

**University Student Union  
California State University, Northridge  
Facilities & Commercial Services Committee  
November 4, 2019  
Regular Meeting Minutes**

**I. Call to Order**

The regular meeting of the Facilities and Commercial Services Committee was called to order at 3:00 pm by Chair, Giselle Reyes.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Giselle Reyes(Chair)	Ronnie Medrano	Jimmy Francis	Nolan Dafesh
Chris Ordonez (Vice-Chair)		Samantha Liu	Elizabeth Gutierrez
Tiffany Abodoh (@ 3:13pm)			
Adrian Lopez			
Tian Nalls			
Breeanna Maldonado (@ 3:07pm)			
Felix Pierre			
Laxminkant Sahu			
Maddie Seiffert			
Jairi Zuritalita (@ 3:30pm)			

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

**III. Open Forum**

N. Dafresh shared that he has new information to provide to the group on the Menstrual Products item, and E. Gutierrez requested more time to discuss the initiative. J. Francis shared there will be time allotted during the action item later in the meeting.

**IV. Approval of Agenda – November 4, 2019**

M/S/P (T.Nalls / F. Pierre) – Motion to approve the agenda for November 4, 2019.

*Motion passed 5-0-0*

**V. Approval of Meeting Minutes – October 7, 2019**

M/S/P (A.Lopez / F.Peirre) –Motion to approve the minutes from October 7, 2019.

*Motion passed 5-0-0*

**VI. Chair’s Report**

Chair Reyes welcomed the committee and shared the results of the successful AS pumpkin give away. She reminded the group to take advantage of Big Lecture with Anita Hill that is coming up, congratulated A. Lopez on winning the ice breaker competition at the last meeting, and also let everyone know that she has extra boxing hand wraps if anyone wanted to join her for SRC Train Like a Pro program.

**VII. Co-Chair’s Report**

Co-Chair Ordonez shared that he has been studying a lot, and that he thought it was going to be important that whatever the result is that we better market that the USU is offering menstrual products.

## **VIII. Action Items**

### **A. 2019-2020 Committee Meeting Dates**

M/S/P (T. Nalls / A.Lopez) – Motion to approve the following dates and times for the Facilities and Commercial Services Committee to meet during the Fall 2019 semester:

Monday, October 7, 2019 3:00 – 4:30 PM  
Monday, November 4, 2019 3:00 – 4:30 PM  
Monday, December 9, 2019 3:00 – 4:30 PM

No discussion.

*Motion passed 6-0-0*

### **B. 2019-2020 Committee Goals**

M/S/P (B.Maldonado / F.Peierre) – Motion to approve the following committee goals for the Facilities and Commercial Services Committee for the 2019-2020 academic year:

1. Support the USU's renovation and expansion project
2. Revise the USU Facility Use Policy
3. Assess the Associated Student's request to distribute free menstrual products in the USU

No discussion.

*Motion passed 6-0-0*

### **C. AS Menstrual Products Request**

M/S/P (B.Maldonado / S. Lazminkant) – Motion to approve replacing or installing dispensers in the Women's restrooms and gender inclusive restrooms in the USU with machines that dispense menstrual products for free.

A discussion ensued with numerous questions being asked by the committee. L. Sahu asked if AS will help the USU with the initial cost. N. Dafesh responded yes, AS will help. Dafesh also shared an example of how Long Beach State University installed signs on their dispensers marketing that they were free. L. Sahu asked how much the USU will have to invest in maintenance of the machines. N. Dafesh stated his impression is that the maintenance cost will be low. L. Sahu asked what the initial cost for this initiative is. N. Dafesh stated his impression is that it was \$5,000 - \$10,000. Chair Reyes responded that S. Liu has prepared a detailed memo outlining potential answers to many of the questions that were being posed.

S. Liu proceeded to review the memo (attached) for the committees. Chair Reyes asked N. Dafesh if AS would cover the cost of the dispensers and installation. N. Dafesh stated he thought this would be acceptable but would have to gain approval from AS to be sure.

B. Maldonado asked what the ongoing cost of filling the machines would be, S. Liu responded that it would be approximately \$348 per year for labor and \$180 per year for products. Maldonado also asked how much the dispensers generate, and Liu estimated less than \$100 per year.

T. Nalls asked for clarification on where the AS budget comes from and N. Dafesh stated from student fees similar to the USU and a few other small revenue generating programs. E. Gutierrez stated they would like to use this opportunity for a pilot study before attempting to roll this program out campus wide. She also clarified that AS is requesting that the USU assist with the marketing effort. Members of the committee

requested clarification on who this initiative would be marketed to, and AS representative stated they hoped campus wide.

B. Maldonado asked if AS has looked into potential sponsors, E. Gutierrez stated they have been unsuccessful at this time securing one, but they will keep trying. A. Lopes asked how the USU would control theft, and people taking too many free products. E. Gutierrez stated this is a bit of a risk, but their research has not shown other campuses are having challenges with this.

The committee then discussed how they thought it was important that the motion included a note that AS would fund the new dispensers and the installation cost, and that the USU would market this opportunity. The group then crafted the following amended motion:

*Motion to approve Associated Students funding the replacement and installation of dispensers in the Women's Restrooms and gender inclusive restrooms in the USU with machines that dispense the menstrual products for free.*

*Motion to approve that the USU Marketing Department promotes the dispensing of the free menstrual products throughout the USU facilities.*

M/S/P (A. Lopez / B. Maldonado) – Motion to amend the motion on the AS Menstrual Products Request

***Amendment to the motion passed 8-0-0***

***Amended Motion Passed 8-0-0***

## **IX. Discussion Items**

### **A. Criteria requested when groups seek space within the USU**

Chair Reyes shared that the USU is in need of establishing a process and criteria for groups who request space in the USU. Currently a list of questions and/or qualifications does not exist which can be used to help guide the committee and USU BOD on space related decision making.

Chair Reyes explained that she has created at Google Doc that she would like the committee to partner up and add criteria suggestions to. The committee will then review the items selected at the December 9<sup>th</sup> meeting.

T. Abodoh asked what groups can currently requested space in the USU. S. Liu questioned whether or not Abodoh was asking about meeting space or tenant locations, and clarified that registered student clubs and organizations are the only student groups that can reserve meeting room space. J. Francis went on to describe that the question that is being posed to the committee is to help establish the criteria for those that can request space in the USU that would be more long term, i.e. a “center.” A group discussion ensued and the group made a comparison that this could be viewed similar to what would be a on a rental application for the USU.

Chair Reyes requested the group partner up, or work individually, on adding ideas to the Google Doc and be ready to discuss on December 2, 2019.

### **B. BOC Committee Eligibility to Serve**

Chair Reyes reviewed the included memo from Executive Director Hammond which served as a reminder to BOD and committee members on the academic qualifications to hold positions.

## **X. Announcements**

Chair Reyes encouraged everyone to take care of themselves and congratulated the group on doing such a great job at the meeting today.

**XI. Adjournment**

By general consensus, the regular meeting of the Facilities & Commercial Services Committee was adjourned at 4:14 PM by Chair Reyes.

Respectfully submitted by,  
Jimmy Francis