

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
JULY 24, 2017
GRAND SALON
MINUTES**

I. Call to Order

The regular meeting of the USU BOD was called to order at 12:33 p.m. by Chair Ramirez.

II. Roll Call

Present	Absent	Staff	Guests
Shannon Ashford	Sharon Eichten	Jimmy Francis	Jonathan Banks
Frank Benkovic	Jazmin Hernandez	Joe Illuminate	Bret Bobenic
Maria Elizondo	Shelley Ruelas-Bischoff	Jennifer Kim	Jerry De Felice
Stephanie Flores-Temix		Samantha Liu	Jesus Suarez
Marquita Gammage (<i>arrived at 12:36 p.m.</i>)		Jonathan Navarro	Mifiel Valdez
Debra Hammond		Kristen Pichler	
Habiba Naqvi		Freddie Sanchez	
Michael Odinlo		Scottie Schorn	
Amber Perkins		Randy Sorensen	
Iris Ramirez		Steven Wein	
Tonee Sherrill			
Avi Stewart			
Bhernard Tila			
Jonathan Goldenberg (AS Liaison)			

III. Approval of Agenda

M/S/P (S. Ashford /F. Benkovic) Motion to approve the agenda of July 24, 2017.

Motion passed 11-0-0.

IV. Approval of Minutes

M/S/P (B. Tila/F. Benkovic) Motion to approve the minutes of the June 12, 2017 meeting.

Director Gammage arrived at 12:36 p.m.

Motion passed 11-0-1.

V. Open Forum

Jerry De Felice, Director of Development for Student Affairs, thanked the Board for its gift to the Matacare Fund and the CSUN Food Pantry. He said that it was greatly appreciated and that this contribution would go toward fulfilling the needs of the students. As a student, De Felice's room, board and food had been provided for by his parents. He realized that this is not always the case for other students. He stated how wonderful it is that there is this kind of support from the Board to help provide these necessary resources for students in need. He thanked the Board once again for its continued support and great work.

Jonathan Banks, a senior at CSUN majoring in Accounting and minoring in Economics, stated that he hoped to gain the Board's approval of his appointment to the Audit Committee. He said he is confident that his skills are well aligned with the requirements of the organization. He has significantly expanded his skill set from his experience as a past senator for Associated Students. He also said that his experience in accounting would add value to the committee and that he would be an excellent fit.

VI. Chair Report

Chair Ramirez addressed the Board and said that parliamentary procedure booklets had been distributed to the Board mailboxes. She said she hopes that the booklets would help in gaining a better understanding for the structure of the Board meetings. Ramirez reported that the USU Marketing team is at today's meeting to record video footage of the meeting to enhance the USU video presented at NSO (New Student Orientation). The new video would add another

tip to the five tips encouraging students to get involved. She stated that this would also help meet the Chair and Vice Chair goal of spreading USU visibility amongst first year students. Chair Ramirez stated that committee chair interviews were held during the first week of July. The engagement and interest from the candidates were impressive and the decision was difficult. She asked that candidates not feel too discouraged if they were not selected because there will be more opportunities outside of the committee chair positions to get involved. She said that she and Vice Chair Odinlo have worked on bringing new initiatives to the Board, and that these proposals would be discussed during the Discussion Items portion of today's meeting. Ramirez said that board members are invited to attend USU Marketing meetings as non-voting liaisons in an effort to increase USU marketing efforts and get a better idea of how to support the department. She asked interested members to let her know so that arrangements could be made. Chair Ramirez stated that Board goals would be presented at the next meeting, and that a draft of goals would be sent out to the Board to be reviewed. Chair Ramirez announced that Samantha Liu, Manager, Administrative Operations and Projects, would be facilitating a Strengths Quest Barriers training after today's meeting is adjourned, so please stay to participate. She concluded with a reminder to respond promptly to emails regarding Board matters and that only three meeting and training absences are permitted. She said that special accommodations, such as video conference participation, could be arranged with prior notice.

VII. Vice Chair Report

Vice Chair Odinlo reported that he attended a USU Marketing meeting on June 13, 2017 to discuss the USU brand awareness. The meeting consisted of members from the USU Marketing, Operations, Facilities, Student Recreation Center departments, and representatives of the student body. He said that the USU offers an extraordinary range of events and services, yet a significant number of students have never been to the USU or know that they are in the USU. To help solve this problem, ways to improve the USU buildings, signage, technology, and student involvement were discussed during the meeting. A focus on USU branding and ways to promote the proposed referendum was discussed. Some of the ideas pitched for the USU re-branding were as follows:

- New welcome signs
- Consistent logos and color schemes throughout the USU
- Digital monolith
- Renaming USU buildings/rooms
- Working with art students to create art for the USU
- Including student art in crafts corner
- Project murals onto the USU buildings
- Light up buildings with major events at night

Vice Chair Odinlo reported that he and Director Naqvi would be attending the CSUnity Conference in Fresno from August 3 to August 6, 2017. Vice Chair Odinlo also was able to attend the final Retirement Committee meeting with Director Stewart serving as Chair. Odinlo stated that he is especially looking forward to chairing the committee after experiencing the meeting with the committee members, listening to the discussion topics, and having the privilege to work with Joe Illuminate, Associate Director, Accounting and Finance.

