

UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
AUGUST 24, 2020
ZOOM VIDEO CONFERENCE
[HTTPS://CSUN.ZOOM.US/MY/SUMMFALL2020BODMEETINGS](https://csun.zoom.us/my/summfall2020BODMEETINGS)
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 12:32 p.m. by Chair Melanie Alvarez.

II. Roll Call

Present	Absent	Staff	Guests
Jacob Akopnik*		Jimmy Francis*	Ron Clouse*
Stephanie Barboza*		Joe Illuminate*	Sharon Eichten*
Melanie Alvarez*		Sharon Kinard*	Elizabeth Gutierrez*
Dr. Carroll Brown* <i>Arrived at 12:33 p.m.</i>		Kingson Leung*	Lana Khanou*
Arrah Ebot Enaw*		Samantha Liu*	Elad Mashiah*
Ryan Edwards*		Jonathan Navarro*	Isaac Shafa*
Ayana Galves*		Kristen Pichler*	
Jasmine Guerrero*		Dave Ross*	
Debra Hammond*		Shelley Sakoda*	
H Landeros*		Dr. Freddie Sánchez*	
Albert Martinez*		Steven Wein*	
Yesenia Mateo*			
Gabriella Nguyen*			
Dr. Shelley Ruelas-Bischoff*			
Deion Turner*			
Dr. Edith Winterhalter*			
Dr. Tadeh Zirakian*			

* Zoom video participant

** Zoom call in participant

III. Approval of Agenda

M/S/P (J. Akopnik/ A. Galves) Motion to approve agenda for August 24, 2020.

Motion passed 14-0-0.

IV. Approval of Meeting Minutes

M/S/P (S. Barboza/ H. Landeros) Motion to approve minutes of the July 20, 2020 meeting.

Motion passed 15-0-0.

V. Open Forum
No discussion.

VI. Chair's Report

Chair Alvarez stated that on August 3, the BOD had its Committee Chair and Co-Chair training and on August 10, it had its last training session on "Chairing with Confidence." She attended her first Assessment workgroup meeting on August 12. That same day, she and Vice Chair Martinez participated in the "We are CSUN" panel and it was an honor to be a part of this program. They had the opportunity to hear the stories of other student leaders. It was truly inspiring and she is looking forward to continuing these conversations. She mentioned that she looks forward to having a successful and accomplished school year and hopes that everyone continues to push through these unprecedented times and reminds everyone that the USU is here to support them. To ensure support, she and Vice Chair Martinez will be meeting with the committee chairs throughout the semester. Alvarez then congratulated Director Galves for being appointed to the student representative position on the Retirement Plan Committee. Lastly, she said she hopes everyone starts strong, but finishes stronger!

VII. Vice Chair's Report

Vice Chair Martinez said that he and Chair Alvarez continued their weekly check-in meetings with Executive Director, Debra Hammond, and must say that he is extremely appreciative for the time spent with her. On July 29, he attended "The Racial Caste System in America: Policing and Anti-Blackness" workshop presented by Dr. Gammage and really enjoyed the content as it is still relevant to this day and present in our judicial system. On July 30, he attended the second half of Dr. Gammage's presentation, titled, "Policing, Mass Incarceration, and Racial Inequality: The Call for Social Justice," which was another great presentation but a little difficult for him as it hit really close to home. He has met with Sharon Kinard twice to dive deeper and explore his talents/strengths. He has learned so much about himself and truly looks forward to their next meeting. On August 11, he and Chair Alvarez participated in the "We are CSUN Panel" which was hosted by the USU, and sadly to report they did experience a "Zoom bombing" where several individuals ranted hateful and racial slurs. Although the experience itself was disheartening, he is glad to report that "We" as one did not let that stop their message and were able to come together as a community and uplift one another to finish the panel. On August 12, he met with Joseph, Jonathan and Ayana for their initial "Retirement Committee Introduction" and is very excited to work alongside with them. On August 17, he and Chair Alvarez conducted several interviews for the Audit Committee student representatives. All three interviewees were strong candidates which will be discussed later. Lastly, he would like to take another opportunity to reiterate that he truly feels blessed to be able to serve as the vice-chair and to work with everyone. He too, hopes everyone has a great semester!

VIII. Action Item A: Audit Committee Chair Appointment (Time Certain 12:45 p.m.)

M/S/P (H. Landeros / S. Barboza) Motion to approve Sharon Eichten, former CSUN Associate Vice President for Budget and Planning Management, as the Audit Committee Chair.

