

UNIVERSITY STUDENT UNION BOARD OF TRUSTEES AGENDA
Meeting #10

Date/Time: March 9, 2018 (1:00 p.m.)
Location: Stuart L. Farber Senate Chamber
Chair/Office: Brian Sath, USU-311

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. Campus Relations Meeting Minutes #5, February 13, 2018✓
 - B. Facilities Meeting Minutes #5, February 13, 2018✓
 - C. Program Evaluation Meeting Minutes #5, February 16, 2018✓
 - D. Services Meeting Minutes #5, February 16, 2018✓
 - E. USUBOT Meeting Minutes #9, February 2, 2018✓
- 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. 2018-2019 USU Operating Budget, *Proposal* (First reading)
 - B. Mechanical Electrical Plumbing (MEP), *Proposal*
 - C. Program Evaluation, Sustainability✓
- 9. CLOSING COMMENTS**
- 10. ADJOURNMENT**

Associated Students, Incorporated
California State University, Long Beach

UNIVERSITY STUDENT UNION BOARD OF TRUSTEES MINUTES
Meeting #10
March 9, 2018

1. CALL TO ORDER

Sath called the meeting to order at 1:04 p.m.

2. ROLL CALL

Voting Members Present:

Sarah Forde (Student Trustee At-Large)
Maritess Anne Nieto (USUBOT Vice-Chair)
Jeff Klaus (V.P. for Student Services Designee)
Ian MacDonald (ASI Senate Representative)
departed at 2:30pm
Austin Metoyer (Alumni Representative)
departed at 2:36pm
Sophia Musman (ASI Vice-President)
Simran Nath (Student Trustee At-Large)
Joe Nino (ASI President)
Quentin Pestner (ASI Senate Representative)
arrived at 1:13pm
Brian Sath (USUBOT Chair)
Sharon Taylor (Assoc. VP, Financial Mgmt.)
Stephanie Torres (Student Trustee At-Large)
Jonathan Wanless (ASI Treasurer)

Non-Voting Members Present:

Sylvana Cicero (Director, USU & SRWC)
Richard Haller (ASI Executive Director)

Guests Present:

Monica Amalfitano (Associate Director, Design Services)
Mark Zakhour (Manager Construction Services)

Voting Members Not Present:

Berta Hanson (ASI Staff Representative)
Pei-Fang Hung (Faculty Representative)

Non-Voting Members Absent:

3. ADDITIONS/CORRECTIONS TO THE AGENDA

Sath requested to move Agenda Item 8B to ***Time Certain*** 1:30pm for a Physical Planning Facilities Management (PPFM) presentation.

(M)Musman **(S)**Nieto moved to approve the agenda as amended.

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

VOTE ON THE MOTION

PASSES 11.0.1

4. PUBLIC COMMENTS

A. Comments from the Gallery

There were none.

B. Comments from the Board

Cicero welcomed back Sharon Taylor.

5. APPROVAL OF MINUTES

- A. Campus Relations Meeting Minutes #5, February 13, 2018✓
- B. Facilities Meeting Minutes #5, February 13, 2018✓
- C. Program Evaluation Meeting Minutes #5, February 16, 2018✓
- D. Services Meeting Minutes #5, February 16, 2018✓
- E. USUBOT Meeting Minutes #9, February 2, 2018✓

(M)Torres **(S)**Nino moved to approve the meeting minutes all at once.

1st: Pass 2nd: Pass

VOTE ON THE MOTION

PASSES 11.0.1

6. REPORTS

A. Chair:

Sath welcomed the board and stated that there were a number of important and relevant issues in New Business. He urged board members to address any questions or concerns regarding the upcoming agenda items.

Mark Zakhour and Monica Amalfitano from Physical Planning Facilities Management (PPFM) were scheduled to address the board at 1:30pm with information regarding the Mechanical Electrical Plumbing proposal on the table.

The CSULB LEED Conference was upcoming and scheduled for March 17, 9am-3pm. All students were invited to this event.

All students were encouraged to vote during the upcoming elections.

