

UNIVERSITY STUDENT UNION BOARD OF TRUSTEES AGENDA
Meeting #11

Date/Time: April 6, 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 #6, March 13, 2018✓
 - B. Facilities Meeting Minutes #6, March 13, 2018✓
 - C. Program Evaluation Meeting Minutes #6, March 9,2018✓
 - D. Services Meeting Minutes #6, March 9, 2018✓
 - E. USUBOT Meeting Minutes #10, March 9, 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
 - 1) Alumni
 - 2) Faculty
 - 3) Staff
 - 4) University
- 7. OLD BUSINESS**
 - A. 2018-2019 University Student Union Operating Budget, *Proposal* (Second Reading) ✓
- 8. NEW BUSINESS**
 - A. Escalator, Proposal✓
 - B. Menstrual Hygiene, Proposal✓
 - C. Program Evaluation, Aquatics Program – Red Cross & CPR✓
 - D. Special Resolution
 - E. USU Art Gallery Selection✓
- 9. CLOSING COMMENTS**
- 10. ADJOURNMENT**

Associated Students, Incorporated
California State University, Long Beach

UNIVERSITY STUDENT UNION BOARD OF TRUSTEES MINUTES

Meeting # 11

April 6, 2018

1. CALL TO ORDER

Sath called the meeting to order at 1:11 p.m.

2. ROLL CALL

Voting Members Present:

Sarah Forde (Student Trustee At-Large)
Berta Hanson (University Staff Representative)
Maritess Anne Inieto (USUBOT Vice-Chair)
Dr. Jeff Klaus (V.P. for Student Services Designee)
Ian Macdonald (ASI Senate Representative)
Austin Metoyer (Alumni Representative)
Sofia Musman (ASI Vice-President)
Simran Nath (Student Trustee At-Large)
Joe Nino (ASI President)
Quentin Pestner (ASI Senate Representative) – *arrived at 1:34pm*
Brian Sath (USUBOT Chair)
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:

Arnecia Bryant (Associate Director Facilities Services Operations)

Voting Members Not Present:

Pei-Fang Hung (Faculty Representative)
Sharon Taylor (Assoc. VP, Financial Mgmt.)

Non-Voting Members Absent:

3. ADDITIONS/CORRECTIONS TO THE AGENDA

(M) Nino **(S)** MacDonald moved to approve the agenda.

1st: Pass 2nd: Pass

VOTE ON THE MOTION

PASSES 12.0.0

4. PUBLIC COMMENTS

A. Comments from the Gallery

There were none.

B. Comments from the Board

There were none.

5. APPROVAL OF MINUTES

A. Campus Relations Meeting Minutes #6, March 13, 2018✓

- B. Facilities Meeting Minutes #6, March 13, 2018✓
- C. Program Evaluations Meeting Minutes #6, March 9, 2018✓
- D. Services Meeting Minutes #6, March 9, 2018✓
- E. USUBOT Meeting Minutes #10, March 9, 2018✓

(M) Inieto (S) Klaus moved to approve the minutes 5A through 5E.

1st: Pass 2nd: Pass

VOTE ON THE MOTION

PASSES 12.0.0

6. REPORTS

A. Chair:

Sath attended the Conscious Collection’s Opening on Thursday April 5, 2018 held in the University Student Union (USU) art gallery. The event featured artwork and celebrated “the diversity of art from a variety of communities.”

A 3D model of the Student Recreation & Wellness Center (SRWC) was showcased on Wednesday April 4, 2018. The California State University Long Beach (CSULB) Interior Architecture Program created the model, with assistance from various faculty, staff, and students. The model was displayed at the SRWC. Sath encouraged everyone to visit and view their work.

Sath shared a quote to motivate and inspire board members as the semester nears completion, “Strive for something greater than yourself.”

B. Vice-Chair:

Inieto attended the ACUI Conference in Anaheim, CA. The topics presented included a number of topics to include mental health, inclusiveness, which could be considered for incorporation into the USU.

