

Associated Students, Incorporated  
California State University, Long Beach

**UNIVERSITY STUDENT UNION BOARD OF TRUSTEES MINUTES**

**Meeting #12**

May 1, 2020

**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)  
departed at 1:30 p.m., returned at 1:39  
p.m.  
Xan Balayan (USUBOT Chair)  
Holli Fajack (Staff Representative)  
Daniel Galindo (ASI Treasurer)  
Pei-Fang Hung (Faculty Representative)  
Katherine Khiev (USUBOT Vice-Chair)  
Jeff Klaus (Dean of Students) departed at  
1:44 p.m., returned at 2:27 p.m.  
Ian Macdonald (USUBOT Student-at-Large)  
Judith Magaña (USUBOT Student-at-Large)  
Austin Metoyer (Alumni Representative)  
Ryan Phong (Senate Representative)  
Tracey Richardson (Associate Vice-  
President, Financial Management)  
Bianca Rivera (USUBOT Student-at-Large)  
Stephanie Torres (Senate Representative)  
Lizbeth Velasquez (ASI President)

**Voting Members Absent:**

**Non-Voting Members Absent:**

Miles Nevin (ASI Executive Director)

**Non-Voting Members Present:**

Sylvana Cicero (Director, USU & SRWC)

**Guest**

Kenneth Kelly (Director, Basic Needs  
Program)  
Christina Limon (Development Associate)

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

Balayan corrected the date on item 5C, suggested that the board make item 8E time certain for 1:20 p.m., and called for the approval of the agenda.

**(M)** Magaña **(S)** Rivera moved to approve the agenda as amended.

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

**VOTE ON THE MOTION**

**PASSES 15.0.0**

**4. PUBLIC COMMENTS**

**A. Comments from the Gallery**

There were none.

**B. Comments from the Board**

There were none.

**5. APPROVAL OF MINUTES**

Balayan called for the approval of the meeting minutes all at once.

A. Facilities Meeting Minutes #5, April 20, 2020

B. Services Meeting Minutes #6, April 27, 2020

C. USUBOT Meeting Minutes #11, April 10, 2020

**(M)** Rivera **(S)** Khiev moved to approve the meeting minutes all at once.

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

**VOTE ON THE MOTION**

**PASSES 15.0.0**

**6. REPORTS**

**A. Chair:**

Balayan thanked the board for their hard work during the academic year and regretted that they could not hold the end of year luncheon in person due to the COVID-19 stay-at-home order.

**B. Vice-Chair:**

There was none.

**C. USU Management Report:**

(Full report available from USU Administration Office, USU-301)

Campus administrators had begun to work on a campus repopulation plan.

Beach Pantry Drive-In Pop Ups had been popular.

Beach Pride Events had provided over 20 virtual programs for students.

22 West Media would be recruiting student staff.

ASI Communications had introduced Isabel Patterson Child Development Center (IPCDC) newsletters to connect with its students.

The Student Recreation and Wellness Center (SRWC) had offered several virtual fitness classes using Zoom.

**D. Senate Report:**

Phong reported that all Senate resolutions were in the process of approval including:

SR #2020-25 - In Support of Day 1 Digital Access and Other Cost-Effective Resources, SR #2020-

26 - In Support of Incorporating Basic Needs Resources on Syllabi, and SR #2020-27 - Urge California State University, Long Beach to Commit to Recruiting, Hiring, Retaining and Supporting LatinX Faculty in Proportion to the Student Demographics of CSULB

**E. Committees:**

**Campus Relations:**

Macdonald reported that ASI Communications had been creating content to keep students engaged while campus remained closed.

**Facilities:**

Magaña reviewed the work the Facilities Committee had completed throughout the academic year and thanked the committee.

**Program Evaluation:**

Khiev announced upcoming virtual BPE events.

The annual art gallery selection would be discussed during the upcoming Program Evaluations Committee meeting.

**Services:**

Rivera had been compiling an instructional guide for the following Services Committee chair.

**F. Representatives Report:**

**Alumni:**

Metoyer thanked Rivera for her work as the Services Committee chair.

**Faculty:**

Hung reported that all academic departments had been planning for the fall 2020 semester and had considered alternative modes of instruction.

Academic Senate had been reviewing general education policy.

**Staff:**

Fajack reported that the Office of Sustainability had collaborated with SustainU and Beach Pride Events (BPE) for virtual Earth Week events.

