

Associated Students, Incorporated  
California State University, Long Beach  
**UNIVERSITY STUDENT UNION BOARD OF TRUSTEES AGENDA**  
**Meeting #11**

Date/Time: Friday, April 08, 2016 (1:00 p.m.)  
Location: Stuart L. Farber Senate Chamber  
Chair/Office: Wendy Casillas, USU-302

Members of the public will be given an opportunity to address the University Student Union Board of Trustees during Public Comments. Fifteen minutes will be equally divided amongst those who sign the Speaker's List.

Individuals will be recognized to speak prior to a floor debate.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **ADDITIONS/CORRECTIONS TO THE AGENDA**
4. **PUBLIC COMMENTS**
  - A. Comments from the Gallery
  - B. Comments from the Board
5. **APPROVAL OF MINUTES**
  - A. Ad Hoc (Capital Outlay/Fixed Asset/Special Projects) Meeting Minutes #1, March 4, 2016✓
  - B. Campus Relations Meeting Minutes #7, March 15, 2016✓
  - C. Facilities Meeting Minutes #6, March 25, 2016✓
  - D. HRMC Meeting #7, February 19, 2016✓
  - E. Program Evaluations Meeting Minutes #7, March 11, 2016✓
  - F. Services Meeting Minutes #6, March 4, 2016✓
  - G. USUBOT Meeting Minutes #10, March 4, 2016✓
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**
  - A. 2016-2017 USU Operating Budget, *Proposal* ✓
  - B. Amended Facility Use Policy, *Informational* ✓
8. **NEW BUSINESS**
  - A. Mechanical, Electrical, Plumbing (MEP) Design and Construction Drawings, *Proposal* ✓
  - B. Program Evaluation, An Evening with Stan Lee ✓
  - C. Program Evaluation, SRWC Intramural Sports Programs✓
  - D. Request from Reserves 2016-2017✓
9. **CLOSING COMMENTS**
10. **ADJOURNMENT**

✓ Indicates the report is attached.

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. Vourmas, J. Wilson

Associated Students, Incorporated  
California State University, Long Beach

UNIVERSITY STUDENT UNION BOARD OF TRUSTEES MINUTES

Meeting # 11

April 8, 2016

**1. CALL TO ORDER**

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

**2. ROLL CALL**

**Voting Members Present:**

Gabriel Avila (Designee for Jose Salazar – *ASI President*)

Wendy Casillas (USUBOT Chair)

Jerry Galbreath (Alumni Representative)

Kenia Garcia (ASI Senate Representative, *arrived 1:10 PM*)

Miriam Hernandez (ASI Vice President)

Dae-Hee Hwang (Student Trustee-at-Large)

Dr. Jeff Klaus (Designee for VP of Student Affairs, *arrived 2:07 PM*)

Wendy Lewis (ASI Treasurer)

Vanessa Mendoza (USUBOT Vice-Chair)

Anna Pavlova (Student Trustee-at-Large, *arrived 1:26 PM*)

Sharon Taylor (Assoc. VP, Financial Mgmt.)

Logan Vournas (ASI Senate Representative)

Jack Wilson (Student Trustee-at-Large)

**Non-Voting Members Present:**

Sylvana Cicero (Interim ASI Assoc. Executive

Director/ USU & SRWC Director)

Richard Haller (ASI Executive Director)

**Guests Present:**

**Voting Members Not Present:**

Berta Hanson (University Staff Representative)

Dr. Ilan Mitchell-Smith (Faculty Representative)

Jose Salazar (ASI President)

**Non-Voting Members Absent:**

**3. ADDITIONS/CORRECTIONS TO THE AGENDA**

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

1<sup>st</sup>: Pass 2<sup>nd</sup>: Pass

**VOTE ON THE MOTION**

**PASSES 9.0.1**

**4. PUBLIC COMMENTS**

**A. Comments from the Gallery**

There were none.

**B. Comments from the Board**

There were none.

