

Associated Students Inc.



## Facilities Committee

Thu Nov 10, 2022 1:15 PM - 2:30 PM PST

### 1. Call to Order

Ramon Aquino, Chair, called the meeting to order at 1:21 p.m.

### 2. Roll Call

Members Present: Arellano, Aquino, Lieberman\*\*, Toh-Heng

Members Absent: None


Liaisons Present: Nettles

Liaisons Absent: Diaz, Mikaelian (E)


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.

 (Arellano-m/Toh-Heng-s) The absence of Mikealian due to university business was excused by unanimous consent. Leiberman arrived at 1:33 pm.

### 3. Approval of Agenda

 (Toh-Heng-m/Arellano-s) A motion and a second was made to approve the agenda by unanimous consent.

### 4. Approval of Minutes

 (Arellano-m/Toh-Heng-s) The 09/15/2022 meeting minutes were approved by unanimous consent.

#### a. 10/13/2022 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.

None

## 6. Reports

### a. Chair

Ramon Aquino, Chair, did not provide a written report.

### b. Director of Student Government

Asha Nettles, Director of Student Government, did not provide a written report but shared meeting expectations with the Committee.

## 7. Unfinished Business

### a. None

## 8. New Business

### a. Action: 22-23 Capital Requests

The Committee will consider selecting the facilities projects and approving the 2022-23 capital requests.

***(Toh-Heng-m/Arellano-s) FAC 003 22/23 The Committee will consider a resolution to approve the 22-23 Capital Requests.***

Aquino yielded the floor to Asha Nettles to review the resolution.

Nettles introduced members of the staff who will be walking the Committee through expenditures and their capital requests.

Carolyn Ehrlich came and shared information on:

- Capital Expenditures
- Annual Capital Spending
- Capital Plan for FY23

Aquino opened the floor to questions for Ehrlich's introduction. There were no questions for Ehrlich.

Jeff Fehr, Director of the TSU, shared information on two Titan Student Union Capital Projects.

- Relocation and Expansion of The Food Pantry

Fehrn's presentation is an attachment to the minutes.

Aquino opened the floor to questions for Fehrn's presentation.

Lieberman asked where the new Food Pantry will be located. Fehrn shared information on where the new space will be and how the location was chosen.

Lieberman asked how many lockers will be lost with this new design. Fehrn shared they expect 12 lockers to be removed, but the yearly average of vacant lockers is also 12.

Aaron Tapper, Director of the Student Recreation Center, shared details on four Student Recreational Center Capital Projects.

- Purchase of 2 additional massage chairs
- Purchase of 6 pop-up tents
- Purchase 40 CPR Manikins
- Enhance the pool deck

Tapper's presentation is an attachment to the minutes.

Aquino opened the floor to questions for Tapper's presentation. There were no questions.

Mike Greenlee, Manager of Marketing, Communications & Design, shared information on two Marketing Capital Projects.

- Wide Format Printer
- Social Media Tools

Greenlee's presentation is an attachment to the minutes.

Aquino opened the floor to questions for Greenlee's presentation. There were no questions.

Carolyn Ehrlich provided details on the Finance and Accounting Capital Request.

- A new accounting software system

Ehrlich's full presentation is an attachment to the minutes.

Aquino opened the floor to questions for Ehrlich's presentation. There were no questions.

Lieberman asked what would the annual cost be of the new software. Ehrlich provided information.


Aquino opened the floor to questions. There were no questions.

Aquino opened the floor to discussions.

Lieberman shared that they should confirm if any clubs have used these rooms and spaces before the expansions proceed. Nettles yielded the floor to Fehrn so he can speak on the numbers and usage of spaces. Fehrn explained that this year he has had more people using

lockers than he has in the past and the lockers are not being used to capacity. Fehr does not anticipate the programs being impacted. Aquino shared that his program uses the facilities and he is also constantly seeing open lockers as well. Nettles shared information on locker usage as far back as 2017 and shared that they have consistently had 10 or more lockers available annually.

Aquino asked if there were any objections to moving to a roll call vote. There were no objections.

 (Toh-Heng-m/Arellano-s) FAC 003 22/23 Roll Call Vote: 4-0-0 The Resolution to approve the 22-23 Capital Requests has been adopted.

**9. Announcements/Member's Privilege**


None.

**10. Adjournment**

Aquino, Chair, adjourned the meeting at 2:17 p.m.

  
\_\_\_\_\_

Ramon Aquino, Chair

  
\_\_\_\_\_

Susan Collins, Recording Secretary

## Roll Call 2021-2022

11/10/2022 Facilities Committee Roll Call

Attendance	Board Members			
			Present	Absent
(NSM PERSON)				
CHAIR/SECRETARY/ARTS	AQUINO	RAMON	1	
ECS	LEIBERMAN	AARON	1	
COMM	ARELLANO	AMIE	1	
HSS	TOH-HENG	ALISA	1	
			Present	Absent
			4	0

Attendance	Liaisons			
			Present	Absent
VICE CHAIR (ARTS)	DIAZ	MORGAN		1
VICE PRESIDENT	MIKEALIAN	CHRISTOPHER		1
DIR STU GOVT	NETTLES	ASHA	1	
			Present	Absent
			1	2

\*Recording Secretary: Crystaal Washington

Roll Call Votes	start 003		Yes	No	Abstain
ECS	LEIBERMAN	AARON	1		
COMM	ARELLANO	AMIE	1		
HSS	TOH-HENG	ALISA	1		
CHAIR/SECRETARY/ARTS	AQUINO	RAMON	1		
			Yes	No	Abstain
			4	0	0



CALIFORNIA STATE UNIVERSITY, FULLERTON™

## **A Resolution to Allocate Funds for 2022-2023 Capital Requests**

Sponsor: Ramón Aquino

**WHEREAS**, the Associated Students Inc., CSUF (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

**WHEREAS**, ASI is governed by ASI Board of Directors, who set policy for the organization, approve all funding allocations to programs and services, and advocate on behalf of student interests on committees and boards; and

**WHEREAS**, ASI operates the Titan Student Union, Student Recreation Center, and Children's Center to support students, establishes the annual operating budget, and approves capital projects and purchases; and

**WHEREAS**, the Board of Directors establishes reserve funds to ensure the proper maintenance and improvement of facilities and equipment for programs and services; and

**WHEREAS**, the facilities or programs are in need of improvements as outlined in the attached proposal, therefore let it be

**RESOLVED**, ASI approves the allocation of \$600,000 for recurring capital projects and deferred maintenance and let it be further

**RESOLVED**, ASI approves the allocation of \$506,528 from the reserve funds for the projects outlined in the attached proposals, and let it be further

**RESOLVED**, that this resolution be distributed to ASI Administration for appropriate action.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton, on the \_\_\_\_\_ day of November in the year two thousand twenty-two.

---

Isabella Galvan  
Chair, Board of Directors

Ramon Aquino  
Secretary, Board of Directors



# Titan Student Union 2023 Capital Projects Request

- Titan Student Union Capital Projects

## Relocation and Expansion of The Pantry

- Pantry opened in Fall 2021
  - Existing space is not enough to support our current and future needs
1. Quantity of visitors has increased
  2. Equipment has increased
  3. Number of community partners has increased, and therefore the quantity of donated food



- Titan Student Union Capital Projects

## 1. Visitors to The Pantry

- 2021-2022 school year
  - 193 open days
  - 1,588 unique students visited 7,446 times.
- 2022-2023 school year, through October
  - 51 open days
  - 1,110 unique students visit 3,249 times

- Titan Student Union Capital Projects

- 2. Equipment

- At grand opening in August 2021, we had one refrigerator and one freezer
- Today we have three refrigerators and one freezer. Yet even our current cold storage is not enough to contain all of our potential food donations
- Shelving has been displaced to accommodate new appliances

- Titan Student Union Capital Projects

- 3. Community Partners

- At open in August 2021, The Pantry received one weekly food shipment
- Since that time we've added the Grocery Rescue program, which allows us to pick up food daily from local grocery stores
- We've also added a new partner, Bracken's Kitchen, which allows us to provide ready-to-eat meals weekly