Farm to Student was scheduled for Monday, March 12, 2018.

B. Vice-Chair:

Inieto reminded the board about elections which were being held March 12-14, 2018. The 7th Annual Green Generation Mixer was scheduled for April 19, 2018, 4-7pm at the Earl Burns Miller Japanese Garden. Please RSVP if you were planning to attend.

C. USU Management Report: (full report available in USU Admin. Office 301)

Cicero reported on the upcoming ACUI National Conference, scheduled for March 21-24, 2018.

CSULB would host a tour of the LBSU campus as part of the conference.

Human Resources Management Committee convened on February 23, 2018. The major changes with regard to the USU staff reorganization were:

- Reimplement the Associate Director of Programs position
- Move SRWC Facilities Maintenance Technician, SRWC Facilities Equipment Technician, and SRWC IT Specialist staff to report to Associate Director, Farron Fowler at SRWC
- Safety Coordinator role would be under the management of Associate Director of Facilities, Arnecia Bryant

- SRWC would be creating an Assistant Director position, which would oversee Aquatics and Intramurals
- Marketing and Membership Coordinator position title would convert to Membership and Outreach Coordinator
- All communications will fall under ASI Communications

John Jost was hired as the new Facility Maintenance Supervisor. Old hydration stations would be replaced with new ones. New LED fixtures were installed on Friendship Walk stairs, as well as new console and soundproofing in 22 West Radio.

Sustain U would be hosting The Green Home Experience on April 17, as well as participating in Earth Week craft event, Eco Crafts and Noon Time Tunes.

Grow Beach currently had 23 gardeners occupying 30 plots. They were collaborating with hospitality courses on garden maintenance.

Recycling Center sales for January translated to 99 trees, 2,570 gallons of oil, 71,017 hours of electricity and 29,943 gallons of water saved. As of February 27, 54 bales had been shipped.

Upcoming events at the SRWC included:

- Mission for Nutrition – 3/12, 4-5pm
- Puppy Therapy (election edition) – 3/13, 4-6pm
- Blind Luck – 3/15, 5-7pm
- Speed Free Throw Showing – 3/21 (12pm)
- Owen’s Condition for Tuition Finale – 4/25, 5-7pm

NIRSA National Conference in Denver, CO was March 4-7 and three professionals and seven students were in attendance. The Capital Equipment purchase was in the process of being finalized.

USU Conference and Events Center hosted two successful job fairs in the Ballrooms. ASI After-hours attendance for Fall 2017 had 1,537 check-in’s, 679 unique users, and average time spent was 2.3hrs.

Games Center was hosting BINGO on March 22 at 5pm, and Wack ‘Em and Rack ‘Em Tournament March 16 at noon.

Maxson Center cubicle applications would be available mid-March.

ASI Beach Pantry received donations of food from Long Beach Boy Scout Troop 14, Hayden Tavernetti. There was \$2,000 worth of food donated to the pantry, as well as a new push cart. Giving Day would be March 15 from 10am-1pm on Friendship Walk.

Beach Pride Events was hosting an Evening with Terry Crews for which tickets sold out within three days. The board of volunteers and student government representative vacancies have all been filled.

Professional Development opportunities were available for all ASI students. Beach Pride Events would be hosting monthly trainings for volunteers.

ASI Communications launched a new series, ASImpact, which spotlighted student stories and highlighted their success and experiences. Candice Wong was hired as Professional Lead Graphic Designer. ASI Comm and Design PPFM would lead USU/UDP focus groups, which would analyze data collected for future projects. There were three awards received at the ACUI National Awards for ASI Active, App Design – 3rd place, 22 West Media, Web Design – 3rd place, and LBSU Water Bottles, Promotional Item – 3rd place.

D. Senate Report:

Macdonald reported that Senate had passed resolution to retire Prospector Pete statue, and was currently attempting to change the school's mascot. A committee would be formed to make the decision, while also using input from alumni, student surveys and student votes. The statue could be moved to a different location with a plaque explaining what the statue means and why it had been moved.

