

**University Student Union
California State University, Northridge
Facilities & Operations Committee
December 9, 2022
Special Meeting Minutes**

I. Call to Order

The regular meeting of the Facilities and Operations Committee was called to order at 12:36 pm by Chair, Christopher Aldana.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Chris Aldana (Chair)	Natalia Pineda	Samantha Liu	Raquel De Ruiz
Sankalp Pala (Vice Chair)			Chris Jensen
Nicholas Gevorgian			Tim Rasmussen
Eugene Miranda			
Natalia Rojas			

*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 7, 2022

M/S/P (E. Miranda /N. Gevorgian) – Motion to approve the agenda for December 7, 2022.

Motion passed 4-0-0

V. Approval of Minutes – November 9, 2022

M/S/P (E. Miranda /N. Gevorgian) – Motion to approve the agenda for December 7, 2022.

Motion passed 4-0-0

I. Chair’s Report

Chair Aldana shared that he has not met with the Muslim Student Association or other clubs and organizations who were interested in requesting space in the facility. He also shared that at the BOD Meetings covered ideas on how to spend excess funds in order to support students through resources.

II. Co-Chair's Report

Vice Chair Pala welcomed the committee members and hoped everyone was doing alright. He shared that the Board has been discussing ideas for additional ways the board can support. He will be working closely with Chair Aldana on the initiatives of the committee including the project. Encouraged the committee to follow the USU BOD on Instagram and engaging with students more.

III. Action Items

A. Facilities & Operations Committee Goals

- i. M/S/P (N. Gevorgian/E. Miranda) – Motion to approve the Facilities and Operations Committee Goals for 2022-2023.
- ii. Reviewed the ideas that were discussed at the last meeting including: 1) Support the USU's Renovation and expansion project in its new direction including what other initiatives should be included (i.e. Mental health support spaces, entertainment, food options, etc.) and support information gathering from students through surveys and focus groups, 2. Review and work on updating Facility Use Policy to understand current policy/procedures, 3. Meeting with USU departments to suggest changes related (i.e. SRC seating, DREAM Center programs, etc.) and 4) supporting the USU BOD social media campaign and getting feedback from students from programs.
- iii. Discussion regarding coming up with a timeline to prioritize the goals and how to complete by the end of the semester.

Motion passed 4-0-0

B. Committee Meeting Dates

- i. M/S/P (E. Miranda/N. Gevorgian) Motion to approve the Facilities and Operations Committee Meeting times for 2022 – 2023 fiscal year.
- ii. The committee would be meeting on 12/7/22 (in person) and 1/11/23 (zoom) at 12:35p. Chair Aldana asked the committee to select dates for the spring semester. Mondays at 11:30a – 12:30p were selected as the dates to meeting.
- iii. The dates approved for the spring semester were January 11 (zoom at fall meeting time 12:35p), January 30, February 6, March 13, April 3, May 1 2023 from 11:30a – 12:30p.

Motion passed 4-0-0

IV. Discussion Items

A. USU Social Media/F&O suggestion

- i. Chair Aldana explained that our goal is to support the USU BOD Instagram and social media campaign. He asked for the committee to share ideas they have about social media and increasing our presence.
- ii. Discussion included the following ideas:
 - 1. Tour of our facilities (i.e. SRC or study spaces)
 - 2. Review of analytics to see what times/days to post
 - 3. Tik Tok posts
 - 4. More Polls or interaction posts
 - 5. USU scavenger hunt

B. Review Facility Use Policy

- i. Executive Secretary Samantha Liu introduced the USU Reservations and Event Services and Facilities Use Policy. The plan for the committee is to review the policy at the January 11th meeting and bring questions and comments to the January 30th meeting. Raquel De Ruiz shared an overview of the comprehensive policy regarding use of our facilities, room reservations, and general use of the USU.

V. Announcements

Chair Aldana asked to take care of yourselves during the finals season and to finish the semester strong and the Chair/Co-Chair are here to support. Co-Chair Pala shared there is only 2 weeks left.

VI. Adjournment

By general consensus, the regular meeting of the Facilities & Operations Committee was adjourned at 1:32 PM by Chair Aldana.

Respectfully submitted by,
Samantha Liu