



Minutes

TSC Facilities Committee Meeting

📅 Wed March 4th, 2020

🕒 3:00pm - 4:30pm PST

📍 Titan Student Union Board Room

👥 In Attendance

I. **Call to Order**

Raechel Rix, Chair, called the meeting to order at 3:04 p.m.

II. **Roll Call**

Members Present: Aguilar, Brem, Carlsen, Evans, Harris, Kurtz, Rix, Shabak

Members Absent: Hallett

Liaisons Present: Fehrn, Sharma, Tapper, Wiley

Liaisons Absent: Martin

According to 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 ending time for 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.

III. **Approval of Agenda**

Decision: (Reveles-m/Shabak-s) The agenda was approved by unanimous consent.

IV. **Approval of Minutes**

a. **02/19/2020 Facilities Committee Minutes**

Decision: (Reveles-m/Kurtz-s) The February 19, 2020 Facilities Committee minutes were approved by unanimous consent.

V. **Public Speakers**

Members of the public may address TSC Board of Trustees Facilities Committee members on any item appearing on this posted agenda.

NONE

VI. **Reports**

a. **Chair**

Evans asked for a Capital Project Update on the SRC Pool Deck updates. Tapper shared installed two new fire pits. Pool furniture has been ordered, expect in two weeks.

b. **Marketing Liaison**

Aguilar provided updates on Breakfast with the Boards promotional items,

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

Fehrn, no report.

VII. **Unfinished Business**

NONE

None.

VIII. **New Business**

a. **Discussion: Proposal to Allocate a Location in the TSU for the Food Pantry**

The Committee will discuss TSU-107 as a possible location for the ASI Food Pantry.

Rix opened the floor to discussion on selecting a location for the Food Pantry in the TSU. The Committee toured a location in the lower level Pub after the BOT meeting last week. Rix asked for feedback.

- Shabak shared the suggested location seemed private and would be a benefit for those who prefer privacy.
- Carlsen shared comments regarding adjustments that would need to be made to the site to accommodate large palates for food access. Also, liked not allocating the full space for this purpose.
- Sharma shared comments that the location seems to be a good fit for students who may have concerns and not wanting their circumstances out in the open.
- Evans shared concerns about what exactly will be put into the space, not sure if it will be a good space without knowing what would be put into it.
- Kurtz agreed, it is important to know what will be installed. Shared there are two fridges in the space now and still has room for shelving and some storage. Carlsen's point to add a door is a good point. Mostly the space seems to be a good fit. Should ask for drawings/concept information.
- Evans asked who is responsible for defining what the needs are for the space.
- Fehrn shared that this Board will be charged with assigning a location. The types of things in the space, will be left up to a collaboration between IT, BE, UCC, partner from the Committee, etc. Based on tours taken and knowledge gained, the space seems to be a good fit. This Board will allocate the space, it is up to professional staff to make it happen.
- Kurtz shared, need to think about any budget impact in making the space ready for the Pantry.
- Fehrn shared as a separate function, the TSCBOT will consider the budget for 2020-

21 which will include an estimated cost in the Building Engineering work for the space.

- Evans asked if there is an update on what will happen during the summer.
- Fehr shared all details have not been determined at this time. Once a partner is determined, will need to discuss and define the hours of operation and other details. The goal is to define a space and work toward that.
- Evans asked if ASC is being charged for the space. Fehr confirmed, ASC is utilizing the space and it is part of their contract.
- Kurtz suggested including a provision in the proposal to adjust the ASC contract.
- Carlsen asked about the grant funds and if they would be used as part of the buildout.
- Kurtz shared as part of the budget review, should consider if the \$25,000 grant or a portion would be used toward the buildout. Also, talking with Campus to determine if there are funds available to assist with the buildout of the space.
- Evans asked if there are other spaces that should be considered.
- Fehr shared there is not any unused space available that would be confidential for this purpose.
- Rix shared the location seems perfect. Buildout will likely be expensive. There seem to be quite a few what if's to answer in regards to this project.
- Kurtz shared should work on the proposal, bring it to the Committee at the next meeting. Bring questions to the Operations Committee to begin working on.
- Rix shared, on April 8th the proposal would be presented to the Committee.

b. **Discussion: Club Office Space Allocation**

The Committee will discuss Club Office Space applications, process and grading.

