

UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
MARCH 22, 2021
ZOOM VIDEO CONFERENCE
[HTTPS://CSUN.ZOOM.US/MY/SPRING2021BODMEETINGS](https://csun.zoom.us/my/spring2021bodmeetings)
MINUTES

This meeting was 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 12:33 p.m. by Chair Melanie Alvarez.

II. Roll Call

Present	Absent	Staff	Guests
Jacob Akopnik*	Dr. Carroll Brown	Amanda Christianson*	Anisha Arumogam*
Melanie Alvarez*		Ana Dattoo*	Bryant Garcia*
Stephanie Barboza*		Kyle Hufnagel*	Sanjiti Sharma*
Arrah Ebot Enaw*		Jennifer Kim*	
Ayana Galves*		Sharon Kinard*	
Jasmine Guerrero*		Kaila Lavin*	
Debra Hammond*		Jeremy Hamlett*	
Robert Jacome*		Joe Illuminate*	
H Landeros*		Kingson Leung*	
Albert Martinez*		Samantha Liu*	
Yesenia “Rio” Mateo*		Gabriel Rosales*	
Rose Merida*		Cindy Lucio*	
Gabriella Nguyen*		Kristen Pichler*	
Dr. Shelley Ruelas-Bischoff*		Jonathan Navarro*	
Dr. Edith Winterhalter*		Dave Ross*	
Dr. Tadeh Zirkian*		Tim Rasmussen*	
		Shelley Sakoda*	
		Dr. Freddie Sanchez*	
		Randy Sorensen*	
		Scott Teves*	
		Steven Wein*	

* Zoom video participant

III. Approval of Agenda

M/S/P (J. Akopnik/ A. Galves) Motion to approve the agenda for March 22, 2021.

Director Martinez said he would like to amend the agenda to include the approval of the emergency meeting minutes for February 15, 2021.

M/S/P (A. Martinez / A. Galves) Motion to amend the agenda for March 22, 2021.

Amendment to the motion passed 14-0-0.

Motion as amended passed 14-0-0.

IV. Approval of Meeting Minutes

M/S/P (A. Galves/ H. Landeros) Motion to approve minutes of the February 15, 2021 meeting.

Motion passed 14-0-0.

V. Approval of Emergency Meeting Minutes

M/S/P (R. Mateo/ S. Barboza) Motion to approve the minutes of the February 15, 2021 emergency meeting.

Motion passed 14-0-0.

VI. Open Forum

No discussion.

VII. Chair's Report

Chair Alvarez said she hoped that everyone had a good spring break. On February 19, she attended a QPR training hosted by University Counseling Services. She highly encouraged all to attend these monthly trainings. She said she learned a lot about suicide prevention, mental health, and the myths and facts. The training also included statistics about the number of students facing these issues. Alvarez said her biggest takeaway was that "suicide is everyone's business." At the ACUI annual conference, Alvarez said she joined other student leaders as part of a student panel that shared what it was like on their campuses to navigate virtually through a viral pandemic and a racial pandemic. Finally, she announced that applications for the USU elections closed the first week of March. She congratulated those students running and encouraged every director to spread the word about voting.

VIII. Vice Chair's Report

Vice Chair Martinez said he truly hoped that everyone was continuing to take good care of themselves and stay healthy. Martinez said he attended the USU's Elections info sessions and the mandatory candidate meeting and was glad to report that it was a great turnout. He thanked everyone for spreading the word. He said that he attended EOP's yearly "CSUN Student for a Day" event on March 12. During this event, EOP hosted former foster youth community college students from the San Fernando Valley Scholars Network. They encourage those students to transfer and continue their education at CSUN. Martinez said he hoped to see the directors back on campus soon and invited them to reach out to him for any reason.

IX. Executive Director's Report

Director Hammond said Gabriel Hernandez accepted the USU's offer of employment as the Veterans Resource Center Supervisor as of March 15, 2021. Associate Director of Administration and Communications Sharon Kinard was selected to serve as the Region VI representative for the National Association of Student Personnel Administrators' (NASPA) Technology Knowledge Community. Associate Director of Programs and Inclusion Dr. Freddie Sánchez was elected to a three-year term as the NASPA Co-Chair Elect for the Latinx/a/o Knowledge Community. Hammond reported that among the bookstore grants approved by the Board of Directors (BOD), five international students and 61 undocumented students applied for and received the grant. There was no need to reopen the grant for these communities. The USU, in collaboration with the University Counseling Center, received the ACUI Joseph H. Benedict Jr. Social Change Award for Racial Justice. This award honors an institution that develops an outstanding social justice program that stimulates conversation and action among campus constituents. The

