

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

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| Facilities Committee MINUTES April 10th, 2019 |
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CALL TO ORDER

Chris Evans, Chair, called the meeting to order at 3:03 p.m.

ROLL CALL

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

Members Absent: Quach

Officers Present: Fehrn, Kurtz, Martin, Tapper

Officers Absent: Allen

*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.]

APPROVAL OF AGENDA

The agenda was approved as presented. (Duncan-m/Vanderhook-s)

APPROVAL OF MINUTES

The minutes for the March 6, 2019 meeting were approved as presented (Duncan-m/Gil-s).

PUBLIC SPEAKERS

None.

UNFINISHED BUSINESS

None.

REPORTS

a. Chair

Evans reported the following:

1) Today, we will be going over three action items. We will still have a committee meeting on 4/24/19. Time is yet to be determined.

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

Vanderhook reported the following:

1) For TSC Tuesday, we will be posting every Tuesday. This Tuesday, there was a post about the new workout equipment.

2) Has been working with Art from the Marketing department on the WEPA video.

3) Has been working on a room dedication for some of the rooms.

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

Fehrn reported the following:

1) Welcome to CSUF Day is this Saturday. Please be supportive and helpful if you are going to be around.

2) Project Updates:

- Installation of all doors should be completed by the end of the day Saturday.

- Digital way finding training videos for staff are in the works in order to roll out the digital way finding.

NEW BUSINESS

**a. Action: Reallocation of
Office Space**

FC 006 18/19 (Gil-m/Aguilar-s) On a motion duly made and seconded, the Facilities Committee approved sending a recommendation to the Board for the approval of the reallocation of office space on the upper level of the TSU.

Evans yielded to Fehrn to explain the proposal to reallocate space on the second floor to accommodate some changes in staffing. See PowerPoint presentation attached to the minutes. The BOD Chair would be moved to TSU 260, next to the BOD Vice Chairs. The new Chief would be placed in the now BOD Chair's office. Commissions would move out of TSU 249 and into TSU 265 to be closer to their advisor in Leader and Program Development. TSU 254 would become a club office space office for four clubs. These changes will result in a net loss of three club office spaces.

Evans opened the floor to questions.

Vanderhook asked if this change would be temporary since the remodel of the second floor is expected soon. Fehrn responded yes. Kurtz asked if another desk could be added to the TSU 209/210 office to accommodate for the new Chief. Fehrn said it wouldn't fit comfortably. Gil asked if there was any potential for adding an additional desk in the current BOD Vice Chairs' office. Fehrn stated that based on per person space standards the University holds, no there would not be enough space for a 3rd desk. Kurtz asked if there was a rough estimate of when the second floor remodel will be. Fehrn stated there is no estimate as of now because there is no approved design.

Evans opened the floor to discussion.

Duncan stated the proposal made sense to keep certain people together because they work together. Gil stated that the proposal makes sense for trying to keep programs/areas closer for collaborating but it is also a temporary inconvenience for the general student population because club office space is reduced. If the goal of our board is to serve students, then we should not be displacing them of their office space. He suggested having the BOD Chair reallocated to TSU 259 with the BOD Vice Chairs in order to reduce the number of club office spaces being affected. Evans stated that we must take into consideration how the BOD Chair position uses the office, the need for a private environment and the role and responsibilities of the position. Aldazabal agreed with Evans and stated the BOD Chair office is used a lot. Also, she stated that as a whole ASI student leaders impact the whole student population so they need an adequate amount of space to work out of. Vanderhook stated she is also not very comfortable with reducing club office space because there were a lot of applicants this year. She suggested maybe the BOD Chair could share the office with the Vice Chairs and reserve a private meeting room when needed for those private conversations.

Gil suggested the alternative of not moving the Commissions out of TSU 249 and keep TSU 265 as club office space. This would net a gain of two club office spaces. Gil stated he spoke with a few of the Commission members about how they feel about sharing the office with TSCBOT and they expressed they don't mind and they like it because it's easier to know what is happening at TSCBOT and collaborate. Kurtz stated that last year at the TSCBOT, Gleanne Kienzler from the office of Student Life and Leadership mentioned the need for more club office space so there is a need for these club spaces. Kurtz suggested another alternative that would also net a gain of six club office spaces. It would be to move BOD Chair and Vice Chairs to TSU 265 and leave TSU 259 and 260 for club offices. Fehr stated TSU 265 is a five person office so if we only use it for three people that won't be a good way to maximize use of space. Also, every time we move someone from one office to another, we have to pay for the moving of data and phone lines and that can be expensive. Duncan suggested going for something that will result in the least net change to reduce cost and liked the idea of not moving commissions out of TSU 249 to net a gain of two club offices.

Evans asked committee members to share their current use of the TSCBOT shared office. Aguilar stated he doesn't use the office much except for office hours on Thursdays. Vanderhook stated she also doesn't use the area much and stated she would prefer to give space to clubs than for TSCBOT. Gil also stated he doesn't use the office very much and the office is usually not crowded and a computer is always available.

Gil made amendment 006A to motion FC 006 18/19 to make the following adjustments: adjust the proposal to keep the Commissions in TSU 249 and keep TSU 265 as a club office space area, netting a gain of two club office spaces. Duncan seconded the amendment.

