

UNIVERSITY STUDENT UNION BOARD OF TRUSTEES AGENDA
Meeting #3

Date/Time: August 3, 2018 (1:00 p.m.)
Location: Stuart L. Farber Senate Chamber
Chair/Office: Maritess Inieto, 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. USUBOT Meeting Minutes #2, July 6,2018✓
- 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**
- 9. CLOSING COMMENTS**
- 10. ADJOURNMENT**

Associated Students, Incorporated
California State University, Long Beach

UNIVERSITY STUDENT UNION BOARD OF TRUSTEES MINUTES

Meeting #3

August 3, 2018

1. CALL TO ORDER

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

2. ROLL CALL

Voting Members Present:

Leen Almahdi (ASI Vice-President)
Xan Balayan (Student Trustee At-Large)
Berta Hanson (University Staff Representative)
Maritess Anne Inieto (USUBOT Chair)
Genesis Jara (ASI President)
Elaine Kist (Assoc. VP, Financial Mgmt.)
Austin Metoyer (Alumni Representative)
Stephanie Torres (USUBOT Vice-Chair)
Anisah Ullah (ASI Senate Representative)
Iris Velazquez (Student Trustee At-Large)

Non-Voting Members Present:

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

Guests

James Ahumada (Communications Manager)
Brenda Alcala (Facility Services Supervisor)
William Bermudez (Recreation Sport
Coordinator, SRWC)
Arnecia Bryant (Associate Director, Facility
Operations)
James Campbell (Facilities Maintenance
Technician)
Farron Fowler (Assistant Director, SRWC)
Jamie Garcia (Facility Services)
Alejandra Moedano (Digital Media
Coordinator, ASI Comm)
Sean Pellerin (IT Specialist, SRWC)
Falemanu Vaiioletama (Facility Maintenance
Technician)
Iraida Venegas (Assistant Director, Services)
Candice Wong (Lead Graphic Designer, ASI
Comm)

Voting Members Not Present:

Pei-Fang Hung (Faculty Representative)
Dr. Jeff Klaus (V.P. for Student Services Designee)
Jesse Luna (ASI Treasurer)
Ian Macdonald (ASI Senate Representative)
Sabina Rodriguez (Student Trustee At-Large)

3. ADDITIONS/CORRECTIONS TO THE AGENDA

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

1st: Pass 2nd: Pass

VOTE ON THE MOTION

PASSES 10.0.0

4. PUBLIC COMMENTS

A. Comments from the Gallery

James Ahumada, Arnecia Bryant, and Farron Fowler introduced the newest members of their department:

ASI Communications

- Alejandra Moedano, Digital Media Coordinator
- Candice Wong, Lead Graphic Designer

Facility Operations

- Brenda Alcalá, Facility Services Supervisor
- James Campbell, Facilities Maintenance Technician
- Jaime Garcia, Facility Services
- Falemanu Vaoletama, Facility Maintenance Technician

Student Recreation and Wellness Center (SRWC)

- William Bermudez, IT Specialist
- Sean Pellerin, Recreation Sport Coordinator

B. Comments from the Board

Inieto welcomed Velazquez to the board and members introduced themselves.

5. APPROVAL OF MINUTES

Inieto called for the approval of the minutes all at once.

A. USUBOT Meeting Minutes #2, July 6, 2018 ✓

(M) Almahdi (S) Torres moved to approve the minutes all at once.

1st: Pass 2nd: Pass

VOTE ON THE MOTION

PASSES 10.0.0

6. REPORTS

A. Chair:

Inieto reminded the board to promote Smorgasport, which was scheduled for Friday August 24, 2018. She also encouraged everyone to volunteer at the event.

B. Vice-Chair:

Torres expressed excitement for the CSUnity Conference being held at the University Student Union on August 4-6, 2018.

C. USU Management Report:

(Full report available at University Student Union (USU) Administration, Room USU-301)

Cicero welcomed Sabrina Ware as the new Beach Pride Activities Coordinator, and announced that Skype interviews were being scheduled for the week of August 6 to fill a vacancy within the Conference and Events Center.

Lindsay San Miguel was congratulated on the birth of her baby girl, Gemma.

The Mechanical, Electrical, Plumbing (MEP) project was scheduled to begin December 2018 after finals, but the date was extended to April 2019. Cicero informed the board that the team would work with Physical Planning and Facilities Management (PPFM) to start the project earlier if possible. Design fixtures would be chosen for the gender inclusive restrooms. Cicero also welcomed anyone who would be interested in attending the MEP meetings to reach out to her for more information.