**5. APPROVAL OF MINUTES**

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

A. Ad Hoc (Capital Outlay/Fixed Asset/Special Projects) Meeting Minutes #1, March 4, 2016✓

- B. Campus Relations Meeting Minutes #7, March 25, 2016✓
- C. Facilities Meeting Minutes #6, March 25, 2016✓
- D. HRMC Meeting #7, February 19, 2015✓
- E. Program Evaluations Meeting Minutes #7, March 11, 2016✓
- F. Services Meeting Minutes #6, March 4, 2016✓
- G. USUBOT Meeting Minutes #10, March 4, 2016✓

**(M) Wilson (S) Galbreath** moved to approve the minutes all at once.

**1<sup>st</sup>:** Pass **2<sup>nd</sup>:** Pass

**VOTE ON THE MOTION**

**PASSES 9.0.1**

## 6. **REPORTS**

### **A. Chair:**

Ms. Casillas reviewed the following April events:

- Ted-X: 4/9/2016
- Queer Diversity Week: 4/11/2016 – 4/12/2016
- Lip Sync Battle: 4/12/2016
- Beach Auditorium: 4/12/2016
- Project OCEAN: 4/12/2016
- Speed Dating: 4/19/2016

Ms. Vournas noted that Queer Prom would be held on April 15, 2016. Tickets could be purchased at the Information Booth in the University Student Union (USU).

### **B. Vice-Chair:**

Ms. Mendoza reminded the Board that parking lot 7 would be closed until August of 2016.

### **C. USU Management Report:**

Ms. Cicero presented the following Management Reports:

#### **General:**

- Corner Store Update
- Faculty Strike Postponed
- Virtual EMS was launched for Conference and Events
- KBeach received a donation of \$6,000
- ASI Awards Banquet would be held on Friday, May 6, 2016
- Investment Update for February 2016

#### **SRWC:**

- Annual duathlon, April 22, 2016
- “Night of Relaxation” May 4, 2016
- Free throw contest, April 13, 2016
- Spring aquatics movie “Old School” on April 21, 2016
- Owen’s Condition for Tuition Finale on May 3, 2016

#### **Programs:**

- Apple Beats in conversations with KBeach concerning future programming
- Queer Diversity Week from April 11 – April 15, 2016
- Beach Film Fest on April 21, 2016
- Earth Week from April 20 – April 21, 2016
- ASI YouTube URL: Youtube.com/csulbasi

Ms. Cicero mentioned that the Associated Students Inc. (ASI) Alumni Mixer would be held on May 24, 2016 at the Japanese Garden.

**D. Senate Report:**

Ms. Vournas reported that there were two Bylaw Amendments: Reconstruction of Student Government and Amendment to Executive Duties. The following resolutions were passed: Additional Student at Large Positions for Lobby Corps, Support of the 49er Shops Adopting a SRI Policy, Commend Dream Success Center on 1 Year Anniversary, and Support on Stance on CA Legislature Bills. Resolution In Support of Licensure for Registered Dieticians in the State of California went through its second reading. John Loyola was confirmed as the new Secretary of City Affairs.

**E. Committees:**

**Campus Relations:**

Ms. Pavlova reported that ASI Communications, like other campuses, would place program calendars in the restrooms and elevators. The Campus Relations Committee discussed comment cards, the Educational Benchmarking Inc. (EBI) Survey, and the Maxson Center Survey. ASI would be included in the University Visitor Guide.

**Facilities:**

Mr. Wilson attended the Dream Success Center Anniversary. Laminate had been approved for the Student Recreation and Wellness Center (SRWC) Rock Wall. A mobile unit was created to afford students the ability to trade in recycled goods for another recycled item. The Board discussed possible names for the mobile unit.

Mr. Haller stated that the food pantry would possibly be interested in collaborating with the mobile unit.

Mr. Wilson mentioned that the committee discussed the Sustainability Policy and reported on slight changes made. An inspector evaluated the escalators during spring break. A new full-time facilities staff member had been hired. The University Student Union Board of Trustees (USUBOT) had planned a transition program to aid the incoming USUBOT members.

