

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
JULY 15, 2019
THOUSAND OAKS ROOM
MINUTES**

I. Call to Order

The regular meeting of the USU Board of Directors was called to order at 12:31 p.m. by Chair Tyrone Carter.

II. Roll Call

Present	Absent	Staff	Guests
Melanie Alvarez	Marquita Gammage	Raquel De Ruiz Molinar	
Stephanie Barboza	Shelley Ruelas-Bischoff	Jimmy Francis	
Tyrone Carter		Jeremy Hamlett	
Matthew Contreras		Rachel Hood	
Arrah Ebot Enaw		Joe Illuminate	
Sharon Eichten (<i>left at 2:02 p.m.</i>)		Raymond Juarez	
Debra Hammond		Sharon Kinard	
Catleya Maralit		Samantha Liu	
Gabriella Nguyen		Jonathan Navarro	
Christopher Ordonez		Tim Rasmussen	
Tammy Rassmekiaritissak		Dave Ross	
Giselle Reyes		Shelley Sakoda	
Timothy Roberts		Steven Wein	
Tonee Sherrill (<i>left at 1:21 p.m.</i>)			
Diana Vicente			

III. Approval of Agenda

M/S/P (T. Roberts/M. Contreras) Motion to approve the agenda for July 15, 2019.

Motion passed 13-0-0.

IV. Approval of Regular Meeting Minutes

M/S/P (A. Ebot Enaw/M. Contreras) Motion to approve the minutes for the June 10, 2019 meeting.

Motion passed 12-0-1.

V. Open Forum

No report.

VI. Chair Report

Chair Carter said the Board attended the Annual Board of Directors Retreat and thanked the staff who made the experience engaging and fun. He reported that as Chair, he has met with several students, faculty and staff leaders to help connect students to available resources on campus. He met with Associated Students (AS) President Diana Vicente and representatives from the DREAM Center, Veterans Resource Center, Pride Center, Black Male Scholars, Student Recreation Center, and Educational Opportunity Program (EOP). He announced that Steven Wein, Multimedia Coordinator from USU Marketing, would be taking photos after today's meeting. The photos would be utilized as a tool to spread awareness and visibility of the USU and to inform the campus community about the members of the board. He asked the directors to arrive 15 minutes before the August Board meeting for a group photo. Chair Carter said he is attending the Association of College Unions International (ACUI), Institute for Leadership Education and Development (I-LEAD) at the University of Vermont in Burlington from July 20-26. He said he was grateful for the opportunity and looks forward to learning and leaving with a deeper understanding about leadership, how to work in groups, and how to make a positive impact on campus and in local communities. He also said that the interview selection teams conducted committee interviews for the chair and co-chair positions. The teams were impressed by the overwhelming interest from the board in taking on these servant leadership roles.

VII. Vice Chair Report

Vice Chair Barboza said she attended the USU Summer 2019 Cultural Centers Site Visit from June 24-27. Directors Contreras, Maralit, and Hammond attended as well. They traveled to Washington D.C. to visit the Islamic Center of Washington, National Museum of African American History and Culture, National Museum of American Jewish Military History, Latin American Youth Center, Casa Ruby Empowerment Justice and Wellness Center, National Museum of the American Indian, Mexican Cultural Institute, Korean Cultural Institute, and the Rise Up LGBTQ Exhibit at the Newseum. All attendees completed a questionnaire about each place they visited. A meeting to debrief and discuss their experiences would be scheduled for late July. They hoped to use this experience to contribute ideas and recommendations for the new U-RISE Justice Center project. Vice Chair Barboza, Chair Carter, and BOD Project Assistant Jasmine Medina conducted committee chair and co-chair interviews from July 1-11. Barboza said she enjoyed learning more about each of the candidates and how they would contribute to the committees. The interview team made its decisions based on the potentials for both personal growth of the candidates and growth of the organization. On July 11, there was a USU BOD student dinner to review the biggest takeaways from the BOD Retreat and to discuss any new business. It also served as a recap and review for those who were not able to attend the June retreat. Vice Chair Barboza said she was excited about the coming year and that she is dedicated to learning and growing with the Board. She said it would be a busy year with new projects and that she hopes to help bring these projects to fruition. She said she is available if the Board has any questions or concerns.

