

**University Student Union  
California State University, Northridge  
Facilities & Operations Committee  
February 2, 2024  
\*\*\*Special Meeting Minutes\*\*\***

**I. Call to Order**

The special meeting of the Facilities and Operations Committee was called to order at 10:06 am by Chair Angelina Collins.

**II. Roll Call**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Angelina Collins (Chair)	Nicholas Gevorgian	Samantha Liu	
Sankalp Pala (Co-Chair)		Jeremy Hamlett	
Ghazal "G" Sazegar			
Glen Menezes			
Noelia Bravo			
Daniel Lopez (BOD Vice Chair)			
Elisa Vidauri* (10:07a)			

\*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 2, 2024**

M/S/P (E. Vidauri/G. Menezes) – Motion to approve the agenda for February 2, 2024.  
***Motion passed 5-0-0***

**V. Approval of Minutes – January 10, 2024**

M/S/P (E. Vidauri/ G. Sazegar) – Motion to approve the minutes for January 10, 2024.  
***Motion passed 4-0-1***

**VI. Chair’s Report**

Chair Collins welcomed the committee and thanked the committee for setting schedule. Chair Collins shared that she submitted her resignation for the Board of Directors due to class load and 3 jobs.

**VII. Co-Chair’s Report**

Co-Chair Pala shared that he previously co-chaired the Facilities and Operations Committee. He is graduating this spring with an engineering degree.

## **VIII. Action Items**

### **A. Committee Meeting Schedule – Spring 2024**

- i. M/S/P (G. Sazegar/N. Bravo) – Motion to approve the Committee Meeting Schedule for Spring 2024.
- ii. Co-Chair Collins presented the schedule for the Spring 2024 semester. She shared that the committee will meet on the following days: February 23, March 8, April 12 and May 10 between 1p – 2p.
- iii. Co-Chair Pala shared a conflict from 1-2, so the committee agreed the time for the meeting would be 2p – 3p.

***Motion passed 5-0-0***

## **IX. Discussion Items**

### **A. Basic Needs Suite Updates**

- i. Executive Secretary Samantha Liu presented about the USU Renovation & Expansion plans including focusing on elements from the referendum and the Basic Needs Suite. Co-Chair Pala shared updates from the Marketing department including upcoming events they need committee members support by being present. Co-Chair Pala will follow up with an email with the specifics.

### **B. Social Media Marketing Efforts**

- i. BOD Vice Chair Lopez shared updates from the meeting with Marketing to increase posting on the USU BOD Instagram page in collaboration with the USU Instagram. Some ideas include a day in my life or spotlights of various locations and services.
  - a) BOD Vice Chair Lopez asked the committee to email for facilities/services to advertise to our next meeting and also see what reels have been done previously related to this effort.
  - b) G and Noelia confirmed they are interested in assisting with the video content.
  - c) Vice Chair Lopez also reminded the committee regarding the BOD training on Monday, February 5, 2024.

### **C. Committee Expectations**

- i. Chair Collins reminded the committee that when selected for the committee, the members were supposed to keep to Mondays 1p-2p open, but unfortunately that caused us to not have a meeting schedule finalized this semester. Executive Secretary Samantha Liu added to notify Co-Chair Pala and the new Chair if they cannot make a meeting in advance due to not making quorum. Vice Chair Lopez added that they were selected for the committee because of their input and that committee members receive \$75 for their involvement on the committee.

**X. Announcements**

Vice Chair Lopez shared that the applications will be open for the Board of Directors within the next 2 weeks. He will keep the committee updated with the process and support the committee.

**XI. Adjournment**

By general consensus, the special meeting of the Facilities & Operations Committee was adjourned at 10:47AM by Chair Collins.

Respectfully submitted by,  
Samantha Liu