

**UNIVERSITY STUDENT UNION**  
**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**  
**BOARD OF DIRECTORS**  
**NOVEMBER 16, 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 12:33 p.m. by Chair Melanie Alvarez.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Jacob Akopnik*	Stephanie Barboza*	Jessica Aceves*	
Melanie Alvarez*	Dr. Edith Winterhalter*	Nick Echeverri*	
Dr. Carroll Brown* <i>(Arrived at 1:50 p.m.)</i>		Jimmy Francis*	
Arrah Ebot Enaw*		Elias Gallegos*	
Ryan Edwards*		Angela Gattoni*	
Ayana Galves*		Jeremy Hamlett*	
Jasmine Guerrero*		Rachel Hood*	
Debra Hammond*		Joe Illuminate*	
H Landeros*		Ayan Jama*	
Rose Merida*		Sharon Kinard*	
Albert Martinez*		Kaila Lavin*	
Yesenia Mateo*		Kingson Leung*	
Gabriella Nguyen*		Samantha Liu*	
Dr. Ruelas-Bischoff* <i>(Arrived at 12:40 p.m.)</i>		Cindy Lucio*	
		Jonathan Navarro*	
		Kristen Pichler*	
		Dave Ross*	
		Tim Rasmussen*	
		Shelley Sakoda*	
		Dr. Freddie Sánchez*	
		Scott Teves*	
		Steven Wein*	

\* Zoom video participant

**III. Approval of Agenda**

M/S/P (J. Akopnik/ H. Landeros) Motion to approve agenda for November 16, 2020.

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

**IV. Approval of Meeting Minutes**

M/S/P (R. Edwards/ A. Galves) Motion to approve minutes of the October 19, 2020 meeting.

*Motion passed 10-0-0.*

**V. Open Forum**

No discussion.

**VI. Chair's Report**

Chair Alvarez reminded the board that she is there for everyone to just reach out. On November 2, the USU BOD and Associated Students held its meet and greet event. The purpose of this event was to strengthen the relationship between the USU and AS and determine how to collaborate together to best serve our CSUN students. On November 3, it was election day. She hopes everyone found themselves in a safe place and voted if they had the ability to do so. To those who didn't, it does not mean that you don't have a voice or power. Voting is just one form of political participation but there are many ways to be civically engaged. She encouraged everyone to educate themselves and others. On November 4, she attended the townhall meeting with Chancellor Timothy White in order to learn more about the concerns of students during this virtual learning environment. She will continue to listen to students concerns and find ways to assist them. The week of November 9, she held check ins with BOD members. She wants to know how students are doing academically, physically, and most importantly mentally. Checking in with students will always be a priority to her. She recognized director Guerrero for filling in as Chair during their last meeting while director Akopnik was out. She did a great job! Lastly, she wanted to remind everyone that there is only four weeks left in the semester. Everyone started strong and can finish stronger!

*Director Ruelas-Bischoff arrived at 12:40 p.m. and was recognized by the Chair.*

**VII. Vice Chair's Report**

Vice Chair Martinez said that on October 14, he attended the webinar on "Completing the FAFSA: A How-To for Adult Supporters of Foster Youth," presented by the John Burton Advocated for Youth (JBAY) organization to become more familiar with the financial aid application process, and to better assist foster youth who are in the process of applying or transferring to CSUN. On October 21, he attended the "Completing the FAFSA: A How-To for Adult Supporters of Homeless Youth" with the similar concept of assisting homeless youth who are applying or transferring to CSUN. Martinez also attended the webinar on "Equity Made Real: Promising Strategies for Addressing College Student Basic Needs" to get a better understanding about how to address students' basic needs. He invited directors to please reach out if they need anything.

**VIII. Executive Director's Report**

Director Hammond congratulated HEAL Project Coordinator Jessica Aceves and Diversity Initiatives Coordinator Ayan Jama for their new roles in the organization. Aceves and Jama introduced themselves and said they are excited to work with everyone. Hammond recognized the staff for their continuous hard work and engagement across campus for students with the various events being held. She said that she hoped to see them at the USU Connect: Gathering and Community event on November 20 organized by the Transition Monitoring Team.