Senate approved Student at-Large position to the Social Justice Equity Committee.

College of Natural Science and Math would host Dash of the Dean.

Facilities was positively acknowledged and thanked for being prompt in regard to building issues.

E. Committees:

Campus Relations: Inieto reported on student surveys disbursed requesting feedback on: the amount of exposure ASI was receiving, how students were finding out about ASI, which facilities were being used, and ASI events. There were 600 responses, and the survey would remain open until the end of the semester.

A video highlighting Beach Pride Events' Valentine's Day festivities was shared, as well as a video regarding ASI Elections. Inieto reminded everyone to vote.

Facilities: Torres reported that furniture selections for the USU Information Center would be selected March 13, 2018. Student input was sought on new furniture selection. The railing at Friendship Walk would be removed to open up additional space. The Facilities Use and Sustainability Policies were currently under review and would be discussed at the following meeting.

Program Evaluation: Nath reported on An Evening with Diane Guerrero which had positive feedback from students.

The Martin Luther King Jr. Day event was successful and well organized. There was positive feedback in regard to choice of entertainment and speakers.

Sistahs-On-Campus (SOC) opened its inaugural art exhibit, "*Nevertheless she persisted...*", at the USU Bayshore Beach Art Gallery on Friday to showcase the extraordinary contributions of

African American women to the California State University Long Beach (CSULB) campus and community.

Puppy therapy had great student feedback. There was a high turnout for the event. The collaboration between the Student Recreation and Wellness Center (SRWC) and BPE has been successful. Internal changes were being implemented at the SRWC with regard to customer service.

Services: Ford reminded everyone about Games Center BINGO, Wack 'Em and Rack 'Em, Maxson Center cubicle applications, and Farm to Student. The following Services Committee meeting would discuss proposals for prolonging complementary menstrual hygiene products, as well as changes for Games Center locker rentals.

F. Representatives Report:

Alumni: Metoyer reported an Alumni Mixer will be held on March 22 from 6pm to 8pm at Harbor Rack House in Huntington Beach. This event would be open to all alumni.

Beyond the Beach event held in February focused on how to plan a career path. There were about 30 mentors that were present, and speakers were positively received.

Faculty: There was none.

Staff: There was none

University: Taylor reported that there was budget cuts, but no jobs lost. Classes were being realigned to assist with parking. These improvements were part of a strategic budgeting which would be implemented in the future.

Klaus shared the event, Disabled Student Services 45th Anniversary Gala at the Old Ranch Country Club on March 9. David Sanfilippo was recognized for his 40-plus years of service.

7. OLD BUSINESS

There was none.

8. NEW BUSINESS

A. 2018-2019 USU Operating Budget, Proposal (First Reading)

Cicero reviewed the 2018-2019 USU Operating Budget Proposal, First Reading. The budget serves as a management tool to guide the operations, programs, and services of the USU and the Student Recreation & Wellness Center (SRWC) for the coming fiscal year.

Cicero provided an accounting for the revenue generated from USU fees and its subsequent application. In addition to income from mandatory student fees, the USU anticipated the generation of approximately \$2,016,088 in revenue from operations, which is relatively stable with a minor increase of .94%. The total budget for personal services increased by 2.51% as compared to the current fiscal year. In part, these increases are due to the California mandated minimum wage increase beginning January 1, 2019.

For the 2018-2019 fiscal year, \$100,000 would be contributed to the VEBA Trust for the funding plan of post-retirement benefits liability for the University Student Union.

The overall budget for operating expenses has decreased by 3.13% compared to the 2017-2018 fiscal year. Operating expenses were reduced to ensure compliance with minimum wage, utility savings, and VEBA contributions.

The 2018-2019 USU Operating Budget would provide contributions to both Local and University-Held Reserves as per policy. The Reserve for Debt Service was fully funded with a minor contribution this year. ASI would revise current ASI Reserve policies in collaboration with the University.

Reserve levels would diminish greatly in 2018-2019 with the impact of the Mechanical, Engineering, Plumbing infrastructure project. In future operating budgets, additional funding would need to be reallocated to Reserves to offset future projects of the USU and SRWC.