USU will receive \$800 in recognition of the campus' engagement with inclusive conversations and strategies that encourage institutional change and address racial injustices. Hammond mentioned the various award recipients throughout the USU. Associate Director of Programs and Inclusion Dr. Freddie Sánchez was recognized as the ACUI 2021 Revis A. Cox Memorial Award recipient. Student Events Assistant Alejandro Jimenez won the ACUI 2021 C. Richard Scott Memorial Scholarship. Former BOD faculty representative Dr. Marquita Gammage received the ACUI 2021 Outstanding Faculty Member of the Year Award. Vice Chair Martinez was named as a Newman Civic Fellow for 2021-22. Only one student is selected annually for this honor by CSUN President Dr. Erica Beck. Chair Alvarez was one of four university students who spoke as part of the ACUI Student Panel about issues faced by campuses during the past year. More than 1,000 participants attended the session. Hammond said she is extremely proud of the work Chair Alvarez and Vice Chair Martinez are doing.

X. A.S. Report

Associated Students (A.S.) President Merida informed the board that May would be her last month serving on the USU board as her term draws to a close. She said A.S. standing committees meet on Tuesdays, Wednesdays and Thursdays from 5:00 p.m. – 6:00 p.m. The Presidential and Vice-Presidential debate for A.S. will take place on Wednesday, March 24 from 9:00 a.m. – 10:00 a.m. Merida reminded student directors to finish strong academically and to remember that they are a student before being a student leader.

XI. Committee Reports

A. Diversity & Inclusion

Chair Barboza said the Diversity & Inclusion Committee updated its goals at its last meeting to include the collaboration with the Finance Committee to provide recommendations regarding the USU response to Project Rebound's statement against CALPIA Contracts. Recommendations are anticipated for the June BOD meeting.

B. Facilities & Commercial Services

Co-Chair Jacome said the committee is planning on voting on the Allocation of Space Policy and discussing the Muslim Student Association's space request. Its next meeting will be held on March 28 from 12:30 p.m. – 2:00 p.m.

C. Finance

Chair Akopnik said the Finance Committee has discussed the CALPIA Campus Statement, voted on the Second Quarter Budget (6&6) Report and the approval of the Cash and Check Handling Policy. The items will be presented to the board later in the meeting. Its next meeting will be held on April 2 at 3:00 p.m.

D. Personnel

Chair Galves said the Personnel Committee will hold its first meeting of the semester later this afternoon. She invited guests to attend any one of the upcoming meetings. She finalized her report with a quote from former U.S. President Barack Obama, "*Change will not come if we wait for some other person or some other time. We are the ones we've been waiting for. We are the change that we seek.*"

E. Retirement

Vice Chair Martinez said the committee discussed the following at its February meeting: the Fourth Quarter 2020 Retirement Plan Review, the Voluntary Employer Beneficiary Association (VEBA), and the Retirement Health Benefits Plan Funding. Its next meeting will be in late April or early May.

XII. Action Items

A. Second Quarter Budget Report (6&6)

Motion out of the Finance Committee to accept the 2020-21 Second Quarter (6&6) Budget Report as presented.

Director Akopnik said the overall financial condition of the USU is solid. The USU's budget is operating within the optimal range for revenue and is considerably below the operating range for expenditures (50.3% and 36.3%).

As a result, the actual change in Net Assets (net income) has more than doubled from \$1,092,894 to \$2,210,679 since 9/30/20 because all projected Student Fee Revenue has been received while expenditures have continued to decline in a virtual university environment. The overall budgets for both the Revenue and Expenditure categories were reduced by \$6,306, indicating the budget for the Change in Net Assets budget is zero or breakeven.

The USU's Unallocated Reserves practice of reclassifying unutilized funds in the budget to Unallocated Reserves is a resounding success. The majority of the reductions in the budget for Salaries, Benefits, and Operating Expenditures were redirected to Unallocated Reserves. The outcome has resulted in a significant increase in the Unallocated Reserves budget from \$2,509,887 to \$2,947,638, an increase of \$437,751.

Total assets are \$9,483,196 of which \$8,698,181 is liquid cash. Total liabilities are \$4,660,450 of which \$3,752,113 is the liability to pay for the projected medical expenses of current and future USU retirees who are in the Retirement Health Benefits Plan (RHBP). Total Net Assets are \$4,822,746.