Evans opened the floor to questions and discussion on the amendment.

Kurtz asked how many computers are in TSU 249 and how many people have access to it. Gil stated there are three computers and two printers. There is always at least one computer available and not all desk spaces are taken at the same time. He doesn't foresee an issue even with the new commission. Duncan stated it hasn't been an issue yet and this would be a temporary solution for two years maximum. Kurtz stated his worry is that student leaders may use the office differently and more next year so that should also be considered. Gil stated that if this is passed, then the TSCBOT can address future issues as they become an issue. Duncan agreed that we must concentrate on solving the current issue and deal with future issues later.

Gil moved to end discussion and move into a roll call vote. Duncan seconded. There was no further discussion.

Evans asked if there were any objections to moving into a roll call vote. There were no objections. The amendment 006A to motion FC 006 18/19 was approved with a 5-0-0 roll call vote.

Evans opened the floor for discussion.

Gil moved to move into a roll call vote. Aguilar seconded. There was no further discussion.

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

FC 006 18/19 MSC 5-0-0 The motion passed.

- b. Action: TSU Club Office Space Allocation – Fall 2019** **FC 007 18/19** (Aguilar-m/Duncan-s) On a motion duly made and seconded, the Facilities Committee approved sending a recommendation to the Board for the approval of the TSU Club Office Space Allocation for the Fall 2019 semester.

Evans yielded to Fehr to present the proposal. Fehr stated he is filling in for Drew Wiley, Director of ASI Leader and Program Development. Applications have been graded by the committee members and that grading was used to rank the applicants. Based on the ranks, the top applicants were selected for office space and space was allocated based on club similarities as best as possible. Based on the amendment just passed for the reallocation of office space, the currently proposed roster for club office space for Fall 2019 will have to be amended to add two more clubs to the overall proposal.

Evans opened the floor for questions and discussion.

Evans stated that for the two additional club spaces he would suggest taking the next two clubs on the ranking and add to the proposed roster. Kurtz asked if there was a way to check the validity of the answers to the application responses. Fehr stated it is based on an honor system. There is no formal review process. The committee continued to discuss the allocation of office space.

Duncan made amendment 007A to motion FC 007 18/19 to make the following adjustments: Remove the two club office spaces in TSU 260, add the four club office spaces in TSU 254 and allocate space to two more clubs for a total of 19 clubs as listed on the proposed roster. Gil seconded the amendment.

Evans opened the floor to questions and discussion on the amendment.

There were no questions or discussion.

Evans asked if there were any objections to moving into a roll call vote. There were no objections. The amendment 007A to motion FC 007 18/19 was approved with a 5-0-0 roll call vote.

Evans opened the floor to questions and discussion

There were no questions or discussion.

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

FC 007 18/19 MSC 5-0-0 The motion passed.

- c. Action: TSU Food Court Update** **FC 008 18/19** (Duncan-m/Gil-s) On a motion duly made and seconded, the Facilities Committee approved sending a recommendation to the Board for the approval of the proposal to update the Food Court in the TSU.

Evans yielded to Fehr to present the proposal. The proposal is to update the food court over the summer: replace all public area furniture, replace the floor, purchase new waste and pizza box recycling containers, add electrical outlets for public use, rearrange the seating and lighting, and minor structural upgrades like removing doors to create more space. Fehr showed/explained to the committee a design/layout that a professional design is suggesting based on their professional judgment. It includes samples of types of furniture being suggested. Fehr explained that the proposal is to allocate funds for the project design but there is still flexibility in what kind of furniture would be purchased. See PowerPoint presentation attached to the minutes for more details.

Evans opened the floor for questions.

Kurtz asked if there would be a change in seating capacity in the food court. Fehr stated we would only gain a few seats but that's because we are doing a refresh, not a remodel.

Evans opened the floor to discussion.

Evans stated he liked the idea of limiting the power outlets to the bar seating areas because that way students can quickly come and charge their phones but not stay super long. Duncan stated he liked the idea of a standing bar with power with no seats to avoid people staying there for hours. Gil stated he like the idea of a bar with power but at a good height where it could be a standing bar or a seated bar that way we have flexibility. Duncan stated they can be a different size. Fehr stated the chairs could be purchased and used if we wanted. Kurtz stated a standing bar is great to charge your phone while waiting for your pizza. He asked if Piology would be paying for the pizza box recycling containers. Fehr stated the TSC is responsible for those. Duncan suggested considering an ADA bar.

Kurtz asked who would be making the final decisions on the furniture. Fehr stated it would be him and his staff with the input from the TSCBOT and campus people.

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

FC 008 18/19 MSC 5-0-0 The motion passed.

ROLL CALL VOTE

| | 006A | 006 | 007A | 007 | 008 |
|----------------|--------------|--------------|--------------|--------------|--------------|
| Aldazabal | Y | Y | Absent | | |
| Aguilar | Y | Y | Y | Y | Y |
| Duncan | Y | Y | Y | Y | Y |
| Evans | Chair | | Y | Y | Y |
| Gil | Y | Y | Y | Y | Y |
| Quach | Absent | | | | |
| Torres | Y | Y | Y | Y | Y |
| Vanderhook | Absent | | | | |
| Results | 5-0-0 | 5-0-0 | 5-0-0 | 5-0-0 | 5-0-0 |

ANNOUNCEMENTS/MEMBERS' PRIVILEGES

Tapper stated the SRC letters are schedule to be installed Tuesday morning.

