Studies

The list of current subaward agreements and amendments, and grant years is as follows:

Agency Award No.	Project Title	Performance Period
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SD21 01 1253	SD - Sexual and Domestic Violence Prevention Program	May 1, 2022 through December 31, 2024
RC23-37-1253	RC - RAPE CRISIS PROGRAM	October 1, 2023 through September 30, 2024
RC23-26-1253	RC - RAPE CRISIS PROGRAM	October 1, 2023 through September 30, 2024
XY23-03-1253	XY - Underserved Child & Youth Advocacy Program	January 1, 2023 through December 31, 2024
CT23 05 1253	Campus Sexual Assault (CT) Program	January 1, 2023 through December 31, 2024
UV23 02 1253	UV - Unserved/Undeserved Victim Advocacy and Outreach Program	January 1, 2023 through December 31, 2024
XS23 06 1253	XS - Sexual Assault Response Team Program	January 1, 2023 through December 31, 2024
AT23 04 1253	Child Abuse Treatment (AT) Program	January 1, 2023 through December 31, 2024
XC23 06 0190	County Victim Services (XC) Program	January 1, 2023 through December 31, 2024
KC23 02 1253	Child Advocacy Center Program	April 1, 2024 through March 31, 2025
FJ23 02 1253	Family Justice Center (FJ) Program	April 1, 2024 through March 31, 2026

ITEM VII SUMMER PROJECTS UPDATE

Michael Lennon, Associate Director of Facilities and Operations, TUC, shared an update on the upgrades that were made across TUC facilities this past summer. TUC allocates portions of its annual capital budget to upgrading facilities and purchasing new equipment. First, two of the five air conditioning units at the campus store complex were replaced, meaning that now all five were replaced in the last two years. At the Orchard conference center, security cameras were added, so that now security cameras are present in all TUC units. Additionally, the refrigerated display case at the Sierra Center Freudian Sip was replaced, as well as the ice machines at Subway.

The major area of renovation was the Sierra Center Marketplace. Minor upgrades include re-tinting of the second-floor windows, re-upholstering seating booths on the first floor, and conversion of a second-floor restroom into a gender-neutral restroom. The major renovations on the first floor were funded by capital money from Chartwells as part of the ongoing contract, and all four dining concepts have been refreshed

or rebranded. The entire front counter was rebuilt to support the creation of Baba's Pizza, Halal Shack, Pueblo, and Wild Blue sushi. This major refresh was finished on time and on budget with fully trained staff.

ITEM VIII CHARTWELLS HIGHER EDUCATION UPDATE

Heather Cairns, Associate Executive Director of Administrative Services, TUC, began an update on Chartwells operations by sharing that TUC's dining services are finally beginning to see some post-pandemic stabilization. Improvements to both retail and catering have been made and will continue as TUC consistently meets with Chartwells leadership. Ms. Cairns reminded the Board that the Food Service Advisory Committee was reinstated and has already met once this semester with more meetings to come.

Jason Nussbaum, District Manager of Southern California, Chartwells, introduced himself and the rest of Chartwells management including the new Resident District Manager, Rachada Prayong-Russell and Executive Chef of Catering, Peter Cabrera, before turning it over to Samantha Thuotte, Director of Operations, for further updates. Ms. Thuotte shared that over the summer months, Chartwells focused on strengthening their hourly team and the overall program. A job fair was held before the start of the semester that interviewed over 200 applicants over the course of two days. Approximately 74% of their on-campus staff are students, and multiple orientations for new hires were held prior to fall opening. New Student Orientation is a priority and Chartwells values being able to serve over 2,000 students every year.

Ms. Prayong-Russell moved on to discuss the Marketplace refresh more in depth. The Marketplace was opened on time, with a soft opening at the end of August and the grand opening September 10th, where the first 200 guests were offered a free meal. Both events went very smooth and were well received by students, staff and faculty. Two new food concepts were introduced, where staff are fully trained and Halal certified.

The first of the new food concepts is Baba's Pizza, a made to order, build your own, New York style pizzeria with multiple choices of toppings, all of which are Halal certified. The second is Halal Shack, with Middle Eastern and Mediterranean options for bowls, salads, wraps, and other creations. Students have responded especially well to this dining concept. Pueblo, a fast casual Mexican inspired concept, has received a new and improved menu with the Marketplace refresh, with many customizable burrito, taco, and salad options, as well as a breakfast menu. Wild Blue Sushi offers traditional Japanese cuisine with a contemporary twist, including sushi, poke bowls, hot rice bowls, and boba drinks.