VIII. Executive Director Report

Director Hammond said Event Planner Janet Ohnishi retired on June 20 after 39 years of service. There was a very nice reception for Ohnishi's farewell on June 28, organized by the Reservations and Event Services (RES) Department. Ohnishi is a tremendous individual, employee, and planner who helped with the organization of many events at the USU. Shelley Sakoda accepted the USU's offer of regular employment as administrative support supervisor effective July 15. Rachel Hood, former student assistant employee, accepted the regular employment position of reservations planner – meetings & events effective July 15. Another former student assistant, Scott Teves, was appointed to fitness operations supervisor as a temporary emergency hire effective June 10. Assistant Director, Diversity Initiatives Augie Garibay separated employment with the USU effective July 9 to accept the position of assistant chief diversity officer and director of identity affinity centers at San Diego State University. The Request for Qualifications (RFQ) for the architect selection for the USU Renovation and Expansion Project were advertised. Submissions are due by July 18 and on-campus interviews will be held in August for a select group of firms. The USU held an optional meeting on July 11 where the architects gain a general overview of the history and expectations of the project and the expectations of working with students on the project. Chair Carter is a member of the selection committee. The committee will select four companies for on-campus interviews. The USU supervisors participated in the viewing of "The Storm at Valley State," a documentary about the student political activism in the late 1960s/early 1970s at CSUN. A discussion was held about impacts on current and future services and the importance of understanding historical context for present-day concerns. The Student Recreation Center (SRC) hosted the annual CSUN Faculty and Staff Summer Celebration on June 13. The Veterans Resource Center (VRC) received an anonymous donation of \$50,000 in unrestricted funding to support student veterans and the military connected community. The donor was on campus to visit the Soraya and other potential benefactors, but was so impressed with the VRC and its staff that they made a donation. This donor had previously donated to the VRC. This donation would give the VRC the opportunity to support veterans in financial distress during emergency situations. It was clarified that these grants are separate from the University's MataCare Emergency Grant.

IX. A.S. Report

AS President Vicente said she plans to attend every BOD meeting and welcomed the directors to attend the AS senate meetings as well. AS recently had its student staff development day, which was a chance for the students to review all the AS programs, bond, and establish rapport. She also said she had a great time with the hardworking, passionate personalities of the Board at the BOD Retreat. She thanked Chair Carter for his recommendation for the student representative to serve on The University Corporation (TUC) Board. She said they submitted six nominations, which included one recommendation from the USU, to the President's office for consideration. Vicente also said that AS will be bidding for CSUN to host a California State Student Association (CSSA) meeting when she attends this year's CSSA meeting in Long Beach. She said it would be a privilege to host this meeting because it would bring all the AS presidents of the CSU together on CSUN's campus and give CSUN a chance to showcase the various programs and resources that are provided. She thanked Director Hammond for her support and helpfulness in the bidding process. Some important dates for AS are as follows:

August 26 – first AS meeting

August 27 – AS Fair

September 3-4 – Meet the Clubs

She invited all the directors to attend these events. She also welcomed the directors to stop by to see her in her office with any questions or concerns.

Director Ebot Enaw left at 12:58 p.m.

X. Action Items

A. Audit Committee Member Approval

M/S/P (M. Contreras/G. Reyes) motion to approve Habeba Kamil as a student member of the Audit Committee.

Associate Director, Accounting and Finance Joe Illuminate said that the Audit committee was created after California passed a non-profit integrity act in 2004 as result of financial scandals that occurred in private and non-profit sectors. For example, ENRON, an energy company, conducted fraudulent activities that resulted in job losses, bankruptcy, lost employee pensions, etc. Therefore, California passed legislation that requires a third party review of the annual financial audit by an independent audit committee. That committee also is responsible for assisting in the selection of the auditors. Habeba Kamil was chosen to be a student member of the committee. Illuminate said Habeba Kamil is an accounting major in her senior year and makes a good candidate for the position. Chair Carter said she was very knowledgeable, was willing to learn, and asked a lot of questions. He said he recommends Kamil's appointment and is excited for her to be on the committee.