This year's operating budget was challenging for management due to an estimated reduction in fees collected from prior year. Additionally, ASI would receive fewer estimated fee waivers. Additional funding was also allocated to the repair and maintenance operating budget to assist with unexpected expenses as the building continues to age.

(M)Nino **(S)**Nath moved to approve the first reading of the USU Budget.

1st: Pass 2nd: Pass

VOTE ON THE MOTION

PASSES 10.0.1

B. Mechanical Electrical Plumbing (MEP), Proposal

Amalfitano and Zakhour from Physical Planning and Facilities Management (PPFM) presented to the board regarding the MEP Proposal. (The proposal is available upon request in the University Student Union Administration Office, USU-301).

Due to the age and condition of mechanical, electrical, and plumbing systems, preventative maintenance to keep them running effectively and efficiently was proving to be increasingly difficult. Based upon an MEP assessment and study, management, along with PPFM has concluded that major components of the infrastructure should be upgraded prior to complete operational failure. The following items were determined to have highest priority:

Mechanical Upgrades

- Replacement of the Heating Ventilation Air Conditioning (HVAC) fans to fan wall units
- An economizer upgrade and duct cleaning
- Duct pressure testing
- Installation of UV lights at the air handler/ductwork
- New fire/smoke combination dampers as required by code
- Reconfiguration of the fire alarm panel
- New HVAC control system

Electrical Upgrades

- Replacement and upgrade of lighting fixtures to LEDs

- Upgrading the lighting control system to include dimmable capabilities for the ballrooms, theater and art gallery
- Replacement of the emergency generator and ATS
- Rooftop distribution board

Plumbing Upgrades

- Scope of work will include insulating hot water lines. This work no longer includes the water heater replacement of balancing valves.

USU 3rd floor restroom

- All-gender restroom and foot washing station in the USU 3rd floor restroom.

The proposed cost to address these facility concerns was \$6,192,776. The project would begin spring/summer 2018 with work completion estimated for fall 2018.

Each member of the board expressed thoughts about the MEP Proposal.

Discussion ensued.

Nino suggested considering the inclusion of the escalators in this project due to the repeated issues with accessibility. The escalators were not included in the MEP Proposal. Cicero confirmed that due to cost concerns, the escalator project would be addressed separately at an upcoming meeting if the board elected to proceed. A full escalator project proposal would be brought before the board at the April 2018, USUBOT meeting.

Amalfitano confirmed that the lifespan of the proposed systems and controls would have a 20-year life expectancy.

Cicero clarified that this proposal addressed the most immediate facility concerns.

Discussion ensued.

(M)Nino **(S)**Wanless moved to approve the MEP Proposal for Option A.

1st: Pass 2nd: Pass

VOTE ON THE MOTION

PASSES 12.0.1

B. Program Evaluation, Sustainability

Nath reported on the Sustainability Program Evaluation. (Program evaluation available upon request in the USU Administration Office, Room USU-301.)

This event was a collaborative effort with Beach Pride Events, Office of Sustainability, Sustain U, Sustainable Transportations, and the Environment Science & Policy club. Beach Pride Events was responsible for the Eco-Crafts and Noontime Tunes event. The program was designed to motivate students to implement sustainability into their daily lives and gain useful information from the sustainable organizations available on campus.

(M)Musman **(S)**Inieto moved to accept the Program Evaluation, Sustainability.

1st: Pass 2nd: Pass

VOTE ON THE MOTION

PASSES 9.0.1

9. CLOSING COMMENTS

Cicero encouraged the board to take great care in their review of the budget documents. She requested that anyone with questions reach out to her or Richard Haller. They would be happy to discuss any concerns.

Sath expressed gratitude to ASI Comm for their ASimpact video.

Musman shared that 22 West was recently presented with four awards at Intercollegiate Broadcasting System National Conference (IBS Radio.org).

10. ADJOURNMENT

Sath adjourned the meeting at 3:01 p.m.