

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
FEBRUARY 17, 2020
GRAND SALON ROOM
MINUTES**

I. Call to Order

The regular meeting of the USU Board of Directors was called to order at 12:34 p.m. by Chair Tyrone Carter.

II. Roll Call

Present	Absent	Staff	Guests
Melanie Alvarez	Marquita Gammage	Jimmy Francis	Nolan Dafesh
Stephanie Barboza	Diana Vicente	Jeremy Hamlett	Ayana Galves
Carroll Brown		Joe Illuminate	Elizabeth Gutierrez
Tyrone Carter		Sharon Kinard	Skylar Hall
Matthew Contreras		Kaila Lavin	Catherine Kniazewycz
Sharon Eichten		Samantha Liu	Albert Martinez
Arrah Ebot Enaw		Jonathan Navarro	Ken Rosenthal
Debra Hammond			Mehrdad Yazdani
Catleya Maralit		Kristen Pichler	
Gabriella Nguyen		Tim Rasmussen	
Tammy Rassamekiarttisak		Shelley Sakoda	
Giselle Reyes		Freddie Sanchez	
Shelley Ruelas-Bischoff		Steven Wein	

III. Approval of Agenda

M/S (T. Rassamekiarttisak/ M. Contreras) Motion to approve the agenda for February 17, 2020.

Director Reyes stated she would like to move Action Items D and C to have the USU Renovation and Expansion Conceptual Design and Budget Approval immediately following Action Item B’s time certain. Director Barboza said to remove A.S. Report from the agenda due to A.S. President’s absence.

M/S/P (G. Reyes / T. Rassamekiarttisak) Motion to amend the agenda for February 17, 2020.

Amendment passed 12-0-0.

Motion, as amended passed 12-0-0.

IV. Approval of Regular Meeting Minutes

M/S/P (M. Alvarez /T. Rassamekiarttisak) Motion to approve the minutes of the January 27, 2020 meeting.

Motion passed 11-0-1.

V. Open Forum

Chair of Diversity & Inclusion for Associated Students, Skylar Hall, introduced themselves to the BOD. They informed the BOD about an A.S sponsored town hall meeting taking place on February 24, 2020 from 10:30 am – 12 pm in the Grand Salon that would provide students the opportunity to share their thoughts about California Assembly Bill (AB) 1460 regarding the ethnic studies requirement. A.S. Senator, Nolan Dafesh thanked the Board for their support on the collaboration for free menstrual hygiene products at the USU and hopes they enjoy the presentation later during the meeting.

VI. Form 990 Return of Organization Exempt from Income Tax (2018-19)* (Time Certain 12:45 p.m.)

Motion out of the Audit Committee to accept the USU's Form 990 Return of Organization Exempt from Income Tax for fiscal year 2018-19.

Associate Director, Accounting & Finance, Joe Illuminate explained to the Board that Senior Manager, CohnReznick, Lisa Cummings will be presenting the form to them via telephone. He noted that pages 7,8, and 33 were removed from the form because it contains confidential information. It is available if needed and the form is posted online once accepted. Ms. Cummings explained that all non-profit organizations with gross receipts of more than \$25,000 per fiscal year are required to file Form 990 Return of Organization Exempt from Income Tax with the Internal Revenue Service (IRS). This provides more transparency and is open to the public for inspection. Ms. Cummings then reviewed key components of Form 990 and reported that there are no discrepancies.

Motion passed 12-0-0.

VII. USU Renovation and Expansion Conceptual Design and Budget Approval

M/S/P (S. Barboza / M. Contreras) Motion to approve the conceptual design of the approximately 80,000 square foot facility to replace the Northridge Center, and approximately 50,000 square feet of renovations, with a proposed project budget of \$130,081,319.

