





## Minutes

### Facilities Committee

 Thu April 28th, 2022

 1:15pm - 2:30pm PDT

 ASI Boardroom - Titan Student Union

 **In Attendance**

#### 1. **Call to Order**

Morgan Diaz, Chair, called the meeting to order at 1:20 p.m.

#### 2. **Roll Call**

Members Present: Diaz, Kelley, Sukaik, Velasquez

Members Absent:

Liaisons Present: Mitchell, Nettles

Liaisons Absent:

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 a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business

#### 3. **Approval of Agenda**

**Decision:** (Sukaik-m/Velasquez-s) The agenda was approved by unanimous consent.

#### 4. **Approval of Minutes**

**Decision:** (Sukaik-m/Velasquez-s) The April 14, 2022 Facilities Committee meeting minutes were approved by unanimous consent.

##### a. **04/14/2022 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.*

There were no public speakers.

#### 6. **Reports**

##### a. **Chair**

Diaz, Chair, had no report but thanked the Committee for their work.

Diaz also encouraged members to take care and do well during their finals.

##### b. **Director, Student Government**

Diaz yielded to Nettles to share her report.

Nettles, Director of Student Government, applauded the Committee for their work.

Nettles informed the Committee that they will be making changes in the coming year improve the effectiveness of the Committee moving forward.

Nettles reminded the members to complete the scholarship applications grading.

Nettles warned members against leaving their doors unlocked when they step away from the office.

Nettles informed members that they can now pick up their Graduation Regalia if they purchased one.

#### 7. **Unfinished Business**

There was no unfinished business.

#### 8. **New Business**

##### a. **Discussion: Capital Projects Updates**

*The Committee will receive updates about ongoing Capital Projects.*

Diaz yielded to Nettles to provide updates on the ongoing Capital Projects.

Nettles provided updates on the ongoing Capital Projects:

- Nettles reminded the Committee that in November the Board approved \$1M in projects
- Nettles informed members of what Capital Expenses are and reviewed the Capital Process
- Nettles shared changes to the Marketing Team's New Equipment and Technology
- Nettles provided updates on the Children's Center's Kitchen Equipment
- Nettles provided updates on the Student Recreation Center's All Gender Locker Room, Fitness Equipment, ADA Door Upgrade, and Pool Cabanas
- Nettles provided updates on the Titan Student Union's Furniture, Stage Equipment, Hybrid Meetings Rooms / Virtual Meeting Support, Acoustic Ceiling Tiles, Virtual Engagement Booths, Courtyard Seating, Updated Meeting Room AV, and Bowling Furniture
- Nettles provided updates on Financial Services' Accounting and Financial System Upgrade

Diaz opened the floor to questions.

Kelley asked for more information on the Accounting window access.

Nettles explained that the department was under construction this year, and prior to reopening the space, they had window service to provide access to pick up documents or drop off requests and to answer questions. Nettles explained this is the service window for public use since the Accounting room must stay secure.

Diaz opened the floor to discussion. There were no additional points of discussion.

## **9. Announcements/ Members' Privilege**

Mitchell reminded members to complete the grading of scholarship applications.

Mitchell reminded members to fill out the Leadership Award recommendation for the upcoming banquet.

Mitchell also applauded Diaz for her work on the Board as Secretary and on this Committee as Chair.

Diaz informed members of the Culture Couture event that is in progress that they can attend.

## **10. Adjournment**

Morgan Diaz, Chair, adjourned the meeting at 1:56 p.m.

---

Morgan Diaz, Chair

---

Crystaal Washington, Recording Secretary

Approved by the ASI Board of Directors, May 3, 2022:

  
Morgan Diaz, Board Secretary

  
Susan Collins, Recording Secretary

## Roll Call 2021-2022

04/28/2022 FACILITIES Committee Roll Call

Attendance			Board Members	
			Present	Absent
SECRETARY (ARTS)	DIAZ	MORGAN	1	
COMM	KELLEY	LYDIA	1	
ECS	SUKAIK	DAHLIA	1	
HSS	VELASQUEZ	DAVID	1	
			Present	Absent
			4	0

Attendance				Liaisons	
				Present	Absent
PRESIDENT	MITCHELL	JOSHUA	1		
DIR SG	NETTLES	ASHA	1		
			Present	Absent	
			1	0	

\*Recording Secretary: Crystaal Washington



**Facilities Committee**  
**April 28, 2022**

# **CAPITAL PROJECT UPDATES**

# REVIEW OF CAPITAL PROCESS

Capital expenditures are costs incurred to acquire or construct a capital asset.

- A capital purchase is any purchase of a single item or combination of like items with a total value equal to or greater than \$5,000 and an estimated life of greater than one year.
- All capital expenditures approved during the capital request process are subject to ASI Board of Directors approval.

