

**ASSOCIATED STUDENTS  
CALIFORNIA STATE UNIVERSITY FULLERTON, INC.**

<b>Facilities Committee MINUTES February 6<sup>th</sup>, 2019</b>
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**CALL TO ORDER**

Chris Evans, Chair, called the meeting to order at 3:00 p.m.

**ROLL CALL**

Members Present: Aguilar, Duncan, Evans, Gil, Torres, Vanderhook

Members Absent: Aldazabal, Quach

Officers Present: Fehrn, Kurtz

Officers Absent: Allen, Martin, Tapper

\*Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting. [According to the by-laws, a member of the committee who does not remain until the scheduled ending for the meeting (4:30 p.m.) is considered not to be in attendance.]

\*\*Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business. [According to the by-laws, a member of the committee who is not in attendance prior to the announcement of Unfinished Business is considered not to be in attendance.]

Evans asked for a motion and a second to excuse Aldazabal because she is on University Business and Tapper who will be a few minutes late. There were no objections. (Vanderhook-m/Aguilar-s)

**APPROVAL OF AGENDA**

The agenda was approved as presented. (Gil-m/Aguilar-s)

**APPROVAL OF MINUTES**

The minutes for the January 23, 2019 meeting were approved as presented (Aguilar-m/Vanderhook-s).

**PUBLIC SPEAKERS**

None.

**UNFINISHED BUSINESS**

None.

**REPORTS**

**a. Chair**

Evans reported the following:

- 1) Please checkout Duncan on the ASI Podcast to get to know a little bit more about him.
- 2) On 2/20/2019, we will have the ribbon cutting ceremony for Pieology and Hibachi San at 3pm.
- 3) Currently in the process of filling the two vacant Trustee positions.

**b. Marketing  
Liaison/Trustee,  
TSCBOT**

Vanderhook reported the following:

1) Congrats to Duncan for being on the podcast.

2) Waiting to place handbill order until we fill the two trustee vacancies but handbills might just change to something general about what a trustee does and not necessarily list everyone's name.

**c. Associate Director,  
Titan Student Union**

Fehrn reported the following:

1) On 2/20/2019, we will have the ribbon cutting ceremony for Pieology and Hibachi San at 3pm. This is during this committee time so Evans will update you all on what will happen that day. Cake will be served after the ceremony. Pieology samples will be served at 2:30pm.

2) Project Updates:

- Still waiting on room cards, TV and wayfinding delivery.
- New doors are still being installed but many have already been installed. Installation delays are due to us trying to install doors without interrupting activities.

3) He is working on a re-key project for the building but more to come.

**NEW BUSINESS**

**a. Action: SRC Letters**

**FC 003 18/19** (Duncan- m/Aguiar-s) On a motion duly made and seconded, the Facilities Committee approved sending a recommendation to the Board for the approval to add exterior building letters to the Student Recreation Center.

Evans yielded to Vanderhook to explain the proposal.

Vanderhook explained that the proposal was to purchase and add exterior building acrylic letters and additional lighting to the Student Recreation Center. The letters will be in the same font as the TITANS letters near the TSU to keep the font consistent. She went over the installation process and details on the dimensions of the letters. See attached presentation to the minutes. The cost is not to exceed \$5,000 in total for the entire proposal.

Vanderhook answered question from the committee.

Gil asked is the additional lighting would be low profile or very visible. Fehrn stated the lights would be very low profile and buried into the planter very low.

Duncan asked if the \$5,000 would cover the letters, the lightning and all of the installation. Vanderhook responded yes. Duncan asked how durable the letters were. Vanderhook stated they are durable just like the TSU bulding letters. Probably will last 10 plus years. Gil asked if it would cost a lot of money to keep them clean. Fehrn stated they are easy to clean and durable.

Evans suggested adding the specific budget account number for TSC Contingency where the \$5,000 would be coming from. The account number is 1900-8097. With no objections, the actual budget number of 1900-8097 was added to the proposal for detail as a friendly amendment. Duncan asked what would happen to the money that is not used out of the \$5,000. Evans stated the funds would just stay in 1900-8097 and the funds would not get used.

