

**University Student Union
California State University, Northridge
Facilities & Operations Committee
November 20, 2023
Regular Meeting Minutes**

I. Call to Order

The regular meeting of the Facilities and Operations Committee was called to order at 1:05 pm by Chair Daniel Lopez.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Daniel Lopez (Chair)	Nicholas Gevorgian	Samantha Liu	
Elisa Vidauri	Angelina Collins (Co Chair)	Jeremy Hamlett	
Noelia Bravo			
Ghazal "G" Sazegar			
Glen Menezes			

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

III. Open Forum

N/A

IV. Approval of Agenda – November 20, 2023

M/S/P (N. Bravo /E. Vidauri) – Motion to approve the agenda for November 20, 2023.

Motion passed 4-0-0

V. Approval of Minutes – October 30, 2023

M/S/P (G. Sazegar/G. Menezes) – Motion to approve the minutes for October 30, 2023.

Motion passed 4-0-0

VI. Chair's Report

Chair Lopez welcomed the committee and shared that several members of the University Student Union attended the ACUI conference at CSU- Monterey Bay. He talked about the awesome experience to network and shared some of the things he learned at the conference.

VII. Co-Chair's Report

Co-Chair Collins submitted her report through Chair Lopez and that she couldn't be present due to family obligations and thanked the committee for being patient during the last meeting. She also shared the discussion items from the last meeting.

VIII. Action Items

- A.** Committee Meeting Schedule- M/S/P (E. Vidauri/N.Bravo) – Motion to approved the Committee Meeting Schedule.

Changes to the Fall 2023 schedule – Monday December 18, 2023 1p-2p via zoom and Wednesday January 10th, 2024 12p-1p via zoom.

Motion passed 4-0-0

- B.** Committee Goals- M/S/P (N. Bravo/G. Sazegar) – Motion to approve the committee goals for the Facilities and Operations Committee for 2023-2024.

Chair Lopez reviewed the committee goals that were discussed at the October 30, 2023 meeting. Those goals include:

Goal 1: The committee will continue to support all renovation and expansion projects of the USU.

Goal 2: The committee will assist in the development of the Valera Basic Needs Suite (BNS) and assist in selected a new name.

Goal 3: The committee aims to increase social media and marketing efforts to increase student knowledge and visibility of all USU facilities.

Goal 4: The committee will review survey findings from the B&D University Student Engagement Group Spring 2023 Survey and make recommendations.

Motion passed 4-0-0

IX. Discussion Items

- A.** Executive Secretary Samantha Liu discussed the idea of purchasing portable chargers for student use when in the USU. The committee brainstormed ideas related to procedure and what would be best for students.
- i. Ideas for procedure if not returned
 1. Hold on SRC account
 2. Safety deposit
 3. State ID
 - ii. Confirmation email with return date and hold on account
 - iii. Time limit for checkout
 1. Checkout for 3 hours is sufficient
 - iv. Rental adapters should also be considered

B. Vision for the Future of Our Facilities

- i. Chair Lopez asked the committee for ideas for other enhancements to the USU facilities. Ideas discussed 1) coffee vending machine in the Sol Center, 2) Increasing seating with charging,
- ii. Other feedback given: Career Center appointments are two months in advance – Executive Secretary will share with the Career Center team that there is a need for more appointments.

C. Steps to Increasing Our Visibility

- i. Chair Lopez asked the committee for ideas from the committee members on ways to enhance promoting. Ideas discussed: 1) e-newsletter promoting services or facilities “did you know”, 2) more promotion/incentives to subscribe for Instagram or E-Blast, 2) incentive ideas: hoodies, t-shirts, or stickers – but CSUN trendy that is good quality CSUN gear or limited edition and 3) Tik Tok videos – “day in my life” showcasing CSUN student going to class and using/working at the USU or interviews.

X. Announcements

Chair Lopez encouraged to think about our goals and the next committee meeting is December 18, 2023.

XI. Adjournment

By general consensus, the regular meeting of the Facilities & Operations Committee was adjourned at 1:57PM by Chair Lopez.

Respectfully submitted by,
Samantha Liu