Inieto also attended the Conscious Collection opening and 3D model of the SRWC showcase, which she encouraged everyone to attend.

The Queer Prom would be held Friday April 6, 2018.

The ASI Awards Banquet would be held Friday May 4, 2018.

C. USU Management Report: (Full report available in USU Administration Office, 301)

Cicero reported that the SRWC received some of their new equipment approved by the University Student Union Board of Trustees (USUBOT) in the 2017-2018, capital request process. This equipment included a Jacob’s ladder and Matrix piece, which would both be located on the second floor. The new equipment has received positive feedback from students.

The SRWC would host the ASI Student Staff Appreciation Awards on April 27, 2018 at 4:30pm, where all graduating staff would be recognized. Everyone was encouraged to attend.

Staff reorganization was in progress. The staff were working together to make necessary adjustments within all departments.

Facilities installed hydration stations, as well as new solar lights in the SRWC and USU. LED lights would be replacing fluorescent lamps, and USU accent colors were being phased out.

Earth Week Activities:

- Monday 4/16: Screening of “An Inconvenient Truth 2”
- Tuesday 4/17: Indoor Plants 101
- Wednesday 4/18: Eco Crafts
- Thursday 4/19: Green Generations Mixer
- Friday 4/20: State of the Environment Conference

ASI Recycling would combine mixed paper and newspaper streams, as individual shipments were no longer required. There had been an increase in the paper shipment fee from \$100 to \$140.

The SRWC was seeking a new Marketing and Outreach Coordinator. The Fitness Room B was resurfaced during spring break. Owen’s Condition for Tuition had 6,432 participants, with 789 completed. The deadline to redeem points was April 20, 2018 by 9p.m.

CSULB Alumni, Michael Shapiro donated a Keurig and K-Cups to the ASI Beach Pantry. The Alumni Association awarded ASI Beach Pantry a grant to purchase a new freezer. The Cal Recycle grant would be used to subsidize staffing costs for the Beach Pantry.

Coffee Bean & Tea Leaf offered an ongoing mobile ordering and rewards system.

A tuition increase platform would be held April 19, 2018 at 11 a.m. at the Speaker’s Platform. Beach Pride Events (BPE), who collaborated with Lobby Corps, made this event available. The Beach Games would be held on May 1 - 2, 2018, which would feature games involving physical activities, academic trivia, and gaming challenges. The ASI Awards Banquet would be held May 4, 2018 at 6 p.m. at The Reef restaurant in Long Beach. BPE was seeking five new programmers after graduation. The voting member position application for the BPE Board would open in April.

The ASI Communications department was seeking a Digital Media Coordinator. They were also preparing summer projects for the SRWC and other facility-focused items. The video staff along with 22 West Media would be attending the NEA-NAB conference April 7-10, 2018 in Las Vegas, NV.

D. Senate Report:

Macdonald reported that a resolution had been approved to commemorate the 10-year anniversary of the Bob Cole Conservatory of Music. A new Commissioner of Veteran Affairs had been appointed, Robert Munoz. The first reading of a bylaw amendment had been approved that would remove the board of election and implement new responsibilities to the judiciary branch due to issues with Board of Elections. A resolution had been passed that would commemorate Dr. Joseph White for the work he had completed as founder of CSULB’s Educational Opportunity Program.

E. Committees:

Campus Relations: Inieto reported they had closed the ASI Survey, and would be developing a report on the findings.

Facilities: Torres reported that the Facilities Use Policy was under review and confirmed that the approved revisions would be brought to the USUBOT at a subsequent meeting. The Sustainability Policy was also under review. A-walk through had been scheduled for Tuesday April 10, 2018 with Tangram at the USU Information Center in order to discuss the layout and design of furniture. The purchase order for new furniture would be issued after layout and design approval. New furniture was estimated to be available for use during the 2018 Fall Semester.

Program Evaluation: Nath reported on Respect Diversity Week, which incorporated awareness and celebration of our diverse communities.

Terry Crews was a successful event with positive feedback. This event was sold out within 3 days.

