

**University Student Union
California State University, Northridge
Facilities & Commercial Services Committee
February 16, 2015
Regular Meeting Minutes**

I. Call to Order

The regular meeting of the Facilities and Commercial Services Committee was called to order at 7:01 p.m. by Chair, Karina Winkler.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Karina Winkler (Chair)	Josue Najera (BOD)	Jeremy Hamlett	* Shahtaj Khan (BOD) arrived at 7:20 p.m. and left at 8:00 p.m.
Cecilia Cano			*Jesus Ramirez-Martinez (BOD) arrived at 8:10 p.m.
Derek Gonzalez			Kaila Lavin
Daisy Alas			
Marianne Fischer			

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

III. Open Forum

None

IV. Approval of Agenda – February 16, 2015

M/S/P (M. Fischer/D. Gonzalez) –Move to approve the agenda for February 16, 2015.

Motion passes 4-0-0

V. Approval of Meeting Minutes – January 26, 2015

M/S/P (D. Alas/C. Cano) –Move to approve the agenda for January 26, 2015.

D. Alas noted that C. Cano and D. Gonzalez are listed as “non-voting” when in fact they are voting. D. Gonzalez’s name is also listed twice. She recommended amending the minutes to reflect that.

A/S/P (C. Cano/D. Alas) Amend minutes to show C. Cano and D. Gonzalez as voting members and remove the duplicate listing of D. Gonzalez’s name.

Amendment passes 4-0-0

No further discussion.

Motion as amended, passes 4-0-0

VI. Chair’s Report

K. Winkler shared that money is being collected to purchase meals and/or gift cards for the family of BOD representative D. Najera, to assist as his mom is having health issues. Donations can be left at the BOD office or with Carol Nardini on the 2nd floor of the Sol Center. Any amount will be helpful

VII. Discussion Items

A. SRC Membership & Facility Access Policy revisions

K. Winkler introduced Kaila Lavin, Manager, Membership & Aquatics for the Student Recreation Center (SRC). K. Lavin reviewed the policy with the committee and explained that the policy was approved in 2012 and some of the terminology is now outdated, such as references to former students categorized as Fee Contributors. Changes have also been made to language regarding Intensive English Program (IEP), Observers, Guests and Approved Access. Discussion ensued about controlling access and procedures for verifying identification of members through their SRC account and the alumnus memberships.

The committee agreed to bring this as an action item at the next meeting.

B. Pride Center/Veterans Resource Center

K. Winkler shared with the committee that there has been recent discussion about investigating the feasibility of relocating the Pride Center to the quiet study lounge on the 2nd floor of the Sol Center and expanding the Veterans Resource Center (VRC). With recent increases in daily foot traffic and programming, both centers have been challenged to accommodate the students visiting the spaces on a daily basis. The current lack of offices in the centers for the full-time coordinators is a concern as programming and services increase. Discussion ensued about:

- How will students know where the new location is
- Ideal square footage for the centers
- Research available to help identify which center needs the larger space
- Concern about the noise carrying into the nearby meeting rooms

J. Hamlett suggested tabling the conversation and inviting the respective coordinators of the Pride Center and VRC to the next committee meeting to provide additional information and answer questions from the members. The committee agreed to invite Pride Center and VRC representatives to the next meeting.

C. Future dates

K. Winkler shared with the committee that there are a lot of items for them to review and discuss this semester, and that the current meeting schedule may not provide enough meeting time to accomplish everything. She recommended keeping the March 9th meeting as scheduled and changing the remaining meeting schedule to reflect:

- Monday, March 23 at 7:00 p.m.
- Monday, April 13 at 7:00 p.m.
- Monday, April 27 at 7:00 p.m.

K. Winkler also explained that this revised meeting schedule will allow for any Action Items approved by the committee to be forwarded to the USU BOD for consideration by the meeting on May 4, 2015. Committee members checked their schedules and agreed to meet on the dates recommended for the remainder of the semester.

VIII. Action Items

A. Shake Smart concept

M/S/P (M. Fisher/D. Alas) – Move to allocate \$30,000 to connect sewer and water to the USU kiosk and approve TUC and Shake Smart to renovate the space for a Shake Smart foodservice concept.

K. Winkler reviewed the Cover Sheet and 2-Option Memorandum with the committee. She highlighted that currently there is no dedicated USU foodservice concept that provides pre/post workout nutrition and healthy to-go snacks for SRC members, or the CSUN community-at-

large. SRC survey results from 2013 and 2014 demonstrated a desire by CSUN students for such products in the USU. Recently, a foodservice concept called Shake Smart, a company that specializes in protein shakes, reached out to the USU and The University Corporation (TUC) about the possibility of bringing the concept to CSUN, specifically looking for a space near the SRC.

Funding would be from the 2014-2015 Operating Budget (working capital reserves and/or administrative contingency) of \$30,000 to connect water and sewer to the USU kiosk. If the space is made available, the USU would be responsible for connecting utilities (data, power, sewer, water) into the space. TUC and Shake Smart will absorb all other costs to build out the space, including but not limited to: architect/engineering designs, plan check, Los Angeles County Health approval, construction, etc.

Committee members liked the concept, saying that the service would be a good tie-in with the SRC and also with students walking by to class who might want a healthy food option.

Committee members were also excited about the opportunity to convert the kiosk into something more permanent. J. Hamlett explained that DPS currently occupies a portion of the space for the Matador Patrol, but this concept has not been discussed with them yet.

Motion passes 4-0-0

B. Games Room upgrade

M/S/P (D. Alas/M. Fischer) – Move to allocate \$130,000 to upgrade the Games Room area to include a TUC foodservice concept, enhanced programming and lounge space, expanded services, and an aesthetic that appeals to students.

K. Winkler reviewed the Cover Sheet and 2-Option Memorandum with the committee. She highlighted that the flooring in the Games Room area is outdated, furniture is worn and/or broken and the color scheme does not match CSUN colors or spirit. Furthermore, with increased programming like Laugh Your Class Off and Neon Nights, there is a need for enhanced stage lighting and segmented lighting throughout the space to accommodate programming in the space. The addition of a foodservice concept would also improve the space, make it more of a destination for the CSUN community and assist in deepening the connection between the students and the institution.

Funding would be from the 2014-2015 Operating Budget (operating reserves contingency) for an initial fee of \$10,000 with LPA Architects to assess feasibility; and funding from the 2015-2016 Capital Outlay to include \$50,000-\$70,000 for upgrades in the gaming space including: lighting, painting, flooring and furniture AND \$30,000-\$50,000 for upgrades to the foodservice space including: infrastructure required for fixture and equipment installation (i.e. electrical, plumbing, gas, etc.)

J. Hamlett shared that these price ranges include estimates and contingencies until hard costs can be determined from the LPA feasibility study. He also stated that TUC is potentially interested in placing a foodservice concept in this space, but USU staff is recommending that the renovation be completed even if the foodservice option is not added.

Committee members liked the proposal and felt that adding foodservice to space would positively impact foot traffic and usage.

Motion passes 4-0-0

IX. Announcements

J. Ramirez-Martinez shared that applications are currently being accepted for USU BOD members, and he also encouraged members to attend the USU Events Soul Pancake event on March 3rd in the Valley Performance Art Center. K. Winkler invited members to attend a bowling night on Friday, February 20th.

X. Adjournment

By general consensus, the regular meeting of the Facilities & Commercial Services Committee was adjourned at 8:42 p.m. by Chair, Karina Winkler.

Respectfully submitted by,
Jeremy Hamlett