VIII. Executive Director Report

Director Hammond began her report with USU personnel updates. Sherry Butler, who graduated from CSUN and is very familiar with the USU, was appointed Administrative Assistant, Facilities and Maintenance, as a temporary emergency hire while Allison Smith is out for maternity leave. Alfredo Padilla accepted the USU's offer of regular employment as Coordinator, Fitness Training, effective July 10, 2017. Randy Sorensen has moved from the USU Events department to Human Resources and Professional Development; he accepted the USU's offer of regular employment as Training and Development Specialist, effective July 4, 2017. She continued with the report that the East Conference center was fitted with a new HVAC (heating, ventilation, and air conditioning) rooftop unit during the first week of July with the help of Campus Purchasing and Physical Plant Management. Director Hammond said that the Veterans Resource Center (VRC) and the Pride Center are celebrating their five-year anniversaries this year, and that programming and events in celebration of the centers and their accomplishments are being planned for the fall. Ariel Mazariegos, a recent graduate from the master's program in art, has been hired as an art curator to catalog and market the USU's CSUN Student Art Collection. Since 2009, the USU's committee of students, faculty, and staff led by James Matzen, Graphic Designer, has purchased student art from art galleries and shows. Ariel has been brought on board to help catalogue, place, and arrange the art around the USU. She also will be contacting the artists for statements about their artwork to display along with the pieces. Hammond stated that she was blown away by Ariel's talent, ideas, and concepts, and is excited to work with her. The Cross Cultural Center Site Visits team of 22 stakeholders from throughout the campus and architects returned from the trip on June 30, 2017 in which they toured six universities with the aim of gleaning best practices in cultural center programming and operations. The follow-up meeting will be held on Thursday, July 27, 2017 in which the group will discuss ideas and concepts gained from the trip. The architects who participated from LPA will be compiling the feedback into a report and

then decisions will be made about how to move forward as an organization. There will be continued discussion about redeveloping a committee to focus on the proceedings for this project. Director Hammond concluded the report by stating that the USU's Marketing Department hosted its first department reunion at the California Pizza Kitchen in the Northridge Fashion Center on June 16. She was pleasantly surprised to see the team there. About 50 former and current Student Assistant Employees and staff attended the three-hour event. She said this emphasized the connection they have with the USU and the experience that they gained from their time with the USU.

IX. A.S. Report

The Associated Students (AS) President Jonathan Goldenberg apologized for not being able to attend the BOD Retreat and the previous BOD meeting. He thanked the Board for welcoming Zahraa Khuraibet, AS Vice President, in his stead. He said he was excited to have Director Naqvi and Vice Chair Odinlo participate in CSUnity with Associated Students. He said it would be a good experience to learn more about the California State University system and that the information they gain from the experience could be brought back to the USU. He stated that one of AS' goals is to help students graduate and succeed academically. He said that he hopes to be able to partner with the USU to create a community of support for students, help students cope with anxiety, provide study spaces, and provide resources. He stated the importance of student success in the workforce and said that the USU is great in providing valuable student employment experiences. He noted that where AS and the USU could work well together is in providing support to marginalized communities and finding ways to pool their resources together to get results. Goldenberg welcomed the Board members to reach out to him to discuss ways to work together and ways to be advocates for each other's causes. He stated that while he would like to attend every BOD meeting, his schedule might not always permit it. He said that in his absence, Zahraa Khuraibet, AS Vice President; Clarissa Rojas, AS Chief of Staff; or Jaelin Palmer, AS Chief Policy Advisor would represent as the AS liaison and would be able to speak with authority on his behalf.

X. Action Items

A. Standing Committee Chair Appointments

M/S/P (F. Benkovic/M. Gammage) motion to approve the appointment of Bhernard Tila as the Chair of the Facilities and Commercial Services Committee; Jazmin Hernandez as the Chair of the Finance Committee; and Shannon Ashford as the Chair of the Personnel Committee. Their terms will take effect immediately and will end in June 2018.

Director Tila introduced himself as a current junior, double majoring in Public Health and Asian American Studies. He said he is currently involved with the Dreams to be Heard organization, which provides a support system for undocumented students or any students who are struggling to reach their higher education goals.

