

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
AUGUST 29, 2022  
12:30 P.M. – GRAND SALON  
MINUTES**

**I. Call to Order**

The regular meeting of the USU Board of Directors was called to order at 12:33 p.m. by Chair Gisselle Olmedo Torres.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Christopher Aldana	Mishell De Leon	Alejandra Aparicio	Ampie Elomina
Melissa Baghoumian	Adrian Hernandez	Jeremy Hamlett	Aymie Guerrero
Tiffany Castellanos (arrived at 12:42 p.m.)		Kyle Hufnagel	Valerie Lopez
Nikki Garcia		Tari Hunter	Dr. Shelley Ruelas Bischoff
Debra Hammond		Joe Illuminate	
Christian Lipton		Kaila Lavin	
Daniel Moreno		Samantha Liu	
A.S. Chief of Staff Michael Tejax		Sarina Loeb	
Gisselle Olmedo Torres		Kristen Pichler	
Benjamin Plotkin		Tim Rasmussen	
Dr. Freddie Sanchez		Shelley Sakoda	
Dr. Edith Winterhalter		Steven Wein	

**III. Approval of Agenda**

M/S/P (C. Lipton / N. Garcia) Motion to approve the agenda for August 29, 2022.

***Motion passed 9-0-0.***

**IV. Approval of Minutes 07/18/2022**

M/S/P (B. Plotkin / D. Moreno) Motion to approve the minutes of July 18, 2022.

***Motion passed 9-0-0.***

**V. Open Forum**

Associate Vice President for Student Affairs, Student Engagement and Well-being Dr. Shelley Ruelas Bischoff welcomed the board to the start of the semester. She looks forward to collaborating with the board on the Basic Needs initiative and other matters pertaining to student life.

**VI. Chair's Report**

Chair Olmedo Torres shared that the BOD student representative, as well as committee member

applications are now open. The BOD will table at Meet the Clubs Tabling held on September 13 – 14 from 11:00 a.m. – 2:00 p.m. and MataFest held on September 1 from 11:00 a.m. – 2:00 p.m. The Chair noted that she is working with Vice Chair Lipton to format the BOD goals for the year. They are ensuring that the goals convey the pertinent information as well as the feedback provided. Goals will be presented at the next meeting.

## **VII. Vice Chair's Report**

Vice Chair Lipton reinforced tabling for the BOD and promotion of the USU. Lipton is working on launching the use of the Remind app for student representatives to house reminders and announcements in one place. Lipton said he is a big advocate for mental health and well-being and is encouraging that life-work balance.

*Director Castellanos arrived at 12:42 p.m.*

## **VIII. Action Items**

### **A. Audit Committee Student Representative – Valerie Lopez (Time Certain 12:45 p.m.)**

M/S/P (C. Lipton / C. Aldana) Motion to approve Valerie Lopez as a student representative of the Audit Committee.

The USU board must approve all student appointments to the Audit Committee. The Audit Committee has three voting student members. In addition, student committee members are required to have familiarity with basic accounting principles.

*Valerie Lopez introduced herself and fielded questions from the board.*

***Motion passed 10-0-0.***

### **B. Audit Committee Student Representative – Ampie Elomina (Time Certain 12:50 p.m.)**

M/S/P (C. Lipton / T. Castellanos) Motion to approve Ampie Elomina as a student representative of the Audit Committee.

As previously mentioned the USU board must approve all student appointments to the Audit Committee. The Audit Committee has three voting student members. In addition, student committee members are required to have familiarity with basic accounting principles.