Installation was ongoing for the drought tolerant landscape and was most recently focused on the lawn in front of Coffee Bean and Tea Leaf.

The ordering process had begun for new USU Information Lobby furniture as per the 2017-2018 approved capital project. All furniture would cater to the needs of students by incorporating comfortable seating, workstations, and easy access outlets for charging phones, laptops, tablets, and more.

The Beach Pantry had been in the process of acquiring a health permit. The City of Long Beach would be working diligently to ensure issuance of the health permit by the first day of the fall semester.

Cicero requested the board to review the proposed subcommittee meeting schedule for the fall semester and reach out to the USU Administration office concerning conflicts. She also announced that the ASI Government Retreat would be scheduled for August 15 and 16, and the Student Affairs Division Day had been scheduled for August 8.

Facility Operations installed new toilet flush valves in the first floor restrooms. Room 205 had been upgraded to a Smart Room. Chairs in the center courtyard would be re-upholstered as a safety precaution.

ASI Recycling continued to save trees, oil, electricity, and water. This department closed out the year with over \$15,000 in generated profit.

Sustain U continued the Summer Harvest Program with deliveries of organic vegetables to USU students and staff. The ultimate goal would be to route produce to the Beach Pantry in the fall.

Beach Pride Events was seeking volunteers for Smorgasport, which had been scheduled for August 24 at 7:00 p.m. Volunteers would be needed for Week of Welcome, scheduled for September 5 and 6.

The USU Art Gallery had been showcasing the 22 West archival display. Applications were open for 2018-2019 showcase art.

ASI Communications developed a new customer feedback form and kiosk for the SRWC. The social media team would be focused on giveaway related campaigns for the month of August. The department continued to promote Smorgasport. The ASI new-hire orientation and Disaster Strikes videos had been a primary project.

The USU Conference and Event Center would be hosting CSUnity on August 4 – 6. The 49er camp would be ongoing through mid-August.

August 17 would be Title IX and Clery Training for Building Management.

The Information Center was finalizing contract details for a partnership with Medieval Times. Knott's Berry Farm Soak City tickets were on sale for \$38.00. The annual ticket inventory had been completed, and was successful. New printing services were being sought out for student use within the USU, which would be more convenient and have a smaller footprint.

The SRWC welcomed two new hires, Sean Pellerin and William Bermudez. An all-staff training was scheduled for August 20. The building would be closed at 8:00 a.m. in order to facilitate training. September 6 would be the kickoff of a new SRWC annual event: RecFest. The event, which would promote physical activity, would be held from 6:00 – 10:00 p.m. The RFP Process had been completed for night cleaning staff at the SRWC, and the contract was being finalized.

The board was reminded of the ASI Beach Pantry Gala scheduled for September at Hotel Maya beginning at 6:00 p.m.

Cicero clarified that even though there had been a delay with the MEP project, the cost had not increased.

Discussion ensued.

D. Senate Report:

Ullah reminded the board of the next Senate meeting on Wednesday August 8 at 3:30 p.m. in the senate chamber and of the upcoming ASI Government Retreat scheduled for August 15 and 16.

E. Committees:

Campus Relations: There was none.

Facilities: There was none.

Program Evaluation: There was none.

Services: There was none.

F. Representatives Report:

Alumni: Metoyer invited the board to events hosted by Downtown Long Beach:

- Concerts at The Beach: August 11 and 18 from 6:00-9:30 PM
- Beach Family Day: September 15 at Angel Stadium at 4:00 PM

Faculty: There was none.

Staff: There was none.

University: Kist announced that the university would only use BeachMail accounts for correspondence with students, staff, and faculty.

7. OLD BUSINESS

There was none.

8. NEW BUSINESS

There was none.

9. CLOSING COMMENTS

Metoyer invited the board to Bike Drive-In in Downtown Long Beach on August 4.

Cicero thanked Metoyer for sharing his office space for the Senior Management Retreat. Interested parties would be able to reach out to Cicero via email for the Alumni Concert.

Haller announced his retirement, which would occur at the end of the fiscal year, after 35 years of hard work and dedication to the University Student Union.

10. ADJOURNMENT

Inieto adjourned the meeting at 1:39 p.m.