

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FACILITIES & OPERATIONS COMMITTEE
April 26, 2021
REGULAR MEETING MINUTES**

I. Call to Order

The regular meeting of the Facilities and Operations Committee was called to order at 12:37 pm by Chair, Arrah Enaw.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Arrah Enaw (Chair)	Rishabh Runwal	Samantha Liu	Chris Jensen
Robert Jacome (Vice Chair)			Raquel De Ruiz
Chidum Ekpe			Tim Rasmussen
Tiffany Abodoh			
Melissa Ruiz			
Adrian Lopez			

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

III. Open Forum

N/A

IV. Approval of Agenda – April 26, 2021

M/S/P (R. Jacome / T. Abodoh) – Motion to approve the agenda for **April 26, 2021**.

Motion passed 5-0-0

V. Approval of Meeting Minutes – March 29, 2021

M/S/P (M. Ruiz / R. Jacome) – Motion to approve the minutes from **March 29, 2021**.

Motion passed 5-0-0

VI. Chair’s Report

Chair Enaw shared she is excited for the end of the semester and wished everyone good luck on finals. She recapped that in the last meeting and that we reviewed the Muslim Student Association space request allocation. Future meeting is to be scheduled this semester with MSA regarding the space request. Chair Enaw shared the next meeting will be May 10th. She also shared to reach out to her if anyone had any questions.

VII. Co-Chair's Report

Vice Chair Jacome wished everyone a great end of the semester and hoped everyone and their families are safe. Vice Chair Jacome also shared that Chair, Co-Chair and Executive Secretary met again to review the space allocation request and will be meeting more in May. Vice Chair Jacome led an icebreaker discussion.

VIII. Action Items

- A. N/A

IX. Discussion Items

A. Facility Use Policy Discussion

- i. Chair Enaw shared that the purpose of the discussion is to review the proposed policy which seeks to combine all policies related to facility use and facility rental into one document which can be easily referenced for guests of the facilities, renters of the facility, and staff. In addition, this document can be shared with renters of the facility during the reservation process. Executive Secretary Samantha Liu shared the summary of the policy and that it has been created by the USU Reservations and Event Services which three staff members were present at the meeting to answer questions.
 - 1. Chair Enaw asked if the section 7.12 Decorations should include more than what is listed specifically related to posting on the walls. Raquel De Ruiz shared that the specifics are listed in the Terms of Agreement and it states that guests will not cause damage to the facility.
 - 2. Chair Enaw asked clarification on section 9.0 and at least 90% of event attendees must be CSUN students. Raquel shared that it helps protect the student groups from other client groups going through them to reserve, but is not intended for CSUN students.
 - 3. Chair Enaw asked that clarification be made to section "6.11 No Show" because how it is written is confusing and Tiffany asked for clarification about losing reservations privileges for six-months after two no shows.
 - 4. Chidum asked about section "7.6 Copyright" about if this is only for the Games Room or the entire facility. Raquel shared that it is in the entire facility. Additional discussion occurred surrounding copyrighted music and movies played at events.
 - 5. USU Reservations and Event Services staff shared final remarks and thanked the committee for the discussion and continuing to move the policy forward.

B. May Meeting Date Discussion

- i. Chair Enaw shared that the next meeting is on Monday, May 10th from 12:30p – 2pm and will have the action item of Facility Use Policy. She shared that we

recognize it is right before finals, but we need everyone present for the vote and will be shorter than slotted.

X. Announcements

Chair Enaw reiterated the May meeting date. She shared that the USU Year End Celebration event on Friday, May 7th from 3:30p – 5p. Chidum shared that the Psychology department will be having a CSUN Masters Student Panel on April 29th 5p – 6p.

XI. Adjournment

By general consensus, the regular meeting of the Facilities & Operations Committee was adjourned at 1:36 PM by Chair Enaw.

Respectfully submitted by,
Samantha Liu