Kurtz stated today's committee meeting was very productive. Good job today.

Evans agreed and thanked everyone. Last committee meeting on 4/24/2019 will be quick. Time to be determined.

Torres reminded everyone to go provide their feedback on the CSUF Masterplan in the Claves Performing Arts building.

ADJOURNMENT

The meeting adjourned at 4:46 p.m.


Chris Evans, Chair


Deisy S. Hernandez, Recording Secretary

2nd Floor Office Space Reorganization

Goals & Outcomes

- Accommodate location for new Chief Inclusion & Diversity Officer
- Locate ASI Board Chair next to Vice Chair/Secretary/Treasurer for collaboration and leadership
- Locate Commissions closer to advisors and Leader & Program Development department
- TSC Board of Trustees will have its own office
- Minimize impact on Student Organizations

Proposal

TSU 260 and TSU 265 will be reallocated for ASI student leadership offices:

- The BOD Chair (currently TSU 213 in the Executive Offices Suite) will be relocated to TSU 260 (the office next door to the current BOD Vice Chairs' Office)
- The Commission groups (currently in TSU 249) will be relocated to TSU 265 or other current student leadership offices.

TITAN STUDENT UNION UPPER LEVEL

California State University, Fullerton



- The Board of Trustees will remain in TSU 249 and will be the sole occupant.
- TSU 254 will be converted into a four-club office space.

TITAN STUDENT UNION UPPER LEVEL

California State University, Fullerton





TSC BOARD OF TRUSTEES

CALIFORNIA STATE UNIVERSITY, FULLERTON™

Re-allocation of office space on the upper level of the Titan Student Union.

PRESENTED TO: Titan Student Centers Board of Trustees

MEETING DATE: Wednesday, April 17th, 2019

PRESENTED BY: Chris Evans, Vice Chair of Facilities, TSCBOT
Jeff Fehr, Associate Director, Titan Student Union
Drew Wiley, Director, Leader and Program Development

BACKGROUND

The Board of Directors (BOD) recently approved the creation of a new Executive Officer position. ~~This, a new Social Justice and Equity Commission, and two new Commission Coordinators. These~~ new position ~~has~~ and group, in addition to growth in other programs in recent years, have created the need to adjust the space allocation for our ASI student leadership offices.

PROPOSAL

The spaces in TSU 260 ~~and TSU 265~~ will be reallocated for a ASI student leadership offices. The BOD Chair (currently TSU 213 in the Executive Offices Suite) will be relocated to TSU 260 (the office next door to the current BOD Vice Chairs' Office) ~~and the Commission groups (currently in TSU 249) will be relocated to TSU 265 or other current student leadership offices. The Board of Trustees will remain in TSU 249.~~ The space in TSU 254 will be converted into a four-club office space.

RATIONALE

This proposal has been created with the rationale that our student leaders need to have close proximity to others that they work with most. The creation of a new Executive Officer position has resulted in the need to have space within the Executive Offices suite in TSU 207. This need led to the decision to propose the relocation of the BOD Chair office. Relocating this office next to the current Vice Chairs' office will enhance these leaders ability to communicate and collaborate. ~~In addition, with recent growth in the engagement and projects of both the Board of Trustees and Commissions, these groups have now outgrown their currently shared space, which has led to the proposal to allocate more space for ASI student leadership offices.~~

IMPACT

Net ~~addition~~ loss of three club office spaces.

BUDGET IMPACT

None to minimal budget impact is expected, as existing furniture will be used primarily. Any new furnishings will be purchased from existing operating budget funding.

IMPLEMENTATION TIMELINE

Process will begin at the end of Spring 2019 and will be completed in early Summer 2019.