Mr. Wilson met with ASI Senator Cristian Salazar and discussed the request for privacy dividers in the USU men's restrooms. The first floor, third floor, and in limited restrooms on the second floor, have urinal dividers. Currently, there were no urinal dividers in the main USU restrooms; however the first and third floor men's restrooms offer privacy dividers. Implementation of privacy dividers would be decided once the budget and logistics of the MEP were determined. Signage was created to inform interested students that privacy dividers were available in specific locations.

**Program Evaluation:**

Ms. Mendoza shared that the first overnight outdoor adventure trip had been approved. Ms. MacRae and Ms. Venegas attended a NIRSA conference. Mr. Huebner attended the "Leave no Trace Program". Mr. Huebner would be a master instructor for the program and therefore would be able to certify his own SRWC student staff members. Ms. Mendoza reviewed upcoming program events that included Movies on the House, Farmer's Market, and the Poet's Lounge.

**Services:**

Mr. Hwang updated the Board on the SRWC Fusion membership. A credit card processing program had been selected for the SRWC. The equipment had arrived and would be installed shortly. Candy Corner would be selling candy leis for commencement. The National Association of College & University Food Services (NACUFS) results would be presented at the following USUBOT meeting.

**F. Representatives Report:**

**Alumni:** Mr. Galbreath reported that the Grad Fair was successful in promoting the Alumni Association. The Alumni Grants Reception, sponsored by the Alumni Association, would be held on April 25, 2016. The Alumni Association would be awarding \$50,000 in grants to nine recipients.

The Board reviewed the recipients of the Distinguished Alumni Awards as displayed on the website, <http://web.csulb.edu/alumni/distinguished/>.

**Faculty:** There was no report.

**Staff:** There was no report.

**University:** Parking Lot 7 had been closed for renovation. Ms. Taylor reported that over the summer, parking meters would be replaced with License Plate Recognition (LPR) software. The software could potentially go live in August 2016. To help alleviate parking concerns, freshman dormitory residents would not be allowed to have a vehicle on campus unless they first reside in Beachside or a waiver was approved by the university.

**7. OLD BUSINESS**

**A. 2016-2017 USU Operating Budget, Proposal✓**

Ms. Cicero announced that changes to the 2016-2017 USU Operating Budget Proposal were notated in red. The changes to revenue were due in part to a fee waiver reimbursement that would be provided by the university. Changes in expenses were due in part to the minimum wage increase. Effective January 1, 2017, minimum wage would increase to \$10.50 for all student employees.. Ms. Cicero stated that to compensate for the revenue and expense adjustments, she made some revisions in the reserves that would be set aside. (report available upon request in the USU Administration Office)

**(M) Lewis (S) Avila** moved to approve the 2016-2017 USU Operating Budget Proposal.

**1<sup>st</sup>:** Pass **2<sup>nd</sup>:** Pass

**VOTE ON THE MOTION**

**PASSES 11.0.1**

**B. Amended Facility Use Policy, Informational✓**

Ms. Cicero stated that the Facility Use Policy had been amended to reflect the minor ratio for the facility use agreement.

**8. NEW BUSINESS**

**A. Mechanical, Electrical, Plumbing (MEP) Design and Construction Drawings, Proposal✓**

Mr. Wilson informed the board that the purpose for the MEP proposal was for construction and design drawings to address infrastructure issues in the USU (report may be obtained in the USU Administration Office).

Ms. Cicero mentioned that original blueprints had been completed in the 1970's. The MEP proposal requested updated blue prints, to better determine the current state of the infrastructure. After drawings were completed, the USU would work with the university in the acquisition of qualified contractors and Requests for Proposals. Ultimately, the USUBOT, along with the Facility Committee, would create a phasing plan.

Ms. Cicero clarified that the USU would work with the university's third party firm to create the drawings.

Mr. Haller acknowledged the considerable cost of the project, and asserted that the drawings were a critical component in moving forward.