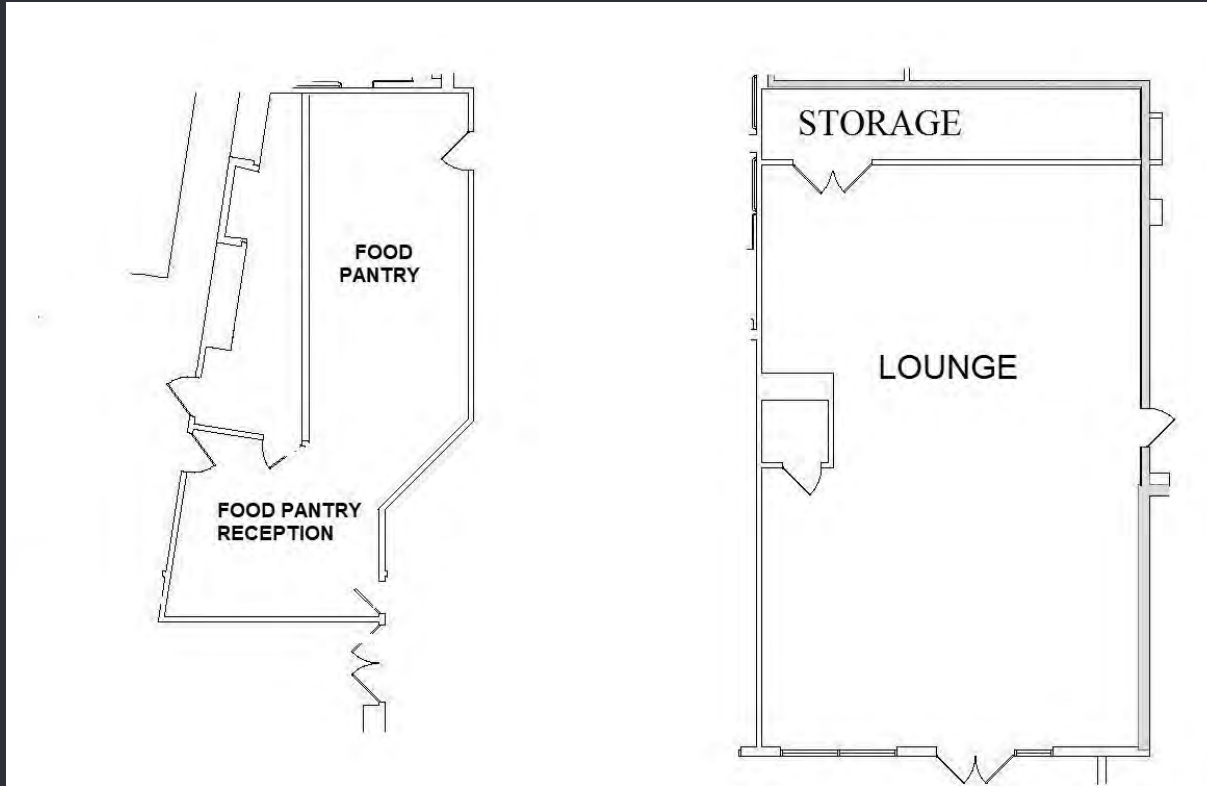
- Titan Student Union Capital Projects



- Titan Student Union Capital Projects

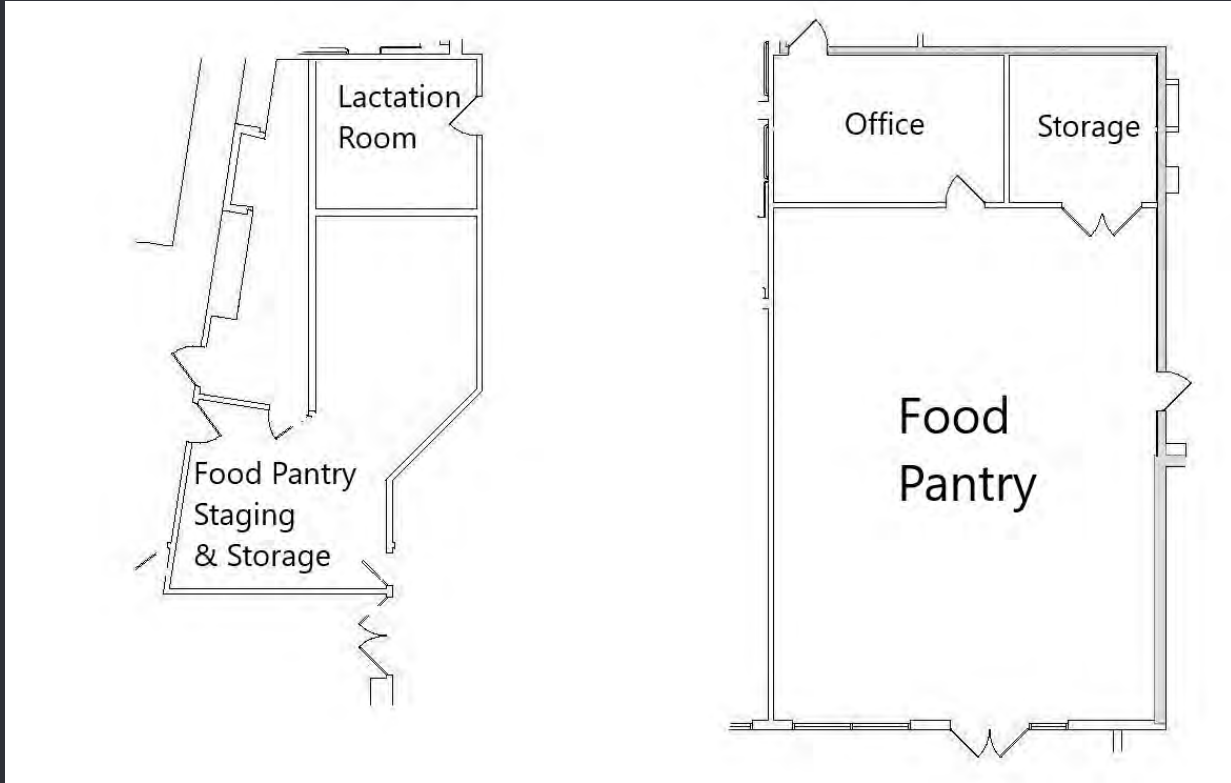
- 738 current square feet, adds roughly 1,421 square feet
- Allows staff to use existing Pantry as setup/ storage
- Does not require The Pantry to be closed in order to receive and sort food
- Cold and dry storage and shelf space will increase, which will give us the capacity to receive more food, which can serve more students

- Titan Student Union Capital Projects



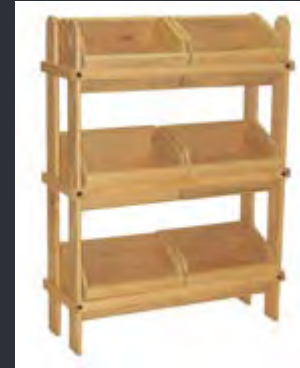
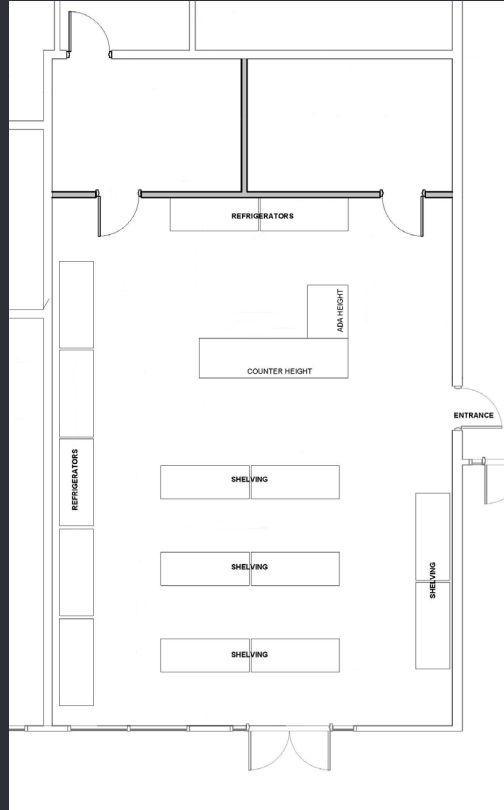
Current

- Titan Student Union Capital Projects



Proposed

# ● Titan Student Union Capital Projects





# Titan Student Union Capital Projects

Capital Purchase / Project Request			
PROJECT TITLE		PROGRAM / DEPARTMENT	
Pantry Expansion		ASI Food Pantry	
PROJECT DESCRIPTION			
In order to provide expanded service for our Pantry patrons, lounge at TSU129 will be converted to new Pantry store, storage and office. Existing Pantry location, TSU107, will be used for Pantry storage and staging, while a section of it will be closed off and updated to create a private lactation space for students and guests. The project will increase the size of the Pantry from 807 square feet to 1,421 while retaining some of the original space for storage.			
PROJECT LOCATION			
TSU-129. Currently used as a lounge, former location of the Mainframe computer center.			
JUSTIFICATION (how will this further ASI programs - attach additional information as needed)			
The current location and size of The Pantry (TSU-107, south Atrium) is already too small to support client and staff needs. Currently food donations, averaging 2,600 of pounds of food/week, need to be sorted, but can only be done on The Pantry floor while the space is closed to patrons, limiting available hours and number of students that can access each week. In our first year of operations we added two additional refrigerators and we will need more to store more food from partners to serve more students. Increased square footage will allow more clients to be present at all times. TSU does not currently have lactation space for guests, so converting some of old Pantry space will serve student parents.			
PROPOSED DATES (include end date if construction)			
Start Date	1-Jun-23	End Date	23-Jul-23
Useful Life	length of time item will be used before replacement		
IMPACT ON PROGRAMS & SERVICES (services, staff, or work areas that will close or experience disruption, and when)			
Programs/Services	As this is new construction, the current Pantry program will not be impacted.		
Facilities	Lounge will be permanently converted to Pantry space. This lounge is not heavily trafficked and other public space can absorb the capacity.		
COST			
Design	26000.00	IT/Telecomm	5000.00
Plan Check	2400.00	Disposal	0.00
Construction	60000.00	CSUF Facilities	10000.00
FFE	41000.00	Other	0.00
Other	0.00	<b>TOTAL</b>	<b>144400.00</b>

SOURCES OF FUNDING (capital request, operating budget)			
1	Capital Request	Amount	145000.00
2		Amount	0.00
3		Amount	0.00
Submitted By (print name)		Date	
Jeff Fehm		10.13.22	
PROJECT TITLE		PROGRAM/DEPT	
Pantry Expansion		ASI Food Pantry	
Chief Building Engineer (signature/approval)		Date	
Inspections/Permits Required (to be completed by Chief Engineer)			
Move water and electrical on west wall of Lounge 129. Add walls and doorways for office and storage space.			
Add electrical capacity for refrigerators/freezers, update flooring, painting and provide finish to all construction.			
In existing Pantry space (TSU107) add wall, paint and finish space for lactation room.			
IT Director (signature)		Date	
Campus IT/Telecomm Required (to be completed by IT Director)			
Add 1 data port, including pulling cable from closet, for newly created office. Add 1 data port, including pulling cable from closet, to main Pantry work area.			