Rix yielded to Asha Nettles, Director of Leader and Program Development. Nettles shared the applications are open for the club office space for 2020-2021. Nettles provided handouts to the Committee and reviewed the process step by step. She included examples of prior applications, the highest ranked and the lowest ranked. Preparing a 5 year historical allocation matrix for review and consideration. Asked the Committee to begin grading as soon as the information comes through.

Rix opened the floor to discussion on the application process, grading and allocation of club office space for the fall 2020 semester.

Kurtz thanked Nettles for the information and for including information that BOT members have asked for in the past. He asked for an overview of the best practices in grading applications. Nettles shared, read through all applications once, before adding scores.

Evans asked if the Committee would be given a number or the actual name of the Org. Nettles shared it is up to the group.

Rix asked if the process was successful in the past to redact the names. Evans shared it was a bit confusing when trying to discuss the applications after grading. Additionally, if there is any conflict in the process, each person should bring that to the group.

Kurtz shared it doesn't matter much in regards to redacting or not. All applications are assessed the same, depending on the information provided and their purpose in using the space.

Nettles shared just need to know if advance.

Rix shared it was beneficial to try it out. It was somewhat confusing when trying to evaluate events for the applications.

Evans shared maybe setting a matrix for the number of members in the club.

Kurtz shared be consistent in grading all applications in regards to the number of members. Each person should have the flexibility

Evans shared he would make his own matrix based on a review of all applications.

Shabak shared it didn't matter during the grading that the name wasn't shown or not, but during discussion it made it difficult to recall any information.

Nettles asked about removing membership count or importance of the number of people.

Kurtz shared it's more of a personal preference, shared thoughts about how to look at the number of people.

Evans asked if could see historical membership for the clubs.

Kurtz asked if can include a question regarding longevity with SLL.

Rix shared keep names on application, and add a question proposed by Kurtz for next year's group.

Wiley shared if during grading you don't finish, none of your work is included. Make the time to get the grading done.


Shabak asked when grading is due. Nettles shared application deadline is in two weeks.

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

- Kurtz shared Breakfast with the Boards tomorrow 3/5 9:00 a.m. Expect to see all trustees present. Survey will be distributed, handing out handbills, talking to students.
- Kurtz, scholarship grading, asking for Trustees to reach out to help.
- Carlsen shared looking forward to having Bylaw recommendations at next meeting.

X. **Adjournment**

Raechel Rix, Chair, adjourned the meeting at 3:51 p.m.


Raechel Rix (May 1, 2020)

Raechel Rix, Vice Chair Facilities



Susan Collins, Recording Secretary

Roll Call 2019-2020

03/04/2020 TSC Facilities Committee Meeting

Attendance		Present	Absent
Trustees	AGUILAR	1	
	EVANS	1	
	SHABAK	1	
	CARLSEN	1	
BOT CHAIR	KURTZ	1	
ASI BOARD CHAIR	REVELES	1	
ASI PRESIDENTS RE	HALLETT		1
RSA REP	SOLIS	1	
Chair	RIX	1	
		Present	Absent
		8	1

Attendance		Present	Absent
TSU AD	Fehrn	1	
Marketing	Martin		1
VC Oper	Sharma	1	
SRC Dir	Tapper	1	
AED	Wiley	1	
Recording Se	Collins	1	
		Present	Absent
		5	1



Vice Chair Facilities:

- Remember that Breakfast with the Boards is on March 5th (tomorrow) at 9am, I'll see you there.
- Operations committee is having a special meeting next week for budget, after the general meeting. If you're interested about any of that, since it's a big project, contact Prashant or Doug regarding this.
- March 13th myself, Doug, Prashant, and Chris Evans will be going to ACUI. This is exciting. So remember, I'm cancelling the next committee meeting after this.
- I also have flyers made, which I will pass around. You can take some (maybe for your scrapbooks, or to pass around to promote. You will also see these tomorrow, at Breakfast with the Board.









03042020 Facilities Committee Minutes

Final Audit Report

2020-05-07

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