Ms. Cicero clarified that the receivable report would be presented to the Board in fall of 2016. The timeline would then be determined with the campus and Facilities Committee.

Discussion ensued.

**(M) Pavlova (S) Garcia** moved to approve the Mechanical, Electrical, Plumbing (MEP) Design and Construction Drawings Proposal.

**1<sup>st</sup>: Pass 2<sup>nd</sup>: Pass**

**VOTE ON THE MOTION**

**PASSES 11.0.1**

**B. Program Evaluation, An Evening with Stan Lee✓**

Ms. Mendoza provided a summary of An Evening with Stan Lee Program Evaluation (report may be obtained in the USU Administration Office).

**(M) Pavlova (S) Vournas** moved to accept the Program Evaluation, An Evening with Stan Lee.

**1<sup>st</sup>: Pass 2<sup>nd</sup>: Pass**

**VOTE ON THE MOTION**

**PASSES 12.0.0**

**C. Program Evaluation, SRWC Intramural Sports Programs✓**

Ms. Mendoza provided a summary of the SRWC Intramural Sports Programs Program Evaluation (report may be obtained in the USU Administration Office).

**(M) Vournas (S) Salazar** moved to accept the Program Evaluation, SRWC Intramural Sports Programs.

**1<sup>st</sup>: Pass 2<sup>nd</sup>: Pass**

**VOTE ON THE MOTION**

**PASSES 12.0.0**

**D. Request from Reserves 2016-2017✓**

Ms. Cicero mentioned that the Request from Reserves 2016-2017 process typically occurs closer to December and January. The process had been delayed due to the MEP study in addition to understanding the USU's financial position for funding.

Ms. Cicero informed the board that the Ad Hoc Committee was comprised of USUBOT Student Trustees at Large, and the ASI executive officer. The request for capital outlay, fixed assets, or special equipment items was a separate process from the operating budget. The Ad-Hoc Committee reviewed the capital outlay, fixed assets, and special equipment items and voted on which items to bring forward to the Board.

Ms. Casillas reviewed the Ad-Hoc Committee approved items (report may be obtained from the USU Administration Office).

Ms. Cicero responded to a query and clarified that the warranty for the treadmills in the SRWC varies. The SRWC has a preventative maintenance schedule to replace equipment. If provided by the vendor, they utilized an equipment exchange program to aid in the purchase of new equipment. The trade-in refund was reflected in the approved budget for the SRWC treadmill.

Ms. Cicero additionally clarified that the approved items would be funded by the university held reserves.

**(M) Avila (S) Hwang** moved to approve the Request from Reserves 2016-2017.

**1<sup>st</sup>:** Pass **2<sup>nd</sup>:** Pass

**VOTE ON THE MOTION**

**PASSES 12.0.0**

**9. CLOSING COMMENTS**

There were none.

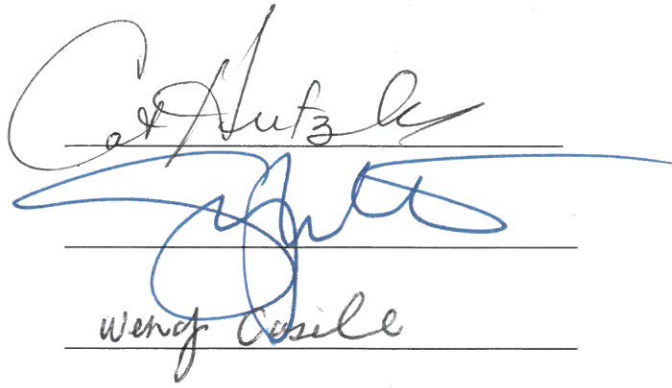
**10. ADJOURNMENT**

Ms. Casillas adjourned the meeting at 2:36 p.m.

Catherine Heitzhaus  
USUBOT Recording Secretary

Ms. Sylvana Cicero  
USUBOT Board Secretary

Wendy Casillas  
USUBOT Chair



C. Heitzhaus  
S. Cicero  
Wendy Casillas