- Titan Student Union Capital Projects

Questions?

- Titan Student Union Capital Projects

- Expansion of ASI Marketing, Communication & Design

- There is not enough room in the current space to support full group of staff and students
- Current program has 4 fulltime staff (soon to be 5), and 30 students
- Includes studio, editing bay, 3 individual offices, large format printer and heat press, workstations for 17 students, and a large worktable.

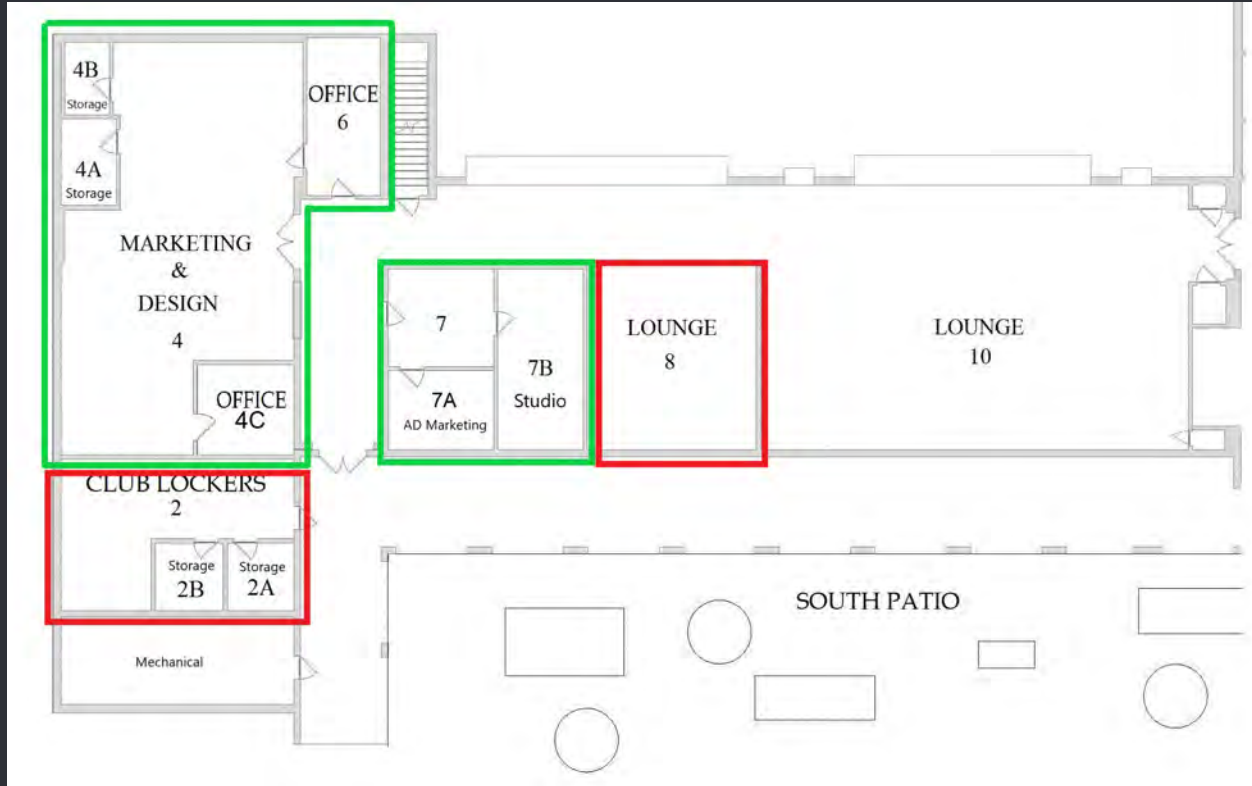
- Titan Student Union Capital Projects



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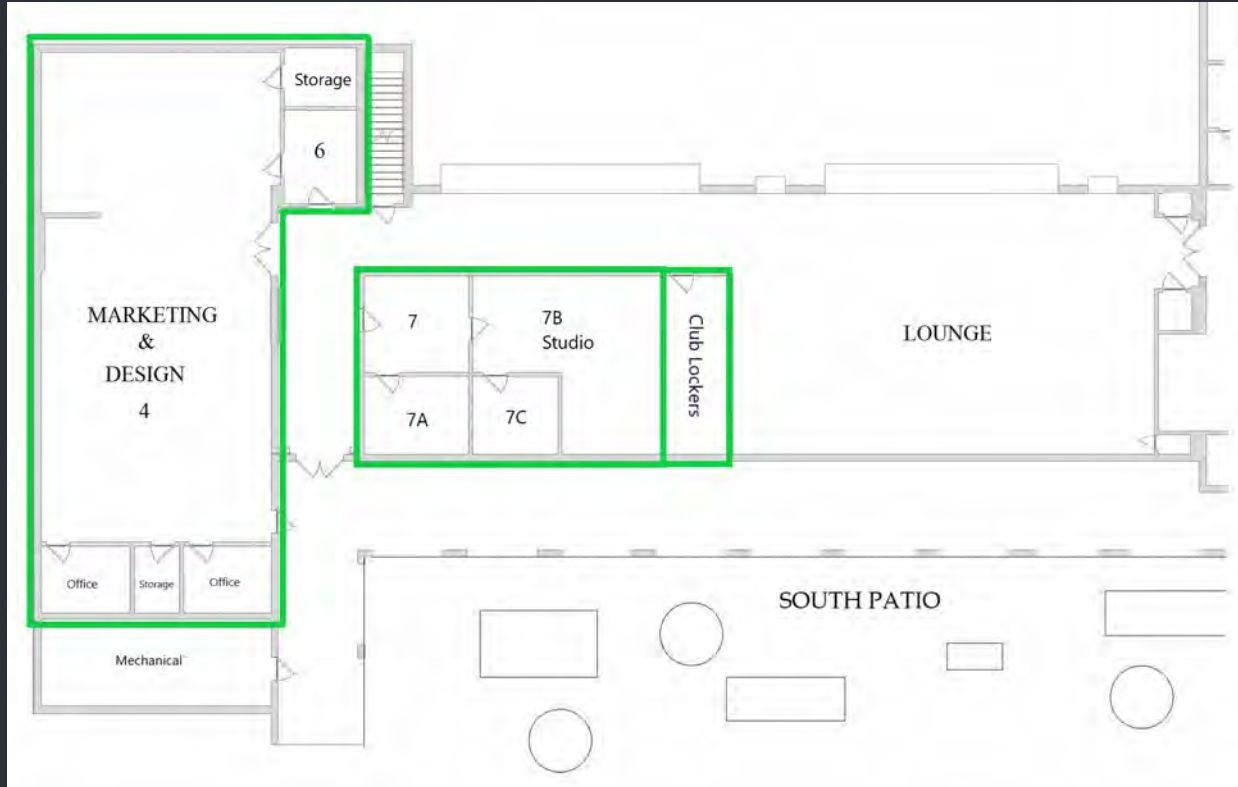


- Titan Student Union Capital Projects



Current

- Titan Student Union Capital Projects



Proposed

- Titan Student Union Capital Projects

- 2,219 current square feet, adds roughly 750 square feet
- Studio size increases
- Number of workstations for students can be increased
- Office created for Director of Organizational Communication & Outreach
- Club Lockers relocated, so no loss of program function



# Titan Student Union Capital Projects

Capital Purchase / Project Request			
PROJECT TITLE		PROGRAM / DEPARTMENT	
Marketing Expansion		Titan Student Union/ASI Marketing Communication & Design	
PROJECT DESCRIPTION			
Lounge (TSU-8) and club locker space (TSU-2) adjacent to existing Marketing offices (TSU-4 & -7) will be absorbed to increase the usable square footage and workspace for increased Marketing staff and workspace needs. A new club locker space will be incorporated into the redesign. The project will add approximately 800 square feet of space to the Marketing suite and move 200 square feet of locker space.			
PROJECT LOCATION			
Existing Marketing space, plus nearby lounge (TSU-8) and existing club locker space (TSU-2).			
JUSTIFICATION (how will this further ASI programs - attach additional information as needed)			
Current space does not accommodate existing staff in a suitable work environment. As new staff has been added over the years the space has been reconfigured, but there is no additional space in the current configuration to accommodate recent fulltime staff, student staff and production equipment. Club lockers will be moved, but service and accessibility to student organizations will continue.			
PROPOSED DATES (include end date if construction)			
<b>Start Date</b>	1-Jun-23	<b>End Date</b>	10-Aug-23
<b>Useful Life</b>	(length of time item will be used before replacement)		
IMPACT ON PROGRAMS & SERVICES (services, staff, or work areas that will close or experience disruption, and when)			
<i>Programs/Services</i>	<i>Though Marketing staff may be asked to relocate in phases, actual work product and service will not be disrupted.</i>		
<i>Facilities</i>	<i>Lounge will be permanently converted to Marketing space. Nearby public space and lounges can absorb any guests.</i>		
<i>Staff</i>	<i>Staff may be asked to temporarily relocate within the spaces in order to accommodate construction.</i>		
DISPOSAL PLAN (list furniture and materials that will be disposed of and how)			
Existing metal lockers will be relocated to new area.			
COST			
Design	30000.00	IT/Telecomm	7000.00
Plan Check	2400.00	Disposal	0.00
Construction	50000.00	CSUF Facilities	10000.00
FFE	35950.00	Other	0.00
Other	0.00	<b>TOTAL</b>	<b>135350.00</b>

SOURCES OF FUNDING (capital request, operating budget)			
1	Capital Request	<b>Amount</b>	136000.00
2		<b>Amount</b>	0.00
3		<b>Amount</b>	0.00
<b>Submitted By</b> (print name)		<b>Date</b>	
Jeff Fehm		10.13.22	
PROJECT TITLE		PROGRAM/DEPT	
Marketing Expansion		Titan Student Union/ASI Marketing, Communication & Design	
<b>Chief Building Engineer</b> (signature/approval)		<b>Date</b>	
		Inspections/Permits Required (to be completed by Chief Engineer)	
		Create two offices spaces within the suite, move club lockers, expand video studio. Includes removing and adding walls, adding overhead lighting, replacing flooring, moving and adding doorways, adding and adjusting exit and egress signage as needed, painting and providing finish to all construction.	
<b>IT Director</b> (signature)		<b>Date</b>	
		Campus IT/Telecomm Required (to be completed by IT Director)	
		Added 8 additional data ports for staff including pulling cable from the data closet, moving some data ports for existing staff.	

