

Associated Students Inc.



Facilities Committee

Thu Aug 31, 2023 1:15 PM - 2:30 PM PDT

**1. Call to Order**

Gavin Ong, Facilities Committee Chair, called the meeting to order at 1:24 pm.

**2. Roll Call**

Members Present: Mansoor, Nguyen, Ong, Ordiano

Members Absent: Ayala (E)

Liaisons Present: Aryan, Hesgard, Zavalkov

Liaisons Absent: None

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 announcement of Unfinished Business but left before the scheduled end of the meeting.

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

**(Nguyen-m/Mansoor-s) The absence of Ayala due to family emergency has been approved.**

**3. Approval of Agenda**

**(Nguyen-m/Ordiano-s) The agenda was approved by unanimous consent.**

**4. Approval of Minutes**

a. None

**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

Gavin Ong, Chair, asked that Committee members wear ASI attire when attending Facilities Committee meetings. Ong also asked that members be punctual when attending meetings. Please communicate absences in advance. Ong also asked that members please review the agenda prior to meetings and prepare for any discussion items. Ong emphasized the importance of engagement when there are public speakers.

**b. Director of Student Government**

Rebecca Hesgard, Director of Student Government, highlighted open positions for the Board of Directors and Commissions, including Directors for the College of Education, University Affairs Commission, Environmental Sustainability Commission, Communications Commission, and Community Engagement Commission.

**7. Unfinished Business**

**a. None**

**8. New Business**

**a. Discussion: Review of Roles and Responsibilities**

*The Committee will discuss the roles and responsibilities of the Facilities Committee and goals for the year*

Ong yielded the floor to Rebecca Hesgard, Director of Student Government to discuss the roles and responsibilities of the Facilities Committee. The presentation is an attachment to the minutes.

Highlights of the Presentation:

- \* The Committee recommends and approves renovations and improvements to ASI Facilities.
- \* Reviews, and recommends changes to operating hours, club space allocations, and facility operating policy
- \* Makes recommendations for capital expenditures
- \* Responsibilities (attendance, willingness to learn, outreaching to constituents, engagement)

Ong opened the floor to questions and points of discussion. There were none.

**b. Information: Introduction to Capital Definitions**

*The Committee will receive information about deferred maintenance and recurring capital*

Ong yielded the floor to Carolyn Ehrlich, Chief Financial Officer to introduce capital definitions. The presentation is an attachment to the minutes. Carolyn introduced David Pantoja, Director of Building Engineering & Facilities Planning.

Highlights of the Presentation:

- \* Capital Expenditures
- \* Capital Funding
- \* Annual Capital Spending include two types (recurring and project based)
- \* Capital Project Plan is managed by David Pantoja
- \* Pantoja met with facility Directors in the TSU, SRC, and the Children's Center to determine project timelines, estimated cost and project lists per building.
- \* Capital FY24 allocated \$1.2 Million, Recurring Capital (Building, TSU, SRC, IT, and Reserves).
- \* Committee members can make project recommendations.

Ong opened the floor to questions.

\* Mansoor asked how funds are allocated between the three buildings. Ehrlich responded that planning is done to project for replacements and repairs. Pantoja also shared that the useful life of equipment and the needs identified by Directors can also dictate funding distribution.

\* Nguyen asked if the budget is prepared as a rough estimate or if inflation is accounted for? Ehrlich suggested that inflation is built into the model. Pantoja added that they are close estimates but it would be difficult to get accurate numbers.

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

None

**10. Adjournment**

Gavin Ong, Chair, adjourned the meeting at 1:59 p.m.



Gavin Ong (Oct 4, 2023 01:12 PDT)

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Gavin Ong, Chair



Erika Perret-Martinez, Recording Secretary

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# item 3-fac\_2023\_08\_31\_min

Final Audit Report

2023-10-04

Created:	2023-10-03
By:	Susan Collins (sucollins@fullerton.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAke9IDVHNHVfSZKaZ1RGBjrw-V0AZrL8

