

**University Student Union
California State University, Northridge
Facilities & Commercial Services Committee
December 4, 2015
Regular Meeting Minutes**

I. Call to Order

The regular meeting of the Facilities and Commercial Services Committee was called to order at 4:05 p.m. by Chair, Thelmary Raubenheimer.

II. Roll Call

Present	Absent	Staff	Guests
Thelmary Raubenheimer (Chair)	Timothy Nang	Scottie Schorn	Alexander Gonzales
Daisy Alas	Usman Khan	Jeremy Hamlett	Nicholas Echeverri
Derek Gonzalez			
Bryant Garcia			
Sarah Shabbar (arrived at 4:09 p.m.)			
Karina Winkler (arrived at 4:09 p.m.)			
Cecilia Cano (arrived at 4:21 p.m.)			

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

III. Open Forum

None

IV. Approval of Agenda December 4, 2015

M/S/P (D. Gonzalez /S. Shabbar) –Move to approve the agenda for December 4, 2015

No discussion.

Motion passes 5-0-0

V. Approval of Meeting Minutes – November 13, 2015

M/S/P (D. Alas/C. Cano) – Move to approve the meeting minutes for November 13, 2015.

No discussion.

Motion passes 5-0-0

VI. Chair’s Report

The Chair thanked everyone for their dedication to the committee during the semester, and announced that she brought cookies for the group.

VII. Action Items

A. Computer Lab Policy and Procedure

M/S/P (B. Garcia/D, Alas) –Move to approve the Computer Lab Use Policy

T. Raubenheimer introduced Alexander Gonzales, IT Manager, and Nicholas Echeverri, Coordinator, Computer Lab. A. Gonzales and N. Echeverri reviewed the policy with the committee and explained that the changes were necessary because the policy hadn’t been updated in a few years. Changes include items such as removing outdated language referring to the

Satellite Student Union and referencing the addition of printing stations and kiosks. K. Winkler asked about the legal implications of opening up discarded USB drives. A. Gonzales explained that they would only open USB drives in an attempt to find information that may lead to the owner. Discussion ensued about signage and future revisions based on changing technology.

Motion passes 5-0-0

VIII. Discussion Items

A. Facility Master Plan Meetings

T. Raubenheimer and S. Schorn shared information about the ongoing Facility Master Plan, including that a survey will be distributed during spring 2016. The survey distribution list will be intentional random to ensure a wide range of replies. Discussion ensued about timeline and the desire for student input.

B. Spring 2016 Meeting Dates and Times

Discussion ensued about the proposed times and dates to meet during the 2016 spring semester. After a short discussion, Fridays at 3:00 p.m. was identified as a time that worked well with everyone's schedule. T. Raubenheimer stated that the first meeting would occur on Friday, January 29 and then every three weeks following through the end of the semester.

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

IX. Announcements

T. Raubenheimer thanked everyone for their service and wished them a fun and safe winter break.

X. Adjournment

By general consensus, the regular meeting of the Facilities & Commercial Services Committee was adjourned at 4:52 p.m. by Chair, Thelmari Raubenheimer.

Respectfully submitted by,

Jeremy Hamlett