

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
AUGUST 27, 2018  
GRAND SALON  
MINUTES**

**I. Call to Order**

The regular meeting of the USU Board of Directors was called to order at 12:30 p.m. by Chair Bhernard Tila.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Frank Benkovic		Agustin Garibay	Elias Gallegos
Raquel Cetz Tamayo ( <i>left at 1:57 p.m.</i> )		Jeremy Hamlett	Elizabeth Herrera
Arrah Ebot Enaw ( <i>left at 1:57 p.m.</i> )		Joe Illuminate	Victoria Lawler
Sharon Eichten		Raymond Juarez	Ashley Simmons
Maria Elizondo		Sharon Kinard	William Watkins
Stephanie Flores Temix		Samantha Liu	
Marquita Gammage		Sarina Loeb	
Debra Hammond		Carol Nardini	
Jazmin Hernandez		Jonathan Navarro	
Beverly Ntagu ( <i>left at 1:57 p.m.</i> )		Kristen Pichler	
Michael Odino		Tim Rasmussen	
Michelle Olmedo-Torres		Hedyeh Rezaei	
Amber Perkins ( <i>left at 1:51 p.m.</i> )		David Ross	
Shelley Ruelas-Bischoff		Freddie Sanchez	
Tonee Sherrill		Troy Thornton	
Jesus Suarez		Steven Wein	
Bhernard Tila			

**III. Approval of Agenda**

M/S/P (M. Odino/M. Olmedo Torres) Motion to approve the agenda for August 27, 2018.

*Motion passed 15-0-0.*

**IV. Approval of Regular Meeting Minutes**

M/S/P (F. Benkovic/M. Gammage) Motion to approve the minutes for the July 16, 2018 meeting.

*Motion passed 15-0-0.*

**V. Open Forum**

- Tori Lawler and Elias Gallegos thanked the board for allowing them to attend the ACUI I-Lead conference held in Philadelphia. Ms. Lawler said that while at work, she will practice applying the concepts she learned at the conference. Mr. Gallegos said the experience was life-changing and he enjoyed meeting many great people.
- Elizabeth Herrera, Commencement Student Assistant, and Ashley Simmons, Activities Coordinator, from the Office of Student Involvement & Development, invited the board to the 2018 CSUN New Student Convocation scheduled for Thursday, September 13, 2018 at 6:00 p.m. on the Oviatt Library Lawn. New Student Convocation welcomes the incoming class to the CSUN campus community. If board members are interested in joining the procession or marching with the students, they should arrive at the Bianchi Planetarium by 5:40 p.m. Ms. Herrera noted that Nicole and Wayne Maines will be the keynote speakers. Ms. Maines is the subject of a book titled, *Becoming Nicole*, about the transformation of transgender actor and activist Nicole Maines and her family.
- Dr. William Watkins, Vice President, Student Affairs and Dean of Students, said he received a personal invitation to attend today's board meeting from Chair, Bhernard Tila. He was happy to attend and thanked the

board for its service to the students of CSUN and its hard work at the USU. He said that many years ago, the student union was called “The Tub,” and was located in one meeting room. The USU today has become an integral part of the campus. He wished the students a great fall semester.

- Troy Thornton, Marketing Coordinator, asked the student board members to mention Matafest and Matador Nights in their classes. Matafest offers a wide range of resources including free food, live entertainment and giveaways. It is scheduled for Thursday, August 30 in the Plaza Del Sol, from 10:00 a.m. to 2:00 p.m. Matador Nights, one of the most popular late-night events at CSUN, is scheduled for Friday, September 14 in the USU from 9:00 p.m. to 1:00 a.m. Mr. Thornton passed out fliers for both events to the board.

#### **VI. Chair Report**

Chair Tila wished all the students at the meeting a great fall semester. He said that the chair and co-chair training went well and thanked all who helped. Student Summit was held and the theme was “Be Here Now: Embracing Mindfulness to Enhance Creativity, Resilience and Well-being.” He said he learned so much from the workshops and keynote address, including how to meditate and the *super pose* which is used when presenting in front of a group or an audience. The USU held the Graduation Preparation Seminar (GPS) an event that included workshops to help prepare students for the work force. Student board members’ names were submitted to ACUI in late June. ACUI then emailed each one with instructions on how to create a password and profile. The board will have a table at Matafest. He thanked Director Hernandez for her idea to change the name placards to include the USU Mission Statement. The Mentoring Program will not be reinstated because students have asked for a more informal program and will reach out to staff on their own.