## "item 3-fac\_2023\_08\_31\_min" History

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-  Document emailed to asboardsecretary@fullerton.edu for signature  
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-  Signer asboardsecretary@fullerton.edu entered name at signing as Gavin Ong  
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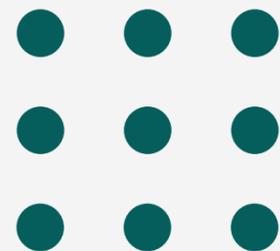
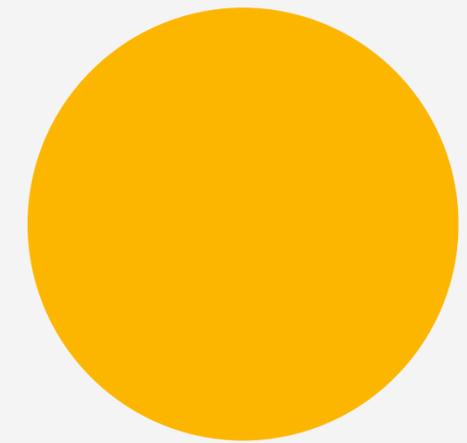
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# Roles & Responsibilities

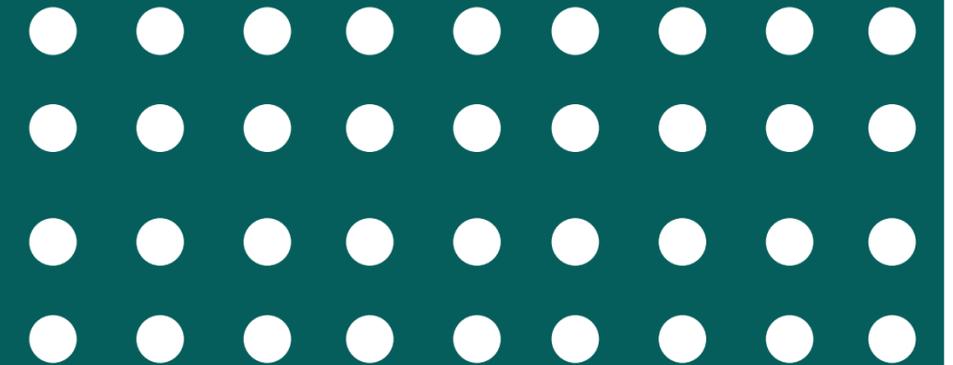
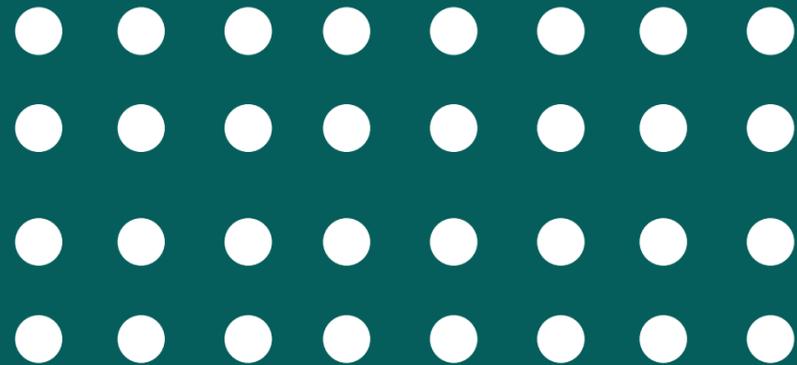
## Facilities Committee

2023-2024



**Rebecca Hesgard**  
Interim Director of Student Government

**What is the  
purpose of the  
ASI Facilities  
Committee?**



**Makes recommendations concerning ASI facility operations, renovations, and improvements, including the Titan Student Union, Student Recreation Center, and Children's Center**



- **Update on our facilities**
- **Hearing from respective staff about our facility needs**
- **Connecting with our students on what they want to see out of our facilities**

**Makes recommendations  
concerning building operating  
hours, club space allocations,  
and facility operating policy**



- **Operating Hours**
- **Club Space Allocations**
- **Facility Operating Policy**

# Make recommendations for capital expenditures



- **Annual consideration for expenses and projects needed**
- **Compiled, reviewed and presented to the Finance Committee for consideration**

**What are your  
responsibilities  
as a member of  
this committee?**

# Responsibilities

1. Attendance
2. Willingness to Learn
3. Outreaching to Constituents
4. Staying Engaged

# Responsibilities

## The Prudent Person

- Such a person *acts sensibly, does things without serious delay, and takes proper but not excessive precautions.*
- The actions of a prudent person in a similar situation are the guide in determining whether an individual's actions were *reasonable.*