**IX. A.S. Report**

A.S. President Merida reported that the CSU Board of Trustees appointed the sixth CSUN President Dr. Erika Beck. California State Student Association will not have a December meeting, but Merida said that she would report any updates on the Ethnic Studies requirement implementation at a future meeting. The Oviatt Library Advisory Working Group has sent a recommended name change for updating the name of the library to the president for consideration. Merida highlighted multiple events that AS is holding and posted the links in her report. Lastly, she thanked directors for their support during her transition to the

board. A special recognition was given to Director Barboza for initiating certain conversations. She said, *“The choices we make today will make an impact for tomorrow.”*

*Director Brown arrived at 1:00 p.m.*

## **X. Committee Reports**

### **A. Diversity & Inclusion**

Co-Chair Landers said the Diversity & Inclusion Committee has voted and approved its goals. They also informed the board that the committee members have been actively engaged and participating at the various events and training hosted by the USU. They are doing amazing work and Landeros is very excited!

### **B. Facilities & Commercial Services**

Chair Ebot Enaw said the committee has voted and approved its goals for the semester. One goal is to work on a potential name change for the committee. More information will be shared once it becomes available. Enaw invited directors and guests to attend at the next meeting on November 23 if available.

### **C. Finance**

Chair Akopnik gave a shout out to his Co-Chair Jassmine Guerrero for putting this report together. At its last meeting, the committee approved the Accounts Receivable Management Policy, which will be presented shortly to the board. The next meeting will be on November 20.

### **D. Personnel**

Chair Galves said the Personnel Committee discussed student layoffs, holiday pay, and the early exit program. The USU issued layoff notices to 148 furloughed students. The next meeting will be on December 14. She finished with a quote from Noam Shpancer, *“Mental health...is not a destination, but a process. It’s about how you drive, not where you’re going.”*

### **E. Retirement**

Vice Chair Martinez said the Retirement Committee’s next meeting will be held on December 10. He will have further updates at the next board meeting.

## **XI. Action Items**

### **A. Accounts Receivable Management Policy**

Motion out of the Finance Committee to recommend approval of the Accounts Receivable Management Policy.

Director Guerrero presented the policy to the board. She mentioned that the current Collection & Bad Debt Policy is 16 years old and requires revision in order to comply with campus Policy 313.01 (Accounts Receivable Management) and with current USU accounts receivable practice. She said the board was voting on the policy, not the procedure.

***Motion passed 11-0-0.***

*Director Brown left at 1:45 p.m.*

## **XII. Discussion Items**

### **A. Reallocation of USU Fees for Campus Initiatives**

Executive Director, Debra Hammond, Associate Director Accounting & Finance, Joe Illuminate, Chair Melanie Alvarez and Vice Chair Albert Martinez conducted a presentation about determining how to best use USU surplus funds. The options is to leave the surplus funds in the Reserves account, grant students a rebate, use funds to pay down the Retirement Health Benefits Plan liability, or to allocate funds for various initiatives, including basic needs, increase engagement with students, and scholarships . A special meeting will be called to vote on the allocation of funds on Monday, November 30.

*An anonymous poll was conducted by the board. The results showed that board members want the funds to be allocated to different USU and campus initiatives. A special meeting will be called to vote on the top initiatives preferred by the board. Chair Alvarez will gather top picks.*

*Director Brown arrived at 1:50 pm.*

*Director Ruelas – Bischoff left at 2:29 pm.*

**XIII. Announcements**

- A. Chair Alvarez reminded directors to complete their mid-year reports by December 7. She said they could reach out to Administrative Support Coordinator Emery Hernandez for examples of prior years if needed.

**XIV. Adjournment**

Chair Alvarez adjourned the meeting at 2:36 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director