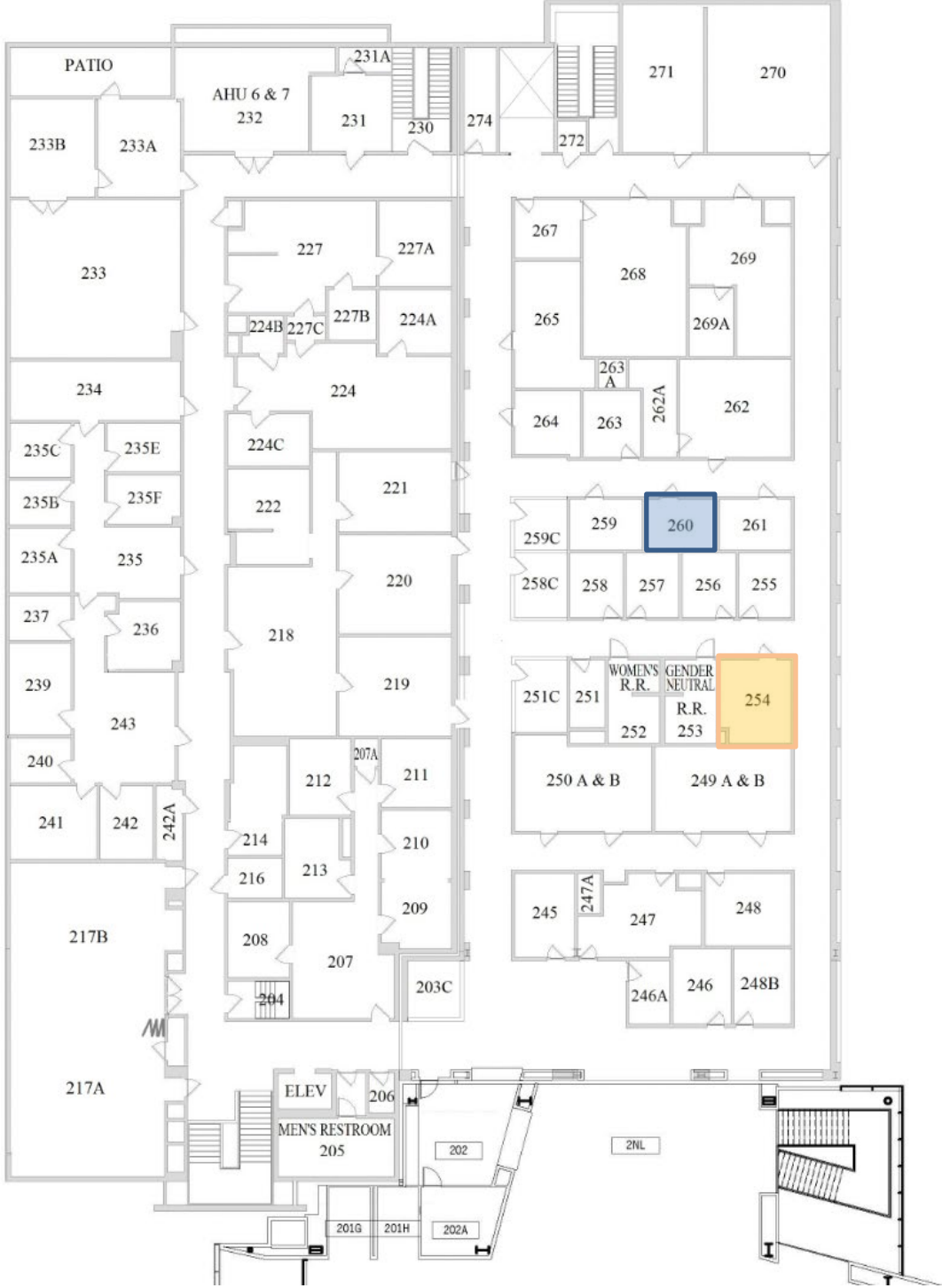
TITAN STUDENT UNION UPPER LEVEL

California State University, Fullerton



TITAN STUDENT UNION UPPER LEVEL

California State University, Fullerton





TSC BOARD OF TRUSTEES

CALIFORNIA STATE UNIVERSITY, FULLERTON™

Proposal to allocate club office space in the Titan Student Union for the Fall 2019 Semester

PRESENTED TO: Titan Student Centers Board of Trustees Facilities Committee

MEETING DATE: Wednesday, April 10, 2019

PRESENTED BY: Chris Evans, Vice Chair of the TSCBOT Facilities Committee
Drew Wiley, Director of ASI Leader and Program Development

BACKGROUND

The Titan Student Union offers a club space program within the facility for recognized CSUF student clubs and organizations that includes office spaces and storage lockers. Office spaces are allocated by the TSCBOT each semester.

PROPOSAL

Allocate available club office spaces in the Titan Student Union to the recognized student organizations listed on the attached allocation roster for the Fall 2019 Semester.

RATIONALE

Based on the applications for office space submitted, the student organizations listed on the attached roster were assessed to have the best presented applications and plans for using the office space during the Fall 2019 Semester.

IMPACT

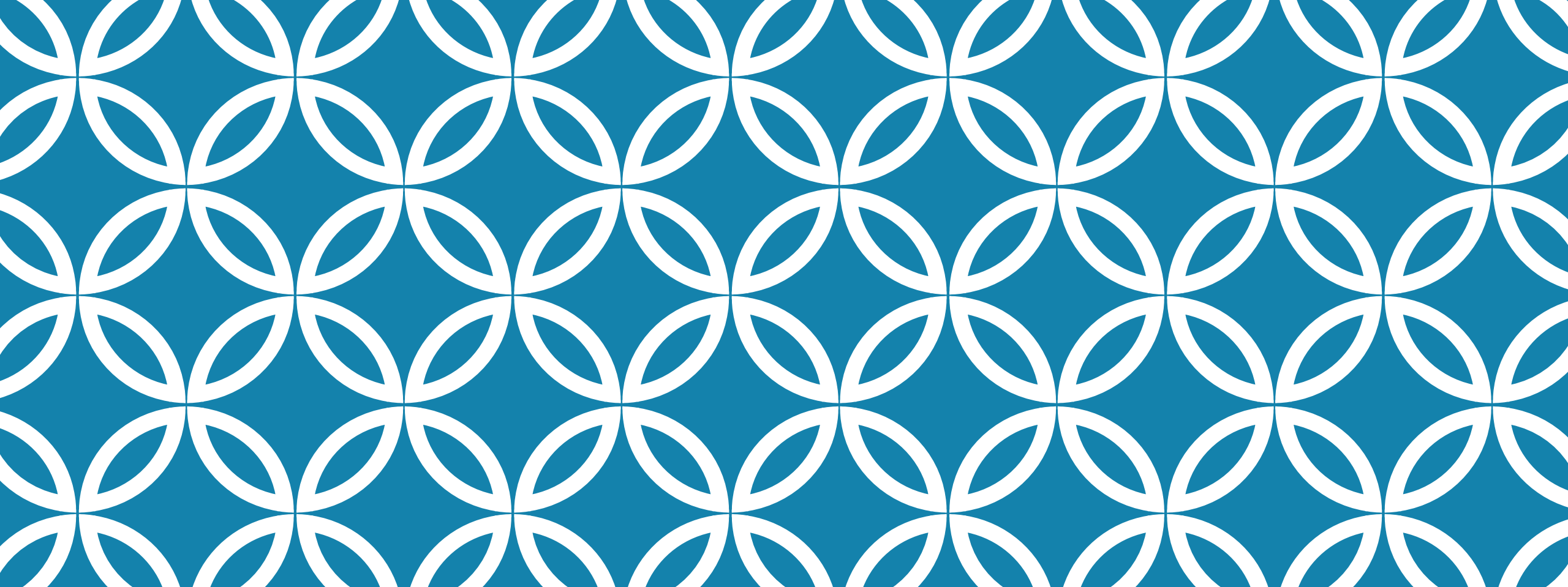
By offering space to recognized student organizations, the Titan Student Union continues to present opportunities for these organizations to engage with members and prospective members to accomplish club goals. As these spaces are already allocated for student organizations there will be no additional impact.