There was no further discussion.

**FC 003 18/19** MSC 4-0-1 The motion passed.

	003
Aldazabal	Absent
Aguilar	Y
Duncan	Y
Evans	Chair
Gil	Y
Quach	Absent
Torres	Y
Vanderhook	Abstain
Results	4-0-1

**ANNOUNCEMENTS/MEMBERS' PRIVILEGES**

Duncan reminded everyone that on 2/20/2019, we will have the ribbon cutting ceremony for Pieology and Hibachi San at 3pm. We are also looking for a Trustee to sit on the Elections Judicial Council. If you are interested let me know.

Torres stated that Breakfast with Board will be on 2/20/2019. Please come out.

**ADJOURNMENT**

The meeting adjourned at 3:20 p.m.

  
Chris Evans, Chair

  
Deisy S. Hernandez, Recording Secretary



# TSC BOARD OF TRUSTEES

CALIFORNIA STATE UNIVERSITY, FULLERTON™

Proposal to place “Student Recreation Center” in black acrylic letters with additional lighting on the east side of the SRC.

**PRESENTED TO:** Titan Student Centers Board of Trustees Facilities Committee

**MEETING DATE:** February 6, 2019

**PRESENTED BY:** Autumn Vanderhook, Trustee  
Aaron Tapper, Director, Titan Recreation

## **BACKGROUND**

The east side of the Student Recreation Center facility has plain large glass windows with no branding relating to the building. With the addition of letters on the blank wall there will be a more appealing visual image for students and visitors who walk past the facility.

## **PROPOSAL**

To use BOT Contingency Funds to install “Student Recreation Center” in 17.3” black acrylic letters onto the east side of the Student Recreation Center. The font will complement the letters currently installed on the south east corner of the Titan Student Union. Newly installed spotlights from the ground-level planter will highlight the letters for evening campus visitors.

## **RATIONALE**

This proposal is necessary to create more recognition of the Student Recreation Center. When people see a physical name they could potentially be more inclined to learn about the facility and programs in which it provides. By placing the acrylic letters on the east side of the building it will make it easier for those on campus to see the name. While, also make the building more visually appealing. It will be more aesthetic in the sense that the lighting and letters would separate the glass making the building more appealing to the person’s eye.

## **IMPACT**

The SRC Letters will increase the awareness of the facility that ASI provides for the students. The awareness will be due to seeing the name and associating it with the building itself. It will also create a more aesthetically pleasing view for students walking or driving past the building. The increase in lighting would also draw people’s attention to the name of the building potentially enticing them to enter the facility.

## **BUDGET IMPACT**

The total cost of the project will not exceed \$5000. This would include the manufacturing and installation of the letters onto the building and purchase and installation of lighting in the planter.

## **IMPLEMENTATION TIMELINE**

The project will take approximately 6 weeks to carry out. This would include the manufacturing, the scheduling, and the installation of the letters onto the building.



**Superior Signs and Graphics**

6061 Dale Street Unit G  
Buena Park, CA 90621  
Ph: (714) 739-2855  
FAX: (714) 739-2815  
Email: scott@superiorsignsandgraphics.com  
Web: http://www.superiorsignsandgraphics.com

**Estimate #: 6460**

**Option: Acrylic Letters**

<b>Created Date:</b> 11/8/2018 8:52:19AM	<b>Prepared For:</b> Cal State Fullerton - Recreation Department
<b>Salesperson:</b> House Account	<b>Contact:</b> Aaron Tapper
<b>Email:</b>	<b>Office Phone:</b> (657) 278-3648
<b>Phone:</b> N/A	<b>Email:</b> atapper@fullerton.edu
	<b>Address:</b> 800 N State College Blvd. Fullerton, CA 92832

