

UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
MAY 04, 2020
ZOOM VIDEO CONFERENCE
[HTTPS://CSUN.ZOOM.US/MY/SPRING2020BODMEETINGS](https://csun.zoom.us/j/5782020BODMEETINGS)
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 12:31 p.m. by Chair Tyrone Carter.

II. Roll Call

Present	Absent	Staff	Guests
Melanie Alvarez*	Carroll Brown	Jimmy Francis*	Deion Turner*
Stephanie Barboza* (arrived at 12:36 pm)		Joe Illuminate*	
Tyrone Carter*		Jennifer Kim*	
Matthew Contreras*		Sharon Kinard*	
Arrah Ebot Enaw*		Kaila Lavin*	
Ayana Galves*		Kingson Leung*	
Marquita Gammage*		Samantha Liu*	
Debra Hammond*		Jonathan Navarro*	
Catleya Maralit*		Kristen Pichler*	
Albert Martinez*		Dave Ross*	
Gabriella Nguyen*		Shelley Sakoda*	
Tammy Rassamekiarttisak*		Freddie Sanchez*	
Giselle Reyes*		Steven Wein*	
Shelley Ruelas-Bischoff*			
Diana Vicente*			
Edith Winterhalter*			

* Zoom video participant

** Zoom call in participant

III. Approval of Agenda

M/S/P (M. Alvarez/ M. Contreras) Motion to approve the agenda for May 04, 2020.

Motion passed 13-0-0.

IV. Approval of Meeting Minutes

M/S/P (T. Rassamekiarttisak/ G. Reyes) Motion to approve the minutes of the April 13, 2020 meeting.

Motion passed 13-0-0.

V. Open Forum

No discussion.

VI. Chair's Report

Chair Carter thanked everyone who has been involved in continuing to build a resilient and sustainable USU. This current environment requires transparent, equitable and accountable leadership in an effort to support our students, faculty and staff during these challenging times. Chair Carter mentioned that there has been more attendance virtually than in person throughout campus-wide events and encouraged all to attend. He congratulated Director Hammond for the ACUI article she collaborated on titled "*Research Confirms the Role of the College Union Aligns with Institutional Academic Mission.*" He recommended that everyone takes the time to read it. He thanked everyone for the great turnout of the USU's Year-End Celebration. He commended Associate Director, Human Resources and Professional Development, Kristen Pichler for 35 years of service to the organization. He also recognized Director Rassamekiarttisak for being nominated for the Wolfson Scholar and awarded the Judge Julian Beck Scholarship from the Health Sciences department in the College of Health and Human Development.

VII. Vice Chair's Report

Vice Chair Barboza informed the board that she has been continuing her check-ins with student directors. One of the most common feedback she received was the need for more post-graduation preparation, especially during these times. She also attended the David Nazarian College townhall meeting where the Dean, Associate Dean and other staff members were present to answer any questions or concerns students had during these times. They hope to continue these townhalls in each college. She encouraged others to attend and voice their opinions. She also informed everyone that the CARES grant email was recently sent to all students. Students can apply through the "Financial Matters" tab on their portal and request more money if needed. She mentioned that undocumented students are not eligible for this funding but those students can look at the resource list created by the DREAM Center for eligible aid. Lastly, she hopes everyone stays safe, healthy and hopes to see everyone soon.

VIII. Executive Director's Report

Director Hammond stated that those who have not looked at the USU website to please do so to see the incredible virtual programs planned by USU staff. Student fees are categorized as a Category II fee and is nonrefundable. The fee was collected for the spring semester and we need to ensure that we continue to serve students. It is imperative that everyone shares these programs and invite students to continue connecting with our services. The USU is in the process of planning for a virtual fall, on campus or hybrid fall depending on what the campus determines. There will be no physical summer camp, however the staff is currently looking at possibly offering a virtual camp experience. This possibility could be very beneficial for those parents who have been homeschooling since March.

