

**Associated Students, Incorporated
California State University, Long Beach
University Student Union Board of Trustees
Meeting #4**

Location: Stuart L. Farber Senate Chamber
Date/Time: Friday, September 11, 2015 (1:00 p.m.)
Chair/Office: Wendy Casillas, USU-302

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **ADDITIONS/CORRECTIONS TO THE AGENDA**
4. **PUBLIC COMMENTS**
5. **APPROVAL OF MINUTES**
 - A. Campus Relations Meeting #1, August 5, 2015
 - B. Program Evaluation Meeting #1, August 14, 2015
 - C. Services Meeting #1, August 14, 2015
 - D. USUBOT Meeting Minutes #2, July 10, 2015
 - E. USUBOT Meeting Minutes #3, August 14, 2015
6. **REPORTS**
 - A. Chair Report
 - B. Vice-Chair Report
 - C. USU Management Report
 - D. Senate Report
 - E. Committee Report
 - 1) Campus Relations
 - 2) Facilities
 - 3) Program Evaluation
 - 4) Services
 - F. Representatives Report
 - 5) Alumni
 - 6) Faculty
 - 7) Staff
 - 8) University
7. **OLD BUSINESS**
8. **NEW BUSINESS**
 - A. SRWC Computerized Memberships & Management System Funding,
Proposal
 - B. USU Room 301, *Proposal*
9. **CLOSING COMMENTS**
10. **ADJOURNMENT**

Distribution: W. Casillas, S. Cicero, J. Galbreath, K. Garcia, R. Haller, B. Hanson, M. Hernandez, D. Hwang, J. Klaus, W. Lewis, V. Mendoza, I. Mitchell-Smith, A. Pavlova, J. Salazar, S. Taylor, L. Vournas, J. Wilson

Associated Students, Incorporated
California State University, Long Beach

UNIVERSITY STUDENT UNION BOARD OF TRUSTEES MINUTES

Meeting # 4
September 11, 2015

1. CALL TO ORDER

Ms. Casillas called the meeting to order at 1:08 p.m.

2. ROLL CALL

Voting Members Present:

Wendy Casillas (USUBOT Chair)
Karrie Comfort (*Proxy for Jose Salazar, ASI President*)
Kenia Garcia (ASI Senate Representative)
Berta Hanson (University Staff Representative)
Miriam Hernandez (ASI Vice-President)
Dae-Hee Hwang (Student Trustee-at-Large)
Dr. Jeff Klaus (Designee for VP of Student Affairs, *arrived at 1:19PM*)
Dr. Ilan Mitchell-Smith (Faculty Representative)
Anna Pavlova (Student Trustee-at-Large)
Sharon Taylor (Assoc. VP, Financial Mgmt.)
Logan Vournas (ASI Senate Representative)
Jack Wilson (Student Trustee-at-Large, *arrived at 1:16PM*)

Non-Voting Members Present:

Sylvana Cicero (Interim ASI Assoc. Executive Director/ USU & SRWC Director)
Richard Haller (ASI Executive Director)

Guests Present:

Rebecca Carranza (Commercial Services Coordinator)
Joelle Castaneda (Temporary Commercial Services Coordinator)
Matthew Saucedo (SRWC Administration Coordinator)
Kasey Schoen (Membership Services and Marketing Coordinator)

Voting Members Not Present:

Jerry Galbreath (Alumni Representative)
Wendy Lewis (ASI Treasurer)
Vanessa Mendoza (USUBOT Vice-Chair)

Non-Voting Members Absent:

3. ADDITIONS/CORRECTIONS TO THE AGENDA

(M) Vournas (S) Pavlova moved to approve the agenda.

1st: Pass 2nd: Pass

VOTE ON THE MOTION

PASSES 9.0.1

4. PUBLIC COMMENTS

Ms. Venegas introduced herself and her full-time department staff. Her departments generated revenue for the University Student Union to help subsidize the USU budget.

1. Ms. Becky Carranza- Commercial Services Coordinator
2. Ms. Joelle Castaneda- Temporary Commercial Services Coordinator
3. Mr. Matthew Saucedo- SRWC Administrative Support Coordinator
4. Ms. Kasey Schoen- Membership Services and Marketing Coordinator

5. APPROVAL OF MINUTES

Ms. Casillas called to have the approval of the minutes all at once:

- A. Campus Relations Meeting #1, August 5, 2015
- B. Program Evaluation Meeting #1, August 14, 2015
- C. Services Meeting #1, August 14, 2015
- D. USUBOT Meeting Minutes #2, July 10, 2015
- E. USUBOT Meeting Minutes #3, August 14, 2015

(M)Hwang (S) Vournas moved to approve the minutes all at one time.

