

**University Student Union  
California State University, Northridge  
Facilities & Commercial Services Committee  
December 3 2018  
Regular Meeting Minutes**

**I. Call to Order**

The regular meeting of the Facilities and Commercial Services Committee was called to order at 3:33pm by Chair, Michelle Olmedo-Torres.

**II. Roll Call**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Michelle Olmedo-Torres(Chair)	Sean Haggerty	Jimmy Francis	Richard Cardona
Jazmin Hernandez (Co-Chair)		Jeremy Hamlett	Karina Yanez
Tia Nalls			Sally Saleh
Lilly Palafox			Amy Reichbach
Elaine Ruiz			
Nery Rosa-Beltran *(left at 4:45 p.m.)			
Bhernard Tila			

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

**III. Open Forum**

N/A

**IV. Approval of Agenda – December 3 2018**

M/S/P (J. Hernandez/T. Nalls) –Move to approve the agenda for December 3, 2018.

*Motion passed 4-0-0*

**V. Approval of Meeting Minutes – October 22, 2018**

M/S/P (T. Nalls/E. Ruiz) –Move to approve the minutes from October 22, 2018.

*Motion passed 4-0-0*

**VI. Chair’s Report**

Chair Olmedo-Torres informed committee members that the BOD approved moving forward with a spring referendum, depending on campus and CSU approval.

**VII. Co-Chair’s Report**

Co-Chair Hernandez encouraged everyone to attend U-Day, which is for SAEs and volunteers. She also wished everyone good luck on their finals.

**VIII. Action Items**

**A. 2018-2019 Committee Goals**

M/S/P (E. Ruiz / T. Nalls) – Motion to approve the following committee goals for the Facilities and Commercial Services Committee for the 2018-2019 academic year:

1. Support the USU's renovation and expansion research, and potential referendum development.
2. Assess the needs of the Matador Food Bank and evaluate the USU's ability to support the organization.
3. Revise the USU Posting Policy.

No discussion.

*Motion passed 4-0-0*

**B. 2018-2019 Committee Meeting Dates**

M/S/P (T. Nalls/L. Palafox) – Move to approve the following dates and times for the Facilities and Commercial Services Committee to meet during the Fall 2018 semester:

- Monday, October 22, 2018 3:30 – 5:30 PM
- Monday, November 19, 2018 3:30 – 5:30 PM
- Monday, December 3, 2018 3:30 – 5:30 PM

No discussion.

*Motion passed 4-0-0*

**IX. Discussion Items**

**A. Food Bank (4:15 PM)**

Maria Elizondo, Coordinator, Community and Volunteer Involvement for the Matador Involvement Center presented to the committee a number of facts and information about the CSUN Food Pantry. M. Elizondo shared information including:

- In 2015 Chancellor White commissioned a survey about food insecurities on CSU campuses
- The CSUN Food Pantry opened in 2016
- Faculty, staff and students can visit once per week
- 98% of users are students
- They average over 200 visits per week
- Visitor counts have increased each year
  - FY 16-17 – 1,684
  - FY 17-18 – 3,084
  - FY 18-19 – Fall Semester – 2,200
- They only distribute non-perishable items
- They accept donations of food and cash
- They collaborate with CalFresh and multiple TUC locations accept it as well
- Various Pop-Up events throughout the semester where they distribute close to 1,000 pounds of fruits and vegetables

B. Tila asked if they had an agreement with MEND, and M. Elizondo shared that they work together but there is not a signed agreement. B. Tila also asked where they get their volunteers from and M. Elizondo mentioned that they are typically Nutrition department students. Discussion continued about the Matador Food Bank. Chair Olmedo-Torres asked if the CSUN Food Pantry could collaborate with the Matador Food Bank. M. Elizondo stated that they are constantly looking for partners of collaborate with. B. Tila asked if they have reached out to the Matador Food Bank and M. Elizondo responded that there have been discussions but they could not reach a consensus on how to distribute items. She reiterated that they are willing to collaborate with any organizations that want to assist.

The committee agreed that CSUN Food Pantry was a sustainable option for providing support for the CSUN community with food insecurities, and they recommended that the Matador Food Bank be referred back to the CSUN Food Pantry to identify ways to work together.

**B. USU Posting Policy**

Chair Olmedo-Torres introduced the topic of revising the USU Posting Policy. Jimmy Francis shared that the policy was previously reviewed by the committee, but that USU legal consul has recommend additional changes. These changes will return as an Action Item at the next committee meeting.

**C. Oasis Lactation Room Request**

Members of the CSUN Breastfeeding Coalition presented to the committee information about usage of lactation rooms on campus. They noted that of the various locations across campus, including the Health Center and USU, the Santa Suzanna Hall location has the most usage with over 900 visits annually. Members shared that there is a need on campus for additional spaces that can provide moms a relaxing place where they can feel safe while pumping. They asked the committee to investigate the possibility of making an accommodation in the Oasis Wellness Center.

Discussion ensued about logistics of such a space, including average time to pump, open versus private, layout of the room and what would be needed in each room. Amy Reichbach, Clinical Patient Health Educator, Student Health Center, suggested that based on her experience in the Oasis Wellness Center, that having some rooms available on a floating basis could be possible. Richard Cardona, Manager, Oasis Wellness Center, stated that on an average day two (2) rooms are used for PNC and the other rooms are used for massage therapy. He added that while the rooms are used frequently throughout the day, there are times when rooms are unoccupied. Co-Chair Jazmin Hernandez asked if there were lactation room programs on other campuses. Sally Saleh stated that UC Davis has over 70 lactation rooms on their campus, and other schools with strong programs include Michigan, Wisconsin and Colorado.

The committee agreed to bring this topic back as a Discussion Item at a future meeting, and asked that Oasis Wellness Center staff present information about average time of room usage and potential logistics involved in creating a lactation room in the Oasis. Chair Olmedo-Torres also suggested that the committee take a tour of the Oasis Wellness Center during a future meeting.

**X. Announcements**

Chair Olmedo-Torres encouraged everyone to support the USU Crunch Time events, and to take advantage of the CSUN Food Pantry if needed.

**XI. Adjournment**

By general consensus, the regular meeting of the Facilities & Commercial Services Committee was adjourned at 5:37 PM by Chair, Michelle Olmedo-Torres.

Respectfully submitted by,  
Jimmy Francis