

**University Student Union  
California State University, Northridge  
Facilities & Operations Committee  
March 13, 2023  
Special Meeting Minutes**

**I. Call to Order**

The regular meeting of the Facilities and Operations Committee was called to order at 11:36 am by Chair, Christopher Aldana.

**II. Roll Call**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Chris Aldana (Chair)	Joshua Hurst	Samantha Liu	Raquel De Ruiz
Sankalp Pala (Vice Chair)			Chris Jensen
Alejandro Hernandez			
Devawn Crawford			
Eugene Miranda			
Jacob Kuzmick			
Natalia Rojas			
Nicholas Gevorgian			

\*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 13, 2023**

M/S/P (A. Hernandez /J. Kuzmick) – Motion to approve the agenda for **March 13, 2023**  
***Motion passed 6-0-0***

**V. Approval of Minutes – December 7, 2022**

M/S/P (J. Kuzmick /S. Pala) – Motion to approve the agenda for December 7, 2022.

***Motion passed 6-0-0***

**I. Chair’s Report**

Chair Aldana welcomed the new members to the committee. He gave props to the Co-Chair Pala for presenting at the last BOD meeting. He shared information regarding the Heart of Campus and engagement events that will be planned and a showcase room in the former WellsFargo location.

## **II. Co-Chair's Report**

Vice Chair Pala welcomed the committee members and discussed that it was great to meet everyone through the interview process. He was not able to make the engagement meeting this morning, but looking forward to the process and focus groups. Co-Chair Pala discussed the CSU- Long Beach University Student Union site visit. He also shared that he will send out the information regarding the BOD Committee member of the year award for Year End Celebration.

## **III. Action Items**

N/A

## **IV. Discussion Items**

- A. Elections Process – Chair Aldana shared the election process for running for the USU Board of Directors. The BOD has multiple positions open including the different standing committees. Co-chair Pala shared there are requirements for running including GPA. Executive Secretary
- B. Recruiting Process and Outcomes – Chair Aldana encouraged everyone on the committee to run and that the BOD is required to bring two members.
- C. Review Facility Use Policy
  - i. Executive Secretary Samantha Liu explained that the USU Reservations and Event Services has been reviewing the Facilities Use Policy with the Facilities and Operations Committee over the last several months. The plan for the committee is to review the policy at today's meeting and for it to come back as an action item at the April 3<sup>rd</sup> meeting. A redlined version of the final recommended Facility Use Policy will be sent to the committee the week of March 27<sup>th</sup>. Raquel De Ruiz shared an overview of the comprehensive policy regarding use of our facilities, room reservations, and general use of the USU and recommended changes. A summary of major changes include:
    - 1. Adding Games Room into policies outlining reservable spaces
    - 2. Reservations Priority – Tier 1 language
    - 3. Grammar/formatting
    - 4. Cancellation policy
    - 5. Campus Caterer Policy referenced

## **V. Announcements**

Chair Pala wished everyone good luck with the midterms. He will be sharing the Facility Use Policy and the committee information. Executive Secretary Samantha Liu discussed

the “Experience the Heart of Campus” campaign and needing help spreading the word on how students can get involved and share feedback.

**VI. Adjournment**

By general consensus, the regular meeting of the Facilities & Operations Committee was adjourned at 12:24 PM by Chair Aldana.

Respectfully submitted by,  
Samantha Liu