BUDGET IMPACT

There is no budget impact associated with the proposal.

IMPLEMENTATION TIMELINE

Student organizations allocated space will be contacted prior to the end of Spring 2019 Semester and will move into their offices the week before the Fall 2019 Semester.



TITAN STUDENT UNION FOOD COURT RENEWAL

Summer 2019

PROPOSED SCOPE OF WORK

Replace all public area furniture

Flooring removal, materials purchase and installation

Waste and recycling containers

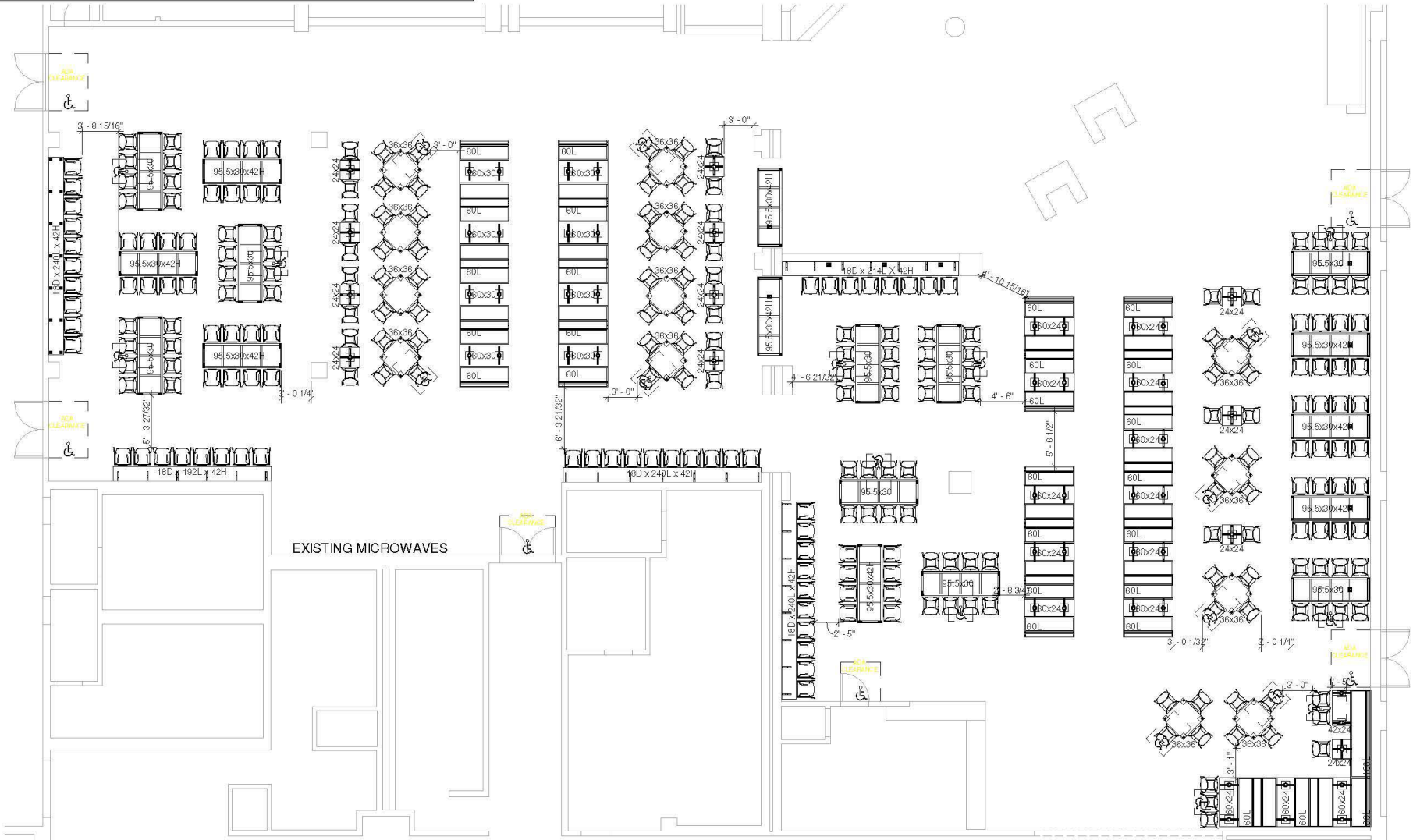
Additional public electrical access at some locations