Director Hammond, Director Carter, Cannon Architect Design Principal, Mehrdad Yazdani, and CSUN Campus Architect, Catherine Kniazewycz presented to the Board the conceptual design and budget for the renovation and expansion project. This project was initiated back in 2016 and there has been a lot of work done over the years. Students approved a \$125 increase per semester during the Spring 2019 referendum. The architect explained to the Board how they came up with the design. She explained that they had extensive meetings with students, where they listened to what their needs and wants were. This has made it an interactive and collaborative process. The project concept design is finalized, with the exception of determining if it will be a two- or three-story building; it will depend on the available funding and project estimates. They need to look at pricing concepts to make sure the project stays within budget. At this time, the project is within budget. The cost breakdown of the project is \$130,081,319, which includes line items from constructions, relocation, renovations, additions and furniture. Director Brown suggested having an opportunity for donations. He provided an example and shared the possibility of allowing donors to purchase bricks with their names to help offset some of the costs. Director Hammond said that they have thought about it and will look more into this. In addition, Director Hammond mentioned that the next steps of the project are to finalize the budget, approve the design and obtain approval from the Trustees. Staff has sent the preliminary budget proposal to the Chancellor's Office for review. The USU will contribute \$24 million to help finance the project. In March, a presentation to the President's Extended Cabinet will also be made. Lastly, the USU will obtain approval from the CSU Board of Trustees.

Motion passed 12-0-0.

VIII. Chair Report

Chair Carter reminded student directors to respond to email and text messages regarding their monthly check-ins. On February 10th, the Board attended the LGTBQIA+ training facilitated by Pride Center Manager, Sarina Loeb. Chair Carter shared the biggest takeaway was how words we use make a difference when establishing relationships. Words help us build trust and if not used correctly can be offensive to other people. He encouraged everyone to get familiar with all the resources available to them on campus.

Director Nguyen left at 1:39 p.m. and returned at 1:41 p.m.

Director Alvarez left at 1:40 p.m.

IX. Vice Chair Report

- A. Vice Chair Barboza hopes everyone is having a great week 5 of the semester. She reiterated what Director Carter mentioned about using all the resources available to them. On February 6th, they had a great time at the SRC Group Rockwall Climbing session. She hopes to do this again with the incoming directors sometime in the Spring. On February 10th, she attended the LGTBQIA+ training where there were few attendees and only one committee member. She hopes to increase the participation amongst committee members and urged the Committee Chairs and Co-Chairs to remind their members of the upcoming training sessions scheduled in March and April. The Spring 2020 elections for a seat on the Board opened up February 17, 2020 and will close March 4, 2020. She encouraged everyone to spread the word to their peers. If their term expires this semester and are still interested in serving on the Board, please reach out to BOD Administrative Support Coordinator, Emery Hernandez for more information. Lastly, she asked student BOD members to respond to the Doodle poll to schedule check in meetings.

Director Alvarez returned at 1:43 p.m.

VIII. Executive Director Report

Director Hammond noted that everyone should have read her report prior to the meeting, therefore she will keep it brief due to time constraints. She shared she received thank you letters from VRC students who had an opportunity to attend conferences this semester. She also mentioned that the USU is implementing the Transition Monitoring Team (TMT) which will aid in identifying challenges with the transition of the renovation and expansion project. The team is led by Events Manager, Audrey Martinez, who will report findings back to the Management Team.

IX. Committee Mid-Year Reports

- i. Diversity & Inclusion Committee: Director Contreras stated the committee is sending the Facilities & Commercial Services Committee their findings and recommendations from their engagement with student groups. The report will address student's immediate needs and provide information on how the USU can support these needs. The committee is continuing their research on housing and food insecurities and how the USU can support this endeavor and expect to complete findings by their March meeting. They are in the process of recruiting one or two more committee members and will be conducting interviews soon. Lastly, D&I will be meeting with EOP regarding the DREAM Center becoming part of the USU. They hope the DREAM Center can conduct a presentation at one of their upcoming meetings.
- ii. Facilities & Commercial Services Committee: Director Reyes stated the committee has held several meetings regarding the new space allocations. She thanked Samantha Liu and Jimmy Francis for constantly advocating for student success. It makes her so proud and great honor to work with them. She thanked Associate Director, Marketing & Programs, Freddie Sanchez for allowing her the opportunity to go to the Latinx Conference in New York – she definitely lived her best life!
- iii. Finance Committee: Director Rassamekiarttisak said the committee was currently conducting interviews for new members. If anyone knows of someone who is available between 3:00 p.m. – 5:00 p.m. to encourage them to apply.
Director Ebot Enaw left at 1:51 p.m.
- iv. Personnel Committee: Director Maralit said the committee will have their first meeting on February 6th. They have completed four goals and expect to complete the remaining two. Their meetings will be the first Thursday of the month from 3:30 p.m. – 5:00 p.m.
- v. Retirement Committee: Director Barboza said the committee completed their 403(b) Plan Restatement goal. Their next meeting will be March 4, 2020 from 10:00 a.m. – 12:00 p.m. After this meeting they will schedule the remaining meeting dates.