1st: Pass **2nd:** Pass

VOTE ON THE MOTION

PASSES 7.0.2

6. REPORTS

A. Chair:

Ms. Casillas thanked the ASI Cabinet as well as various staff members for hosting the ASI Retreat in August. She discussed Week of Welcome as well as Smorgasport. The 15th Annual Smorgasport was successful. Ms. Casillas mentioned that there was a new Campus Regulations booklet and asked the USUBOT representatives to review it if possible.

Ms. Casillas stated that staff members, as well as students, would be attending the ACUI Region I Conference in Las Vegas, CA from October 15 - 17, 2015. The CSULB Angel's Game would take place on Saturday, September 12th, 2015 and Program Council was presenting an event at the Carpenter Center on September 24, 2015.

Ms. Comfort clarified that the CSULB Snapchat account is: CSULB_ASI.

B. Vice-Chair:

Ms. Mendoza was unable to attend the meeting; consequently, Ms. Casillas read the Vice-Chair report. California State University, Northridge was holding a grand opening for their new Oasis Wellness Center on September 17th, 2015. Ms. Casillas reminded all USUBOT to log their office hours in USU Administration.

C. USU Management Report:

Ms. Cicero presented the following Management Reports:

Facilities:

- The Solar Panel Tables were installed outside the USU near Coffee Bean
- Vending Machines were installed in the previous Employee Lounge Area.

Commercial Services:

- SRWC IT Specialist interviews have commenced.
- Joelle Castaneda was selected as the Temporary Commercial Services Coordinator.

ASI Recreation:

- 1,949 students have signed up for Owen's Condition for Tuition.
- Women's Wellness Program has started.
- Foam Rolling Fridays have been implemented.
- An incentive would be given out for the VIP (Very Inclusive Person) Program
- The Avengers movie would be shown on September 17th, 2015, in the SRWC pool area.
- The "Uplifting Service" customer service model would be implemented.

Programs:

- Programs was looking for volunteers to help with the October 11, 2015 Long Beach Marathon.
- Smorgasport was a success with roughly 5,000 attendees.
- Week of Welcome had over 263 organizations participate.
- The Angel's Game would take place on September 12th, 2015.
- ASI Employee Student Staff Day was very successful with over 200 students in attendance and group workshops.
- Multiple ASI Government Student Positions were still open.

D. Senate Report:

Ms. Garcia stated that the Senate had confirmed multiple positions for the cabinet including: Public Defender, Women & Gender Equity, and two Programming Board Members. The Senate had passed their first resolution: 100 Days, 100 Classes, aimed at educating students about ASI.

E. Committees:

Campus Relations: Ms. Pavlova reported that the subcommittee met on August 5th, 2015. The committee reviewed: July web analytics, corporate website, Beach Pride, Beach Front, SRWC, ASI, and USU. The comment cards were read during the meeting and would be added to the ASI Corporate website. Last spring, 2,000 students were polled in a post-referendum survey. There were 604 student participants in this survey. It was determined that approximately 40% of the students who voted were freshmen. Students were aware of problems concerning limited space and seating, however, they were unaware of the infrastructure problems or space availability issues for student resource centers. Students recommended better utilization of social media.

Facilities: There was no report.

Program Evaluation: Ms. Mendoza was unable to attend the meeting; consequently, Ms. Casillas read Ms. Mendoza's report. At the meeting they discussed the purpose of the committee. For the USU, some of the programs evaluated this semester were: Movies on the House, Poet's Lounge, and special events. The SRWC had the highest summer usage since the Grand Opening for the month of June and July. July 2015 usage count was 22,781, while July 2014 was 23,976. For the SRWC, the programs evaluated this year will be: the Rockwall Program, Outdoor Adventure Trip, and the Personal Training Program. Division of Student Affairs and Wellness Team, the SRWC, and the Health Center are collaborating for the Yoga for Healing program, which is an 8-week program for women who have been sexually abused. CSULB is the first California State University to implement this program.

Services: Mr. Hwang stated that the USU would conduct a food service survey in partnership with 49er Shops and the National Associate of College University Food Services Association (NACUFS). The survey would take place from October 26 – November 6, 2015. Carl's Jr. extended their hours to include Saturdays.