# What topics are we covering?

**1**

Capital Funding  
Expenditures

**2**

Updates from Building  
Engineering, Financial  
Services, and Facilities  
Directors

**3**

Facility Operating Hours

**4**

Facility Operating Policy

**5**

Club Space Allocation  
Process & Availability

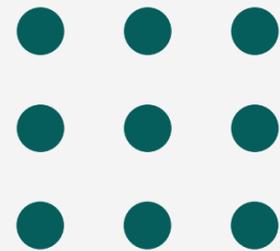
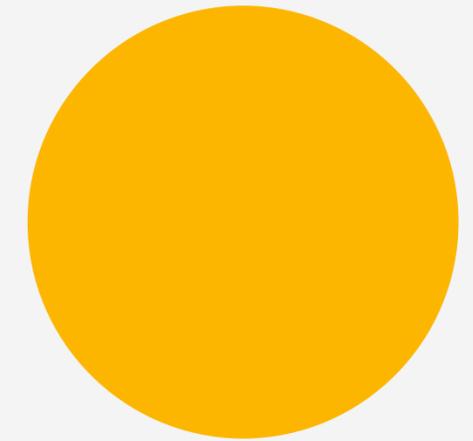
**6**

ASI Wellness Initiative  
Prospective Planning



# Any Questions?

2023-2024





# Facilities Committee

*Carolyn Ehrlich, ASI Chief Financial Officer*

*David Pantoja, Director Building Engineering and Facility Planning*

*August 31, 2023*



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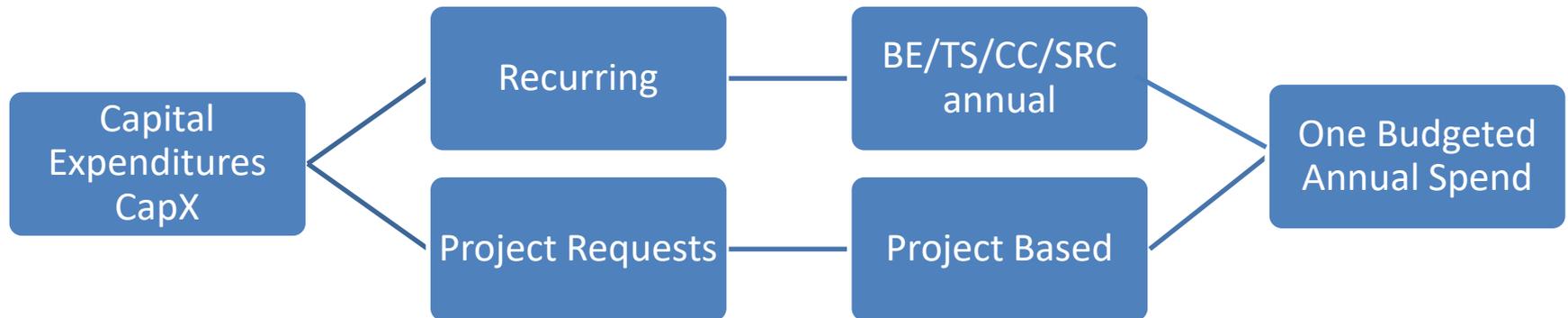
# Capital Expenditures

- Funds spent for acquiring or maintaining fixed assets such as land, buildings and equipment usually above a threshold (ASI - \$5,000)
- Buildings
  - HVAC, Roofing, Doors, Windows, Electric, Plumbing
- Equipment
  - Rec Center - Treadmills, weights, outdoor equipment
  - Children's Center – Picnic tables, Preschool Toys, Cots for Naps
  - TSU – Furniture, tables, AV equipment
  - ASI Admin – Office Furniture, Computers

# Capital Funding

- Utilizes Student Fees that are specifically set aside for funding capital and capital projects
- The Capital fund and budget is maintained separately from the operating budget
- Once designated, it retains its status as capital
- Projects are monitored and reported annually to the Facilities Committee
- There are two types of capital spending
  - Recurring
  - Project Based

# Annual Capital Spend



# Capital Plan FY24

## Recurring Capital

- Comprehensive review - 10 year capital plan
  - Includes all buildings, TSU, SRC and CC
- Need continuous investments for improvements in order to keep building areas safe, fresh and current