XI. Action Items

A. Appointment of BOD Student Directors

M/S/P (M. Contreras / M. Alvarez) Motion to approve Albert Martinez for the student representative position effective February 17, 2020 until June 2020.

Director Carter invited Albert Martinez to the podium to introduce himself to the BOD. He stated that he is a senior this semester but has applied for the Masters in Social Work (MSW) program at CSUN. He wants to thank everyone for this opportunity. Albert is a first generation, formally incarcerated student with two young daughters. His biggest inspiration is his sister who graduated from Stanford and is now a doctor. He grew up in Ventura County, specifically in Fillmore, where he found himself involved in illegal activities. He is very passionate about aiding and identifying with those who have a similar background because he feels like there is a very small percentage of students who go on and graduate. He thinks if he can do it, so can others. Currently, he works in EOP through admissions outreach, which has provided him the opportunity to share his experience and connect with his peers. Director Alvarez said she was glad that he submitted an application for the BOD appointment, and it has been a great honor to watch him grow as a member of the Diversity & Inclusion Committee. Director Contreras added that it is like seeing a butterfly transform. He shared that was he sees Albert's sparkle in his eye and has so much faith in him. Director Reyes thanked Albert for his honesty and vulnerability. Director Brown stated he appreciated his transparency and that they will work together on relationship building. Director Carter said he met Albert about a year and a half ago when he was a member of the Diversity & Inclusion Committee. Director Barboza thanked Albert for sharing and is excited to see him leave his mark on this campus.

Motion passed 11-0-0.

Director Martinez joined the Board of Directors.

M/S/P (M. Contreras / S. Barboza) Motion to approve Ayana Galves for the student representative position effective February 17, 2020 until June 2021.

Director Carter invited Ayana Galves to the podium to introduce herself to the BOD. Ayana is a first-generation first-year student. She shared with the Board that CSUN was originally not her first choice however, her older sister who is a fourth-year student encouraged her to attend CSUN. She thinks that being part of the Board of Directors is an amazing opportunity. Last semester she did not have the best semester. The transition between high school and college impacted her academics. She wants to encourage everyone to ask for help and reach out. She wants to be an advocate for diversity, better herself and become a Black student leader. She thanked the Board for this opportunity. Director Alvarez applauded her for being a freshman and pursuing a leadership position. She looks forward to working with her. Director Contreras said that the entire Board is there for her and to please allow them to help her. Director Reyes asked what is her major. Ayana responded that she is majoring in biology with the hopes of becoming an OBGYN. Director Barboza said that it is great that she is so young and reminded Ayana that it is important to prioritize learning and she is excited to see the growth in her. Director Brown reminded her that no one will remember what grade you earned in a class. We do not lose, but rather learn. It is more about the relationships you build. This is how she will get a lot further, especially as a first-year student. Director Carter mentioned that he knows Ayana very well especially how her older sister pushes her to be the best version of herself.

Motion passed 12-0-0.

Director Galves joined the Board of Directors.

B. Dispensing of Free Menstrual Products at the USU

Motion out of the Facilities & Commercial Services Committee to approve Associated Students funding the replacement and installation of dispensers in the Women's Restrooms and Gender Inclusive Restrooms in the USU with machines that dispense the menstrual products for free.

