

**University Student Union
California State University, Northridge
Facilities & Operations Committee
October 30, 2023
Regular Meeting Minutes**

I. Call to Order

The regular meeting of the Facilities and Operations Committee was called to order at 1:04 pm by Co-Chair, Angelina Collins.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Angelina Collins (Co Chair)	Daniel Lopez (Chair)	Samantha Liu	
Nicholas Gevorgian		Jeremy Hamlett	
Noelia Bravo		Malahat Zhobin	
Elisa Vidauri		Steven Wein	
Ghazal "G" Sazegar (departed 1:56p)			
Glen Menezes (arrived 1:32p)			

*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 30, 2023

M/S/P (E. Vidauri /N. Gevorgian) – Motion to approve the agenda for October 30, 2023.

Motion passed 4-0-0

V. Chair’s Report

Co-Chair Collins shared that Chair Daniel Lopez was unable to attend the meeting today. She shared his report on his behalf and welcomed the committee to their first meeting. He reminded the committee members to email him if they have any questions or concerns and to copy Co-Chair Collins.

VI. Co-Chair’s Report

Co-Chair Collins welcomed the committee members and shared it was her first meeting that she is running. She had the committee members introduce themselves and do an ice breaker.

VII. Action Items

- A. Committee Meeting Schedule- M/S/P (N. Gevorgian/G. Sazegar) – Motion to approved the Committee Meeting Schedule

Co-Chair Collins presented the schedule for the Fall 2023 semester. She shared that the committee would be meeting on October 30th, November 20th and December 11th between 1p – 2:30p.

Committee member Sazegar shared that she has class at 2pm and wanted to change the meeting times to end by 2p. The committee members agreed to the times.

Motion passed 5-0-0

VIII. Discussion Items

- A. Introduction to Facilities & Operations
 - i. Executive Secretary Samantha Liu reviewed the charge of the committee and expectations as a committee member.
- B. Introduction to Basic Needs Suite (BNS) Project Presentation
 - i. Executive Secretary Samantha Liu presented the history of the Basic Needs Suite project, recent decisions from the Board of Directors and next steps for moving forward on engaging with students and re-naming the BNS.
- C. USU Facilities Tour
 - i. Committee members were taken on a tour of the USU & SRC facilities by Executive Secretaries Samantha Liu & Jeremy Hamlett.
- D. Committee Goals
 - i. Co-Chair Collins led a discussion on goals for the committee this year. One of the goals the committee discussed was the Basic Needs Suite naming process and Marketing Manager, Steven Wein and Marketing Coordinator, Malahat Zhobin discussed the timeline for the naming process and help needed from the committee. Other goals discussed were 2) making the USU facilities more visible, 3) reviewing the spring survey results and other facility related improvements, and 4) review and make recommendations on Facilities & Operations related policies.
 - ii.

IX. Announcements

CO - Chair Collins encouraged the committee to come to the Board of Directors meeting on November 11th at 12:30p in the Grand Salon and shared it is a nice experience to see.

X. Adjournment

By general consensus, the regular meeting of the Facilities & Operations Committee was adjourned at 2:21PM by Co-Chair Collins.

Respectfully submitted by,
Samantha Liu