#### **VII. Vice Chair Report**

Vice Chair Flores Temix wished the board a successful year. She asked everyone to remember to take care of themselves during the semester. She chaired her first Retirement Plan Committee and two items are on today’s agenda. The Retirement Plan Committee worked for more than two years on the changes to the retirement plan. Director Perkins has joined the CSUN Food Advisory Committee and Chair Tila has joined the Student Fee Advisory Committee. If anyone did not attend Student Summit, Jennifer Kim, Executive Administrative Analyst, will share a link for Director Hammond’s State of the Union address. A Renovation Planning Team will be scheduling meetings soon for those interested in becoming involved. Contact Chair Tila or Vice Chair Flores Temix for more information.

#### **VIII. Executive Director Report**

Director Hammond invited Sarina Loeb, Manager, Pride Center, to introduce Hedyeh Rezaei, the Pride Center’s new Supervisor. Ms. Rezaei said she identifies as She, Her, Hers, is a CSUN alum, and received a Bachelor of Arts in Psychology with a focus on Social Justice and Mental Health within the Iranian population. Ms. Rezaei said she is excited to be working for the USU and looks forward to meeting everyone. Troy Thornton accepted the USU’s offer of regular employment as the Marketing Coordinator. Tim Rasmussen, Building Operations Coordinator, was appointed as the Recognition Coordinator for the Association of College Union International’s (ACUI) Region I Leadership Team. Audrey Martinez, Events Manager, was appointed as the new Student Involvement Coordinator for the ACUI Region I Leadership Team. Hammond reported she was not able to attend Generation Pride, but that they had a good turnout and received positive feedback. The USU held its 2018-19 Kick-Off Meeting for all professional staff. Director Hammond gave a keynote address and both she and Jimmy Francis, Associate Executive Director, gave a status update on plans and priorities. The event was held at the Bamboo Terrace on August 16. The USU’s Renovation & Expansion Next Steps Meeting is scheduled for Thursday, August 30. The meeting will include the USU’s architects and consultants and will focus on reducing the costs. A survey and focus groups will determine what is most important to students.

#### **IX. A.S. Report**

Beverly Ntagu, Associated Students (AS) President, said that she experienced amazing personal growth while employed by the USU. Big Show is scheduled for Saturday, October 8, 2018 from 3:00 to 8:00 p.m. and President Ntagu will give the board complimentary tickets. Ms. Ntagu is currently finalizing the AS Strategic Priorities and will review with the board at its next meeting.

#### **X. Action Items**

##### **A. Retirement Health Benefit Plan (RHBP) Amended & Restated**

Motion from the Retirement Plan Committee to approve the Amended and Restated University Student Union Retirement Health Benefits Plan effective, January 01, 2019.

Joe Illuminate, Associate Director, Accounting & Finance, said that for more than two years the USU has explored different options to improve its Retirement Health Benefit Plan (RHBP) so that it aligns with other CSU campuses and auxiliaries. It was determined that the best option would be to amend and restate the current plan. The amended and restated plan provides improvements for plan participants while providing the Board of

Directors with the means to control the costs of the plan. The plan was reviewed by the USU's legal counsel, Nancy Ober, who converted the RHBP Policy into an official Plan Document.

Mr. Illuminate reviewed his PowerPoint presentation with the board and said that he would be discussing both the RHBP (Retirement Health Benefits Plan) and the VEBA (Voluntary Employees Beneficiary Association) during the presentation.

The Retirement Plan Committee researched other retirement health plans, specifically the California Public Employees' Retirement System (CalPERS) and the Auxiliary Organizations Association (AOA) and found that the USU was lacking an official Plan Document.