# Building Engineering

Building	Area	Capitol Item	Year Needed	Years Allocated	Estimated Cost
Children's Center	Admin Bldg	Flooring in Nursing Sation	2023	1	\$5,000.00
Children's Center	Admin Bldg	Carpet in Admin Building	2025	3	\$20,000.00
Children's Center	Infant/Toddler	Rubber Playground Surface	2025	3	\$60,000.00
Children's Center	Preschool	Shade Structures	2025	3	\$120,000.00
Children's Center	Admin Bldg	HVAC Controls Upgrade	2027	5	\$30,000.00
Children's Center	Admin Bldg	Kitchen Stove	2027	5	\$40,000.00
Children's Center	Infant/Toddler	HVAC Controls Upgrade	2027	5	\$30,000.00
Children's Center	Preschool	HVAC Controls Upgrade	2027	5	\$30,000.00
Children's Center	Admin Bldg	Roof	2031	9	\$80,000.00
Children's Center	Admin Bldg	UPS System	2031	9	\$20,000.00
Children's Center	Infant/Toddler	Roof	2031	9	\$80,000.00
Children's Center	Preschool	Roof	2031	9	\$80,000.00
					\$595,000.00
SRC	SRC Pool	POOL FILTRATION, TREATMEN	2023	1	\$90,356.00
SRC	Door locks	Re-key all doors	2023	1	\$40,000.00
SRC	SRC Front entrance	DOOR, EXTERIOR, SLIDING ENT	2024	2	\$50,611.00
SRC	Alarm	Upgrade system to more effici	2024	2	\$60,000.00
SRC	Gym Storage	Storage system to better utiliz	2024	2	\$200,000.00
SRC	Entry	Replace stone flooring	2026	4	\$200,000.00
SRC	lobby	replace current counter and er	2026	4	\$250,000.00
SRC	locker rooms	repalce flooring	2028	6	\$100,000.00
SRC	track	repalce flooring	2030	10	\$80,000.00
SRC	Roof	Roof membrane	2032	10	\$477,201.00
SRC	Roof	Gutters metal	2032	10	\$14,671.00
SRC	pool	replaster	2032	10	\$150,000.00
SRC	carpet	repalce carpet	2032	10	\$400,000.00
					\$2,112,839.00