Minor lighting upgrades by relocation of existing lights

Minor structural upgrades including the removal of unused doors and drywall repair

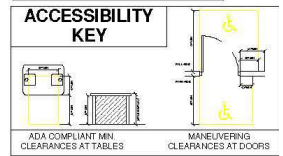
| STEEL KEY | CORE DRILLED | TOP | TOP KEEF | FREE STANDING | SP | SP-SID | MISC. S WOODS | CABIN | BAR STOOL |
|-----------|--------------|-----|----------|---------------|----|--------|---------------|-------|-----------|
| | | | | | | | | | |

NOTE: THIS KEY REPRESENTS GENERAL STEEL SYMBOLS. REFERENCE PROJECT SPECIFICATIONS FOR PRODUCT DESCRIPTIONS DETAILED IN PLAN.



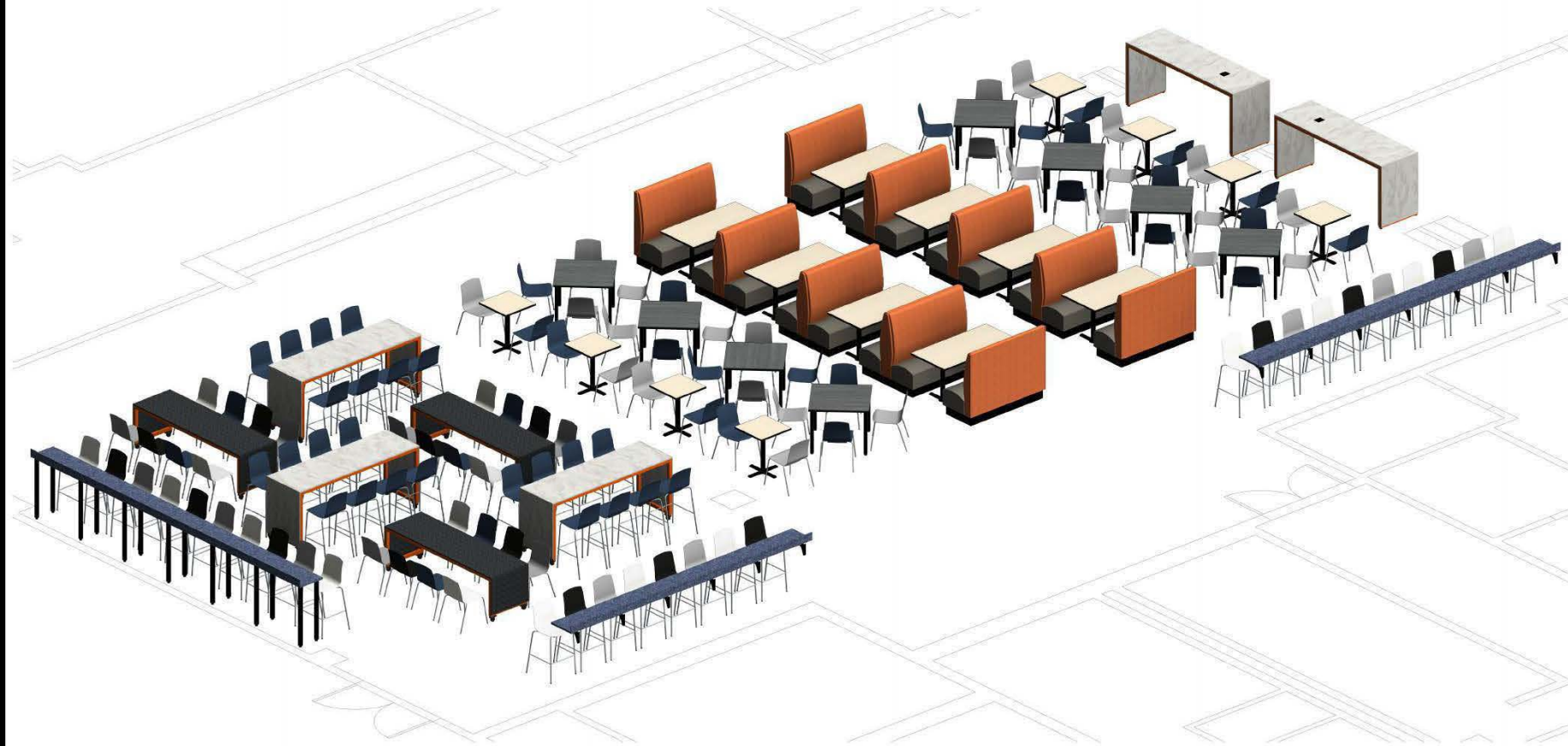
1 Seating Layout
1" = 10'-0"

| SEATING AND TABLE SCHEDULE | TABLE TOP TYPE | SINGLES | 2 TOPS | 3 TOPS | 4 TOPS | 5 TOPS | 6 TOPS | 8 TOPS | 10 TOPS | 12 TOPS | |
|----------------------------|-----------------------|---------|--------|-----------------------|--------|--------|--------|--------|---------|---------|--|
| | TABLE TOP # | 5 | 12 | -- | 15 | -- | 22 | 16 | -- | -- | |
| | SEAT # | 46 | 24 | -- | 60 | -- | 132 | 128 | -- | -- | |
| | ADA ACCESSIBLE SEATS: | 20 | | TOTAL SEAT COUNT: 390 | | | | | | | |