Mr. Nussbaum then covered how inflation has affected food and labor costs. Over the past five years, the compounded food inflation is at 30.1%, while labor is at 33.7%. In the face of this, Chartwells has introduced programs like Value Eats, available at Pueblo, Fry Shack, and Arbor Grill, to provide students with low-cost dining options that are still high quality. Many of the Value Eats options are also vegan or vegetarian to provide multiple dietary options.

Ms. Thuotte then shifted focus to catering, which she recognized has faced inconsistencies in the past. Over the summer, a new catering team was established and a lot of work was done to streamline the process and improve customer communication. A new menu will be available soon and the website has received a refresh as well. A catering showcase will be held towards the end of October. Mr. Nussbaum also took a moment to highlight upcoming events at G'mos residential dining, which include premium nights and teaching kitchen events, where students can learn various cooking techniques. Finally, Mr. Nussbaum shared the various methods of contacting Chartwells, including their website, Instagram, and a text-to-chat number.

Dr. Schutte asked what the proportion of on campus versus off campus customers is for catering. While those numbers were not available at the time, Mr. Evans reaffirmed the need to expand to off campus customers and stated that it is a goal to raise the profile of catering in the community.

Isaac Gavino, Associated Students Senator, Arts, Media, & Communication, asked if the inflation of labor costs is reflected in rising employee wages on campus. Mr. Nussbaum replied that the costs are reflected in rising wages, as the average wage for a student worker on campus is \$19 an hour, well above minimum.

ITEM IX CSUN READY: AFFORDABLE COURSE MATERIALS FOR UNDERGRADUATES UPDATE

Mr. Evans provided an update on CSUN Ready, which was put on temporary hold after receiving feedback and concerns from faculty senate members at their March meeting. After that faculty senate meeting, Mr. Evans worked with both the outgoing and incoming faculty senate presidents to create an ad hoc committee to re-examine CSUN Ready and discuss how to improve the program. The ad hoc committee is comprised of faculty senate members, other faculty, library staff, a community member, and the Associated Students president. 6 meetings have occurred thus far with one more scheduled and a goal of presenting to faculty senate on November 7th. Mr. Evans also stated that he has regularly presented at the faculty senate executive committee every month to provide progress updates.

There were several discussion topics at the ad hoc committee, including the growth of OER (Open Educational Resources) and how it is complementary to CSUN Ready, the status of CSUN's device loaner program and how it can grow through donors, and switching from a per credit unit fee to a flat fee for how CSUN Ready will calculate cost to students. Most recently, the committee recommended a series of student focus groups, and Mr. Evans turned to Ms. Cairns for more details.

Ms. Cairns shared that there were 10 focus group meetings with over 40 students in attendance, which allowed for small, focused discussions so that each student could really contribute. Four major topics were covered in each group; Feedback on My CSUN Digital Access (MCDA) courses, potential pricing models, the ease of opting out of the program, and what communication methods students prefer. Overall, it was found that students had largely positive feedback to the program, as even students who would plan to opt out saw the value of the program for other students. Students largely prioritized convenience over affordability, however low-cost materials were important. The ability to have all of their class materials at the beginning of the term was deemed very valuable. The flat fee model was preferred by students as it would allow them to more easily budget each semester, and they also suggested that a lower flat fee for part time students be implemented.

Almost every student in the focus groups had had at least one MCDA course, so the general concept of CSUN Ready felt familiar to them. Most expressed their appreciation for having the materials in advance and agreed that the courses were affordable. Those that chose to opt out of their MCDA class noted that the process was simple and were unconcerned with opting out of CSUN Ready if that would be the best option for them. Students did state that they wished that faculty had given them more information on MCDA and wished they could use their financial aid, both of which can and will be implemented with CSUN Ready.

Katie Karroum, Associated Students President, reinforced the importance of ease of opt out to students, noting that it is easy with MCDA but that they would like more reminders about the opt out deadline. She

also stated that the top forms of communication requested by students were text messages, pop up messages in Canvas, reminders in the CSUN app, and a concentrated effort from faculty to inform their students about the program. She also stated that TUC has presented to AS Senate leadership, and that a smaller group of AS senators also met with TUC to discuss more in depth about the program.

Mr. Evans concluded that immediate next steps on CSUN Ready include wrapping up the ad hoc committee meetings, continuing to provide updates at the monthly faculty senate executive committee meetings, and then providing a full report at the November 7th faculty senate meeting. Mr. Evans shared that he is hopeful that after that meeting, implementation of CSUN Ready can move on.

Dr. Schutte asked if faculty has gained acceptance of the opt out model versus opt in. Mr. Evans replied that as faculty learns more about the programs, it becomes clearer that an opt in model cannot work. Opt in programs were tried at other campuses and have failed every time.

ITEM X ANNOUNCEMENTS

There being no further business, the meeting adjourned at 4:15 p.m.

Respectfully submitted,



Colin Donahue, Recording Secretary