IX. A.S. Report

AS President Vicente congratulated everyone for their term almost coming to an end. AS had their last Senate meeting and will be transitioning the incoming administration on May 23, 2020. She reiterated that she has informed them of how important the connection between AS and the USU is and having the directors connect is important. AS was successfully able to pass a Basic Needs Initiative of a total of \$113,000. Director Carter asked if the CARES grant would allow undocumented students to receive some aid. AS President Vicente said unfortunately they are not eligible at the moment. Director Ruelas-Bischoff stated that campus is working on getting funds for those who are not eligible for the CARES grant.

X. Committee Reports

A. Diversity & Inclusion

Director Contreras informed the board that committee member Denise Nguyen won a seat as the senator for Health and Human Development in the AS Elections and also was named USU's Committee Member of the Year. The Diversity & Inclusion committee is working on compiling all of the research that was presented at their last meeting. Overall, some feedback collected by this committee was that students would like to see more engagement from the USU through social media like the Adulthood 101 series that was featured on Instagram.

B. Facilities & Commercial Services

Director Reyes stated that the Facilities & Commercial Services committee has worked hard and began to discuss the criteria for space requests in early February. Since then, the committee has come up with a draft of possible criteria for requests in the new renovation. However, due to the recent events involving COVID-19, they will be focusing on making sure the criteria is reviewed next semester. Their last meeting will be today following the board meeting.

C. Finance

Director Rassamekiarttisak said the committee voted and approved the Travel Policy, which will be discussed shortly as an action item. They have also discussed the 2020-21 Operating Budget. Their last meeting will take place on May 28, 2020.

D. Personnel

Director Maralit informed that at the last Personnel Committee they discussed COVID-19 and USU employment updates. They also checked in on committee member’s well being and how they have stayed motivated or rested during this pandemic. Their last meeting will be on May 7, 2020.

E. Retirement

Director Barboza had nothing to report as they are working on setting up their last meeting sometime in late May to early June.

XI. Action Items

A. Travel Policy

Motion out the Finance Committee to approve the Travel Policy as presented.

The current Travel Policy needs updating to account for changes as a result of implementing the Concur Software. The proposed Travel Policy was approved at the April 20, 2020 Finance Committee meeting.

CURRENT TRAVEL POLICY PROPOSED TRAVEL POLICY		
The “Definitions” section follows the Policy Section.	→	The “Definitions” section precedes the Policy section.
The definition of “Concur” is not included in the policy.	→	The definition of “Concur” is included in the policy [Definition No. 2].
The definition of “Out of Pocket “expenses is not included in the policy.	→	The definition of “Out of Pocket “expenses is included in the policy [Definition No.3].
The fact that alcohol does not meet the definition of “Subsistence Expense” is not included in the policy.	→	The fact that alcohol does not meet the definition of “Subsistence Expense” is now included in the policy [Definition No. 5a].
The requirement for travel to be pre-approved before travel takes place is not included in the policy.	→	The requirement for travel to be pre-approved before travel takes place is included in the policy. Pre-approval takes place by the submission of Travel Request in Concur.
Travel reimbursements will be made on a travel expense claim form and will conform to USU Travel procedures.	→	Travel for out of pocket expenses must be documented by the submission of Travel Expense Report in Concur.
The policy is silent on the requirement for international travel approval.	→	International travel may occur as needed to advance skill development in the profession when no similar event occurs in the United States. All international travel must be approved by the Executive Director/designee in consultation with the Associate Vice President of Student Life.

All USU requests for travel to banned states will be reviewed on a case-by-case basis.	→	All USU requests for travel to banned states requires approval by the Executive Director/ designee, the Associate Vice President for Student Life or Vice President for Student Affairs and Dean of Students, and the Campus Chief Financial Officer.
Exceptions to the state travel ban did not include <ul style="list-style-type: none"> • Enforcement of California or Federal Law • Litigation 	→	Exceptions to the state travel ban now includes <ul style="list-style-type: none"> • Enforcement of California or Federal Law • Litigation
The policy did not include a statement that the Executive Director may make limited exceptions to the Travel Policy.	→	The policy now includes a statement that the Executive Director may make limited exceptions to the Travel Policy.