Associate Director, Accounting & Finance Joe Illuminate stated that the Audit Committee Chair was vacated by Ron Clouse who faithfully served the Audit Committee for 10 years. Sharon Eichten previously served as a member of the USU Board of Directors and Finance Committee. She also was the former CSUN University Representative to the Audit Committee. He highly recommends Sharon Eichten to be the next Audit Committee Chair. She was always available, detail oriented and very knowledgeable. Ron Clouse thanked Joe Illuminate and Debra Hammond for the opportunity to serve for 10 years on the Audit Committee as well as another 10 years on the Board of Directors. It has been a great 20 years of interaction with students. Ron stated that Sharon replaced him when he retired years ago, she is a great person and congratulated her. Sharon Eichten thanked them for their kind words. She then thanked the USU for the ability to stay connected and continue the great memories. She believes she has tough shoes to fill, but is hopeful of the challenge. She once again thanked the USU for this opportunity to serve in a new capacity. It

was also noted that Sharon recently retired from CSUN and is now eligible to serve as Chair of the Audit Committee.

Associate Director, Accounting & Finance Joe Illuminate presented Ron Clouse with a token of appreciation for his 10 years of service on the Audit Committee. The BOD alongside USU staff thanked Ron for his service to the BOD and Audit Committee for the past 20 years and wished him well on a well deserved and prolonged retirement.

Motion passed 15-0-0.

IX. Executive Director's Report

Director Hammond congratulated Director Brown on his recent marriage. Director Hammond informed the BOD that Kaila Lavin accepted the USU's offer of employment for the position of Director, Student Recreation Center. She then informed the BOD of the Zoom bombing that occurred during the We are CSUN Panel. She thanked Chair Alvarez for her immediate notification about the incident. Hammond said that she and Associate Director, Marketing & Programs Dr. Freddie Sanchez spoke with the moderators and some panelists on the same evening of the event. They are very proud of them because they were able to fully step back into the process and discuss their experiences with resiliency and strength. Despite the cowardness of the remarks by the outsiders, they were still able to stand up, show up and represent CSUN students. The USU currently is working on ways to provide students, who are currently taking classes on campus with study spaces. This will require campus approval. There will be more information to come once approval has been granted. The CSUN as One website will be launching soon and it will contain information about student life and services. Director Hammond asked the BOD to take a look once it goes live

Director Ruelas-Bischoff and Director Winterhalter departed at 1:00 p.m.

X. A.S. Report

A.S. Vice President Turner shared that he was excited for the Fall semester to begin. He really loved the well wishes and prayers given to him while he was battling COVID-19. He is happy to report that he is fully recovered from it. AS has established a virtual office that is fully staffed. He also attended the USU Summit and it a great experience. AS is looking to fill the positions of executive assistants for President Merida and himself. It is 15-hours-a-week position that will help both of them with the calendars, goals and making sure they are achieving them. The CSU anticipates announcing the new Chancellor at its September meeting and the new CSUN President in November.

XI. Action Items

B. Audit Committee CSUN University Representative Appointment

M/S/P (A. Galves / J. Akopnik) Motion to approve Dr. Winterhalter, Associate Vice President for Budget and Strategic Business Operations, Administration & Finance, as the CSUN University Representative to the Audit Committee.

Associate Director, Accounting & Finance, Joe Illuminate, stated that the CSUN University Representative to the Audit Committee position was vacated upon the retirement of Sharon Eichten, former Associate Vice President, Budget Planning Management. Dr. Winterhalter is currently a member of the USU Board of Directors and Finance Committee. Illuminate said that Winterhalter has an accounting degree and that he fully supports her nomination.

Motion passed 13-0-0.

C. Audit Committee Student Representative Appointment – Lana Khanou

M/S/P (A. Galves / A. Ebot Enaw) Motion to approve Lana Khanou as a student representative of the Audit Committee.

Chair Alvarez explained that the USU BOD 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. Alvarez said that she, Sharon Eichten, Joe Illuminate, and Vice Chair Martinez conducted interviews for the students. Lana Khanou presented herself and said that she is a 2nd year accounting major. She currently works in a nail care manufacturing company, working part time handling their bookkeeping. She wants to be engaged on campus and position herself in a variety of tasks to better understand audit related topics.

Motion passed 13-0-0.

D. Audit Committee Student Representative Appointment – Elad Mashiah

M/S/P (H. Landeros / Y. Mateo) Motion to approve Elad Mashiah as a student representative of the Audit Committee.

