

University Student Union, Inc.
California State University, Northridge
Facilities & Commercial Services Committee
November 29, 2010
Meeting Minutes

I. Call to Order

The regular meeting of the Facilities and Commercial Services committee was called to order at 2:58 p.m. by Chair, Allison Kent.

II. Roll Call

Present	Absent	Staff	Guests
Bethany Appenfelder		Jeremy Hamlett*	Joe Castagna*
Charlotte Cabeza* (Board Chair Designee)		Bryanne Knight	Kevin Kidd*
Missy Dominguez			Marianne Link*
Lucia Herrera			Dan Monteleone
Allison Kent (Chair)			Linda Reid-Chassiakos*
Kristina Montaperto*			
Sydni Powell (Board Representative)			
Erin Powley*			
Ryan Rubin			
Jason Wang (Executive Secretary)			

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

III. Approval of Agenda – November 29, 2010

M/S/P (S. Powell/B. Appenfelder) – Move to approve the agenda for November 29, 2010. No discussion.

Motion Passes 6-0-0

IV. Approval of Meeting Minutes – November 8, 2010

M/S/P (B. Appenfelder/L. Herrera) – Move to approve the meeting minutes for November 8, 2010. No discussion.

Motion passes 6-0-0

V. Team Building Exercise

A. Kent asked committee members and attendees to introduce themselves and share the high and low moments of their Thanksgiving break.

VI. Chair’s Report

The Chair distributed a written report (attached). The Chair thanked the committee for their service throughout the semester and wished student Committee members good luck on finals. The next USU Board of Directors meeting is scheduled for Monday, December 6, 2010 at 12:30pm in the Grand Salon. The Gender Neutral Restroom proposal from the Committee will be on the agenda. Committee members are strongly encouraged to attend.

VII. Action Items

A. Committee Meeting Times for Spring 2011

M/S/P (K. Montaperto/S. Powell) – Move to approve Committee meeting dates for Spring 2011 as January 31, February 21, March 7, March 28, April 18 and May 9 at 3:00pm.

Committee members are encouraged to use priority registration to avoid conflicts with meeting times. Meetings will continue to be booked for two hours with the hope of finishing in less time. Please let A. Kent know if this time (or any of these dates) are a problem as soon as reasonably possible.

Motion Passes 6-0-0

VIII. Discussion Item

A. Veteran's Resource Center

CSUN Veteran students K. Kidd and J. Castagna presented a proposal for the establishment of a physical space in the USU for a Veteran's Resource Center. See attachment. The intent of the Veteran's Resource Center is to serve CSUN students returning to college after serving in the military by centralizing services and support.

Kidd and Castagna reported that there are approximately 500 veterans currently enrolled at CSUN. Proposed services for the Center include connecting new veteran students to information about CSUN, academic resources for veterans and non-veterans alike, professional, social and leadership development, new and transfer student orientations, assistance with CSUN and federal veteran services, and assistance with grant writing in collaboration with academic departments as appropriate. Recruitment will *not* be the focus of this center as that function is handled by ROTC.

**J. Hamlett, C. Cabeza & E. Powley arrive at 3:14pm, 3:15pm & 3:18pm respectively*

There is one small Veteran's Administration (VA) office space in Bayramian Hall that is expected to remain. This proposal is intended to provide support services for students, not to take on existing or future University administrative functions. Collaborations are being developed with Associated Students, CSUN Health and Well Being, the Klotz Student Health Center, Counseling & Psychological Services, and various academic departments.

Concerns were expressed for the size of the population to be served, however the unique needs of the veteran community were appreciated. General positive support for the establishment of a Veteran's Resource Center was expressed by Committee members. A proposed location needs to be determined. Given the initial committee support, a proposal will come to a future meeting as an action item that includes the recommended program, funding sources for a lease, and proposed space. Committee members are encouraged to speak to their constituencies about a Veteran's Resource Center concept to report back to the Committee at the next meeting.

** L. Reid-Chassiakos & M. Link arrive and K. Kidd & J. Castagna leave at 3:33pm*

B. Klotz Student Health Center (KSHC) Wellness Center

M. Link & L. Reid-Chassiakos reviewed a proposal (attached) for a Wellness Center in the USU once the Student Recreation Center (SRC) is completed in Spring 2012. The proposal includes a description of how the KSHC, SRC and USU missions link to promote academic success, student wellness, and student services. Services could include sports medicine and fitness counseling, nutrition counseling, stress reduction, physical training, physical exams, and expanding existing

services, (i.e., optometry, dental, chiropractic, message, and physical therapy services). It was noted this is not a comprehensive list and that KSHC staff are flexible in working with USU staff to provide the best combination of services. The suggested location for the Wellness Center is in the existing Fitness Centre space that will be vacant once the SRC opens.

A brief history was provided on the Klotz Student Health Center Resource Room that was located in the Woodland Hills Room for two years and later expanded into the Living Well Lounge in the former Ventura Room on the east end of the USU. Basic, free and augmented services were described. See the attached memo for more information. The Learning Laboratory is intended to provide intern/externships to support the academic mission of the University, (i.e., radiology technician internships).

**K. Montaperto leaves at 3:45pm*

Concerns were expressed for the existing level of service at the KSHC. Supporting walk-in patients/clients must be possible. Questions regarding survey sample size (74 participants) were discussed. A future survey will be conducted to substantiate findings. General support was expressed. Regarding compensation, no lease payment is currently budgeted to be made. Instead the USU would provide the space, basic maintenance and custodial services while the KSHC would provide staffing. This is the same arrangement the USU has with AS to operate the existing Fitness Centre so there is no net financial change. Additional collaboration and or service providers will be solicited and developed.

M/S/P (L. Herrera/B. Appenfelder) – Move to table the 30 Year Repair and Replacement Plan discussion item to the January 31, 2011 meeting. This is not a time sensitive issue yet will take some time to review.

Motion Passes 6-0-0

C. 30 Year Repair & Replacement Plan

Tabled to the January 31, 2011 meeting.

D. Cellular Flux Retail Space

J. Hamlett indicated that the tenants in the Cellular Flux retail space have expressed interest in terminating their lease with the USU due to financial shortfalls. They are currently paying 25% of the lease rate on a month-to-month basis. The Committee was not supportive of continuing to subsidize their lease as the services they provide are available elsewhere. They will be vacating a 460 sqft space – likely by June 30, 2011. This space can be effectively used by another retail tenant or any of the student initiatives currently in review.

IX. Announcements

Committee member seats will continue to the Spring semester. Please let A. Kent know as soon as reasonably possible if a seat must be vacated. The next Committee meeting is Monday, January 31, 2011 – location TBD.

X. Adjournment

By general consensus, the regular meeting of the Facilities and Commercial Services Committee was adjourned at 4:26 p.m. by Chair, Allison Kent.

Respectfully submitted by,

Jason R. Wang
Executive Secretary