**Description: Student Recreation Center Building Lettering**

**Option: Acrylic Letters**

		Quantity	Unit Price	Subtotal
<b>1</b>	<b>Product:</b> Custom Products and Services	1	\$2,405.00	\$2,405.00
	<b>Description:</b> 1" thick flat cut out acrylic letters - "STUDENT RECREATION CENTER" at 17.3" letter height. All black color with stud mount.			
	"STUDENT" string is 168.5" wide. "RECREATION" string is 234" wide. "CENTER" string is 139" wide.			
	• 1 Ea., Channel Letters			

		Quantity	Unit Price	Subtotal
<b>2</b>	<b>Product:</b> Custom Products and Services	1	\$850.00	\$850.00
	<b>Description:</b> Installation of acrylic letters.			
	• 1 Ea., Installation			

**Notes**

We require a 50% deposit before design work starts, and the remaining 50% must be paid before signage is released to the customer. Estimates are good for 30 days.

<b>Subtotal:</b>	\$3,255.00
<b>Taxes:</b>	\$186.39
<b>Total:</b>	\$3,441.39

**Payment Terms:** Balance due upon receipt.

**Client Reply Request for Option: Acrylic Letters**

Estimate Accepted "As Is". Please proceed with Order.

Other: \_\_\_\_\_

Changes required, please contact me.

**SIGN:** \_\_\_\_\_ **Date:** / /



# Sandbox Sign Company

a division of Sandbox Marketing, Inc.  
 1137 W. Katella Ave.  
 Orange, CA 92867  
 (714) 730-9500  
 www.SandboxSignCo.com

# Estimate

<b>Estimate Date:</b>	<b>Estimate #:</b>
10/25/2018	002905

<b>Bill To</b>	<b>Ship To</b>
Aaron Tapper Cal State Fullerton 800 N. St. College Blvd. Fullerton, CA 92831	Cal State Fullerton

page: 1 / 1

<b>Project Name:</b>	<b>Sales Rep:</b>	<b>Terms:</b>	<b>Ship Via:</b>	<b>Ship Date:</b>
CSF SIGNAGE SRC Acrylic	Shane Gandy	C.O.D.	Will Call	

Qty	Product	H"	W"	Sq Ft	Unit Price	Amount
1	1/2" Acrylic Dimensional Letters TO READ: STUDENTS RECREATION CENTER (OPTION 2) - Material: N/A - Size: " H x " W - Finish: N/A - Standoffs: N/A - Paint: N/A 1/2" THICK 18" TALL BLACK ACRYLIC LETTERS TO READ: STUDENTS RECREATION CENTER				\$2,767.00	\$2,767.00
1	Installation Labor - 1 Installer / per hr				\$1,296.00	\$1,296.00

We appreciate your business. Where required, the Client will provide camera ready artwork and color specifications. Sandbox Sign Company is not responsible for damage to landscape and irrigation lines. Client to provide electrical service within five (5) feet of sign location, if required. If the installation of this work is delayed by the Client, Sandbox Sign Company may invoice the Client for the completed work and then install when Client is ready for the product(s). **Orders exceeding \$1,000 for ALL new customers require a 50% deposit to start work.**

This Estimate will remain in effect for thirty (30) days from the above date and only will be valid once approved by Sandbox Sign Company. Jobs may require permitting and are the sole responsibility of Client. This may result in excess charges to Client. Permits, engineering site maps, and consultant's time will be invoiced separately unless herein provided. Terms are net thirty (30) days from date of invoice, unless otherwise noted. Past Due invoices are subject to a late charge at the rate of one and one-half percent (1.5%). If Sandbox Sign Company must sue client to collect, the client agrees to pay all late fees, attorney's fees and cost of collections, as may be awarded by the courts. All credit card charges are subject to a 3% surcharge to be added onto all credit card transactions.

