

**University Student Union
California State University, Northridge
Facilities & Commercial Services Committee
February 3, 2020
Regular Meeting Minutes**

I. Call to Order

The regular meeting of the Facilities and Commercial Services Committee was called to order at 3:04 pm by Chair, Giselle Reyes.

II. Roll Call

Present	Absent	Staff	Guests
Giselle Reyes(Chair)	Breeanna Maldonado	Jimmy Francis	Tim Rasmussen
Tiffany Abodoh	Laxminkant Sahu	Samantha Liu	
Adrian Lopez			
Tia Nalls* (departed 3:25pm)			
Felix Pierre			

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

III. Open Forum

N/A

IV. Approval of Agenda – February 3, 2020

M/S/P (T. Nalls / F. Pierre) – Motion to approve the agenda for February 3, 2020.

Motion passed 4-0-0

V. Approval of Meeting Minutes – December 9, 2019

M/S/P (F. Pierre / T. Abodoh) –Motion to approve the minutes from December 9, 2019.

Motion passed 4-0-0

VI. Chair’s Report

Chair Reyes reported that 2020 is off to a great start, and the Farmers Market will be returning next week, and the Wheel of Fortune will be hosing auditions on February 13th. Reyes also shared that Big Bash planning is underway and that she will be traveling to the Latinx Leads conference in NYC next week. She also informed the group that Jairi has resigned her position.

VII. Co-Chair’s Report

N/A

VIII. Action Items

N/A

IX. Discussion Items

A. Criteria requested when groups seek space within the USU

The group discussed the different examples of forms provided Chair Reyes from each campus. The following comments were shared:

- F. Pierre – Liked the concept of having a general statement on the form detailing that the space request should fit with the mission of the university and the USU.
- T. Nalls – Proposed that there be an area similar to Cornell’s form that described the specific need for the space.
- A. Lopez – Stated that he thought it was valuable to request the duration of time the group is requesting space for, given that some might need it temporarily, for example for general election purposes.
- T. Abodoh – Reaffirmed that requesting an explanation on the purpose of the request is important, and she also suggested there should only be a certain amount of open ended questions.

In general the group stated they thought the request should be focused on data and quantitative information gathering in the beginning, and then at the end allow for qualitative information related to the request.

Chair Reyes and J. Francis stated they would have a draft of the form ready for review at the 3/2/20 meeting.

B. Quiet Student Room Guidelines*

Chair Reyes introduced Tim Rasmussen, Coordinator, Building Operations, who described that recently the USU has had challenges with Guest in the various study rooms having conflicting expectations on noise levels in the spaces. Rasmussen suggested this was a good opportunity to post guidelines in the rooms because currently there were none in place. The hope was that by posting guidelines it would help users better understand expectations and guidelines for the spaces.

The group went on to discuss the proposed guidelines that Rasmussen has prepared. The group suggested that the names of the spaces be changes from “study” to “lounge” spaces which might help users better understand the purpose of the spaces. J. Francis suggested Rasmussen review the library’s guidelines to see if there are any that would help shape our language. S. Liu accessed the library’s guidelines on her laptop and shared them with the group. The committee agreed there were several that would be good additions.

Chair Reyes asked Rasmussen what the next steps were and he stated he would revised the guidelines based upon the group’s feedback and what can be learned from the library’s list. He would then bring them back for discussion again at the next meeting.

C. Spring Semester Meeting Dates

The group discussed that they will be meeting on Mondays at 2:15pm on March 2nd, April 6th, and May 4th during the Spring Semester.

X. Announcements

N/A

XI. Adjournment

By general consensus, the regular meeting of the Facilities & Commercial Services Committee was adjourned at 3:59 PM by Chair Reyes.

Respectfully submitted by,
Jimmy Francis