# Building Engineering

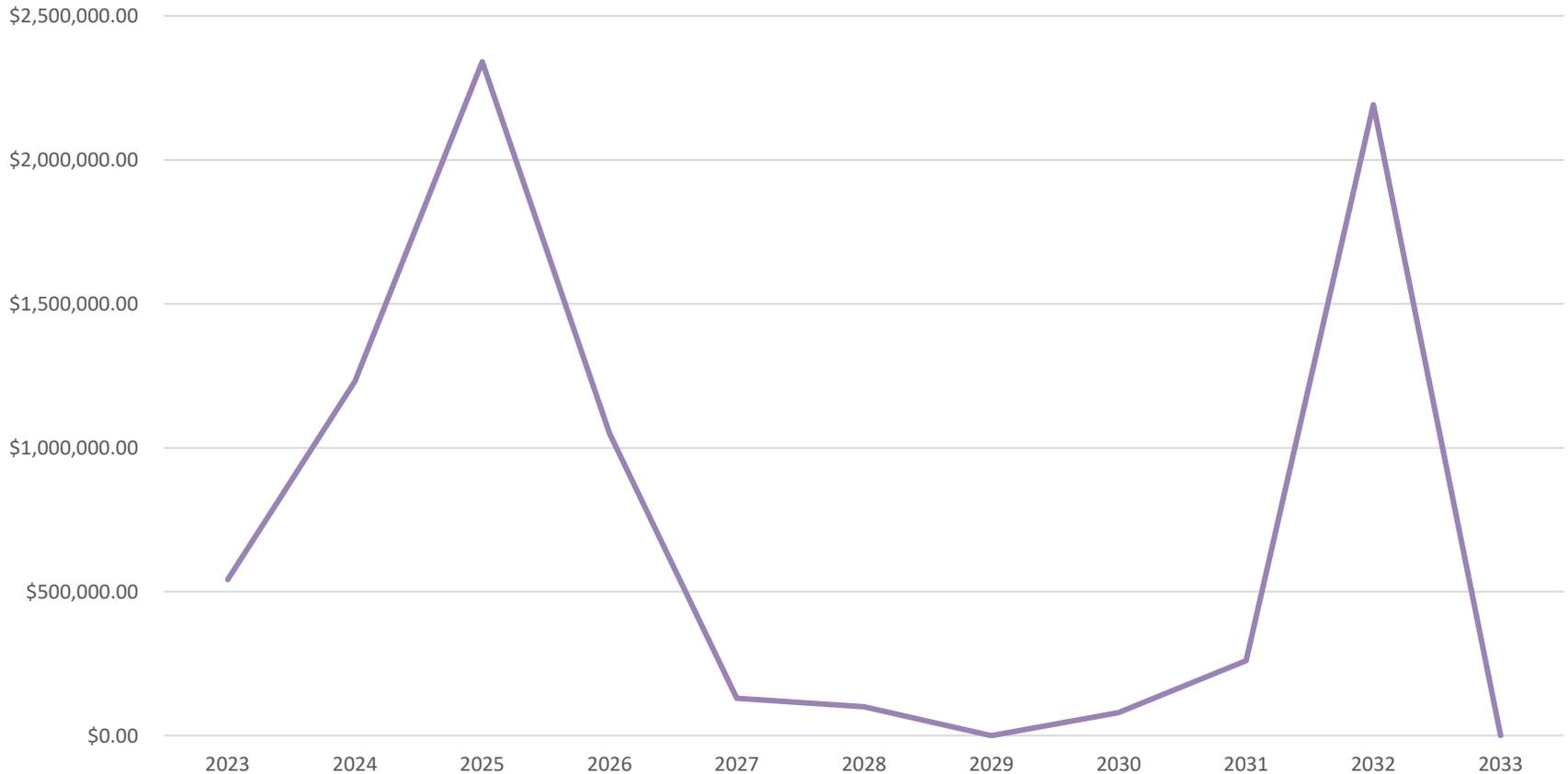
TSU	Exterior stoops	Roofing	2023	1	\$50,000.00
TSU	Kitchen	Water Softner	2023	1	\$7,000.00
TSU	Atrium	Replace tile	2023	1	\$150,000.00
TSU	Accordion doors	replace doors add door opene	2023	1	\$200,000.00
TSU	restrooms	Remodel Atrium /Theater	2024	2	\$200,000.00
TSU	Elevator	Passenger	2024	2	\$600,000.00
TSU	Grey water	Lift Station	2024	2	\$20,000.00
TSU	Grey water	Lift Station	2024	2	\$20,000.00
TSU	Roof	Hatch	2024	2	\$30,000.00
TSU	south walk way	re-surface floor	2024	2	\$50,000.00
TSU	TBB	Vinyl Flooring	2025	3	\$100,000.00
TSU	drain piping	76 and 92 building	2025	3	\$1,000,000.00
TSU	chiller and boiler	Roof replacement	2025	3	\$100,000.00
TSU	restrooms	Remodel TBB/TV lounge	2025	3	\$200,000.00
TSU	Elevator	freight	2025	3	\$600,000.00
TSU	Expansion	clean and protect concrete ste	2025	3	\$60,000.00
TSU	Stairwells	reaplace rubber flooring	2025	3	\$80,000.00
TSU	restrooms	Remodel Courtyard	2026	4	\$100,000.00
TSU	Courtyard	resurface re-design	2026	4	\$400,000.00
TSU	Mainframe patio	Redesign area better use	2026	4	\$100,000.00
TSU	Roof	76 and 92 building	2032	10	\$1,000,000.00
TSU	SW Dock	Generator	2032	10	\$150,000.00
					\$5,217,000.00

# Managing Capital Costs

- Defer some costs to future years which is referred to as Deferred Maintenance
- Manage work so that you keep ahead of “problems”
- Have a reserve to enable required work if problems do arise
- Plan the work and continue to monitor progress