- Titan Student Union Capital Projects

Questions?



# Student Recreation Center 2023 Capital Projects Request

- Student Recreation Center Capital Projects

Purchase 2 additional massage chairs

- \$5,000/ chair
- SYNCA Kurodo Chair

Massage Chairs History

- 2 chairs purchased in April 2022
- Nearly 2,000 bookings since
- 900 bookings this Fall

- Student Recreation Center Capital Projects



- Student Recreation Center Capital Projects

Questions?

- Student Recreation Center Capital Projects


Purchase 6 pop-up tents


- \$1,000/ tent
- EZUP 10 x 10 Eclipse

Pop-up tent history


- Currently down to 2 semi-good ones
- Incorrect logo's/ fading
- Use for events, programs, summer camp, tabling on campus

# ● Student Recreation Center Capital Projects

 800.45.SHADE  
ezup.com




**Aerial View**




**CUSTOMIZED RENDITION**  
CSU\_Eclipse.ai


**PRODUCTS FEATURED**  
10' x 10' Eclipse

**SEE MORE OPTIONS NEXT PAGE** 


**Sidewalls & Railskirts**



**Table Covers**



**Flags & Chairs**





- Student Recreation Center Capital Projects

Questions?

- Student Recreation Center Capital Projects

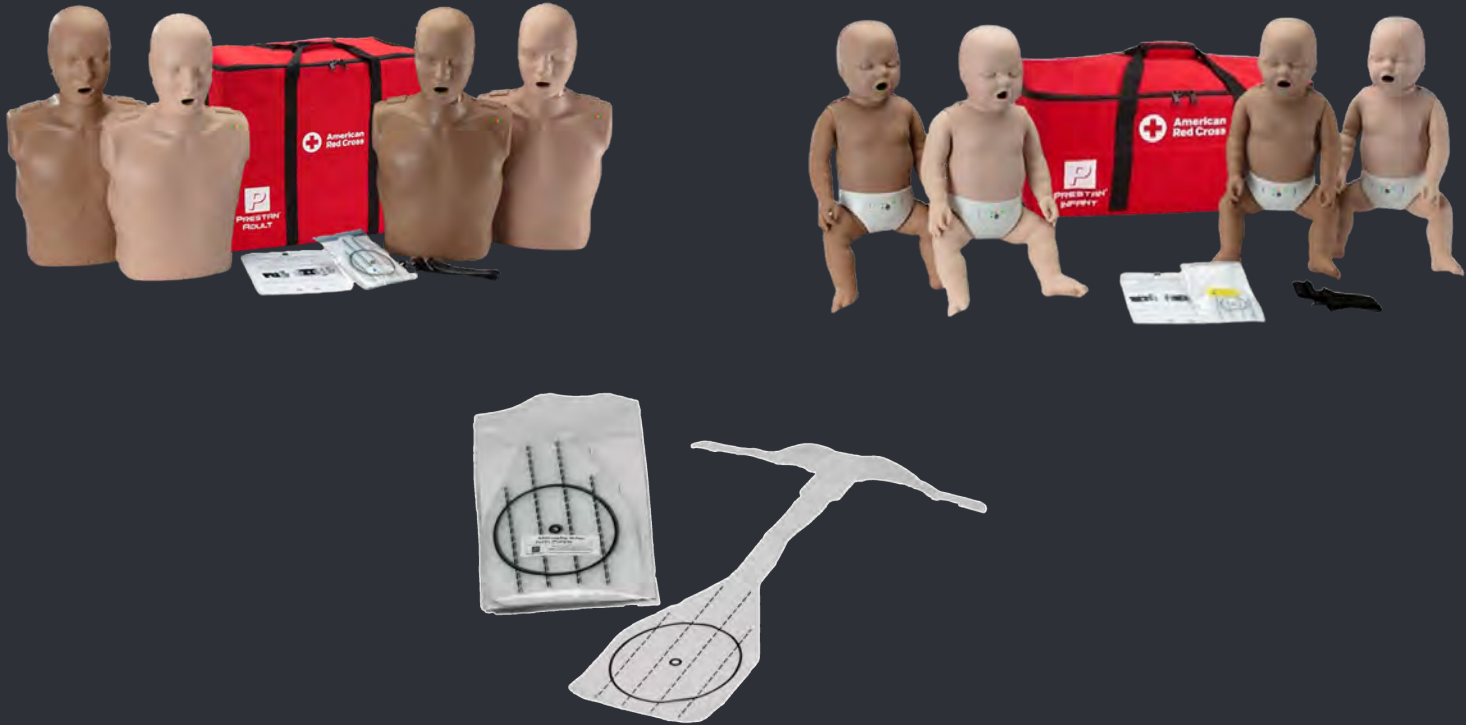
## Purchase 40 CPR Manikins

- 20 adult \$668/4
- 20 infant \$599/4
- Disposable face shields and lungs

## Manikin History

- Infant manikins are 6+ years old
- 1/2 of the adult manikins are 6+ years old
- Both are older-style manikins
- Offer ASI employee classes monthly
- Offer classes to campus to generate revenue

- Student Recreation Center Capital Projects



- Student Recreation Center Capital Projects

Questions?

## ● Student Recreation Center Capital Projects

### Enhance the pool deck

- \$7,000 for a shade structure
- \$8,000 for BBQ
- \$15,000 sound system

### Pool Deck History

- 5 years ago, added more concrete but didn't have funds for a shade area
- Learn to Swim is now at our pool; no shade was a parent comment on the survey
- BBQ is 15 years old
- No speakers by the lounging area of the pool
- Will also allow for different music to be played on the pool deck vs. inside the building

- Student Recreation Center Capital Projects



- Student Recreation Center Capital Projects

Questions?



2023 CAPITAL REQUESTS

# MARKETING, COMMUNICATIONS, & DESIGN





# WIDE FORMAT PRINTER

MARKETING, COMMUNICATIONS,  
& DESIGN PRODUCES  
**NEARLY  
1 MILE  
OF PRINTS  
PER SCHOOL YEAR**





2016  
2017  
2018  
2019  
2021  
2022



**Our current EPSON T7270D**



## What we're looking for...

- Same long-term durability
- Upgraded technologies (integrated with Adobe)
- Higher resolutions
- Faster printing times
- Efficient ink usage
- Opportunities with different papers/adhesive products



# SOCIAL MEDIA TOOLS



**@ASICSUF**

**13,500**  
**INSTAGRAM**  
**FOLLOWERS**



**@TITAN**  
**RECREATION**

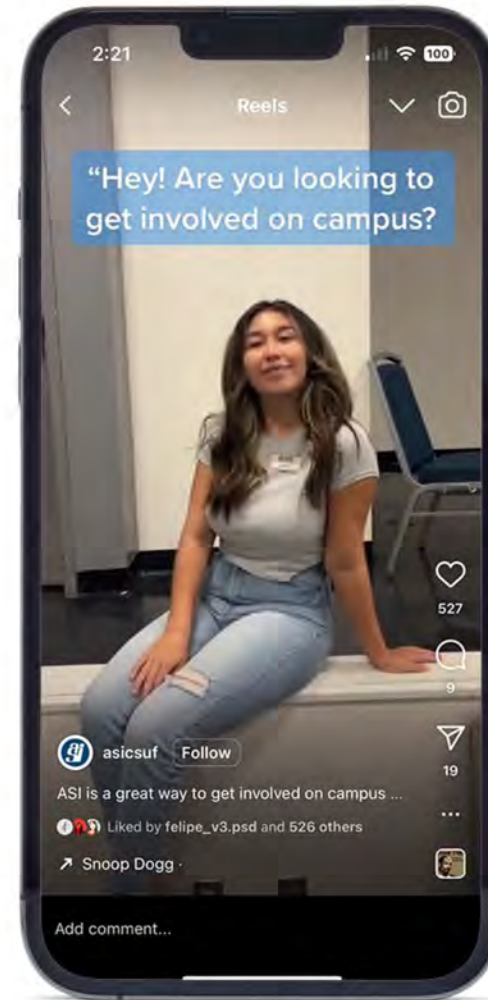
**5,700**  
**INSTAGRAM**  
**FOLLOWERS**



- 1,074 LIKES
- HAD A REACH OF 10,716
- 12,388 IMPRESSIONS



- 1,247 LIKES
- HAD A REACH OF 10,017
- 14,000+ IMPRESSIONS



- RE-POSTED BY CAMPUS
- HAD A REACH OF 15,746
- PLAYED 17,652 TIMES



**2 RODE ME-L  
VIDEO MICROPHONES**



**2 APPLE IPADS, 2 APPLE PENCILS, 2 SMART KEYBOARDS**



**DJI RS3  
GIMBAL  
STABILIZER**



**4 APPLE  
IPHONE 14  
PRO  
(NO SERVICE)**

**2 DJI OSMO 6  
GIMBALS**







**QUESTIONS?**

## Capital Requests 2023

Titan Student Union	Description	Proposed
Relocation and Expansion of the Pantry	Relocation of the pantry to TSU 129	\$ 145,000
Expansion of ASI Marketing, Communication and Design		\$ 136,000
<b>TSU Total:</b>		<b>\$ 281,000</b>

