

**University Student Union  
California State University, Northridge  
Facilities & Commercial Services Committee  
January 29, 2016  
Regular Meeting Minutes**

**I. Call to Order**

The regular meeting of the Facilities and Commercial Services Committee was called to order at 3:00 p.m. by Interim Chair, Usman Khan.

**II. Roll Call**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Usman Khan (Interim Chair)	Thelmari Raubenheimer (Chair)	Scottie Schorn	Samantha Liu
Daisy Alas	Cecilia Cano		
Derek Gonzalez			
Bryant Garcia			
Timothy Nang			

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

**III. Open Forum**

None

**IV. Approval of Agenda January 29, 2016**

M/S/P (D. Alas/D. Stewart) – Move to approve the agenda for January 29, 2016

No discussion.

*Motion passes 4-0-0*

**V. Approval of Meeting Minutes – December 4, 2015**

M/S/P (D. Gonzalez/B. Garcia) – Move to approve the meeting minutes for December 4, 2015.

No discussion.

*Motion passes 4-0-0*

**VI. Chair’s Report**

None.

**VII. Discussion Items**

**A. Facility Master Plans**

S. Schorn introduced Samantha Liu, Administrative Operations & Projects Manager, who shared information about the ongoing Facility Master Plan. A survey will be distributed in early February and Brailsford and Dunlavey will return to campus to conduct focus groups with students and campus stakeholders. Discussion ensued about the update project timeline.

**VIII. Action Items**

**A. Computer Lab Policy and Procedure**

M/S/P (B. Garcia /D. Alas) – Move to approve meeting schedule for 2016 spring semester.

Discussion ensued about the proposed times and dates to meet during the 2016 fall semester. Committee recommended changing the date of the April 1 meeting because it is the day after the César Chávez Holiday.

A/S/P (D. Alas/B. Garcia) Amend meeting schedule to change the meeting on April 1, 2016 to April 8, 2016.

After a short discussion the committee agreed to meet on the following times and dates:

- Friday, January 29, 2016 – 3:00 p.m.
- Friday, February 19, 2016 – 3:00 p.m.
- Friday, March 11, 2016 – 3:00 p.m.
- Friday, April 8, 2016 – 3:00 p.m.
- Friday, April 22, 2016 – 3:00 p.m.
- Friday, May 6, 2016 – 3:00 p.m.

*Amendment passes 4-0-0*

*Motion as amended, passes 4-0-0*

**IX. Announcements**

None.

**X. Adjournment**

By general consensus, the regular meeting of the Facilities & Commercial Services Committee was adjourned at 3:46 p.m. by Interim Chair, Usman Khan.

Respectfully submitted by,

Jeremy Hamlett