Improvements to the Plan for the USU include:

- a) The USU can request that plan participants show proof of continuing eligibility to be in the plan.
- b) It is explicit that benefits not used in the current calendar year cannot be carried over to the next calendar year.
- c) The USU has the right to recover overpayments.
- d) Retirement benefits can be pre-funded using a Voluntary Employee Beneficiary Association (VEBA) or from the general assets of the USU which means the USU's local bank account.

Improvements for RHBP Participants include:

- a) The procedure for reimbursement is now easier for participants. Requests for reimbursements can be made anytime during the calendar year instead of the month for which a healthcare expense was incurred.
- b) Retirees are allowed to cash out sick time up to 500 hours or \$25,000 whichever is less.
- c) If the RHBP is terminated by the board for any reason, participants in the plan and employees and their spouse/domestic partners who have met the eligibility requirements of the plan, will continue to receive benefits from the plan.

Additional features include:

- a) USU employees are eligible to participate who are a minimum of 60 years of age and have 20 years of continuous service or are 57 years of age and have 18 years of service if they are receiving benefits under the USU long-term disability plan.
- b) Spouses/Domestic partners are eligible to participate if they are 60 years of age and married to an eligible employee as of the date of the employee's retirement.
- c) If the employee has met the age and service requirements, but dies on the job before officially retiring, the spouse/registered domestic partner can still participate when they are 60. The spouse/domestic partner must be 57 years of age in the calendar year of the employee's death in order to participate in the plan.
- d) Financial benefits include \$18,000 per year for retirees and spouse/domestic partners age 60 to 64 (increases by 4.5% every January 1) and \$9,000 per year for retirees and spouse/domestic partners 65 years of age and older (increases by 4.5% every January 1). Medicare becomes the primary insurance at the age of 65 so the annual benefit is reduced by half.
- e) Demsey Filliger Associates, the USU's actuarial consultant, has determined that the estimated average cost of the amended and restated plan is \$256,000 for the next 14 years. The USU will utilize the VEBA as the mechanism to pay the medical expenses of plan participants. The USU will fund the VEBA with \$1 million in September 2018. The earnings on these funds will be used to offset the expenses paid out to plan participants. The \$1 million funding was approved by the Board in the 2018-19 Designated Reserves budget. After 2018-19, the USU plans to contribute \$300,000 each year to the VEBA.

Discussion included that the USU is using Peter Foy & Associates to administer the RHBP. Peter Foy & Associates is the USU's employee benefits broker.

***Motion passed 15-0-0.***

**B. Voluntary Employees Beneficiary Association (VEBA)**

Motion to approve the USU's participation in the Voluntary Employees Beneficiary Association (VEBA) which incorporates approval of the following:

- a) Retirement Health Benefits Plan Resolutions
- b) The Auxiliaries Multiple Employer VEBA Participation Agreement
- c) Loan Agreement between the Auxiliaries Multiple Employer VEBA and the University Student Union of California State University, Northridge
- d) Retiree Welfare Benefit Plan of the University Student Union of California State, Northridge

- e) Auxiliaries Multiple Employer VEBA Trust Agreement
- f) Approval of the Trust Agreement appoints Joseph C. Illuminate as a VEBA Trustee

Mr. Illuminate explained that the VEBA is a professionally managed organization by which the USU can pre-fund its retirement liability. The VEBA professionally manages the USU's money. The earnings or interest earned on the USU's investment will be used to offset the cost of benefits paid to participants in the Retirement Health Benefits Plan.

*Motion passed 15-0-0.*

Director Ruelas-Bischoff commented that over the last few years, Mr. Illuminate, Kristen Pichler, Associate Director, Human Resources & Professional Development, and the Retirement Plan Committee were thoughtful and considerate of what the USU could support. She congratulated them on a job well done.

**C. USU BOD 2018-19 Goals**

M/S/P (M. Odinlo/R. Cetz Tamayo) Motion to approve the USU BOD Goals for the 2018-2019 academic year.