Chair Alvarez explained that the same process was done for all of the students. Elad Mashiah thanked everyone for this appointment and for trusting him with this opportunity. He will be taking his first accounting class at CSUN this semester and is looking forward to putting his knowledge into practice and improving his confidence. He also thinks this opportunity is good for his future. He said that he is looking forward to engaging and working with the committee.

Motion passed 13-0-0.

E. Audit Committee Student Representative Appointment – Isaac Shafa

M/S/P (J. Akopnik / R. Edwards) Motion to approve Isaac Shafa as a student representative of the Audit Committee.

Chair Alvarez reiterated that Isaac had also gone through the same process as the prior students. Isaac Shafa said it was a pleasure to be with everyone today. He is a 4th- year accounting major with an emphasis in auditing. He has a year and a half left. He is also an AS Senator. He enjoys advocating for students and is excited to be able to combine his two passions, accounting and advocating, in this role.

Motion passed 13-0-0.

F. Major Purchase, Repair, & Replacement De-Allocation Request

M/S/P (A. Galves / S. Barboza) Motion to de-allocate \$349,838 from completed Major Purchase, Repair & Replacement projects that have unused balances available.

Director Akopnik and Director Guerrero explained that the funding source for Major Purchase, Repair, and Replacement projects is the USU's Repair and Replacement fund (53501) administered by the campus on behalf of the USU. The Board of Directors approves the allocation of funding for all Major Purchase, Repair, and Replacement projects each fiscal year. It is a common occurrence that funding allocated for individual projects are not spent in their entirety. The purpose of de-allocating unused funds is so that these funds can be repurposed for future projects.

Motion passed 13-0-0.

The Chair passed the gavel to the Vice Chair to handle Action Items G&H.

G. BOD Goals 2020-2021

M/S/P (A. Galves / Y. Mateo) Motion to approve the USU BOD Goals for the 2020-2021 academic year.

Vice Chair Martinez said that the BOD participated in a review of the organization's strategic priorities as well as attended a brainstorming session regarding potential goals at the July 20, 2020 meeting. Chair Alvarez informed the BOD of the final strategies:

Strategy 1.1.1: To assist in making a recommendation to the USU BOD about the viability of moving forward with the USU renovation and construction project.

Strategy 1.2.1: To continue to strengthen the relationship between the USU BOD and the AS Senate to include collaborative programs and services, support for each other's programs, service on committees, attendance at meetings, team building activities, and joint training activities.

Strategy 2.1.1: To review USU operating budget after enrollment numbers are known and analyze Foundation account to determine if funds can be allocated to University/USU initiatives that further support mental health focused activities, basic needs, and financial support and scholarships, especially as it relates to operating in a virtual environment, COVID-19, social injustice and economic impacts.

Strategy 2.2.1: Ensure that all BOD and Committee members are subscribed to USU newsletters, marketing channels, and social media sites, and commit to reposting and promoting activities on their own personal social media sites at least once per week.

Strategy 2.2.2: Ensure that BOD and Committee members are participating in USU programs, activities, town halls, networking events, CSUN as One work groups, in order to further promote the activities of the USU.

Strategy 2.2.3: Review and evaluate assessment data regarding virtual program activities in order to provide feedback to staff for the continuous improvement of USU offerings in a virtual environment.

Strategy 2.3.1: To create opportunities to effectively promote the USU BOD so students and members of the campus community understand our function and role on the campus.

Motion passed 13-0-0.

H. BOD Schedule Revision

M/S/P (J. Akopnik / A. Galves) Motion to accept the revision made to the BOD Schedule for 2020-2021 to schedule the BOD meeting on September 21, 2020 instead of September 28, 2020.

Chair Alvarez stated that the USU BOD must accept the Financial Audit Report before the Campus and Chancellor's Office deadline. In order to meet this deadline, the BOD must move its September 28, 2020 meeting to September 21, 2020. AS Vice President Turner asked if the schedule could be updated to also include the Zoom link information instead of the Grand Salon as the location. An updated version will be sent after the meeting.

Motion passed 13-0-0.

XII. Announcements

1. Director Barboza said as part of a CSU initiative, the CSUN Student American Indian Association is hiring three (3) tutoring positions at \$18/ hour, three hours a week. Please contact her or Dr. Scott Andrews for more information.
2. Chair Alvarez reminded everyone to attend the Creating Your Fall 2020 Experience webinar on August 28, 2020 from 2:00 p.m. – 4:00 p.m. Please register and share with others. She concluded by saying that she hoped everyone would start strong and finish stronger this semester.

XIII. Adjournment

Chair Alvarez adjourned the meeting at 1:41 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director