

Associated Students Inc.



Facilities Committee

Thu Sep 28, 2023 1:15 PM - 2:30 PM PDT

1. Call to Order

Gavin Ong, Chair, called the meeting to order at 1:22 pm.

2. Roll Call

Members Present: Ayala, Mansoor, Ong, Rubio

Members Absent: Aquino

Liaisons Present: Hesgard, Nguyen, 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 start of Unfinished Business but left before the scheduled ending of the meeting.

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

3. Approval of Agenda

(Ayala-m/ Mansoor-s) The agenda was approved by unanimous consent

4. Approval of Minutes

(Mansoor-m/ Ayala-s) The meeting minutes from 8/31/23 were approved by unanimous consent.

a. 8/31/2023 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

Gavin Ong, Chair, asked the Committee to think of ideas for facilities improvements.

b. Director of Student Government

Rebecca Hesgard, Director of Student Government shared that the ASI Community Chat will take place on October 12th from 12-1:30 p.m.

Beyond the Conversation with actor and activist Ke Huy Quan is taking place tonight. Board members are asked to arrive to the Pavilions by 5p.m.

7. Unfinished Business

a. None

8. New Business

a. Discussion: Introduction to Capital Budget and Funding

The Committee received an introduction to capital budget and funding process. Presentation materials were shared with the Committee.

Ong, yielded the floor to Kathleen Postal, Chief Financial Officer. Postal introduced David Pantoja, Director of Building Engineering and Facility Planning.

Pantoja shared a 10-year plan for the areas and equipment that will need repairs. Deferred maintenance plans for the TSU, SRC and Children's Center were discussed.

Total budget estimate is \$1.2 million of which \$600k are available for capital projects.

Kirsten Stava presented proposed requests for the TSU:

- * The Food Pantry is in need of an expanded sound system
- * Bike and scooter racks would allow students to safely secure their items
- * Large cargo bed vehicle to facilitate the moving of equipment
- * Updated furniture for the Titan Bowl and Billiards and The Pub
- * Permanent sail shades for the east side of the TSU
- * Updated lighting for the Pavilions
- * Oiling machine for the bowling lanes
- * Upgrade of the furniture for the central courtyard and the south patio

Keith Hernandez presented the proposed requests for the SRC:

- * New strength equipment
- * New soccer goals for intramural fields and portable scoreboards
- * Van for field trips and Titan Outdoors
- * Pool patio furniture
- * Portable pool vacuum
- * InBody scanner for personal trainers

- * New day use lockers

Lydia Palacios, presented the proposed requests for the Children's Center:

- * Two sets of industrial, large-capacity washers and dryers
- * Six refrigerators to replace the original equipment in the center
- * Renovation of the staff patio, including the addition of a concrete pad, shade structure, two hydration stations

Information presented included "proposed" ideas. David Pantoja asked the Committee for suggestions.

Ong opened the floor to questions:

Ong asked if the TSU was considering adding additional locker spaces to accommodate club needs. Stava responded that after the Marketing Department remodel, lockers will be relocated.

Ong asked if the exercise equipment located on the first floor of the SRC is under a maintenance contract. Hernandez confirm that the equipment is under a maintenance contract, but in the future, day-to-day repairs will be coordinated internally.

Ong shared that students are requesting additional furniture to augment study space. SRC staff is analyzing the space to look for areas where additional study spaces can be incorporated.

Rubio asked if protein shakes and grab and go snacks will be included in the potential collaboration with ASC. Hernandez shared that there is consideration to add a mini version of the Titan Shops that would include school supplies, merchandise and branded items.

b. Discussion: Capital Proposal Planning

The Committee will discuss capital projects ideas and receive potential project plans from Facility Directors.

The Committee received information on the Capital Proposal Planning during the first part of the presentation. Hespard, encouraged the Committee to discuss the proposed capital requests and provide feedback.

Nguyen asked if photos will be provided showing the proposed work and improvements. Pantoja replied that updates will be provided and photos can be provided.

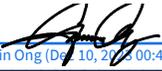
Zavalkov reminded the Committee that the timeline of proposed capital improvements will be affected by the Wellness Initiative.

9. Announcements/Member's Privilege

None

10. Adjournment

Ong, Chair, adjourned the meeting at 2:03 pm.


Gavin Ong (Date: 10/27/2023 00:40 PST)

Gavin Ong, Chair



Erika Perret-Martinez, Recording Secretary

Roll Call 2023-2024

09/28/2023 FACILITIES Committee Roll Call

Attendance	Board Members			
			Present	Absent
ARTS	AQUINO	RAMON		1
ECS	AYALA	JONATHAN	1	
CBE	MANSOOR	SHAWAN	1	
CHAIR/TREASURER	ONG	GAVIN	1	
NSM	RUBIO	BRIAN	1	
			Present	Absent
			4	1

Attendance	Liaisons			
			Present	Absent
DIR STU GOVT	HESGARD	REBECCA	1	
BOD CHAIR REP	NGUYEN	TONY	1	
ASI PRES REP	ZAVALKOV	MARK	1	
			Present	Absent
			3	0

*Recording Secretary: Erika Perret-Martinez

QUORUM 4

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Final Audit Report

2023-12-20

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2023-12-20 - 5:36:15 PM GMT



Facilities Committee

Kathleen Postal, ASI Chief Financial Officer

David Pantoja, Director of Building Engineering and Facility Planning

September 28th, 2023

Overview

- 10-year capital plan
- Recap of managing costs
- Last year's approved capital projects
- TSU Requests (Kirsten Stava)
- SRC Requests (Keith Hernandez)
- Children's Center Requests (Lydia Palacios)