Titan Recreation		
	Description	Proposed
CPR Manikins	Purchasing 20 new adult; 20 new infant manikins	\$ 6,625
EZUP Tents	Purchase of 6 EZUP Tents	\$ 7,524
Massage Chair	Purchasing 2 massage chair	\$ 11,529
Pool Updgrades	Shading, BBQ and Sound	\$ 30,000
<b>SRC Total:</b>		<b>\$ 55,678</b>

Marketing	Description	Proposed
Social Media Marketing Tools	Ipads, Phones, Smart Keyboards/pencils, gimbal and mics	\$ 7,850
Marketing Printer	Large format printer	\$ 12,000
<b>Marketing Total:</b>		<b>\$ 19,850</b>

Accounting and Finance		
	Description	Proposed
Information System	Replacement of Existing Software	\$ 150,000
<b>Accounting and Finance Total:</b>		<b>\$ 150,000</b>

<b>Total Requests</b>	<b>\$ 506,528</b>
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# Finance and Accounting Office 2023 Capital Request

## Finance and Accounting Capital Request

### Replacement of Existing Software, One Solution

- Installed 1998
- Product was designed for governmental agencies and was probably the only product at the time that offered fund and grant accounting.
- Updates were installed but focused more on regulatory accounting
- Auditors included a comment in our 2021 audit stating we needed to improve our system

## ● Finance and Accounting Capital Request

### ○ Selection and Implementation Project

- Began in May 2022
- Request for Quote was sent to 5 vendors, requiring each to complete a set of questions related to their product.
- Three products were considered but only two were requested to move to demonstration effort, Sage and Blackbaud

## Finance and Accounting Capital Request


Vendor Selection will be completed this week

- Our quotes range from 45K to 65K for vendor costs
- Training costs are included in above but we may have additional needs based on number of users.
- There are also auditor costs to verify our opening balances and data conversion costs which include additional staffing to ensure data is fully migrated based on our criteria.

## ● Finance and Accounting Capital Request

### ○ Timing for Implementation

- Begins in January 2023 and will end July 31, 2023
- There will be training for all users to ensure they maximize their use of the system.

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● Finance and Accounting Capital Request

Questions?





CALIFORNIA STATE UNIVERSITY, FULLERTON™

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Isabella Galvan  
Chair, Board of Directors

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Secretary, Board of Directors



# Titan Student Union 2023 Capital Projects Request

- Titan Student Union Capital Projects

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- Titan Student Union Capital Projects

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- Titan Student Union Capital Projects

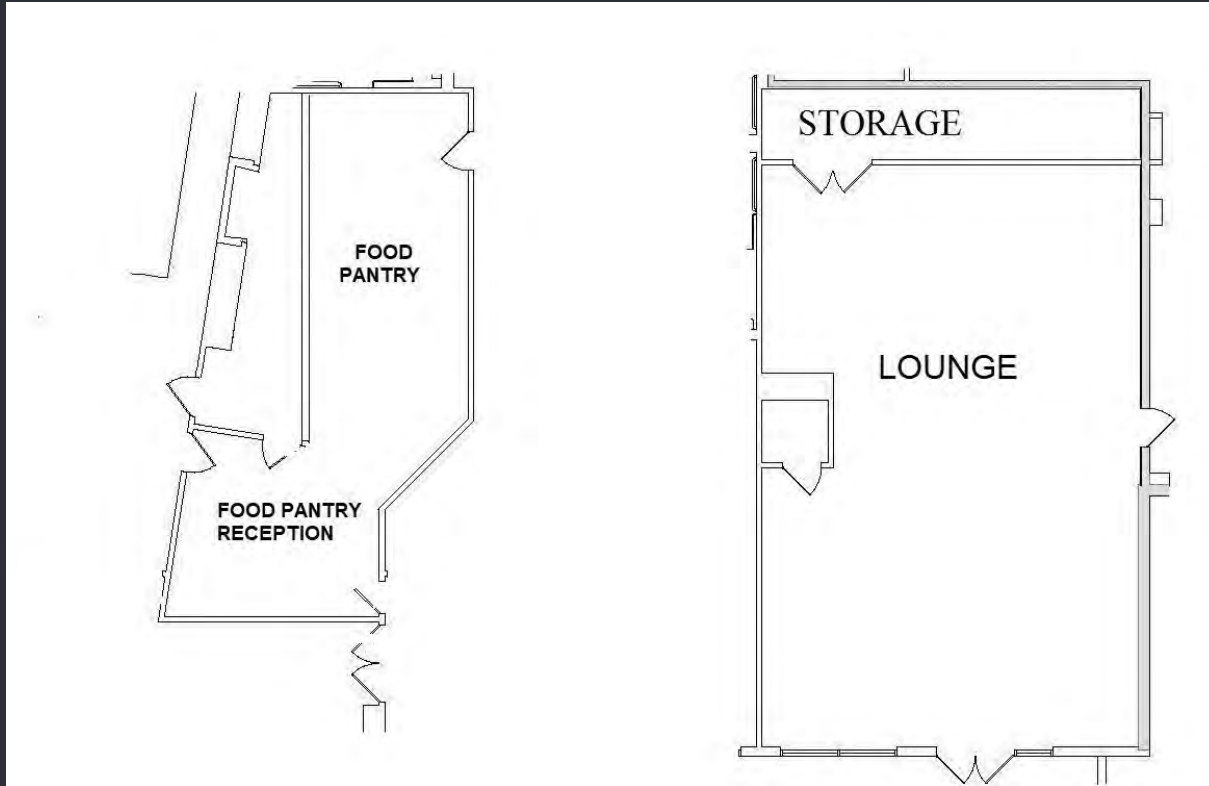


- Titan Student Union Capital Projects

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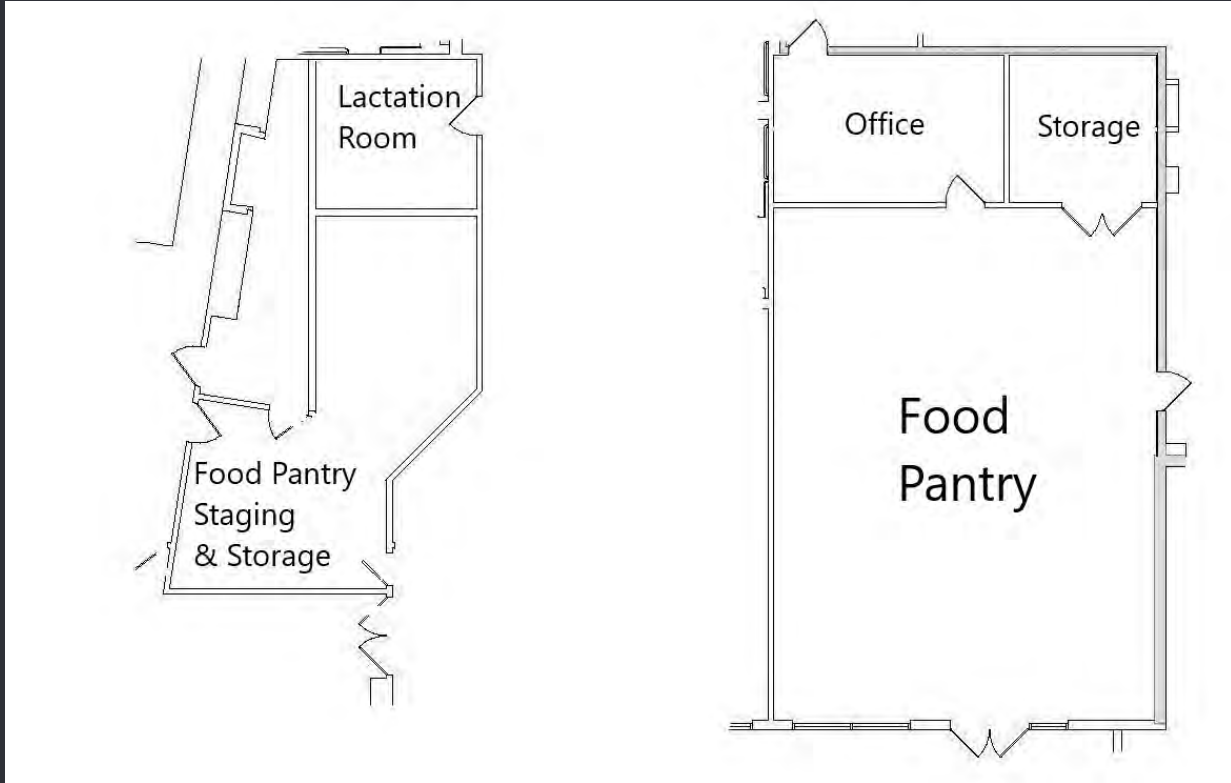