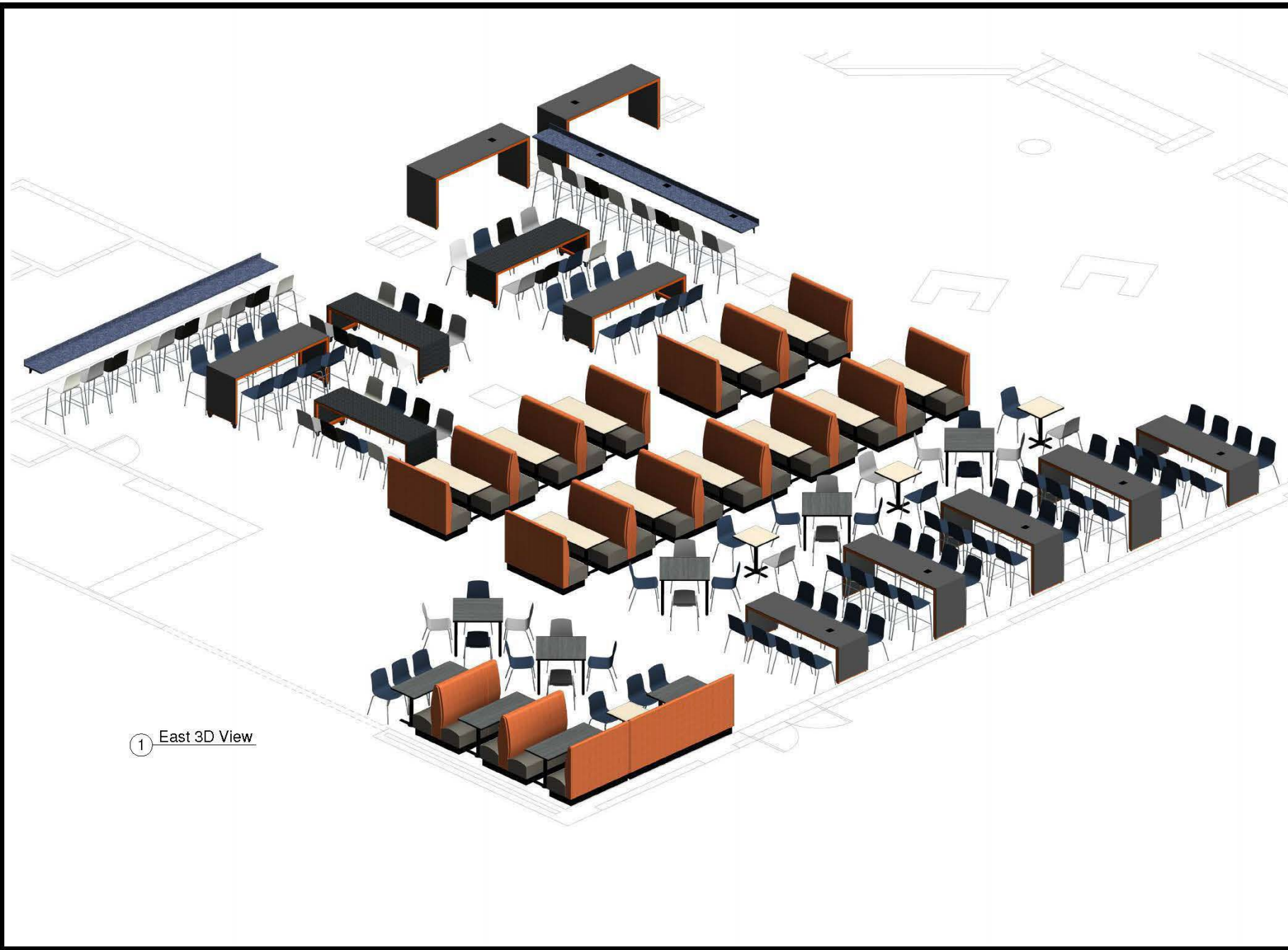




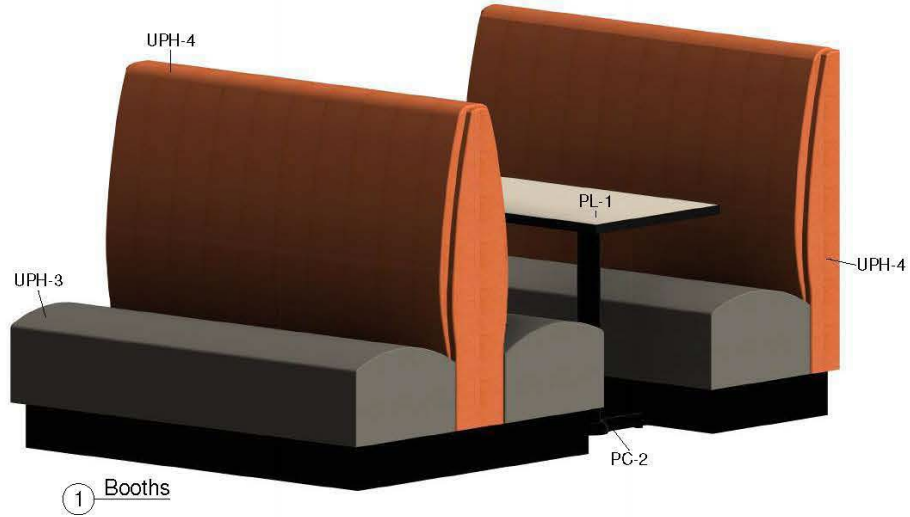
① Finish Layout
1" = 10'-0"



① West 3D View



① East 3D View



① Booths



③ 24 x 24 S-200 Table w/ Cempa Chairs



② 36 x 36 S-200 Table w/ Cempa Chairs



④ Settee



① Standard Ht. Commander Table w/ Cempa Chairs



② Bar Ht. Commander Table w/ Cempa Barstools



③ S-200 Eating Counter w/ Cempa Barstools

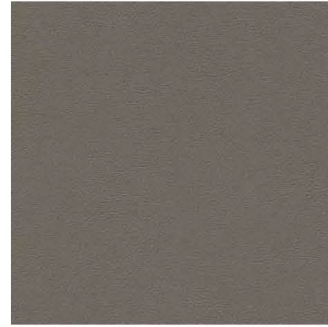
PL-1



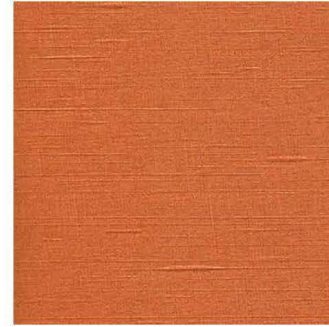
PL-2



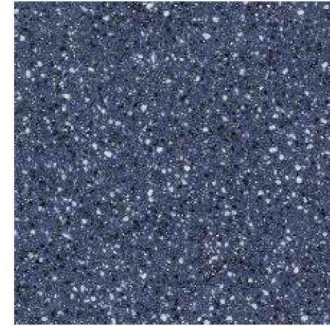
UPH-1



UPH-2



SS-1



SS-2



SS-3



PC-1



PC-2



PC-3



DAUPHIN BLUE



DAUPHIN SILVER



DAUPHIN WHITE



DAUPHIN BLACK









TSC BOARD OF TRUSTEES

CALIFORNIA STATE UNIVERSITY, FULLERTON™

Proposal to fund purchase and installation of new flooring, furniture, power and lighting upgrades to the Titan Student Union Food Court

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

MEETING DATE: April 10, 2019

PRESENTED BY: Chris Evans, Vice Chair, Facilities, Titan Student Centers Board of Trustees
Jeff Fehr, Associate Director, Titan Student Union

BACKGROUND

The furniture and flooring in the Titan Student Union Food Court is dated and inefficient for the space. The flooring, currently 17" x 17" ceramic tile, and nearly all of the furniture was purchased in the last Food Court update in late 2006. Some areas of the floor have been cracked and show wear. The vinyl booths have been consistently repaired as they've been worn or damaged.

PROPOSAL

