

Associated Students, Incorporated
California State University, Long Beach

UNIVERSITY STUDENT UNION BOARD OF TRUSTEES MINUTES

Meeting #4

September 6, 2019

1. CALL TO ORDER

Balayan called the meeting to order at 1:07 p.m.

2. ROLL CALL

Voting Members Present:

Leen Almahdi (ASI Vice-President)
Xan Balayan (USUBOT Chair)
Jireh Deng (ASI President Designee)
Holli Fajack (Staff Representative) Arrived
at 1:20
Pei-Fang Hung (Faculty Representative)
Katherine Khiev (USUBOT Vice-Chair)
Jeff Klaus (Dean of Students)
Judith Magaña (USUBOT Student-at-Large)
Austin Metoyer (Alumni Representative)
Ryan Phong (Senate Representative)
Bianca Riviera (USUBOT Student-at-Large)
Stephanie Torres (Senate Representative)
Reyalyn Villegas (ASI Treasurer)

Non-Voting Members Present:

Sylvana Cicero (Director, USU & SRWC)
Miles Nevin (ASI Executive Director)

Guests

Andrew Perez (Senior Associate at
Brailsford & Dunlavey)

Voting Members Not Present:

Ian Macdonald (USUBOT Student-at-Large)
Austin Metoyer (Alumni Representative)

Tracey Richardson (Associate Vice-President,
Financial Management)
Lizbeth Velasquez (ASI President)

Non-Voting Members Not Present:

3. ADDITIONS/CORRECTIONS TO THE AGENDA

Balayan called for the approval of the agenda.

(M) Almahdi (S) Villegas moved to approve the agenda as is.

1st: Pass 2nd: Pass

VOTE ON THE MOTION

PASSES 11.0.0

4. PUBLIC COMMENTS

A. Comments from the Gallery

There were none.

B. Comments from the Board

There were none.

5. **APPROVAL OF MINUTES**

Rivera corrected the date of the Pop-Up Career Closet event.

Balayan called for the approval of the amended meeting minutes.

A. USUBOT Meeting Minutes #3, August 2, 2019✓

(M) Khiev (S) Rivera moved to approve the August 2019 University Student Union Board of Trustees (USUBOT) meeting minutes as amended.

1st: Pass 2nd: Pass

VOTE ON THE MOTION

PASSES 11.0.0

6. **REPORTS**

A. Chair:

Balayan reported that the Student Government Retreat had occurred August 16 and 17.

Balayan met with the ASI President, Lizbeth Velasquez, to discuss the menstrual hygiene products provided in the USU women's restrooms.

Balayan commended the USUBOT Students-at-Large for volunteering at Smorgasport and Week of Welcome.

B. Vice-Chair:

Khiev reported that Esports surveys had been distributed to students during Week of Welcome.

C. USU Management Report:

Cicero reported that the search for the Recycling Coordinator position had been underway.

New tables, lighting, and West Patio concrete had been installed within the USU facility

The all gender restroom and foot-washing station had been officially opened.

The Active Shooter Drill had occurred on August 9.

Smorgasport attendance had been the largest to date with 6800 to 7000 students.

Week of Welcome hosted 267 organizations.

Associated Students, Incorporated (ASI) Communications would be working on projects for the months of November and December.

Campus Events Office booking had been increasing.

Beach Pantry had experienced increased usage.

The Student Recreation and Wellness Center (SRWC) had received a new Recreational Sports Coordinator, Anthony Almeida.

RecCon would occur on September 10.

D. Senate Report:

Phong reported that the fifth Senate meeting had occurred on September 4 when they appointed the vice-chair.

Senate had been preparing for the 100 Classes in 100 Days promotion campaign.

E. Committees:

Campus Relations:

Balayan reviewed the Campus Relations report provided by Ian Macdonald.

Macdonald met with the commissioner for disability affairs to discuss advertising within the USU and around the university.

Facilities:

Magaña reported that she had met with Associate Director of Facility Operation, Arnecia Bryant, to gather information about the condition of elevators within the USU.

Magaña clarified that students had been dissatisfied with the speed of the elevators.

Magaña met with John Jost, the facility maintenance coordinator, to discuss whiteboard installation in meeting rooms and take measurements. .

Program Evaluation:

Khiev reported that she would be attending the Beach Pride Executive Council meeting on September 9.

The Beach Pride Executive Council had approved three events.

Services:

Rivera reported that a Career Pop-Up Closet event would be held on October 17 and clothing donations would be accepted starting September 23 and would end October 11.

Rivera worked with Villegas to implement a College of the Month donation drive to increase donations.

Generosity Feeds would occur on October 27. The program would be sponsored by Kohl's.

Feed a Need, a residential dining hall meal donation event, would be continuing as a program.

Rivera reported that the condoms provided in restrooms had been in high demand. She had contacted Student Health Services (SHS) to estimate costs of purchasing a larger quantity. Phong commented that he would meet with SHS and further discuss the quantity of condoms provided.

F. Representatives Report:

Alumni:

There was no report.

Faculty:

Hung reported that the first Academic Senate meeting of the semester would occur September 19.

Staff:

Fajack reported that planning for Sustainability Month had occurred.

The first meeting for the President's Commission on Sustainability would occur on September 20, 2019 and a Student-at-Large position would be available.

University:

Klaus reported that Basic Needs had been relocated to the lower level of the library.

Housing and Residential life would host a groundbreaking for new housing facilities on September 27.

Cultural Resources Board meeting would occur September 16, 2019.

Wellbeing Week would be held from October 21 to 25, 2019.

7. OLD BUSINESS

There was none.

8. NEW BUSINESS

A. Action Item: Facility and Programs Needs Assessment, Proposal

Balayan welcomed Andrew Perez, a senior associate at Brailsford & Dunlavy.

Cicero introduced the proposal.

Perez explained that Brailsford & Dunlavy if approved would work on a comprehensive facility and program needs assessment of the USU and SRWC to provide information back to the board by early spring semester. The proposal included student focus groups, stakeholder meetings, national data review, infrastructure concerns, campus dining landscape, costs analysis and campus wide to review the emerging student needs on campus. Perez also explained how diverse, representative groups would be created.

Cicero explained that this proposal is a request to utilize Brailsford & Dunlavy as a sole source vendor because of their national expertise in student unions, recreation centers and their specific knowledge about CSULB campus and the student union and the recreation center.

Cicero reviewed the next steps for the project.

Balayan called for the approval of the facility and program needs assessment proposal to be contracted with Brailsford & Dunlavy.

(M) Torres (S) Phong to approve the facility and program needs assessment proposal.

1st: Pass 2nd: Pass

Klaus informed the Board that Brailsford & Dunlavey had been thoroughly involved in campus in the past and possessed the knowledge to carry out the project successfully.

VOTE ON THE MOTION

PASSES 12.0.0

9. CLOSING COMMENTS

Cicero thanked student members and senior staff for their engagement in recent events.

Balayan encouraged students to prioritize their health throughout the semester.

10. ADJOURNMENT

Balayan adjourned the meeting at 2:01 p.m.