

**University Student Union
California State University, Northridge
Facilities & Operations Committee
APRIL 25, 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 (Co-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 - March 28, 2022

M/S/P (D. Moreno / M. Linares) – Motion to approve the minutes from March 28, 2022.

Motion passed 5-0-0

IV. Approval of Agenda – April 25, 2022

M/S/P (M. Ruiz/ D. Moreno) – Motion to approve the agenda for – April 25, 2022.

Motion passed 5-0-0

V. Chair’s Report

Chair Lipton congratulated Daniel Moreno for being elected to the Board of Directors. He also mentioned that the Board of Directors now has an Instagram account with the first video with a familiar face (his). This account is to keep students up to date on events and information from the BOD and he asked for the committee to follow the account.

VI. Co-Chair’s Report

Vice Chair Perez also congratulated Daniel as well and reminded the committee that he will be graduating this semester. He also encouraged the committee to interact with the BOD Instagram.

VII. Action Items

N/A

VIII. Discussion Items

A. Improvement Survey

- i. 3 out of 4 committee members completed the survey to provide feedback on how the committee can improve. The results were shared during the meeting including:

1. Areas of improvement 1) emphasizing connectivity and 2) more open discussions. Chair Lipton acknowledged his full plate and impact of personal job changes that impacted his time, but will make improvements for future.
2. Areas of Strength 1) reminders being sent out, 2) ability to understand and listen 2) comfortability/communication with all committee members.

B. Space Request Draft

- i. Executive Secretary Samantha Liu reviewed the updated application questionnaire which would allow groups who are interested in requesting space in the USU to provide information. She also reviewed the updated policy/procedure for how space allocation requests would be accepted and approved.

1. Chair Lipton expressed that the discussion from last meeting helped with the updates to the application and the committee had no additional input.
2. Chair Lipton also noted that the process requires groups to request space the previous year and for the New Heart of Campus would be 2024.

- ii. Executive Secretary Samantha Liu will send the updated procedure and updated request form to Executive Director Debra Hammond for input.

C. BOD Committee Meeting May 16th at 3pm

- i. Chair Lipton asked the committee how they felt about meeting in person for the May 16th meeting at 3p.

1. Daniel - be happy to meet in person
2. Maria- either way works
3. Luigi – either way works

- ii. Chair Lipton will verify with everyone that the meeting will be in person and food will be provided.

IX. Announcements

Chair Lipton reminded the committee about Year End Celebration and asked Executive Secretary Samantha Liu to review the details. The event is on Friday, May 6th from 3p – 5p and more information will be forwarded when received. Chair Lipton informed the committee that AS Productions is hosting two large events- Earth Fair on Thursday April 28th from 10a – 4p and Big Lecture May 3rd from 7p – 8:30p featuring Cody Ko.

X. Adjournment

By general consensus, the regular meeting of the Facilities & Operations Committee was adjourned at 3:27PM by Chair Lipton.

Respectfully submitted by,
Samantha Liu