A total of \$37,649 of Designated Reserves was transferred to the operating budget during the quarter for vacation advances and employer-paid payroll taxes.

The capital outlay budget is \$45,589. No capital outlay expenditures were incurred during the second quarter.

The USU Foundation account has a cash balance of \$310,726 of which \$180,381 is unrestricted and \$140,346 is restricted.

The USU has expended \$9,428. The work study agreement for 2020-21 was recently approved. The USU should receive its first work study payment in the third quarter.

Motion passed 14-0-0.

B. Cash Handling Policy

Motion out of the Finance Committee to approve the Cash & Checks Handling Policy as presented.

Director Guerrero explained that the Campus Director of Internal Audit recommended that all auxiliaries create a Cash & Checks Handling Policy since this topic has been the focus of the Chancellor Office's Internal Compliance Audits. The policy states that the Associate Director of Accounting and Finance or its designee shall ensure the physical security of cash and cash equivalents, maximize the use of funds, accurately record receipts, ensure the reliability of the financial data and authorize employees to handle incoming cash and cash equivalents.

Motion passed 14-0-0.

C. Use of Surplus Fees

M/S/P (D. Hammond/ J. Akopnik) Move to authorize the use of unallocated reserves and operating surplus per the Donations & Gift Policy to fund campus initiatives related to the basic needs, additional student engagement opportunities, scholarships, grants and endowments in the amount of \$804,062 (including contingency).

Director Hammond said that at the November 30, 2020 meeting, the USU Board allocated \$271,750.00 for various initiatives that included student care packages, bookstore grants, holiday dinners, Matacare funding, CSUN Food Pantry funding, Temporary Emergency Housing Fund and the Quentin Thomas

Scholarship. At the February 15, 2021 emergency meeting, the Board allocated an additional \$210,000.00 to provide more bookstore grants. Originally, the USU had a total of \$1,285,812 to allocate to the various initiatives. There remains a balance of \$804,062. This motion proposes to allocate that balance as follows:

1. Emergency Relief Fund	\$100,000
2. Resource Center Scholarships	\$150,000
3. Temporary Emergency Housing Fund (additional allocation)	\$15,000
4. Justice Award Endowment	\$40,000
5. Fit Kits	\$73,606
6. Kitchen Supply Starter Kits – CSUN Food Pantry	\$2,700
7. Bookstore Grants for 2021-22	\$250,000
8. Coordinating Crisis & Basic Needs	\$170,400
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Subtotal	\$801,706
Contingency	\$2,356
Total	\$804,062

Discussion ensued regarding each item. Amanda Christianson explained the home fit kits for students and Dr. Ruelas-Bischoff explained the University’s direction related to coordinating crises and basic needs for the campus. The USU’s contribution would assist will helping to develop a more centralized infrastructure related to crisis care and basic needs.

Motion passed 14-0-0.

XIII. Discussion Items

A. Year-End Awards

Training and Development Specialist Randy Sorensen notified the board that the USU’s Year-End Celebration will take place on May 7, 2021 from 3:30 p.m. – 5:00 p.m. He said it is time to consider nominations for the Aida C. Salazar Award and the Board of Directors Committee Member of the Year Award. At the next BOD meeting, Sorensen said he will conduct a secret ballot to elect award recipients. He invited directors to reach out to him if they need assistance.

Director Ebot Enaw departed at 1:39 pm

Director Zirakian departed at 1:44 pm

B. Executive Director Performance Evaluation

Chair Alvarez, Director Ruelas-Bischoff and Director Galves explained that their responsibility as the Board Review Team is to annually conduct a performance evaluation of the USU Executive Director. The evaluation form that will be used in conducting the 2020-2021 evaluation for Debra L. Hammond will be emailed to directors at the conclusion of this meeting. Completed forms are to be emailed to Director Ruelas-Bischoff and her assistant Michael Clemens.

C. BOD Elections Update

BOD Administrative Support Coordinator Emery Hernandez provided the board with an update on the Spring 2021 USU Board of Directors Elections. She said a total of nine candidates are running for five available seats. Elections will be held on Tuesday, April 6 and Wednesday, April 7. Results will be announced via the USU’s Instagram Live on Wednesday night and posted on the USU website. Hernandez encouraged students to go out, spread the word and please reach out to her directly if needed.

XIV. Announcements

No discussion.

XV. Adjournment

Chair Alvarez adjourned the meeting at 2:03 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director