

**University Student Union
California State University, Northridge
Facilities & Commercial Services Committee
March 11, 2019
Regular Meeting Minutes**

I. Call to Order

The regular meeting of the Facilities and Commercial Services Committee was called to order at 2:04pm by Chair, Jazmin Hernandez.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Jazmin Hernandez (Chair)	Elaine Ruiz	Jimmy Francis	Nick Echeverri
Sean Haggerty			Alexander Gonzales
Tia Nalls			Raymond Jaurez
Lilly Palafox			Kaila Lavin
			Angela Gattoni

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

III. Open Forum

N/A

IV. Approval of Agenda – March 11, 2019

M/S/P (S. Haggerty/T. Nalls) –Move to approve the agenda for March 11, 2019.

Motion passed 3-0-0

V. Approval of Meeting Minutes – February 4, 2019

M/S/P (T. Nalls/S. Haggerty) –Move to approve the minutes from February 4, 2019.

Motion passed 3-0-0

VI. Chair’s Report

Chair Hernandez reminded the group about Associated Students elections, and encouraged the group to run for a position on the USU BOD.

VII. Co-Chair’s Report

N/A.

VIII. Action Items

A. N/A

IX. Discussion Items

A. Computer Lab Revision

N. Echeverri, Coordinator, Computer Labs, introduced his proposal to move the computer session timer guidelines of the computer lab from the Computer Lab Policy to the Procedures. Echeverri also described his recommendation to allow wireless computers in the lab, but restrict them from being connected to the network via a direct cable.

J. Francis reviewed with the committee the purposes of a policy vs. procedure, and how the policy details “what” is happening, and the procedure describes “how” it happens.

Discussion ensued and the committee focused on how Echeverri thought a change was warranted and how the computer lab users provided feedback. Echeverri began by describing the benefits of moving the session timer from the policy to procedure, mainly highlighting that it would provide more flexibility in the future to change it based upon student needs. He continued by explaining how the lab solicits feedback via an online survey one time per year in the Fall. Users are prompted to take the survey when they log in at the lab.

The committee asked how the initial time allotment was set and A. Gonzales (Manager, Technology Support Services) shared that it was a best guess at the time the lab was opened because there was no other lab on campus as large as the USU’s.

The committee agreed the change from policy to procedure for the session timer was logical provided decisions for changing it in the future were made after soliciting student feedback.

There were no issues or questions regarding wireless computer lab use being allowed in the lab. There were also no issues with the minor, mostly grammatical, changes Echeverri was proposing.

B. SRC Membership & Facility Access Policy Revision

K. Lavin, Assistant Director SRC Facility Operations, described the recommended change to the SRC Membership & Facility Access policy to charge all students enrolled through Tseng College the student membership rate to utilize the SRC, rather than the Faculty/staff rate. Lavin detailed that research conducted did not provide any clarification, or rationale, that currently was valid for why Tseng college students should be charged the Faculty/Staff rate to use the SRC.

Lavin detailed that the time saved from administering the process by which Tseng college students are charged the higher rate would offset the estimated \$4,000 - \$5,000 in revenue. A short discussion ensued about the goodwill this may generate with Tseng college students, and also the time saving benefits it would have for staff in the SRC and Tseng College.

The committee did not have any specific questions related to the change and agreed to bring the issue as an action item at the next meeting.

C. Health & Wellness Vending Machine

R. Juarez, Associate Director Operations and Services, detailed that the University Student Union was approached with the request to add a health & wellness vending machine within the USU Sol Center’s 1st floor by the Klotz Student Health Center. He shared that other campus partners involved are CSUN Women's Research and Resource Center and The University Corporation.

Juarez described that a Health & Wellness Vending Machines offers convenient, fast and cost-effective health and wellness products. Potential products that can be dispensed are Emergency Contraceptive Pills (ECP), as well as other health related items, such as feminine products, condoms, and over-the-counter cold/pain relief medicine.

The committee was in agreement that the concept was a good idea but had several questions about pricing and how the unit would be managed (refilled, repaired, inventoried, etc.). Juarez did not have the answers to these questions as this proposal is coming from other campus collaborators, and the USU would not be operating and maintain the vending machine.

The committee requested the group proposing the vending machine be invited to the next meeting to present the full operational plan for the unit, Juarez agreed to coordinate this presentation.

D. Renovation and Expansion Project Update

J. Francis presented a PowerPoint which highlighted the most recent floor plans and renderings for the 79,800 sq. ft. building that is a part of the USU's proposed renovation and expansion project. The committee did not have any questions related to the material presented.

E. BOD Committee Member of the Year Award

Chair Hernandez described how each year the USU honors an individual as the Committee Member of the Year. She led the group in a discussion about who from the Facilities and Commercial Service Group was worthy of being nominated for this recognition, and then would compete with the other committees' nominees. The committee agreed the best way to vote was by secret ballot. Hernandez distributed ballots, voting took place, and she indicated she would inform the committee at the next meeting who was selected.

X. Announcements

N/A

XI. Adjournment

By general consensus, the regular meeting of the Facilities & Commercial Services Committee was adjourned at 3:21 PM by Chair, Jazmin Hernandez.

Respectfully submitted by,
Jimmy Francis