

**University Student Union
California State University, Northridge
Facilities & Operations Committee
MARCH 28, 2022
Regular Meeting Minutes**

I. Call to Order

The regular meeting of the Facilities and Operations Committee was called to order at 3:02 pm by Chair, Christian Lipton.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Christian Lipton (Chair)		Samantha Liu	
Fredy Perez (Vice Chair)			
Maria Linares			
Daniel Moreno			
Melissa Ruiz			
Luigi Rossini			

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

III. Approval of Minutes - FEBRUARY 21, 2022

M/S/P (M. Ruiz / M. Linares) – Motion to approve the minutes from February 21, 2022.

Motion passed 5-0-0

IV. Approval of Agenda – March 28, 2022

M/S/P (D. Moreno/F. Perez) – Motion to approve the agenda for – March 28, 2022.

Motion passed 5-0-0

V. Chair’s Report

Chair Lipton talked about the BOD elections coming up and our committee member Daniel Moreno will be running for a spot on the Board. He also checked in with committee about improvements for the committee so the Chair/CoChair can implement for next year. A survey will be sent out to the committee before the next meeting.

VI. Co-Chair’s Report

Vice Chair Perez welcomed everyone back from spring break. He encouraged others to continue thinking about applying for the Board in the future.

VII. Action Items

N/A

VIII. Discussion Items

A. Space Request Draft

- i. Executive Secretary Samantha Liu reviewed the work that was completed by the last two Facilities and Operations committee which was to create a questionnaire which would allow groups who are interested in requesting space in the USU to provide information about their group. She also reviewed a detailed draft policy/procedure for how space allocation requests would be accepted and approved. Our next step is for this year's committee to add or revise the questionnaire and provide input to develop the policy to detail the space request process and procedures
- ii. Questions –
 1. Daniel – intention/purpose of the space to be moved higher
 2. Change – “how will the space benefit the group?” Vs. “how will this impact the group if not acquired”
 3. Chair Lipton – Add space for how this space will allow them to have more events/ideas
 4. Executive Secretary - Budget – follow up - what could the group offer on behalf of their topic and context/background?
 5. Co – Chair Perez – are you willing to share the space with another group?
 6. Maria – what is the positive impact that having the space can have on students
 7. Daniel - This is a good way to involve more students in the USU and start in the USU
 - Publicity and benefits of the USU
 - Expand outreach with using the space
 8. Executive Secretary – add question – “if space is being requested within the Rise Center- how does your mission align with the Rise Center?”
 9. Suggestion - Safety guidelines – add in memorandum of understanding along with referencing facility use policy
- iii. Executive Secretary Samantha Liu will send the updated procedure and updated request form.

IX. Announcements

Next meeting April 18th and May 16th at 3pm.

X. Adjournment

By general consensus, the regular meeting of the Facilities & Operations Committee was adjourned at 3:21PM by Chair Lipton.

Respectfully submitted by,
Samantha Liu