

**University Student Union**  
**California State University, Northridge**  
**Facilities & Operations Committee**  
**December 13, 2024**  
**Regular Meeting Minutes**

**I. Call to Order**

The regular meeting of the Facilities and Operations Committee was called to order at 2:33pm pm by Chair, Devaansh Mann.

**II. Land Acknowledgement**

Chair D. Mann presented the USU Land Acknowledgment.

**III. Roll Call**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Devaansh Mann (Chair)	Alejandro Perez	Samantha Liu	
Nidharsh Kempegowda (Co Chair)		Steven Wein	
Andrea Garcia		Malahat Zhobin	
Rafae Habib		James Matzen	
Syed Husaini		Vincent Mele	
Alexia Aguilar		Raquel De Ruiz	

**IV. Ice Breaker – Chair Mann**

**V. Approval of Agenda – December 13, 2024**

M/S/P (R. Habib/A. Perez) – Motion to approve the agenda for December 13, 2024.  
***Motion passed 5-0-0***

**VI. Approval of Minutes – November 15, 2024**

M/S/P (S. Husaini /R. Habib) – Motion to approve the minutes for November 15, 2024  
***Motion passed 5-0-0***

**VII. Chair’s Report**

Chair Devaansh Mann shared that both Co-chair Kempegowda have been working on marketing and branding ideas. Chair D. Mann also shared appreciation to the retirement committee who worked to create a memorable and special event for the USU Executive Director Debra L. Hammond who is retiring this month.

**VIII. Co-Chair’s Report**

Co-Chair Nidharsh Kempegowda he is excited for the end of the semester and sad he missed Debra’s retirement.

## **IX. Action Items**

- A. N/A

## **X. Discussion Items**

- A. Maintenance Tour – Time Certain 2:45p**
  - i. The committee toured the maintenance shop and the East Conference Center roof led by Assistant Director, Facilities and Maintenance Vincent Mele.
- B. East Conference Center Roof**
  - i. The East Conference Center (ECC) was constructed in 1994 and is experiencing water leaks which have damaged the interior of the building. After examining the issue with waterproofing consultants, buildings in the USU built during the 1994 construction all are experiencing water intrusion from failing exterior waterproofing and penetration through the building's façade. Based on the location of a majority of the water damage in the ECC, additional leaks are from the roof. The ECC remains equipped with its original gravel roof, which has exceeded its expected 20-year lifespan. The original quote for replacement is \$1M under budget from the estimate received from CSUN Facilities Planning Design & Construction.
- C. Renovation and Expansion Plans**
  - i. Executive Secretary Samantha Liu presented about the USU renovation and expansion plans including the USU Gateway building, renovation scopes, The Valera NEST and graduated fee implementation schedule.
- D. Wayfinding/Branding Discussion**
  - i. Chair Mann showed a few examples of wayfinding signage to the committee to open the discussion. The Marketing team shared ideas from previous site visits and challenges from signage. Students shared feedback on their experience navigating spaces in the USU. Branding was also discussed
  - ii. Ideas discussed were:
    1. Entry way points
    2. Digital signage that can be easily changed
    3. Directory to show on the outside of the building what is inside.
    4. USU letters by the SRC to create "entrance"
    5. Names of buildings to be more readable or change the names
    6. Incorporating technology into the map – virtual
    7. QR codes – on buildings or to study spaces with vacancies
    8. Inside building wayfinding
    9. Arrows on the floor
    10. Direction of the signage from main street
    11. Realtime navigation application
    12. Displayed logos vs. information on the exterior of buildings
- E. Facility Use Policy**
  - i. Reservations Manager Raquel De Ruiz shared the background of the Facility Use policy.

**XI. Announcements**

Facilities and Operations team bonding event date and time were discussed.

**XII. Adjournment**

By consensus, the regular meeting of the Facilities & Operations Committee was adjourned at 4:00PM by Chair D. Mann.

Respectfully submitted by,  
Samantha Liu