Chair Ramirez stated that the decisions for committee chair appointments were very difficult. Director Tila was recommended for chair of the Facilities and Commercial Services Committee for his wealth of experience working alongside students, chairing committees in Associated Students, and his strong connection with various departments and auxiliary organizations on campus. Director Ashford was recommended as Chair of the Personnel Committee because of her strong and vibrant personality and her incredible interpersonal skills as represented in her work with the students in New Student Orientation (NSO). Director Hernandez was recommended for the Finance Committee Chair position because of her early interest in this committee and her ferocious dedication to the efforts of the committee. She thanked the committee chair candidates for expressing their interest and enthusiasm to be involved. She congratulated the appointed chairs and expressed her excitement for the coming year.

Motion passed 12-0-0.

B. Board Approval of Two Student Audit Committee Members

M/S/P (S. Ashford/B. Tila) motion to approve Bret Bobenic and Jonathan Banks as student members of the Audit Committee.

Chair Ramirez said that she had the opportunity to interview the two recommended students for the Audit Committee and was impressed by how engaged both the candidates were. She specifically noted their professionalism while serving students and their extensive experience within their fields. She thanked Joe Illuminate, Associate Director, Accounting & Finance and Emery Hernandez, Student Administrative Support Assistant, USU Accounting & Finance for coordinating the interviews. She announced to the Board that they are still in search of one more student to join the Audit Committee, so please feel free to make any student recommendations for another student representative.

Bret Bobenic introduced himself as an international student from Calgary, Canada majoring in Finance. He said he has been working in the USU Accounting and Finance Department for two months and has grown a lot professionally within that short period. He said he especially had Jonathan Navarro, Accounting Manager, and

Joe Illuminate, Associate Director, Accounting and Finance to thank for all of their support. He believes that his audit committee experience will help him both professionally and in the classroom.

Joe Illuminate stated that both Jonathan and Bret are enthusiastic and eager to learn. He said he felt ready to work with these students and urged the Board to approve their appointments as student members of the Audit Committee.

Motion passed 12-0-0.

C. University Student Union 403(b) Plan Participant Loan Policy

Motion out of the Finance Committee to approve the revisions to the University Student Union 403(b) Plan Participant Loan Policy retroactive to January 1, 2017 as presented.

Vice Chair Odinlo stated that a review of the current 403(b) Plan's Loan Policy indicated that there were no rules regarding the suspension of a loan when a participant/employee is on a leave of absence. Since these rules would be considered "silent," the participant's loan would be subject to the normal default rules. This meant that a loan would go into default usually by the end of the quarter following the quarter in which a loan repayment was due.

Defaulted 403(b) loans would be declared as taxable income on the employee's personal federal and state tax returns. In addition, the employee could be subject to early withdrawal penalties. To prevent early default, Section H (Payments After Leave of Absence) was added to the policy to provide three ways to restart loan payment without going into default upon the return from a leave of absence. The three are as follows:

1. The Participant will increase the amount of the required installments to an amount sufficient to amortize the remaining balance of the loan, plus accrued interest, over the remaining term of the loan.
2. The Participant will pay a balloon payment of the remaining unpaid principal and interest, at the conclusion of the term of the loan as determined in the promissory note.
3. The Participant may extend the maturity of the loan and re-amortize the payments over the remaining term of the loan. In no event, will the amount of the adjusted installment payment be less than the amount of the installment payment provided under the promissory note. In the case of a non-military leave of absence, the revised term of the loan will not exceed the maximum term permitted above, augmented by the time the Participant was actually in United States military service.

Director Odinlo stated that revisions to the loan policy also incorporated recent changes required by law:

- Language that directs the participant to the Appendix for Plan Expense Allocations for details on loan processing fees [Section C, sixth paragraph].
- Language regarding military service [Section F].
- Language regarding home loans [Section C, fourth paragraph].
- Updated are the loan default provisions that correspond with current IRS regulations. [Section I].

Motion passed 12-0-0.

XI. Discussion Items

A. University Committee Appointments

Chair Ramirez stated Director Temix-Flores was appointed to sit on the Food Advisory Committee in which she could make efforts to provide better food opportunities for students with meal restrictions. Director Naqvi was recommended to sit on the Student Fee Advisory Committee in which her previous involvement with Associated Students would allow great collaboration with other campus partners.