The ASI Beach Games begin the first week in May. Applications had been available for teams to sign up. A Beach Games video was displayed for the board.

Conscious Collection was a successful event with many in attendance.

The SRWC Splash Mob was held Thursday, April 5, 2018, which hosted 127 participants. This had been the first time this event was held and was positively received by all participants. As a partnership with SOAR, the SRWC had benefitted from all services provided.

Services: Forde reported that Giving's Day was a great event, celebrating a great cause.

Cal Fresh Outreach Day – 4/26 from 10am-3pm on the Southwest Terrace
Game Center Bingo – 4/19 from 5pm-7pm

Maxson Center office space applications were available to organizations.

F. Representatives Report:

Alumni: Metoyer reported on the Spring Alumni Mixer, held on March 22 in Huntington Beach. James Ahumada participated as the Master of Ceremonies. There were 70 attendees, which included alumni, various ASI leaders, and many more. Overall, the event had positive feedback. The following Alumni Mixer would be held in the fall, 2018.

The Alumni Grants reception would be held April 17, 2018 at 4pm in The Point. The Alumni Association had awarded a grant to the ASI Beach Pantry.

The Ready, Set, Mentor, a speed networking event, would be held on April 26, 2018 from 6-8p.m. On May 3, 2018, the Annual Alumni Awards Banquet would be held at the Downtown Long Beach Hyatt. Individuals interested in attending would be required to register.

Faculty: There was none.

Staff: There was none.

University: There was none.

7. OLD BUSINESS

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

Full report available in USU Administration Office, Room 301. Cicero shared one change to the operating budget which was reflected in the fee waivers. Based upon updated figures from the university, an additional \$9,283 was recovered from fee waivers and would be credited to the Facilities Department budget. Of the \$9,283, \$6,000 of the recovered funds would be allocated to the SRWC for facility contractual expenses. The balance of the recovered funds would be utilized for the menstrual hygiene product project.

Without grant funding, Cicero clarified that the money for the menstrual hygiene products would come from the USU Operating Budget. The costs had been incorporated in the current budget proposal.

(M) Musman (S) Wanless moved to approve the USU Operating Budget.

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

VOTE ON THE MOTION

PASSES 13.0.0

8. NEW BUSINESS

A. Escalator, Proposal

Full report available in USU Administration Office, 301. This proposal was to request money from USU reserves for the repair of the escalators.

Torres reported on the current condition of the escalator and the three proposed options:

Option 1: Complete Modernization (\$918,396)
Installation of new Mitsubishi Escalators

Option 2: Replacement of Steps, Chain and Handrail (\$416,674)
Removal and replacement of essential components with new

Option 3: Replacement of Steps and Chain (\$133,118)

Torres stated that based upon the information provided, they recommended option 2, which would replace essential components and greatly extend the life of the escalator. There would be no impact to the operating budget, as the funding would come from reserves in an amount not to exceed \$918,396.

Lead-time on receipt of the equipment after ordering would be 8-10 weeks, with installation following the arrival of the parts. The goal would be to complete the project over summer 2018.

Cicero spoke to the benefits of option 2, which addressed operability issues and repeated problems with steps, chains, and handrails. Option 2 was also beneficial with regard to the pricing. With extensive costs expected for the upcoming Mechanical, Electrical, Plumbing (MEP) work, option 2 was fiscally more manageable considering the current reserve levels.

Bryant confirmed that to extend the useful life of the escalator, regular preventive maintenance would be necessary. This was a common practice for maintaining the integrity of certain equipment.

Bryant addressed wheel chair accessibility on the escalators. The pricing for that option was not currently available. Facilities would do further research on this and had previously researched pricing on elevator repairs, which could be challenging due to the current age of the existing USU elevators.

Cicero advised the board that a patron was injured two years ago on the escalator during commencement due to a sudden stoppage. The escalator service company was changed to Mitsubishi to provide preventative maintenance service. Discussion ensued.

(M) Nino (S) Wanless moved to approve the escalator proposal option 2.