Motion passed 12-0-0.

AS President Vicente left at 1:10 p.m.

B. Committee Chair and Co-Chair Appointments

M/S/P (M. Alvarez/T. Roberts) motion to approve the appointment of committee chairs and co-chairs. The terms are effective immediately and will end in June 2020.

Vice Chair Barboza said the board has four standing committees as listed below. After holding the interviews for the chair and co-chair positions, the following appointments were made:

Diversity & Inclusion Committee: Chair Director Matthew Contreras; Co-Chair Melanie Alvarez;

Facilities and Commercial Services: Chair Giselle Reyes; Co-Chair Christopher Ordonez;

Finance Committee: Chair Timmothy Roberts; Co-Chair Tammy Rassamekiarttisak;

Personnel Committee: Chair Catleya Maralit; Co-Chair Arrah Ebot Enaw.

Vice Chair Barboza thanked all the directors for their interest and commitment.

Motion passed 12-0-0.

C. Hospitality Policy Revision

M/S/P (T. Rassmekiarattisak/G. Reyes) motion to approve the revision of the Hospitality Policy as presented.

Associate Director, Accounting and Finance Joe Illuminate said the revision to the Hospitality Policy is the addition of language authorizing the executive director to make limited exceptions to the policy. The reason for the exception must be documented in writing and signed by the executive director/designee. This same language would be added to all new policies and to policies in the process of revision. There have been instances in which exceptions to the policy have been necessary and this revision would allow for those exceptions to be made at the discretion of the executive director. An example of a necessary revision would be in the case of policy stating that at least five years of employment was required to fund a recognition event for an employee. In the case of an employee that had greatly impacted the organization, but was only employed for four years and ten months, the policy was too restrictive. The policy revision would put into writing the authority given to the executive director to make that exception.

Motion passed 12-0-0.

Director Sherril left at 1:21 p.m.

XI. Discussion Items

A. USU Strategic Priorities Update – 2018-2019 and 2019-2020

Director Hammond presented the Strategic Priorities update. She said the strategic priorities provide a sense of direction, guides day-to-day decisions, evaluates progress and will enable the USU to modify its approach based on current circumstances. As an organization, the USU needs direction and a plan to be efficient, effective, and accountable to the students about how their fees are utilized. Hammond said the 2018-2019 Strategic Priorities would be distributed to the directors via email for review.

Hammond discussed the cyclical process for developing strategic priorities that link directly to one of the six Student Affairs (SA) Priorities. She said that strategies are developed and assessed annually.

Hammond then reviewed the 2019-20 Strategic Priorities and discussed with the directors the reason for each goal and strategy.

Goal 1.1 – To offer a comprehensive campus recreation program that assists in student satisfaction and contributes to student persistence to graduation.

Strategy 1.1.1 - Prioritize recommendations of SRC program review and develop short- and long-term range plans.

Discussion included the positive impact that student wellness has on student success.

Goal 1.2 – To continually improve and enhance USU facilities in order to provide the CSUN community and guests with quality facilities, equipment, and technology in support of student success efforts and to increase revenue-generating opportunities

Strategy 1.2.1 – Complete the required steps outlined by the campus and Chancellor’s Office to initiate the USU’s renovation and expansion project and secure the design contract based upon the construction delivery method selected.

Discussion included beautiful spaces adding to the connection students have to their institution, which increases the likelihood of graduating.

Goal 2.1 – Determine how USU training, development and employment opportunities contribute to professional development, university engagement, persistence to graduation.

Strategy 2.1 – Assess student assistant employees about their USU employment experience as part of their departure procedure from the company.

Discussion included student success and the need to prepare students for graduation and life after graduation.

Goal 4.1 - Enhance awareness and understanding of cultural diversity, privilege, power, inclusion, intersectionality & equity

Strategy 4.1.1 – Implement, assess, and modify the first of a three-year plan, which includes an intersectional and culturally inclusive training program for USU staff, student assistant employees and the Board of Directors.

Discussion included the need to prepare students to navigate a complex world, to appreciate diversities as an asset, and to become advocates for social justice and equity.