B. Creation of Committee Co-Chair Position

Chair Ramirez discussed the proposal to implement Committee Co-Chair positions. She said that she and Vice Chair Odinlo's experiences with the Board and the committees provided them with good insight on the need to provide more support to the committee chairs. As the chair of the Facilities and Commercial Services Committee, Ramirez said that the support of the other directors on the committee was pivotal to her success and the success of the committee. She found that by delegating more tasks to other board members on the committee, they were more engaged and had more opportunities. In addition, they received interest from all the other student Board members in serving as chairs. In an effort to increase the engagement and fill the need, Chair Ramirez and Vice Chair Odinlo are proposing co-chair positions be implemented for each committee. It was suggested that the co-chairs would receive a \$200 scholarship for their services. Vice Chair Odinlo explained that the Board of Directors Student Scholarship Procedures would be revised to include the \$200 compensation for the new co-chair positions. He added that previous Board members who had not held

committee chair positions provided feedback that they did not feel as involved and engaged as those who did hold committee chair positions. Therefore, providing more opportunities, like the co-chair positions, would allow more opportunities for more growth and engagement amongst the Board members who do not hold chair positions.

Discussion from Board members included positive experiences from other organizations and positions on different committees in which there were co-chair positions. The establishment of co-chair positions was considered beneficial in allowing more assistance and collaboration from other committee members and was recommended as a valuable opportunity and resource. Implementation of these positions this year was expected to continue into future years. It also was discussed that the date of implementation of the position would be retroactive to July 1, 2017. Specific language and procedures of the policy will be reviewed and the creation of committee co-chair positions will be presented at the next Board meeting as an action item.

C. Mentor Program Proposal

Chair Ramirez discussed that during the 2015-2016 fiscal year, the Board had a mentorship program called, "Catch a Rising Star." However, the program did not have written guidelines or goals and was not continued last year. In order to ensure the USU BOD's development, it would be beneficial to bring the program back formally. Student committee members would be selected by an interview process and would support the mentor program as an ad hoc committee. The committee would determine programming, logistics, and the maintenance of connections between the mentor pairings.

Discussion from the Board included the goals, achievements, and logistics of the program. The goal would be to pair a Board member with a USU staff member to develop professional and interpersonal skills, and to create comfortable and valuable experiences and relationships. A list of requirements and expectations of the mentors and the mentees was drafted into the program proposal. The mentor program committee chair would determine specific program plans, requirements, and other logistics. Plans also have been made to work with Kingson Leung, Coordinator, Special Initiatives to develop intake forms, exit interviews, and assessment tools. Impact on the staff mentor's time and manageability also would be considered when intake forms are collected and pairings are made. Creation of an ad-hoc committee for the mentor program in order to establish solid guidelines and requirements of the program was considered. Commitment and consistency was discussed as a main predictor of program success and it was suggested that those things be measured when establishing the program.

D. Diversity and Inclusion Committee Proposal

Chair Ramirez said that one of her and Vice Chair Odino's goals is to spread diversity and inclusion throughout the USU and subsequently the campus. In that effort, the Diversity and Inclusion Committee would serve alongside Inclusivity and diversity programming within the USU to ensure student feedback and advice, and perform other tasks as requested by the Chair. The Diversity and Inclusion Committee would act as a liaison for all current on-campus diversity and inclusion efforts, provide student input, and program events. A BOD member would lead the student-based committee and have the guidance of an Executive Secretary. She asked that the guidelines and codes drafted for this committee be reviewed and considered.

The Board's discussion included distinguishing the Inclusive Language Campaign from the expansion of diversity and inclusion across the USU and the campus. The ad hoc committee would serve as the liaison between the staff on the USU charged with diversity and inclusion efforts and the student body. Ideas, perspectives, and the need for specific resources from the students could be enhanced by the creation of the committee. The effort would be more focused on connecting voices across campus organizations and listening to the topics and issues that the students value. It was suggested that more discussion with key players on the staff of the USU be arranged to identify the specifics on the committee plan to submit to the Board.

XII. Announcements

- Director Elizondo invited the Board to participate in the 3rd Annual Matadors Day of Service on September 9, 2017 from 8:00 a.m. to 12:00 p.m. She said it would be a great opportunity to interact with other students, city and neighborhood councils, and community members. She asked for volunteers for student group leaders. More than 400 students were invited to participate and leaders are needed to direct a group of 10 students to do service. Afterwards, there will be a celebratory picnic with music and a raffle. Board members interested in volunteering as student leaders, please email Director Elizondo. An email with more information will be sent out.
- Director Tila announced an initiative from the Dream Center called Undocustudent Orientation on August 19. The program will focus on bridging the community of undocumented students and providing the resources available to them. The Dream Center will need volunteers to participate in this event and an announcement email will be sent out to the Board with more information on how to get involved.

- Chair Ramirez reminded the Board to stay for the Strengths Quest training with Samantha Liu, Manager, Administrative Operations and Projects, that will take place immediately after the meeting.

XIII. Adjournment

Chair Ramirez adjourned the meeting at 1:47 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director