Motion passed 14-0-0.

B. Executive Director Performance Evaluation – Executive Session (closed)

M/S/P (T. Rassamekiarttisak / C. Maralit) Motion to enter into closed session.

Motion passed 14-0-0.

Entered closed session at 1:24 pm.

M/S/P (T. Rassamekiarttisak / M. Alvarez) Motion to exit closed session.

Motion passed 14-0-0.

Exit closed session at 1:48 pm.

XII. Discussion Items

A. Budget Building Principles / Timeline

Director Hammond mentioned that the USU decided to create Budget Building Principles for the 2020-2021 budget, which factors the impact that COVID-19 could potentially have next fiscal year. Director Hammond shared the following principles:

BUDGET DEVELOPMENT PRINCIPLES 2020-2021

1. The USU would open in some partial format
2. Preserving staff positions, including a possible reduction in hours and re-assignments (when possible)
3. Preserve staff benefits at current levels
4. Preserving student positions, including a possible reduction in hours and re-assignments (when possible)
5. Potential reduction in operating hours based on reduced student enrollment and facility operational status
6. Budget no revenue for summer/fall and a 50% revenue for spring 2021
7. Establishing a percentage of revenue earned per semester
8. Elimination of general salary increase for staff and students
9. During winter recess and spring recess, cap student hours per week at 20 (administrative units)
10. Elimination of travel and seminar/conference fees (including individual conferences - \$250)
11. Re-examine reward/recognition program/non-mandated employee T&D programs
12. Reduction of operating expenses, including SAE wages by 20% of the 6&6 budget, regardless of whether programs are virtual, excluding staff wages and benefits

13. Put the renovation and construction project on hold for six (6) months and then reassess

Director Hammond also shared that the revised budgets are due by May 8, the Finance Committee will vote on the operating budget on May 28, the board will approve on June 8, and lastly the budget should be approved by Vice President for Student Affairs, Vice President for Administration & Finance, and Campus President by June 30. She thanked all the department managers for the amount of work they have put into the budget preparation and revision. Director Ruelas-Bischoff thanked Director Hammond for her help and guidance in forecasting the unknowns. It is not an easy task and appreciates keeping the students at the center.

B. Return to Work in the “New Normal”

Associate Executive Director, Jimmy Francis explained that the USU is currently looking at what needs to be done in order to be able to return to work eventually. Some of the things the USU needs to identify are the stages of partial and full operations. Currently, the COVID-19 disease is considered at a pandemic stage impacting the nation. However, the USU hopes that we move toward the partial opening stage, which is when the nation is entering a post-pandemic stage. Partial reopening for the USU could mean not all staff are at the office at the same time. The USU is still unsure of when this could happen. Everything will depend on the government restrictions. More information should be available on or around May 15. The priority of the organization will be safety of the staff to return to work. The USU will need 2 weeks to plan for return of staff to the office. The USU also is aware of how employees are feeling upon returning to work. They also anticipate many employees being unable to return to work for various reasons. Associate Executive Director Francis added that their respective managers will be following up individually for a proposed schedule and factors relating to their return to work. Lastly, on or around May 15, the organization will know more about what fall will look like for us. Director Hammond stated that the USU will need to be in compliance with CDC / public health order regulations. There will be frequent cleaning of the facilities and they expect that the custodial contract will increase in cost.

Director Galves and Director Reyes departed at 2:19 pm.

VIII. Announcements

- A. Director Carter thanked everyone for a productive board meeting.
- B. Director Barboza encouraged students to take a free summer course. She also motivated everyone to finish strong and focus on their health and wellbeing.
- C. Director Hammond encouraged everyone to reach out to Associate Director, Human Resources and Professional Development should they need assistance with resume building. She stated to please reach out, she is available to help.

XI. Adjournment

Chair Carter adjourned the meeting at 2:26 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director