Goal 4.2 – To enhance the knowledge, skills and abilities of USU staff supervisors and provide effective employee supervision.

Strategy 4.2.1 – Provide one major supervisor training per semester (USU Professional Development Program for Supervisors)

Discussion included the need for staff to become more effective at developing people and to lead by example.

Goal 5.1 - To provide learning-based student work experiences that support student readiness for post-college employment.

Strategy 5.1.1 – Assess student assistant employees about the impact of their USU work experience through the National Association of Student Personnel Administrators (NASPA) survey and examine the results about student perceptions related to their skills in customer service, time management, leadership, team work, organization and transferable skills relevant to academic majors and post-graduation.

Discussion included the need to prepare students for the world of work, to ensure that students are sought after in the marketplace and to contribute to the social mobility of a CSUN degree. The importance of students learning life skills and transferrable skills was underscored.

Goal 6.1 – To migrate to a single database for housing all campus financial information in order to improve reporting, reducing effort in consolidating data, share solutions to production issues, and streamline support and maintenance.

Strategy 6.1 – Transition from the USU’s current PeopleSoft software to the Common Financial System (CFS).

Discussion included the aim to become more efficient and effective and to eliminate redundancy while promoting transparency.

Hammond asked the directors to consider where the Board would fit into the USU’s strategic priorities.

Director Barboza left at 1:36 p.m.

Director Barboza returned at 1:39 p.m.

Director Eichten left at 2:02 p.m.

B. Committee Chair/Co-Chair/Executive Secretary Training

Chair Carter said that the Committee Chair/Co-Chair/Executive Secretary Training is scheduled for August 12 from noon to 5:00 p.m. in the Lake Balboa Room.

C. BOD Goals Discussion

Director Hammond said that last year's BOD goals were reviewed and five items based on last year's goals and things that were continuing.

1. USU Renovation and Expansion Project (design development)
2. Cross Cultural Center/U-RISE (Unity in Race, Intersectionality, Social and Environmental Justice) Center (infrastructure, design, program and service conceptualization)
3. Relationship with USU and AS (continue to strengthen)
4. Diversity within committees (representative of all segments of the student population)
5. Annual Gifting Policy (timeline to implement, marketing of opportunities, service impacts, accountability)

The Board was asked to take five minutes to review the five potential goals and then brainstorm ideas for additional goals, taking into consideration areas of concentration, USU areas of responsibility and if any of these ideas could be directed to BOD committees or handled by staff.

After five minutes, discussion included the strengths of the historical relationships between the USU and the AS. There were years when the relationship was stronger than others, but the goal would be to enhance the working relationship and collaboration between the organizations. A possibility of a USU liaison on the AS senate, like the AS representative seat on the USU Board also was discussed. The directors agreed with all the potential goals, but suggested there may be missing elements in the emphasis on connectedness between students and resources, an overall evaluation/research of the USU facilities and operations to enhance the renovation project, and the prioritization of information and marketing of available resources and mission of the USU. Discussion included the need to promote USU's mission and to be able to connect students to the resources offered by the USU. The renovation project could be a good way to distinguish the USU as an entity on campus and connect students to what the USU does. It was concluded that the sixth goal would be promoting the connectedness between students and the USU's mission and emphasis on promoting the USU BOD and differentiating between the USU and the AS. The suggestion to complete an evaluation of the USU facilities and operations could be implemented as a Facilities and Commercial Services Committee goal. The goals would be developed and reviewed at the August meeting.

XII. Announcements

- Associate Director, Human Resources and Professional Development Kristen Pichler announced that a new employment pilot program for student meeting room crew members would begin this summer. Currently, the meeting room crew staff is hired in tier one and tier two positions. The pilot program would consolidate this crew into one interview group. The hires would then need to advance to tiers one, two, and three within set time periods. Failure to advance within the given period would result in termination of employment. The goal of the pilot program is to enhance the advancement opportunity experience for the students while reducing turnover and complacency in this position. Pichler said the Personnel Committee would update the Board as the pilot program proceeds.

XIII. Adjournment

Chair Carter adjourned the meeting at 2:57 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director