

**University Student Union
California State University, Northridge
Facilities & Commercial Services Committee
October 26, 2020
Regular Meeting Minutes**

I. Call to Order

The regular meeting of the Facilities and Commercial Services Committee was called to order at 12:34 pm by Chair, Arrah Enaw.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Arrah Enaw (Chair)	Chidum Ekpe	Samantha Liu	
Ryan Edwards (Vice Chair)		Jimmy Francis	
Tiffany Abodoh			
Adrian Lopez			
Maria Linares			
Rishabh Runwal			
Melissa Ruiz			

*Indicates that member/attendee was not present for the entire meeting. Voting tallies may vary.

III. Open Forum

N/A

IV. Approval of Agenda – October 26, 2020

M/S/P (R. Runwal / T. Abodoh) – Motion to approve the agenda for October 26, 2020.

Motion passed 6-0-0

V. Approval of Meeting Minutes – September 28, 2020

M/S/P (T. Abodoh / A. Lopez) – Motion to approve the minutes from September 28, 2020.

Motion passed 6-0-0

VI. Chair’s Report

Chair Enaw reviewed the plan for the meeting and agenda again, she also thanked everyone for attending the meeting. Enaw encouraged everyone to reach out if they should need any help.

VII. Co-Chair’s Report

Vice Chair Edwards encouraged everyone to take care of themselves and not to hesitate to reach out if they need something.

VIII. Action Items

A. Committee Meeting Dates

M/S/P (A. Lopez / M. Ruiz) – Motion to approve the following dates and times for the Facilities and Commercial Services Committee to meet during the Fall 2020 semester; Monday November 23, 2020, 12:30pm.

Motion passed 6-0-0

B. Committee Goals

M/S/P (R. Runwal / T. Abodoh) – Motion to approve the following committee goals for Facilities and Commercial Services Committee for 2020-2021 academic year:

- Support the USU’s Renovation Project
- Work on Allocation of Space Policy
- Work with USU Staff in responding to COVID

Motion passed 6-0-0

IX. Discussion Items

A. Development of policy to guide USU space requests

J. Francis described the work that was completed by the committee last year to create the included questionnaire which would allow groups who are interested in requesting space in the USU to provide information about their group. He then detailed the next step is for this year’s committee to add or revise the questionnaire and then develop the policy to detail the space request process and procedures.

Discussion ensued and T. Abodoh suggested that including a line item for the website may be outdated and to combine it with the social media field. J. Francis commented that he can make this change. R. Runwal asked to clarify how a decision would be made to determine if a group requesting space in the USU was approved. J. Francis stated that this policy being created would help determine that process and he also shared how view point neutrality may play into the decisions and more is yet determined about the application of that concept to the USU.

The discussion concluded and J. Francis shared that he would prepare a draft of the policy document for review by the committee at the next meeting.

B. Facilities and Commercial Services Committee Name

Chair Enaw described to the committee how the USU has changed over the years and there are no longer services which are considered “commercial services.” J. Francis added that many years ago the USU had several commercial retail stores but as consumerism has shifted online there is less opportunity/need for this to occur. Enaw continued to describe how the “commercial services” descriptor in the committee name may no longer be needed and in fact may be confusing.

S. Liu described research that was conducted (and included with the agenda material) to determine what other BOD’s and committees in the CSU are using for their groups dedicated to facility work. After reviewing this research Enaw asked the committee if they had any other suggestions for names for the committee. The following suggestions were shared:

- o Facility Allocation Committee
- o Facilities Development and Services Committee
- o Facilities and Operations Committee
- o Facilities Development and Services Committee
- o Facilities Committee
- o Facilities and Program Committee

Following the brainstorming of names Enaw stated she would send out a survey for the committee to vote on the names that were the most preferred by the group. The committee decided these were Facilities Development and Services, Facilities, and Facilities and Operations. Following the survey the group could vote on the final decision at the next scheduled meeting.

X. Announcements

Chair Enaw stated she will be sending out the survey early next week on the committee name and encouraged everyone to vote. She also shared that she will be sending out a refresher on Roberts Rules of Order for the committee to review.

S. Liu encouraged everyone to attend MataFare from 4-6pm on 10/27.

XI. Adjournment

By general consensus, the regular meeting of the Facilities & Commercial Services Committee was adjourned at 1:22 PM by Chair Enaw.

Respectfully submitted by,
Jimmy Francis