F. Representatives Report:

Alumni: Ms. Gay Arakawa, the Executive Director of the Alumni Association, read Mr. Galbreath's report. Concerts in the Grove just ended after 39 years at the Soroptimist House. Concerts in the Grove have been a long running program that was sponsored by the Alumni Association and included many special guests. Funds that were raised from ticket sales and a drawing supported Alumni programs that include Alumni Grant and communications. The Alumni Association participated in: Move-In Day, Smorgasport, and Week of Welcome. The

Alumni Association received over eighty five applications from students who would like to participate in their various programs. There were openings for a My Beach Senior Class Committee. The Board was reminded of upcoming events including the Angels game, alumni and reunion, volunteer recognition ceremony, and Distinguished Alumni nominations.

Faculty: There was no report.

Staff: There was no report.

University: Dr. Klaus reported that there had been a review of the PH2 building's exterior design. There would be an additional meeting to discuss the building's interior design. Dr. Klaus shared that marijuana was the leading campus offense followed by cheating, alcohol, and plagiarism for students.

7. OLD BUSINESS

There was none.

8. NEW BUSINESS

A. SRWC Computerized Memberships and Management System Funding, Proposal

Mr. Hwang gave a brief explanation of the computerized membership system at the SRWC. The current system is Class by Active Network and the contract terminates June 2016. Upgrading the current system would not support the biometric system. SRWC researched and selected the Fusion System for the SRWC as it would support their current biometric program. The proposed funding included the initial start-up cost and first year licensing of the five-year maintenance agreement. They hoped to implement the new system by spring 2016, for a six month trial run. The summer of 2016 would be implementation of the official new system.

Discussion ensued.

(M) Hwang (S) Mitchell-Smith moved to approve the SRWC Computerized Memberships and Management System Funding, Proposal.

1st: Pass **2nd:** Pass

VOTE ON THE MOTION

PASSES 9.0.3

B. USU Room 301, Proposal

Ms. Cicero shared that Equity and Diversity would be relocating to the Foundation building within the upcoming weeks. The relocation would be temporary for the 2015-2016 year. She suggested the USUBOT review the Facility Master Plan of 2007. The Board would review the relevance of the plan for additional relocations and other student need opportunities within the facility. Ms. Cicero proposed to halt the Facility Master Plan in terms of relocating the administration offices to room 301. There was a need for Student Affairs to have a temporary location for Multi-Cultural Affair professionals who would oversee the resource centers. Ms. Cicero proposed to utilize room 301 while the board reconsiders the USU Facility Master Plan. The proposed plan would allow time to review the Mechanical Electrical Plumbing (MEP) study prior to relocations and building renovations. The MEP study would be due in December 2015.

Ms. Casillas stated that the short term lease would terminate on June 30, 2016.

Ms. Cicero clarified the Board would be voting on a short term lease that would be with the Division of Student Affairs.

(M) Vournas (S) Pavlova moved to approve the USU Room 301 Proposal.

1st: Pass **2nd:** Pass

VOTE ON THE MOTION

PASSES 10.0.2

9. CLOSING COMMENTS

Dr. Klaus commended Ms. Vournas for taking the initiative to create gender neutral bathrooms and changing stations in the Student Success Center within Peterson Hall 2. He also commended Ms. Hernandez and the Senators for the Food Pantry. Dr. Klaus explained that the purpose of the Food Pantry was to supply left over catered food to those in need.

Mr. Haller stated that Grow Beach University Garden applications were still being accepted.

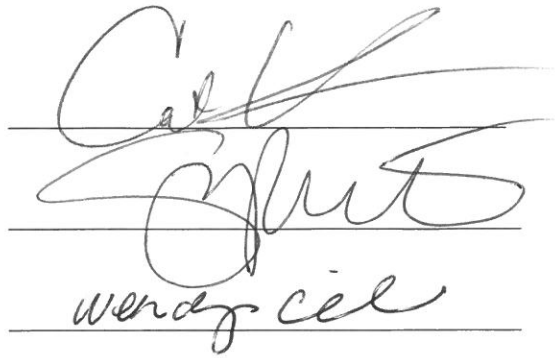
10. ADJOURNMENT

Ms. Casillas adjourned the meeting at 2:16 p.m.

Catherine Heitzhaus
USUBOT Recording Secretary

Ms. Sylvana Cicero
USUBOT Board Secretary

Wendy Casillas
USUBOT Chair



The image shows three handwritten signatures, each on a horizontal line. The top signature is 'Catherine Heitzhaus', the middle is 'Ms. Sylvana Cicero', and the bottom is 'Wendy Casillas'.