- Titan Student Union Capital Projects



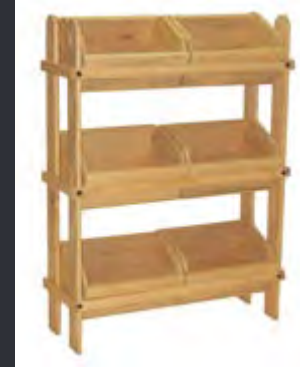
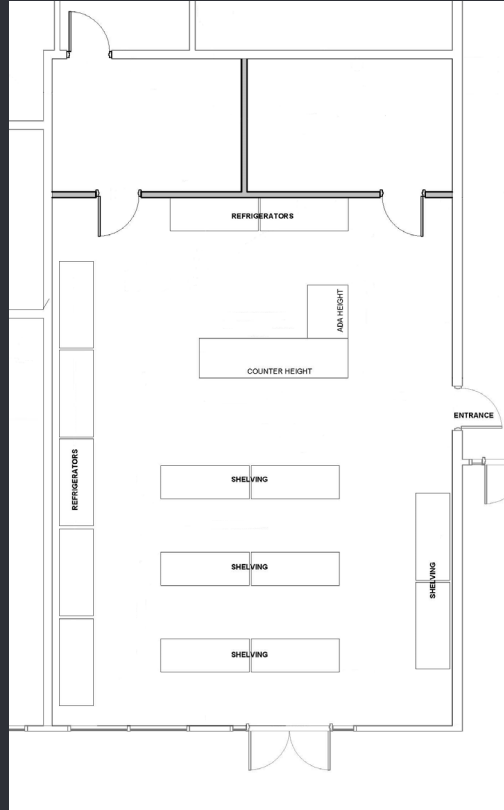
Current

- Titan Student Union Capital Projects



Proposed

# ● Titan Student Union Capital Projects



# Titan Student Union Capital Projects

Capital Purchase / Project Request			
PROJECT TITLE		PROGRAM / DEPARTMENT	
Pantry Expansion		ASI Food Pantry	
PROJECT DESCRIPTION			
In order to provide expanded service for our Pantry patrons, lounge at TSU129 will be converted to new Pantry store, storage and office. Existing Pantry location, TSU107, will be used for Pantry storage and staging, while a section of it will be closed off and updated to create a private lactation space for students and guests. The project will increase the size of the Pantry from 807 square feet to 1,421 while retaining some of the original space for storage.			
PROJECT LOCATION			
TSU-129. Currently used as a lounge, former location of the Mainframe computer center.			
JUSTIFICATION (how will this further ASI programs - attach additional information as needed)			
The current location and size of The Pantry (TSU-107, south Atrium) is already too small to support client and staff needs. Currently food donations, averaging 2,600 of pounds of food/week, need to be sorted, but can only be done on The Pantry floor while the space is closed to patrons, limiting available hours and number of students that can access each week. In our first year of operations we added two additional refrigerators and we will need more to store more food from partners to serve more students. Increased square footage will allow more clients to be present at all times. TSU does not currently have lactation space for guests, so converting some of old Pantry space will serve student parents.			
PROPOSED DATES (include end date if construction)			
Start Date	1-Jun-23	End Date	23-Jul-23
Useful Life	length of time item will be used before replacement		
IMPACT ON PROGRAMS & SERVICES (services, staff, or work areas that will close or experience disruption, and when)			
Programs/Services	As this is new construction, the current Pantry program will not be impacted.		
Facilities	Lounge will be permanently converted to Pantry space. This lounge is not heavily trafficked and other public space can absorb the capacity.		
COST			
Design	26000.00	IT/Telecomm	5000.00
Plan Check	2400.00	Disposal	0.00
Construction	60000.00	CSUF Facilities	10000.00
FFE	41000.00	Other	0.00
Other	0.00	<b>TOTAL</b>	<b>144400.00</b>

SOURCES OF FUNDING (capital request, operating budget)			
1	Capital Request	Amount	145000.00
2		Amount	0.00
3		Amount	0.00
Submitted By (print name)		Date	
Jeff Fehm		10.13.22	
PROJECT TITLE		PROGRAM/DEPT	
Pantry Expansion		ASI Food Pantry	
Chief Building Engineer (signature/approval)		Date	
Inspections/Permits Required (to be completed by Chief Engineer)			
Move water and electrical on west wall of Lounge 129. Add walls and doorways for office and storage space.			
Add electrical capacity for refrigerators/freezers, update flooring, painting and provide finish to all construction.			
In existing Pantry space (TSU107) add wall, paint and finish space for lactation room.			
IT Director (signature)		Date	
Campus IT/Telecomm Required (to be completed by IT Director)			
Add 1 data port, including pulling cable from closet, for newly created office. Add 1 data port, including pulling cable from closet, to main Pantry work area.			

- Titan Student Union Capital Projects

Questions?

- Titan Student Union Capital Projects

- Expansion of ASI Marketing, Communication & Design

- There is not enough room in the current space to support full group of staff and students
- Current program has 4 fulltime staff (soon to be 5), and 30 students
- Includes studio, editing bay, 3 individual offices, large format printer and heat press, workstations for 17 students, and a large worktable.