1st: Nino stated that this would serve the students well for years to come. **2nd:** Wanless stated that this was something that should to be approved for the students.

VOTE ON THE MOTION

PASSES 12.0.0

B. Menstrual Hygiene, Proposal

Full report available in USU Administration Office, 301. This proposal was to continue the 2017-2018 USU Board of Trustees pilot program initiated the previous year. If approved, the program would maintain a free supply of single-use menstrual hygiene products in the restrooms located within the University Student Union and Student Recreation & Wellness Center facilities. Positive feedback for the pilot program demonstrated a need for this service.

The total cost to the USU Operating Budget for the 2018-2019 fiscal year would be approximately \$7,956 to provide menstrual product supplies for both the USU and SRWC per year.

If approved by the USUBOT, implementation would begin as soon as feasible.

Discussion ensued.

Nino would be discussing this program, and the associated costs, at an upcoming Student Health Fee Advisory Committee.

(M) Wanless (S) Inieto moved to approve the menstrual hygiene proposal.

1st: Pass **2nd:** Inieto stated that comment cards expressed positive feedback and gratitude for these products.

Discussion: Nath stated that these products would be a lifesaver. Forde reported that there has been positive feedback, and gratitude about the products provided within the male restroom. Sath expressed gratitude toward Forde, Danielle Carancho, and everyone for working on the project.

VOTE ON THE MOTION

PASSES 13.0.0

C. Program Evaluation, Aquatics Program-Red Cross & CPR

Full report available in USU Administration Office, 301. Nath reported that the SRWC’s American Red Cross program teaches participants to recognize and respond appropriately to cardiac, breathing and first aid emergencies. The program offered lifesaving, first aid, CPR, and AED courses to meet the various training needs of a diverse audience. These courses were offered in traditional classroom formats. Most certifications last a period of two years before they expire.

The budget for this program was based on revenue acquisition. The 2015-16 year goal was \$3,000 and the final revenue total was \$3,800. The 2016-17 year goal was \$3,500, and the final revenue total was \$4,330.

The American Red Cross program should continue to be funded because it would be a revenue-generating program. The continued training of qualified student staff as instructors, and the new blended training process, would provide diverse training options that could generate revenue sustainably at the SRWC for years to come.

(M) Macdonald (S) Torres moved to accept the program evaluation of the Aquatics Program: Red Cross & CPR.

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

VOTE ON THE MOTION

PASSES 13.0.0

D. Special Resolution

Full resolution available in USU Administration Office, 301. Sath read the resolution to commemorate CSULB Associate Vice President for Administration and Finance Designee for the USU Board of Trustees and ASI Board of Control, Sharon Taylor.

(M) Metoyer (S) Wanless moved to approve the special resolution for Sharon Taylor.

1st: Metoyer stated that Taylor had been an amazing resource and he was happy to see her honored **2nd:** Wanless stated that her presence would be missed.

Discussion: Sath spoke very highly of Taylor, and expressed gratitude for her role.

VOTE ON THE MOTION

PASSES 13.0.0

E. USU Art Gallery Selection

Nath discussed and provided a brief description of the USU Art Gallery submissions. The following artists were selected:

Yazmin Elasmarr
Uche Ezeoke
Esther Kasue
Cindy Sanchez

(M)Forde (S)Pestner moved to accept the USU Art Gallery Selection.

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

VOTE ON THE MOTION

PASSES 13.0.0

9. CLOSING COMMENTS

Metoyer announced that the “Live After Five” event would take place from 5- 10 p.m. on April 19.

Shuttles with live music would be provided to transport all attendees.

Cicero read a retirement letter from Sharon Taylor to the entire board expressing gratitude for her years of service on the board.

The Owen's Condition for Tuition finale would be held on April 25 from 5-7:30 p.m. in the SRWC.

Nino announced the Cal State Student Association (CSSA) meeting would be held on April 7 at CSULB.

10. ADJOURNMENT

Sath adjourned the meeting at 2:13 p.m.