





Minutes

Facilities Committee

 Thu December 2nd, 2021

 1:15pm - 2:30pm PST

 ASI Boardroom - Titan Student Union

In Attendance

1. **Call to Order**

Morgan Diaz, Chair, called the meeting to order at 1:19 p.m.

2. **Roll Call**

Members Present: Diaz, Kelley, Rivera, Velasquez

Members Absent:

Liaisons Present: Mitchell, Nettles

Liaisons Absent:

According to the ASI Policy Concerning Board of Directors Operations, attendance is defined as being present prior to the announcement of Unfinished Business and remaining until the scheduled end of the meeting.

* Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting.

** Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business

3. **Approval of Agenda**

Decision: (Rivera-m/Velazquez-s) a motion and second was made to approve the agenda by unanimous consent.

4. **Approval of Minutes**

Decision: (Rivera-m/Velazquez-s) The 10/28/2021 Facilities Committee meeting minutes were approved by unanimous consent.

a. **10/28/2021 Facilities Committee Meeting Minutes**

5. **Public Speakers**

Members of the public may address the Facilities Committee members on any item appearing on this posted agenda.

There were no public speakers.

6. **Reports**

a. **Chair**

Diaz, Chair, shared that over the next few weeks she will be focused on finals. She encouraged members to take care of themselves and do well on their exams. She invited members to meet for ice cream once finals are over.

b. **Director, Student Government**

Nettles, Director of Student Government, shared a report. Shared gratitude for grading of scholarships. Board and Committee member offices will be open and available. Building management staff will be cleaning offices at the end of each day. Remember to rest well for finals.

7. **Unfinished Business**

There was no unfinished business.

8. **New Business**

a. **Discussion: Club Office Space Program**

The Committee will discuss the Club Office Space program.

The Committee will discuss the Club Office Space program.

Diaz yielded to Nettles, to share information on the Club Office Space program. One scope of the Facilities Committee is the assess the Club Office Space program. There has been a need for more office space. The

committee needs to discuss and decide how to best use the space available to best represent the students and campus.

Diaz opened the floor to questions.

- Diaz asked, will this space be used for full-time staff who do not currently have offices? Nettles answered, some offices will be used by new staff. Some space will be used for adjustments made to existing staff.

Nettles yielded to Fehr.

Fehr shared information on the Club Office Space program. Space is needed for expansion of staff and storage facilities. Expansion is needed due to the new/additional staff added to the Corporation, and also for the health and safety of staff.

- Rivera asked, how does a student organization acquire an office space? Fehr provided an overview of the former space allocation process. Student organizations apply online prior to the semester with an explanation regarding planned use. Applications are scored. The applications with highest scores are provided with space subject to availability.
- Diaz asked, are there no student organizations currently using the office spaces? Fehr answered, student organizations were asked to remove their items in mid-2020 as a result of the pandemic. The office spaces are currently not in use by any organizations.
- Diaz asked, given the number of clubs and organizations prior to the pandemic, was there a need for more office space? Fehr answered, there were only approximately thirty applications submitted of approximately three-hundred-and-fifty organizations. Nettles answered, many of the applicants are repeat applicants. Fehr answered, the amount of time spent in office spaces by organizations may be approximately three hours per week. This is not an effective use of space. Organizations familiar with the application process score higher and are more likely to be given an office space. New organizations often do not receive an office space.
- Rivera asked, what would be the alternative use for space if not offered to clubs? Fehr answered, there are currently seven staff members who do not have an office space. There is also a need for storage. Space for staff is a priority. The office space allocation can be returned for club use at a later time.
- Velazquez asked, to clarify, of the three-hundred-plus clubs and organizations, only approximately thirty will apply for office spaces,

and only six will be accepted? Fehrn confirmed and shared that the pandemic has impacted student activity on campus. The number of applications received in the near future is questionable due to pandemic-related changes.

- Velazquez asked, is there a fee for applying for an office space? Fehrn answered, there is only a fee for loss of an office space key. Nettles shared that there is also a security deposit. Fehrn answered, the student organizations are presumed to use the office spaces with good intent. A \$55.00 dollar deposit would not cover any serious damage. There is no other reason to withhold an amount of money which could be used elsewhere.
- Kelley asked, for a confirmation of number of clubs using office spaces prior to Covid? Fehrn answered, approximately fifteen. Nettles confirmed.
- Rivera asked, what is the possibility of using some space for storage and other space for organizations? Fehrn answered, a reservation system has been tried. Organizations want a degree of consistency in their schedules. A first come, first served reservation system would not allow this. To implement a reservation system effectively would require an undue burden on the staff as well. Nettles answered, we can seek an alternative means of assessing organizations' applications to better use the time and space available. Fehrn explained, the information here is presented for consideration in future semesters.

Diaz opened the floor to discussion.

- Diaz discussed, given the data showing the limited proportion of clubs serviced, for the short time span used, TSU resources can be used more effectively elsewhere. A suitable blend of space used for staff and organizations is preferred.
- Kelley discussed, as a member of a club there are many alternative spaces available for club use on campus.
- Diaz discussed, due to pandemic-related changes many clubs are meeting via Zoom. For the moment it is safer for students to meet via digital alternatives rather than in-person meetings. The office spaces will be used more effectively by staff.
- Velasquez discussed, acknowledges the necessity for spaces used by clubs. Due to the pandemic, resources will be better used at the moment for staff.
- Diaz discussed, does not want to remove the program altogether, but visit the issue again at a later time. The focus should be on staff.
- Rivera discussed, the resources and purpose would be better served in accommodating staff and storage rather than approximately six

organizations.

9. Announcements/ Member's Privilege

10. Adjournment

Morgan Diaz, Chair, adjourned the meeting at 1:53 p.m.



Morgan Diaz, Chair



Susan Collins, Recording Secretary

Roll Call 2021-2022

12/02/2021 FACILITIES Committee Roll Call

Attendance	Board Members			
			Present	Absent
SECRETARY (ARTS)	DIAZ	MORGAN	1	
COMM	KELLEY	LYDIA	1	
ECS	RIVERA	SEBASTIAN	1	
HSS	VELASQUEZ	DAVID	1	
			Present	Absent
			4	0

Attendance	Liaisons			
			Present	Absent
PRESIDENT	MITCHELL	JOSHUA	1	
DIR SG	NETTLES	ASHA	1	
			Present	Absent
			2	0

*Recording Secretary: Imani Cooper