- Titan Student Union Capital Projects

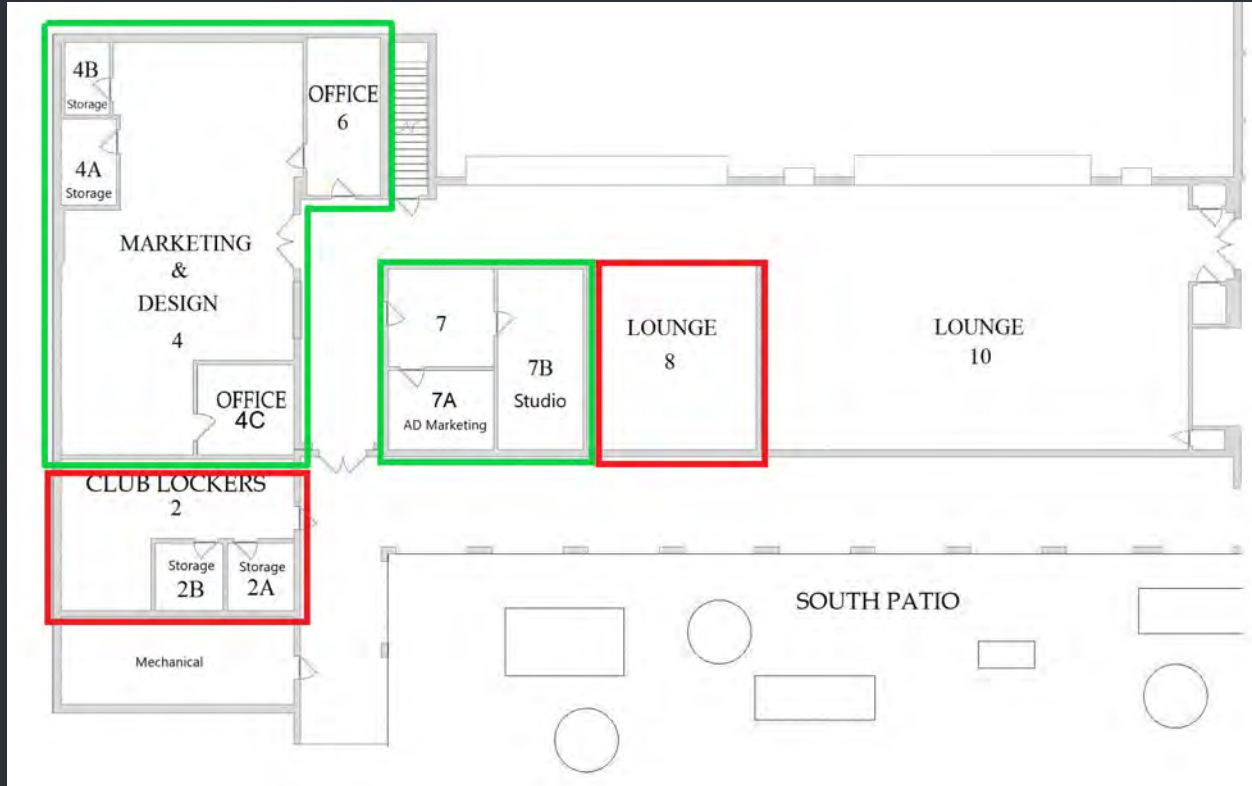


- Titan Student Union Capital Projects



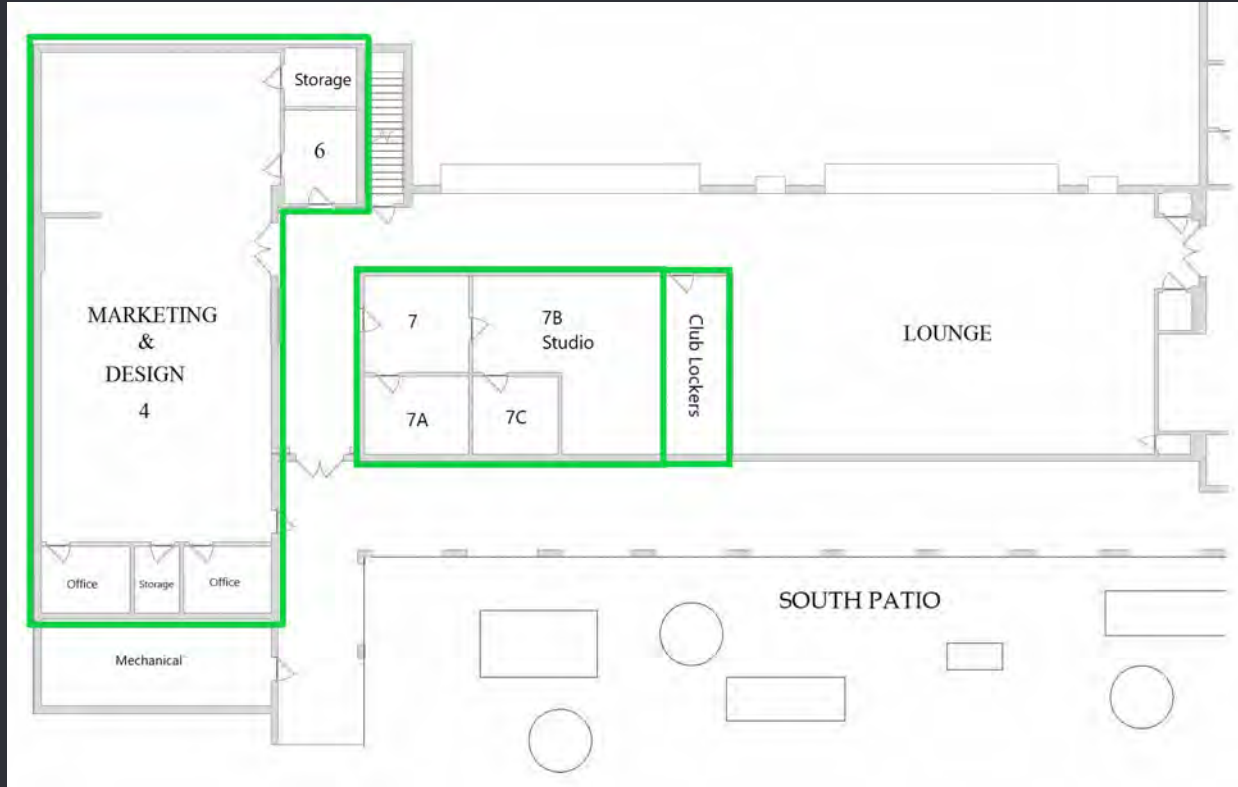


- Titan Student Union Capital Projects



Current

- Titan Student Union Capital Projects



Proposed

- Titan Student Union Capital Projects

- 2,219 current square feet, adds roughly 750 square feet
- Studio size increases
- Number of workstations for students can be increased
- Office created for Director of Organizational Communication & Outreach
- Club Lockers relocated, so no loss of program function

# Titan Student Union Capital Projects

Capital Purchase / Project Request			
PROJECT TITLE		PROGRAM / DEPARTMENT	
Marketing Expansion		Titan Student Union/ASI Marketing Communication & Design	
PROJECT DESCRIPTION			
Lounge (TSU-8) and club locker space (TSU-2) adjacent to existing Marketing offices (TSU-4 & -7) will be absorbed to increase the usable square footage and workspace for increased Marketing staff and workspace needs. A new club locker space will be incorporated into the redesign. The project will add approximately 800 square feet of space to the Marketing suite and move 200 square feet of locker space.			
PROJECT LOCATION			
Existing Marketing space, plus nearby lounge (TSU-8) and existing club locker space (TSU-2).			
JUSTIFICATION (how will this further ASI programs - attach additional information as needed)			
Current space does not accommodate existing staff in a suitable work environment. As new staff has been added over the years the space has been reconfigured, but there is no additional space in the current configuration to accommodate recent fulltime staff, student staff and production equipment. Club lockers will be moved, but service and accessibility to student organizations will continue.			
PROPOSED DATES (include end date if construction)			
<b>Start Date</b>	1-Jun-23	<b>End Date</b>	10-Aug-23
<b>Useful Life</b>	(length of time item will be used before replacement)		
IMPACT ON PROGRAMS & SERVICES (services, staff, or work areas that will close or experience disruption, and when)			
<i>Programs/Services</i>	<i>Though Marketing staff may be asked to relocate in phases, actual work product and service will not be disrupted.</i>		
<i>Facilities</i>	<i>Lounge will be permanently converted to Marketing space. Nearby public space and lounges can absorb any guests.</i>		
<i>Staff</i>	<i>Staff may be asked to temporarily relocate within the spaces in order to accommodate construction.</i>		
DISPOSAL PLAN (list furniture and materials that will be disposed of and how)			
Existing metal lockers will be relocated to new area.			
COST			
Design	30000.00	IT/Telecomm	7000.00
Plan Check	2400.00	Disposal	0.00
Construction	50000.00	CSUF Facilities	10000.00
FFE	35950.00	Other	0.00
Other	0.00	<b>TOTAL</b>	<b>135350.00</b>

SOURCES OF FUNDING (capital request, operating budget)			
1	Capital Request	<b>Amount</b>	136000.00
2		<b>Amount</b>	0.00
3		<b>Amount</b>	0.00
<b>Submitted By</b> (print name)		<b>Date</b>	
Jeff Fehm		10.13.22	
PROJECT TITLE		PROGRAM/DEPT	
Marketing Expansion		Titan Student Union/ASI Marketing, Communication & Design	
<b>Chief Building Engineer</b> (signature/approval)		<b>Date</b>	
Inspections/Permits Required (to be completed by Chief Engineer)			
Create two offices spaces within the suite, move club lockers, expand video studio. Includes removing and adding walls, adding overhead lighting, replacing flooring, moving and adding doorways, adding and adjusting exit and egress signage as needed, painting and providing finish to all construction.			
<b>IT Director</b> (signature)		<b>Date</b>	
Campus IT/Telecomm Required (to be completed by IT Director)			
Added 8 additional data ports for staff including pulling cable from the data closet, moving some data ports for existing staff.			

- Titan Student Union Capital Projects

Questions?



# Student Recreation Center 2023 Capital Projects Request

- Student Recreation Center Capital Projects

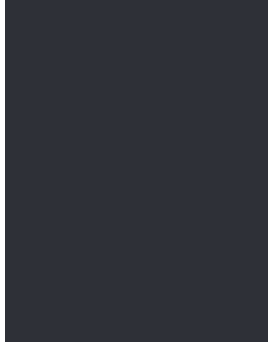
Purchase 2 additional massage chairs

- \$5,000/ chair
- SYNCA Kurodo Chair

Massage Chairs History

- 2 chairs purchased in April 2022
- Nearly 2,000 bookings since
- 900 bookings this Fall

- Student Recreation Center Capital Projects





- Student Recreation Center Capital Projects

Questions?

- Student Recreation Center Capital Projects


Purchase 6 pop-up tents


- \$1,000/ tent
- EZUP 10 x 10 Eclipse

Pop-up tent history


- Currently down to 2 semi-good ones
- Incorrect logo's/ fading
- Use for events, programs, summer camp, tabling on campus

# ● Student Recreation Center Capital Projects

 800.45.SHADE  
ezup.com




**Aerial View**




**CUSTOMIZED RENDITION**  
CSU\_Eclipse.ai


**PRODUCTS FEATURED**  
10' x 10' Eclipse

**SEE MORE OPTIONS NEXT PAGE** 


**Sidewalls & Railskirts**



**Table Covers**



**Flags & Chairs**



- Student Recreation Center Capital Projects

Questions?

- Student Recreation Center Capital Projects

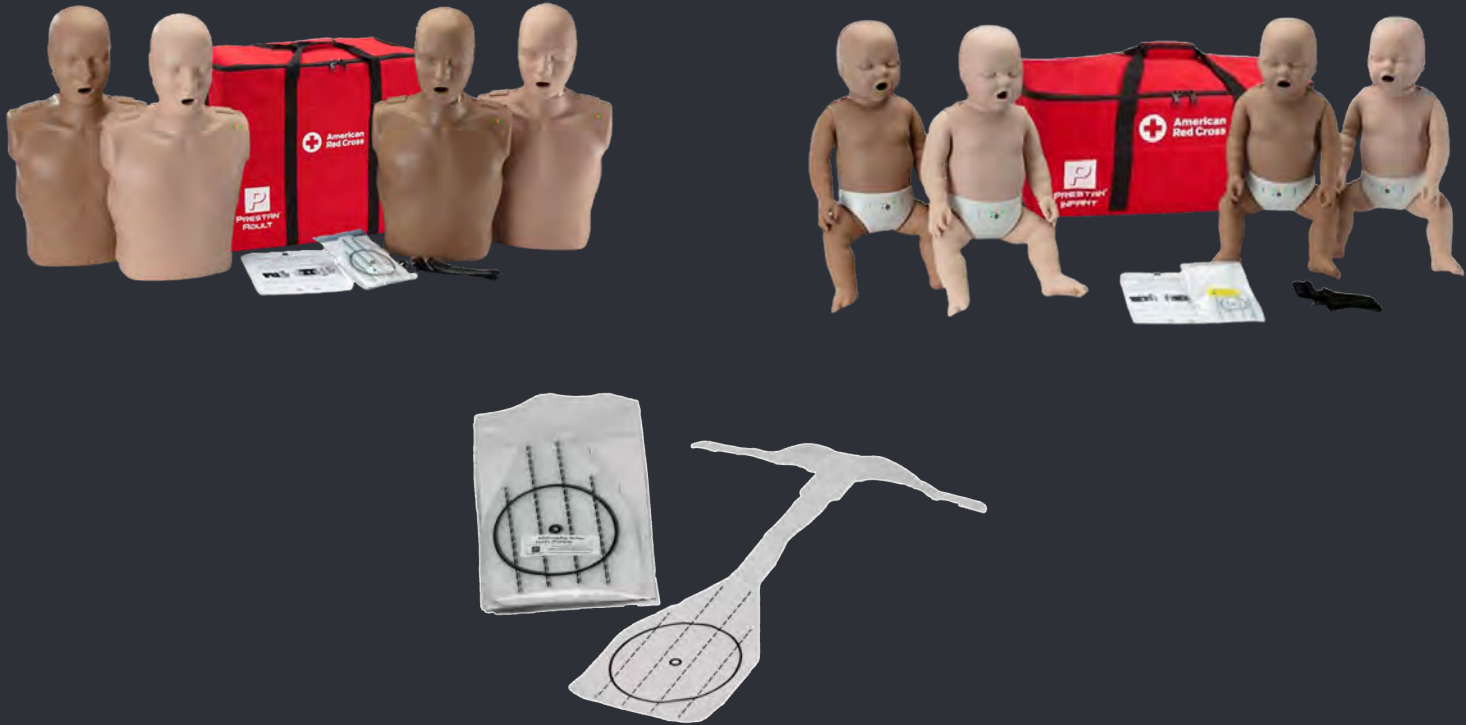
## Purchase 40 CPR Manikins

- 20 adult \$668/4
- 20 infant \$599/4
- Disposable face shields and lungs

## Manikin History

- Infant manikins are 6+ years old
- 1/2 of the adult manikins are 6+ years old
- Both are older-style manikins
- Offer ASI employee classes monthly
- Offer classes to campus to generate revenue

- Student Recreation Center Capital Projects



- Student Recreation Center Capital Projects

Questions?