10 Year Capital Plan

TSU	Exterior stoops	Roofing	2023	1	\$50,000.00
TSU	Kitchen	Water Softener	2023	1	\$7,000.00
TSU	Atrium	Replace tile	2023	1	\$150,000.00
TSU	Accordion doors	replace doors add door opener	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 walkway	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 steps	2025	3	\$60,000.00
TSU	Stairwells	replace 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

10 Year Capital Plan

SRC	SRC Pool	POOL FILTRATION, TREATMENT, PUMPING, HEATING SYSTEMS	2023	1	\$90,356.00
SRC	Door locks	Re-key all doors	2023	1	\$40,000.00
SRC	SRC Front entrance	DOOR, EXTERIOR, SLIDING ENTRANCE SYSTEM, POWERED	2024	2	\$50,611.00
SRC	Alarm	Upgrade system to more efficient	2024	2	\$60,000.00
SRC	Gym Storage	Storage system to better utilize area	2024	2	\$200,000.00
SRC	Entry	Replace stone flooring	2026	4	\$200,000.00
SRC	lobby	replace current counter and entry system	2026	4	\$250,000.00
SRC	locker rooms	replace flooring	2028	6	\$100,000.00
SRC	track	replace 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	replace carpet	2032	10	\$400,000.00
					\$2,112,839.00

10 Year Capital Plan

Children's Center	Admin Bldg.	Flooring in Nursing Station	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

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

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 Projects 2022

	TSC 2022 Capital Equipment Projects	Approved	Program	Lead	Object Code	Status	Actual
1	Office Furniture	\$ 200,000	TSU	Jeff	1510	In Progress	97,648
2	Stages - Pavilion	\$ 152,000	TSU	Justin	1510	Completed	150,000
3	Hybrid Meeting Rooms	\$ 115,000	TSU	Mike	8096	Completed	103,264
4	Accoustic Ceiling Tiles	\$ 65,000	TSU	Kirsten	8096	Completed	40,721
5	Virtual Engagement Booths	\$ 36,000	TSU	Kirsten	1510	Completed	13,124
6	Courtyard Seating	\$ 11,000	TSU	Justin	1510	Completed	10,500
7	Meeting Room AV update	\$ 36,500	TSU	Mike	8096	Completed	36,419
8	Bowling Furniture	\$ 43,000	TSU	Kirsten	1510	Completed	42,775
9	Billiard Tables	\$ 90,000	TSU	Kirsten	1510	Completed	87,924
1	All Gender Locker Room	\$ 160,000	SRC	David	8096	In Progress	16,600
2	Fitness Equipment	\$ 70,000	SRC	Marcus	1510	Completed	68,716
3	ADA Door Upgrade	\$ 35,000	SRC	David	8096	Completed	21,836
4	Pool Cabanas	\$ 20,000	SRC	Courtney	1510	Completed	
1	Computer Upgrade	\$ 46,000	Mktg	Drew	1510	Completed	
1	Wiring Upgrade	\$ 50,000	IT	Drew	8096		

Capital Projects 2023

Capital Requests 2023		
	Description	Proposed
Titan Student Union		
Relocation and Expansion of the Pantry	Relocation of the pantry to TSU 129 (RECENTLY COMPLETED)	\$ 145,000
Expansion of ASI Marketing, Communication and Design	(IN PROGRESS)	\$ 136,000
		TSU Total: \$ 281,000
Titan Recreation		
CPR Manikins	Purchasing 20 new adult; 20 new infant manikins (COMPLETED)	\$ 6,625
EZUP Tents	Purchase of 6 EZUP Tents (COMPLETED)	\$ 7,524
Massage Chair	Purchasing 2 massage chair (COMPLETED)	\$ 11,529
Pool Upgrades	Shading, BBQ and Sound (COMPLETED)	\$ 30,000
		SRC Total: \$ 55,678
Marketing		
	Description	Proposed
Social Media Marketing Tools	Ipads, Phones, Smart Keyboards/pencils, gimbal and mics (COMPLETED)	\$ 7,850
Marketing Printer	Large format printer (IN PROGRESS)	\$ 12,000
		Marketing Total: \$ 19,850
Accounting and Finance		
Information System	Replacement of Existing Software (COMPLETED)	\$ 150,000
		Accounting and Finance Total: \$ 150,000
		Total Requests \$ 506,528

Directors Proposed Capital Requests

- TSU – Kirsten Stava
- SRC – Tracy Knofla (Represented by Kieth Hernandez)
- Children’s Center – Lydia Palacios

TSU

- Sound P/A System in the new food pantry
- Scooter/Bike Racks
- Large cargo bed electric vehicle
- New furniture for lower level – TBB activity spaces
- Shade sail structures for the East patio
- Pavilion lighting system retrofit
- Bowling alley lane oiling machine
- Courtyard replacement lounge furniture

SRC

- Add new strength equipment and replace outdated equipment, including squat racks, benches, leg presses, and a hack squat.
- New soccer goals for intramurals field.
- Additional Van for Titan Outdoors/TYSC Field Trips.
- Replace patio furniture for the pool deck(Frames and Cushions)
- Replace portable pool vacuum
- InBody Scanner for personal trainers
- New day-use lockers

Childrens Center

- Two sets of industrial Large Capacity Washers and Dryer. One for nest and one for the Staff Room
- Six Refrigerators(Freezer/Fridge combo) to replace all aged units
- Renovate the staff patio area on the facility's East side. Add a concrete pad and shaded structure.
- Add two hydration stations in the center to replace current bubblers.

Capital FY24

Questions?