The Sustainability Project Showcase would be held virtually the following week.

**University:**

Richardson reported that the California State University (CSU) system had extended the travel ban for all state and auxiliary employees and student.

Specific student housing facilities had been used by the local Veterans Affairs hospital as a place for staff to stay in between shifts. Hospital staff resided in buildings separated from students living in campus housing.

Student financial services had been available on campus for limited hours Monday through Thursday.

The university had received funding through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. It would distribute a portion of the funds to full and part time students. Deferred Action for Childhood Arrivals (DACA) and international students would be ineligible for CARES funding, but alternative forms of funding had been investigated.

Velasquez explained that CARES funding distribution guidelines had been set by the CSU Chancellor's Office.

Richardson reported that discussion regarding alternative modes of hosting commencement ceremonies had continued.

**7. OLD BUSINESS**

There was none.

**8. NEW BUSINESS**

**A. Action Item: 2020-2021 University Student Union (USU) and Student Recreation and Wellness Center (SRWC) User and Facility Fee Structure, Proposal**

Rivera reviews the 2020-2021 USU and SRWC User and Facility Fee Structure Proposal and noted changes from the prior year.

**(M)** Fajack **(S)** Magaña moved to approve the 2020-2021 University Student Union (USU) and Student Recreation and Wellness Center (SRWC) User and Facility Fee Structure.

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

**VOTE ON THE MOTION**

**PASSES 13.0.1**

**B. Action Item: 2020-2021 USU Operating Budget Revised, Proposal**

Cicero explained that the university had asked all areas to reduce their budgets by five percent and reviewed revisions to the 2020-2021 USU Operating Budget.

Reductions in student fee revenue had not been incorporated into the revised budget, as there had been no official consideration of lowering or refunding the price of student fees.

**(M)** Rivera **(S)** Velasquez moved to approve the revised 2020-2021 USU Operating Budget.

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

**VOTE ON THE MOTION**

**PASSES 15.0.0**

**C. Action Item: CalRecycle Grant Report**

Limon explained purpose of the grant proposal and reviewed its contents.

Cicero and Velasquez commended Limon for her work on the grant proposal.

**(M)** Rivera **(S)** Khiev moved to approve the Cal Recycle Grant Report.

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

**VOTE ON THE MOTION**

**PASSES 15.0.0**

**D. Action Item: Facility Use Policy, Proposal**

Magaña reviewed the Facility Use Policy and noted changes from the previous year.

Balayan explained that the language in item 5.3 had been changed to clarify that the purpose of the SRWC clothing policy was to maintain hygiene and safety.

**(M)** Rivera **(S)** Torres moved to approve the Facility Use Policy.

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

**VOTE ON THE MOTION**

**PASSES 15.0.0**

**E. Action Item: University Student Union (USU) Space Allocation, Proposal**

Kelly explained that the current location for the Basic Needs office in the basement of the library had not been accessible to students.

Magaña mentioned that USU Room 313 of the USU had been considered as a potential location for the Basic Needs office.

Kelly and Cicero explained that the University Police would move to a location outside of the USU, allowing Basic Needs the opportunity to move into the facility.

**(M)** Torres **(S)** Almahdi moved to approve the University Student Union (USU) Space Allocation Proposal.

**1<sup>st</sup>:** Pass **2<sup>nd</sup>:** Almahdi expressed excitement for relocating the Basic Needs office to a more accessible space.

**VOTE ON THE MOTION**

**PASSES 14.0.0**

**9. CLOSING COMMENTS**

Rivera thanked the board and Iraida Venegas, Assistant Director of Commercial Business Operations, for making her experience with the USU Board of Trustees (USUBOT) memorable.

Klaus reported that the new Vice President of the Division of Student Affairs would begin their duties on June 1, 2020.

The Beach Fund campaign had raised over \$15,000 for Basic Needs.

Over 10,000 people had signed up for You @ CSULB, an application promoting wellness.

Torres thanked the board for allowing her to be a part of USUBOT for the past four years.

Cicero encouraged graduating members of the board to remain in contact and thanked the board for their hard work and commitment.

**10. ADJOURNMENT**

Balayan adjourned the meeting at 2:46 p.m.

Catherine Heitzhaus  
USUBOT Recording Secretary

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Sylvana Cicero  
USUBOT Board Secretary

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Xan Balayan  
USUBOT Chair

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