*Ampie Elomina introduced herself and fielded questions from the board.*

***Motion passed 10-0-0.***

## **IX. Executive Director's Report**

Director Hammond shared several highlights from her report including a successful Sunny Days Camp with more than 400 unique campers registered. Undocu-Orientation was a two-day event, in-person and virtual, that provided incoming first-year students, transfer, and graduate students with information about the CSUN campus, DREAM Center resources and services and a networking opportunity. Hammond presented an educational session about mission, values, and goals to the Parent Scholars United (PSU) on Sunday, August 14, 2022. Acting Associate Executive Director for Equity, Programs and Leadership Tari Hunter informed the BOD that the usual "Matador Nights" has been revamped to "Matador Fun Fest", which will be dependent friendly for the children of students to be able to attend who are under the age of thirteen and accompanied by their parent. They must also sign a waiver. More information will be provided shortly. Hammond participated in the SRC student & staff training and partook in the Dunk Tank – pictures will be shared!

**X. A.S. Report**

A.S. Chief of Staff Michael Tejax shared that he is now the A.S. liaison to the board. He shared that A.S. is participating in welcome week. Giveaways include gift cards, supplies, planners and gas cards!

**XI. Committee Reports**

**A. Diversity & Inclusion**

No discussion due to Chair's absence.

**B. Facilities & Operations**

The committee is working on position expectations for the Chair and Co-Chair of the committee, potential meeting dates and goals.

**C. Finance**

The Finance Committee Chair, Co-Chair and Executive Secretary met to discuss potential meeting dates, committee goals and member recruitment.

**D. Personnel**

The Personnel committee has not had any official committee meetings. They are meeting to discuss committee member recruitment, goals for the term, onboarding, potential new policies, updating current policies, and employee hiring process.

**XII. Action Items**

**C. DACA De-Allocation Request**

M/S/P (T. Castellanos / N. Garcia) Motion to approve the de-allocation of \$10,000 back to the USU's unrestricted Foundation account.

Associate Director for Accounting & Finance Joe Illuminate explained that the Board of Directors voted to approve \$50,000 in funding from the USU's unrestricted Foundation account to pay for CSUN students' DACA renewal application fees. The renewal application fee program was administered by the Division of Student Affairs on behalf of the USU via the MataCare Fund. The USU transferred a total of \$40,000 to the MataCare Fund which was sufficient for covering the application fees of DACA students who requested assistance at that time. Moreover, Chain Reaction, an outside donor, has donated an initial \$50,000 to the USU to pay for ongoing DACA application fees for CSUN students. This organization has also committed an additional \$100,000 as funds are expended. Since the \$10,000 is no longer needed for the original purpose, it is recommended that the funds be returned to the USU's unrestricted Foundation account.

***Motion passed 10-0-0.***

**D. Hospitality Policy**

M/S/P (N. Garcia / M. Baghoumian) Motion to approve the recommended revisions to the Hospitality Policy as presented.

Associate Director for Accounting & Finance Joe Illuminate explained that the current Hospitality Policy is being revised to be consistent with changes recently made to the Campus Hospitality Policy.

***Motion passed 10-0-0.***

**E. Format for Board of Directors Meeting**

M/S/P (D. Moreno / C. Lipton) Motion to approve "in-person" as the format for the September 12, 2022 Board of Directors meeting.

Directors discussed the pros and cons of in-person vs virtual meetings as well as the state of

emergency in California. It was also noted that the ruling is in effect until January 2023.

***Motion passed 9–1–0.***

**XIII. Discussion Items**

**A. Parent Scholars United (PSU) Presentation**

*Treasurer for PSU Aymie Guerrero and President Melissa Baghoumian presented to the board about the goals and advocacy that PSU is providing, for parent students on the campus. They also noted that they were pleased with the SRC dependent hours and some of the changes that the USU is doing to make events and activities more child-friendly and asked the BOD for collaboration in outreach/ support efforts for parent scholars*

*Director Lipton and Director Plotkin left at 1:20 p.m. and returned at 1:23 p.m.*

**XIV. Announcements**

**A.** Director Sanchez welcomed everyone to the new semester. He is looking for feedback on any issues encountered the first week of the semester. They can be shared directly with him. He wished the students good luck!

**B.** Chair Olmedo Torres asked students to help anyone who looks lost. We are all here to help!

**XV. Adjournment**

Chair Olmedo-Torres adjourned the meeting at 1:44 p.m.