**1. Develop and continue to review the University Student Union (USU) potential Cross-Cultural Center Project (CCCP) with the USU Renovation & Expansion Work Team.**

Strategies:

- a. Conduct a campus-wide survey to evaluate the feasibility of the potential USU Renovation/Expansion Project.
- b. Collaborate with Associated Students and the USU Marketing Team to inform students about the potential USU project.
- c. The USU BOD will vote on and determine the feasibility of the USU Renovation/Expansion Project and hosting a Referendum.
  - i. Responsible USU BOD Members: all members
  - ii. Responsible USU Staff: Debra Hammond, Executive Director, Jimmy Francis, Associate Executive Director, and Jeremy Hamlett, Manager, Operations & Facilities Planning
  - iii. Responsible USU Board Committee: Facilities & Commercial Services, Diversity & Inclusion Committee, and the USU Renovation & Expansion Work Team

**2. Continue to collaborate and enhance the USU and the Associated Students (AS) relationship to effectively address student needs.**

Strategies:

- a. Review the current USU and AS bylaws for possible changes.
- b. The USU BOD will attend AS Senate meetings when possible.
- c. The USU BOD and AS will pursue joint activities such as a USU/AS Meet and Greet, BOD trainings, and bi-monthly meetings.
- d. The USU BOD and AS will work together on initiatives that support student needs.
  - i. Responsible USU BOD Member: Bhernard Tila, Chair, USU Board of Directors
  - ii. Responsible USU Staff: N/A
  - iii. Responsible USU Board Committee: N/A

**3. Further enhance inclusivity and diversity within the USU by working with the USU Pride Center, Veterans Resource Center, Oasis Wellness Center, USU tenants and student organizations.**

Strategies:

- a. Provide advice and feedback to the various USU and CSUN campus diversity and inclusion initiatives.
- b. Encourage accountability for diversity and inclusion objectives within USU leadership.
- c. Evaluate resource center needs from the USU to further enhance their services and resources to our students.
- d. Assess and evaluate the progress towards inclusive USU facilities, policies and marketing.
  - i. Responsible USU BOD Members: Frankie Benkovic, Chair, Diversity & Inclusion Committee
  - ii. Responsible USU Staff: Agustin "Augie" Garibay, Assistant Director, Diversity Initiatives
  - iii. Responsible USU Board Committee: Diversity & Inclusion Committee

**4. Evaluate and create existing USU Annual Gifting Policy**

Strategies:

- a. Evaluate current USU Cash and Equipment Donation Policy.
- b. Create a new policy and procedure for the USU Board Annual Campus Gift Donation Policy.
  - i. Responsible USU BOD Members: Arrah Ebot Enaw, Chair, Finance Committee

- ii. Responsible USU Staff: Joe Illuminate, Associate Director, Accounting & Finance, and Freddie Sanchez, Associate Director, Marketing & Programs
- iii. Responsible USU Board Committee: Finance Committee

**5. Research and evaluate culturally inclusive leadership opportunities for CSUN undocumented students who do not meet the traditional employment eligibility requirements.**

Strategies:

- a. Reevaluate the USU Bylaws Membership and Organization, Officers and Student Leadership Development.
- b. Collaborate with the EOP DREAM Center to determine the feasibility of a leadership development program for undocumented students.
  - i. Responsible USU BOD Members: Stephanie Flores Temix, Vice Chair, Bherard Tila, Chair, USU Board of Directors, and Frankie Benkovic, Chair, Diversity & Inclusion Committee
  - ii. Responsible USU Staff: Debra Hammond, Executive Director, and Freddie Sanchez, Associate Director, Marketing & Programs
  - iii. Responsible USU Board Committee: Diversity & Inclusion Committee

Director Hammond said revisions were needed.

M/S/P (D. Hammond/R. Cetz Tamayo) amendment to motion to add the Student Recreation Center to Goal No. 3 which will then read:

*“Further enhance inclusivity and diversity within the USU by working with the USU, Pride Center, Student Recreation Center, Veterans Resource Center, Oasis Wellness Center, USU tenants and student organizations.*

Add the word “Campus” to Goal No. 4 so it will read:

*“Evaluate and create existing USU Annual Campus Gifting Policy.”*

***Amendment to motion passed 15-0-0.***

Director Eichten noted that the Finance Committee should be added to Goal No. 1 under “Responsible USU Board Committee.”

