

**University Student Union
California State University, Northridge
Facilities & Operations Committee
December 18, 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)	Noelia Bravo	Samantha Liu	
Angelina Collins (Co Chair)		Jeremy Hamlett	
Nicholas Gevorgian			
Ghazal "G" Sazegar			
Glen Menezes			
Elisa Vidauri			

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

III. Open Forum

N/A

IV. Approval of Agenda – December 18, 2023

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

Motion passed 5-0-0

V. Approval of Minutes – November 20, 2023

M/S/P (E. Vidauri /G. Menezes) – Motion to approve the minutes for November 20, 2023.

Motion passed 5-0-0

VI. Chair’s Report

Chair Lopez thanked the committee for a wonderful semester and wished them a great holiday break and take the break the as needed. He also shared that the first discussion

item will be that he was appointed as the Vice Chair for the Board of Directors so Co-Chair Collins will be taking over as the F&O Committee Chair.

VII. Co-Chair's Report

Co-Chair Collins shared that she will be taking over as the chair of the committee. She wished everyone a great break.

VIII. Action Items

N/A

IX. Discussion Items

A. Change in Leadership Roles

- i. Co-Chair Collins shared that she will take over at the January meeting and a new person will be coming into the committee from the Board of Directors. Chair Lopez shared that although he is not on the committee, he will still be involved with the committee and Basic Needs Suite naming. Executive Secretary Samantha Liu asked if the person who will be Co-Chair be appointed from the BOD and Chair Lopez confirmed. He welcomed everyone to come attend the BOD meetings.

B. Steps to Increasing Our Visibility (continued)

- i. Chair Lopez reviewed the discussion from last meeting related to increasing our visibility.
 - 1. Question – can we work to get on the CSUN Instagram account?
 - 2. Idea – start promoting our services on the e-blast emails/newsletters.
 - 3. Question – ideas for Tik Tok/IG Reels – Glen shared the idea of weekly posting live of resources and activities. Niko shared that the USU did a student employee interview and suggested a committee member spotlight or resources. Elisa shared that a good way to keep students on is to have a giveaway at the end.
 - 4. Idea – alternate weeks by location/facility/resource
 - 5. Giveaway ideas – find us and get a t-shirt, stress ball. Executive Secretary encouraged the committee to remember that not all students are on campus and to be inclusive
 - 6. Schedule – timing in February, but consider the timing about putting the content together.
 - 7. Next Steps – bring ideas for facilities/services to advertise to our next meeting and also see what reels have been done previously related to this effort.

C. Social Media Campaign & Collaboration

- i. Collaborating with other committees like D&I on the above discussion.

D. BNS Naming Process Updates

- i. Marketing is currently in the process of reviewing the feedback received from the BNS naming survey.

- ii. Executive Secretary Samantha Liu added that the next steps will include a presentation on hopefully at our next committee meeting in January.

X. Announcements

Chair Lopez informed the committee about the BOD Spring Semester parking permit application for the encouraged to think about our goals and the next committee meeting is January 11, 2024. Niko shared that the USU is hiring so if they are interested or know anyone who would be a good fit to send our way.

XI. Adjournment

By general consensus, the regular meeting of the Facilities & Operations Committee was adjourned at 1:40PM by Chair Lopez.

Respectfully submitted by,
Samantha Liu