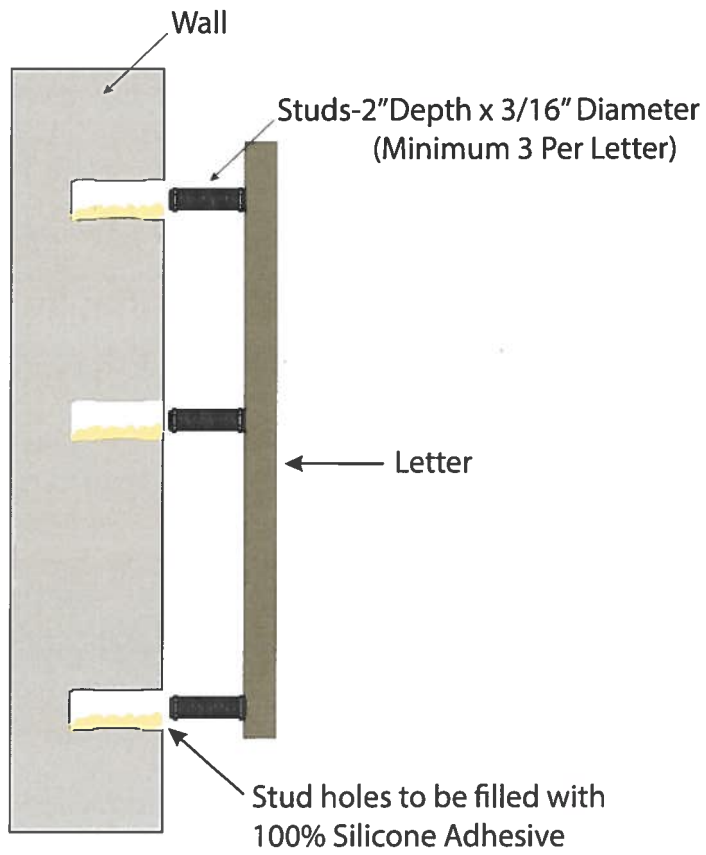
<b>Sub Total:</b>	\$4,063.00
<b>CA Tax:</b>	\$214.44
<b>Total</b>	<b>\$4,277.44</b>

Notes:

**Amount Due \$4,277.44**

Date Printed 10/25/2018

### Dimensional Letter Stud Mount





STUDENT RECREATION CENTER



**SRC**

**LETTERS**

# Proposal

To add 17.3" black acrylic letters onto the eastside of the the Student Recreation Center.

Currently the eastside of  
the SRC

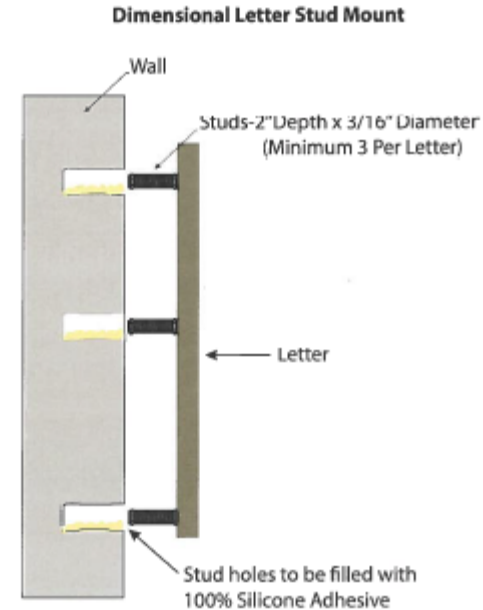


If the SRC Letters are  
added



# The Installation Onto The SRC

- Each letter would be drilled into the wall
- The stud holes will be filled with a 100% Silicone Adhesive
- Each stud will be 2" in depth with a diameter of 3/16 ".



# The Quote

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**Description: Student Recreation Center Building Lettering**

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**Option: Acrylic Letters**

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		Quantity	Unit Price	Subtotal
<b>1</b>	Product: Custom Products and Services Description: 1" thick flat cut out acrylic letters - "STUDENT RECREATION CENTER" at 17.3" letter height. All black color with stud mount.  "STUDENT" string is 168.5" wide. "RECREATION" string is 234" wide. "CENTER" string is 139" wide.  * 1 Ea., Channel Letters	1	\$2,405.00	\$2,405.00

		Quantity	Unit Price	Subtotal
<b>2</b>	Product: Custom Products and Services Description: Installation of acrylic letters.  * 1 Ea., Installation	1	\$850.00	\$850.00

# The Final Mock Up



Thank you!

Any Questions?