Authorize ASI staff to refresh and modernize the Titan Student Union Food Court through purchase and installation of new flooring, furniture and waste receptacles. Minor upgrades to public power access and lighting, as well as the removal of unused doors will occur at the same time. Funding is not to exceed \$396,000.00 and will be allocated from Titan Student Centers repair and replacement fund (TCUMR) (\$214,000 furniture, \$170,000 floor demo and replacement, \$12,000 trashcans).

RATIONALE

Furniture, flooring and public power upgrades will refresh and modernize the public seating area. Guests in the upgraded space will see increased student satisfaction with the Titan Student Union and their community experience. The high volume access and turnover for guests requires furniture and flooring that can be easily maintained throughout the day, and thoroughly cleaned overnight.

IMPACT

Increased customer satisfaction in a modern, thoughtful, planned and maintained dining experience. Access to power for students and guests for their personal electronics.

BUDGET IMPACT

Funding for this project is to be allocated from the Titan Student Centers repair and replacement fund (TCUMR) and is not to exceed \$396,000.00. The TCUMR balance as of March 31, 2019 was \$710,000. Barring unforeseen circumstances, the life expectancy of the furniture is 8-10 years, at which time replacements would be considered. Minor lighting and power upgrades to be accomplished through existing Titan Student Union staffing and minor construction budget.

IMPLEMENTATION TIMELINE

Furniture and flooring materials to be ordered late April for delivery and project to begin in July 2019. Flooring, lighting and power installation expected for 4 weeks in July 2019. Furniture delivery

and installation expected to begin immediately thereafter, expected in early August 2019. The remodeled Food Court is expected to be completed prior to the start of the Fall Semester 2019.