Director Reyes reported that profit for the current dispensers is less than \$50 per year and therefore they do not see much of a fiscal impact. The total cost to replace and install the new dispensers is calculated at \$12,550.97, which Associated Students has agreed to pay. They hope to have all 20 new machines operational by Summer/Fall 2020. She is very excited for this initiative and to be able to contribute further to easing student's hardship while in higher education. Director Alvarez asked how

they gathered the data collected. Director Reyes said it was done through inventory of supplies used and upkeeping of the machines. Director Eichten asked whether the USU is considered the pilot area and Director Reyes response was that yes, the USU is the pilot for this initiative which will then allow them to collect data on the costs associated with launching it campus-wide. Director Eichten also suggested to look into the Campus Quality Fee in the future for funding. Director Carter asked how the renovation and expansion project will affect this initiative. Director Reyes said that they have factored this in and believe the benefits outweigh the costs. Director Hammond added that the machines could be moved as needed so the efforts would not go to waste.

Motion passed 13-0-0.

C. Temporary Pay Increases for Regular Employees

Motion out of the Personnel Committee to approve the Temporary Pay Increase Policy for Regular Employees.

Director Maralit explained that the adoption of this policy allows regular employees to obtain a temporary pay increase when that employee is appointed on an interim basis to a higher-level position, when an employee is in an acting position, and when an employee assumes 20% or more of a higher-level position's responsibilities in addition to their own. Temporary pay increases will be retroactive to the date an employee is appointed to such position and will be discontinued when the position is filled or incumbent returns to work.

Director Eichten left at 2:34 p.m.

Director Barboza point of personal privilege at 2:34 p.m.

Motion passed 11-0-0.

D. Bonus Policy for Regular Employees

Motion out of the Personnel Committee to approve the Bonus Policy for Regular Employees as updated.

Director Maralit mentioned that the policy needed to be updated to reflect that the funding for bonuses shall be maintained in the designated reserves budget, which is approved by the Board of Directors. Lastly, that the criteria needed to reflect recognition of employees who assumed additional duties for a specified period of time, and who were not eligible for a temporary pay increase.

Motion passed 11-0-0.

XII. Discussion Items

A. Mid-Year Chair / Vice Chair Report

Director Carter mentioned that the Board has been working very hard the past couple of months. They have had many accomplishments thus far, including selection of architectural and engineering firm for the Renovation and Expansion project. They are still working on determining the structure of the project with either a two- or three-story building. They will continue to assess the feasibility of administratively operating the DREAM Center. Director Carter mentioned he will continue to meet with Associated Students President, Diana Vicente and collaborate with initiatives like the menstrual hygiene products. He thanked the Marketing Department for their continuous efforts in the USU's "What's Your Story" visibility campaign. Lastly, they are working on identifying how to assess the diversity within the BOD through a survey that has been developed providing students the ability to identify themselves through a series of questions. This survey will be distributed to all Board and Committee members to also assess and collect data on the experiences provided with leadership opportunities. He encouraged members to continue to explore CSUN and attend tabling opportunities.

Director Barboza returned at 2:41 p.m.
Director Brown left at 2:42 p.m.
Director Eichten returned at 2:43 p.m.
Director Ruelas-Bischoff left at 2:46 p.m. and returned at 2:52 p.m.
Director Nguyen left at 2:49 p.m.

B. BOD Elections Timeline

Associate Director, Marketing & Programs, Freddie Sanchez, informed the Board that the application to run for a seat on the Board opened on February 17, 2020 and will remain open until March 4th, 2020. There will be two information session hosted. We have also implemented two new events in collaboration with A.S.: Candidate Meet and Greet on March 10th at the Farmer's Market and a Candidate Tabling Opportunity on March 26th during the USU's Noontime Concert. The Mandatory Candidate Meeting will take place March 5th. Voting will take place April 1st and 2nd. He encouraged those whose term expires to run but also spread the word.

XIII. Announcements

- i. Director Ruelas-Bischoff suggested to the Board to watch the Townhall meeting for the Presidential Search and provide any additional input to the search committee. She will be sending a link to the group on where they can do so. She also informed the Board that CSUN received Basic Needs Initiative funding and there will be an expansion of hours for the CSUN Food Pantry.
- ii. Director Eichten informed the Board that there has been a grant given to provide Summer Financial Aid. They are still determining what courses will be offered, but it is in hopes of helping students graduate sooner. Lastly, she mentioned that she will be retiring at the end of March. She has enjoyed working with the Board of Directors, Audit and Finance Committee. Her last meeting will be March 23, 2020.

XIV. Adjournment

Chair Carter adjourned the meeting at 3:07 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director