***Motion, as amended, passed 15-0-0.***

**XI. Discussion Items**

**A. DACA Renewals**

Chair Tila said that President Trump’s administration rescinded DACA (Deferred Action for Childhood Arrivals) in September 2017. The board approved the allocation of \$50,000 from the USU’s Foundation account to assist students with renewal fees at its meeting on September 18, 2017. Currently, 49 students have applied and of those 49 students, 36 were funded.

Director Cetz Tamayo reported that last week, a Texas court held off on immediately halting the program, buying it more time to continue. The Supreme Court may take up the issue by the end of its term next June, depending on how fast the appellate courts rule and if they issue conflicting orders.

*Director Perkins left at 1:51 p.m.*

Directors asked why only 36 were funded of the 49 who applied for DACA. Why were 13 students denied. Chair Tila said he did not have all of the information but he knew that some of the applicants did not meet certain requirements. Director Ruelas-Bischoff said that the President’s Office will continue to keep the students updated and to look for updates on the President’s website. Director Hammond reminded the board that only \$25,000 was released for DACA support. She said that a report should be received in time for the September board meeting. Directors asked if the board could assist off-campus groups to fund DACA renewals and Director Hammond said that a legal opinion might be needed.

*Ms. Ntagu and Directors Ebot Enaw and Cetz Tamayo left at 1:57 p.m.*

**B. ACUI Region I Conference**

Chair Tila introduced Tim Rasmussen, the USU's Building Operations Coordinator, who gave a short presentation to the board regarding the Association of College Unions International (ACUI). ACUI's Region I Conference will take place November 15–17 at San Diego State University. ACUI bolsters the educational mission of the institution and the development of students as lifelong learners by delivering an array of cultural, educational, social, and recreational programs, services, and facilities. Mr. Rasmussen encouraged the student board members to consider presenting at the conference or joining with a USU staff member who is presenting. He is a member of the conference planning committee and said that the deadline to submit educational sessions would be extended from August 30 to October 1, 2018.

Director Hammond said that staff would mentor students through the process of preparing an educational session. There also are staff who would be happy to review an educational session. Interested students should let Director Hammond know if they are interested.

## **XII. Announcements**

- Director Elizondo reminded the board that the 4th Annual Matadors Day of Service will take place Saturday, September 8, 2018 at 8:00 a.m. to 12:00 p.m. on the Bayramian Lawn.
- Director Ruelas-Bischoff said that Thursday, September 13, the Office of Student Involvement and Development and the University Student Union are hosting a conversation with Nicole and Wayne Maines at 11:30 a.m. in the Northridge Center. Currently the featured selection of the 2018-19 CSUN Common Reading by author Amy Ellis Nutt, the book "Becoming Nicole" is a story describing a family's acceptance of their transgender daughter, actor and activist Nicole Maines. All students are welcome to attend the campus conversation. Basic Needs & Cal Fresh: Maria Elizondo and Patrick Bailey have continued their work with Cal Fresh initiatives and their office recently received additional grant support for another three years of outreach and program activities. A campus-wide Basic Needs Committee has been formed and will support these efforts along with other campus initiatives to support students' basic housing and food security needs. More information to follow regarding outreach activities, including "Pop-up" food pantries, snack bags at offices/centers across campus, and other efforts to support students.
- Director Eichten said that the President's Picnic is Thursday, September 6 and tacos will be served. Help is needed to serve the food and there are two shifts: 11:00 a.m. to 1:00 p.m. and 5:00 to 7:00 p.m. For more information, see the Welcome All Matadors (WAM) web site.
- Director Odinlo said that the New Student Convocation will take place on Thursday, September 13, 2018 at 6:00 p.m. on the Oviatt Library Lawn.
- Director Gammage said that she will be the keynote speaker at the AGE (Advancement to Graduate Education) Conference which will take place Saturday, September 8.
- Chair Tila said that if interested, Steven Wein, Multimedia Coordinator, will be taking professional photographs after the board meeting.

## **XIII. Adjournment**

Chair Tila adjourned the meeting at 2:22 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director