

**University Student Union
California State University, Northridge
Facilities & Operations Committee
January 10, 2024
Regular Meeting Minutes**

I. Call to Order

The regular meeting of the Facilities and Operations Committee was called to order at 12:04 pm by Chair Daniel Lopez.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Daniel Lopez (BOD Vice Chair)	Angelina Collins (Chair)	Samantha Liu	
Elisa Vidauri		Jeremy Hamlett	
Nicholas Gevorgian		Malahat Zhobin	
Ghazal “G” Sazegar		Steven Wein	
Noelia Bravo			
Glen Menezes* (12:09p)			

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

III. Open Forum

Marketing Department Staff Malahat Zhobin, Marketing Coordinator and Steven Wein, Marketing Manager introduced themselves as they will be presenting an update on the Basic Needs Suite naming.

IV. Approval of Agenda – January 10, 2024

M/S/P (E. Vidauri/N.Bravo) – Motion to approve the agenda for January 10, 2024.

Motion passed 4-0-0

V. Approval of Minutes – December 18, 2023

M/S/P (N. Gevorgian /E. Vidauri) – Motion to approve the minutes for December 18, 2023.

Motion passed 5-0-0

VI. Chair’s Report

BOD Vice Chair Lopez shared Chair Collins report via text. Chair Collins apologized for not attending today’s meeting due to work commitment.

VII. Co-Chair's Report

N/A

VIII. Action Items

A. Committee Meeting Schedule – Spring 2024

- i. M/S/P (N. Gevorgian/G. Sazegar) – Motion to approve the Committee Meeting Schedule for Spring 2024.
- ii. BOD Vice Chair Daniel Lopez presented the schedule for the Spring 2024 semester. He shared that the committee would be meeting on Mondays on February 19, March 11, April 15 and April 29th between 1p – 2p. He also explained that the reason we have two meetings in April is to meet prior to the BOD meeting on May 6 and due to finals.
- iii. Committee member Sazegar confirmed the meeting would attend 1pm as class until 12:30p and at 2p. Committee member Bravo would have to join via zoom as she is not on campus. Committee member Vidauri has a class conflict 12:30p - 1:45p. Committee member Gevorgian has class 11-12:15p.
- iv. Vice Chair proposed to meet January 19th 12p via zoom in order to discuss the schedule. During discussion, Chair Collins sent a text that she was unavailable the 19th so Executive Secretary Samantha Liu asked all members to send their schedule to Chair Collins and copy Executive Secretaries Samantha Liu and Jeremy Hamlett so meeting date/time can be selected. An email will be sent with a Special Meeting date to discuss the schedule.
- v. Vice Chair Lopez recommended to table the topic until the next meeting.
- vi. M/S/P (N. Bravo/E. Vidauri) – Motion to table the Committee Meeting Schedule for Spring 2024 until the next meeting.

Motion passed 5-0-0

IX. Discussion Items

A. BNS Naming Updates – Marketing Dept.

- i. Marketing Department Staff Malahat Zhobin, Marketing Coordinator and Steven Wein, Marketing Manager led the committee through an exercise related to feedback regarding the Basic Needs Suite naming and what feelings resonate with them. BOD Vice Chair Lopez shared that the committee is here to support the efforts of the naming committee and tabling or anything else needed. Malahat shared that next steps will be to continue to meet with stakeholders including students.

B. Social Media Marketing Efforts

- i. BOD Vice Chair Lopez shared that the committee has been discussing visibility of our facilities and services. He reviewed the notes from the last meeting.

1. Malahat shared that Marketing previously allocated two Marketing students to support the BOD Instagram account. She asked the committee if they were interested and have time to work on the content and can support.
2. Committee Member Bravo and Vidauri are both interested in helping/learning and appear on the account.
3. Malahat asked the committee to be in charge of scheduling meeting, recording and curated content. She also asked BOD Vice Chair Lopez to partner with BOD Chair Zesati to create organic content. The goal is to meet bi-weekly.
4. 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.

X. Announcements

Executive Secretary Samantha Liu

XI. Adjournment

By general consensus, the regular meeting of the Facilities & Operations Committee was adjourned at 12:59PM by BOD Vice Chair Lopez.

Respectfully submitted by,
Samantha Liu