## ● Student Recreation Center Capital Projects

### Enhance the pool deck

- \$7,000 for a shade structure
- \$8,000 for BBQ
- \$15,000 sound system

### Pool Deck History

- 5 years ago, added more concrete but didn't have funds for a shade area
- Learn to Swim is now at our pool; no shade was a parent comment on the survey
- BBQ is 15 years old
- No speakers by the lounging area of the pool
- Will also allow for different music to be played on the pool deck vs. inside the building



- Student Recreation Center Capital Projects



- Student Recreation Center Capital Projects

Questions?



2023 CAPITAL REQUESTS

# MARKETING, COMMUNICATIONS, & DESIGN



# WIDE FORMAT PRINTER

MARKETING, COMMUNICATIONS,  
& DESIGN PRODUCES  
**NEARLY  
1 MILE  
OF PRINTS  
PER SCHOOL YEAR**





2016  
2017  
2018  
2019  
2021  
2022



Our current EPSON T7270D



## What we're looking for...

- Same long-term durability
- Upgraded technologies (integrated with Adobe)
- Higher resolutions
- Faster printing times
- Efficient ink usage
- Opportunities with different papers/adhesive products



# SOCIAL MEDIA TOOLS





**@ASICSUF**

**13,500**  
INSTAGRAM  
FOLLOWERS



**@TITAN  
RECREATION**

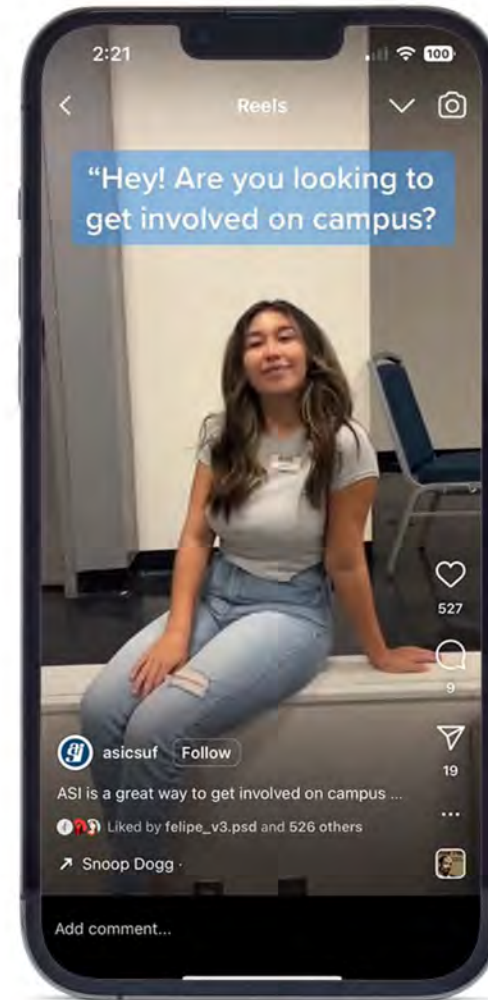
**5,700**  
INSTAGRAM  
FOLLOWERS



- 1,074 LIKES
- HAD A REACH OF 10,716
- 12,388 IMPRESSIONS



- 1,247 LIKES
- HAD A REACH OF 10,017
- 14,000+ IMPRESSIONS



- RE-POSTED BY CAMPUS
- HAD A REACH OF 15,746
- PLAYED 17,652 TIMES



**2 RODE ME-L  
VIDEO MICROPHONES**



**2 APPLE IPADS, 2 APPLE PENCILS, 2 SMART KEYBOARDS**

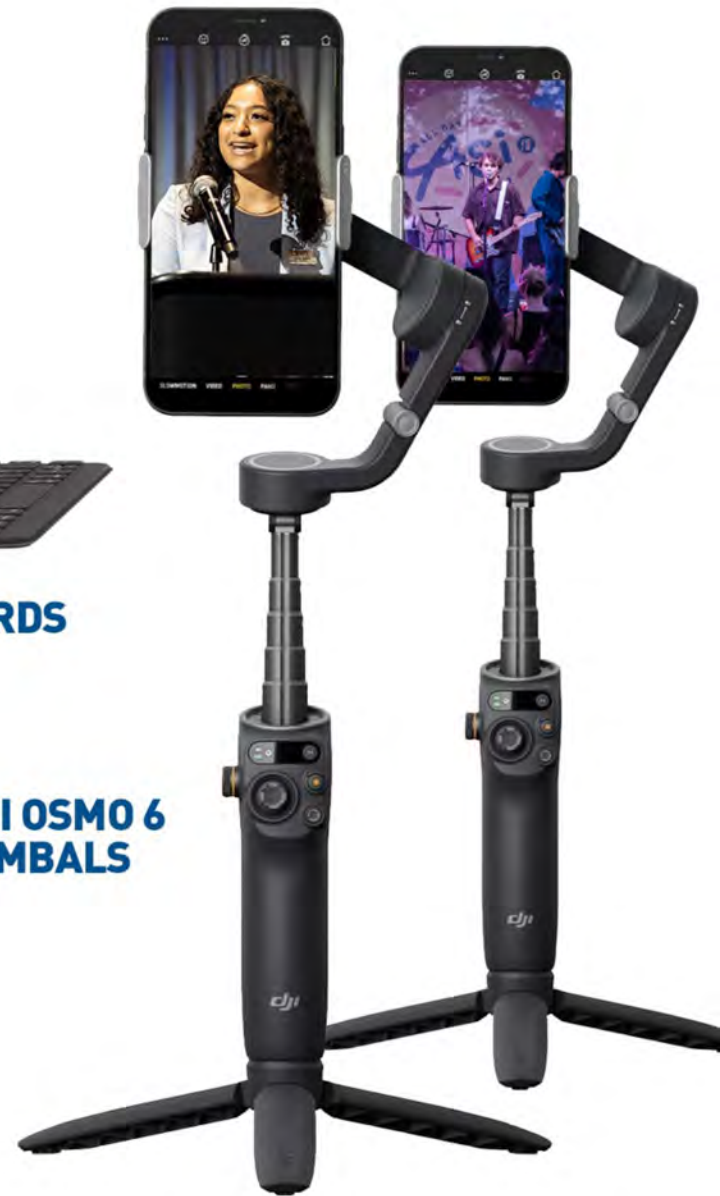


**DJI RS3  
GIMBAL  
STABILIZER**



**4 APPLE  
IPHONE 14  
PRO  
(NO SERVICE)**

**2 DJI OSMO 6  
GIMBALS**





**QUESTIONS?**

## Capital Requests 2023

Titan Student Union	Description	Proposed
Relocation and Expansion of the Pantry	Relocation of the pantry to TSU 129	\$ 145,000
Expansion of ASI Marketing, Communication and Design		\$ 136,000
<b>TSU Total:</b>		<b>\$ 281,000</b>

Titan Recreation		
Description	Description	Proposed
CPR Manikins	Purchasing 20 new adult; 20 new infant manikins	\$ 6,625
EZUP Tents	Purchase of 6 EZUP Tents	\$ 7,524
Massage Chair	Purchasing 2 massage chair	\$ 11,529
Pool Updgrades	Shading, BBQ and Sound	\$ 30,000
<b>SRC Total:</b>		<b>\$ 55,678</b>

Marketing	Description	Proposed
Social Media Marketing Tools	Ipads, Phones, Smart Keyboards/pencils, gimbal and mics	\$ 7,850
Marketing Printer	Large format printer	\$ 12,000
<b>Marketing Total:</b>		<b>\$ 19,850</b>

Accounting and Finance		
Description	Description	Proposed
Information System	Replacement of Existing Software	\$ 150,000
<b>Accounting and Finance Total:</b>		<b>\$ 150,000</b>

<b>Total Requests \$ 506,528</b>
----------------------------------



# Finance and Accounting Office 2023 Capital Request

## Finance and Accounting Capital Request

### Replacement of Existing Software, One Solution

- Installed 1998
- Product was designed for governmental agencies and was probably the only product at the time that offered fund and grant accounting.
- Updates were installed but focused more on regulatory accounting
- Auditors included a comment in our 2021 audit stating we needed to improve our system

## ● Finance and Accounting Capital Request

### ○ Selection and Implementation Project

- Began in May 2022
- Request for Quote was sent to 5 vendors, requiring each to complete a set of questions related to their product.
- Three products were considered but only two were requested to move to demonstration effort, Sage and Blackbaud



## Finance and Accounting Capital Request


Vendor Selection will be completed this week

- Our quotes range from 45K to 65K for vendor costs
- Training costs are included in above but we may have additional needs based on number of users.
- There are also auditor costs to verify our opening balances and data conversion costs which include additional staffing to ensure data is fully migrated based on our criteria.

## ● Finance and Accounting Capital Request

### ○ Timing for Implementation

- Begins in January 2023 and will end July 31, 2023
- There will be training for all users to ensure they maximize their use of the system.

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● Finance and Accounting Capital Request

Questions?