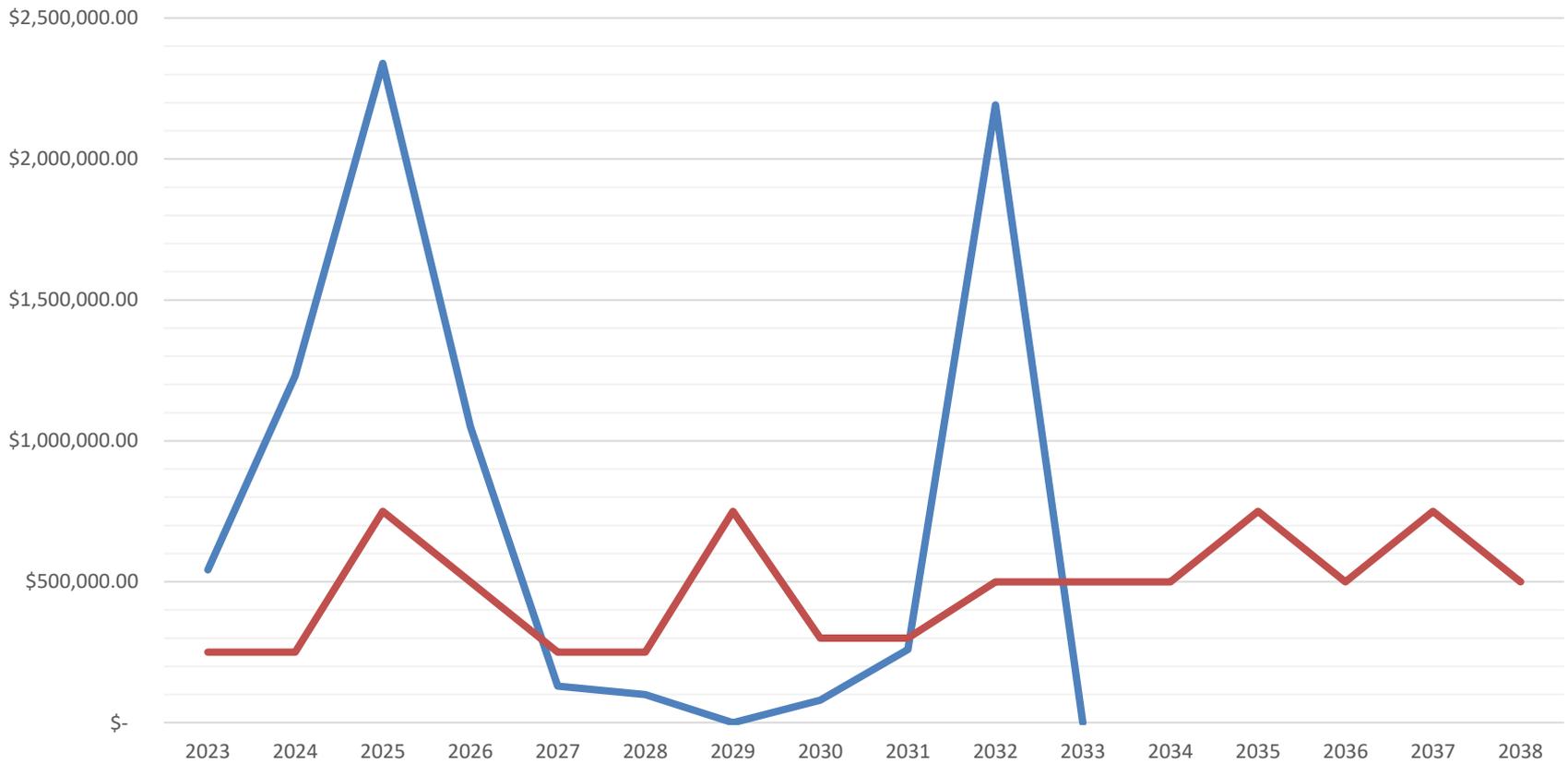
# Building Engineering Recurring Capital

Annual Building Costs





## Deferred Maintenance



# Capital FY24

- Budget estimated at \$1.2M
- Recurring Capital:
  - Building 250K
  - TSU 125K
  - SRC 125K
  - IT 25K
  - Reserve 75K
- Available for Capital Projects - \$600K

# Capital FY24

- Recurring capital is budgeted and completed by schedule.
- Capital Projects will be separately identified and researched at the Facilities Committee request. Any Committee member may request a project be researched or suggest a project for discussion.
- ASI staff will also present suggested Capital Projects based on their experience within their operation.
- ASI staff will then present the research (feasibility, costs and timeline) at the next Committee meeting. Each project is then presented at the next meeting outlining the purpose, importance and significance to other areas of operation, alternatives and pricing considerations.
- The Committee then creates a list for recommendation and presents to the Board for approval.

# Capital FY24

Questions?