Reviewed at Finance Committee on Thursday, November 4, 2021

Approved at ASI Board of Directors on Tuesday, November 16, 2021



# IT PROJECT: WIRING UPGRADE

Upgrade existing telecom rooms on 1st and 2nd floor of TSU to expand capacity and future ready infrastructure for expanded applications

- expand and add additional racks and components to allow for future renovations and projects to be completed and data to be upgraded.
- Renovations and projects could include tenant improvements of medium to large scale or upgraded systems like wireless access points (wifi), which now require double the ports than in the past.

## STATUS: HOLDING

Project is being scheduled for summer to minimize potential impact on operations





# MARKETING PROJECT: UPGRADE OF IMACS AND ILLUSTRATION TOOLS

2013 (4 total), 2015 (6 total), and 2017 (2 total) models that are past their life expectancy and in need of upgrading

- Improve the processing speed of projects
- iPad Pros and Wacom Cintiqs drawing tablets to boost the functionality of our iMacs and enhance our department's creative ability
- Effectively translate natural, artistic drawing and painting techniques into digital work – improving the ability to deliver high-quality, unique design pieces to market ASI

## STATUS: COMPLETE

The project was completed during the first half of the spring semester



# CHILDREN'S CENTER: KITCHEN EQUIPMENT

Replace 1 freezer and 1 refrigerator

- Both units were the original units since the building was built (2010)
- Typical useful life for commercial appliances is 10-12 years
- Freezer: replaced this year due to mechanical issues
- Refrigerator: Replaced due to mechanical issues

## STATUS: COMPLETE

Both items were completed



# STUDENT RECREATION CENTER: ALL GENDER LOCKER ROOM

Repurpose existing space to create an inclusive space as a gender-neutral locker room

New space would include a shower, toilet, sink and changing area

## **STATUS: IN PROGRESS**

Under contract with BOA architect.

They are currently developing the construction blueprints and hoping to have them by the end of the month, then will be sent to campus and the fire marshal for approval. As soon as approved, construction will begin.

Anticipated to be completed for Fall 2022



# STUDENT RECREATION CENTER: FITNESS EQUIPMENT

Purchase of new equipment for the weight room as well as new accessories for the lifting stations

## STATUS: IN PROGRESS

All equipment has been ordered

- The first set of equipment should arrive at the end of May
- Donating the old weight plates to Troy High School
- 



# STUDENT RECREATION CENTER: ADA DOOR UPGRADE

To upgrade the doors accessible to the pool deck, to  
ADA automatic doors



## STATUS: IN PROGRESS

- Building Engineering is working with the door vendor on this contract
- Waiting for the arrival of parts in stock to be able to do the
- installation

# STUDENT RECREATION CENTER: POOL CABANAS

Purchase and installation of cabanas on the pool deck to promote patron use and relaxation on the pool deck



## STATUS: IN PROGRESS

- Vendor gave a lead time of 3 months
- Anticipated arrival in late July/August
-

# TITAN STUDENT UNION: FURNITURE

Furniture for office suites and private offices mostly on the upper level of the Titan Student Union

- Individual offices for new staff and existing staff assigned to new roles
- Redesigned suites for Human Resources, Financial Services and Administration
- Desks, staff chairs, guest chairs, side tables, conference tables and cubicles are included in the planned purchases

## STATUS: IN PROGRESS

- First set ordered and should be delivered after Commencement (Accounting and staff offices)
- Second wave in planning stage (Board office, staff chairs)



# TITAN STUDENT UNION: STAGES

Replace existing stage components for events in the Portola Pavilion.

- Existing stage component over 30 years old and equipped with only one ramp
- prevents UCC/Ops from setting us more than one ADA-accessible event at a time

## STATUS: COMPLETE

On site and in use





# TITAN STUDENT UNION: HYBRID MEETING ROOMS / VIRTUAL MEETING SUPPORT

Increase meeting room built-in inventories to support high-quality hybrid or virtual events (livestream conferences, special events and standard meetings as requested and on demand)

- ASI Boardroom, Gabrielino, Theater, Ontiveros, Alvarado, Stearns, Gilman, Hetebrink, Bradford and Tuffree

## STATUS: COMPLETE

Meeting Rooms and Pavilion



# TITAN STUDENT UNION: ACOUSTIC CEILING TILES

Install sound suppression ceiling tiles, caps, and dampers in the suspended ceiling

- Provide a higher quality event/conference experience for students and other campus stakeholders.
- Sound bleed between Gabrielino, Ontiveros and Alvarado has been a constant problem and the source of many complaints from customers

## **STATUS: IN PROGRESS**

Tiles have been ordered with vendor;  
Building Engineering is waiting for tile to arrive



# TITAN STUDENT UNION: VIRTUAL ENGAGEMENT BOOTHS

- Install six (6) portable one-person privacy booths for teleconferences, virtual classes and meetings
- Seeing an increase in students asking for private space to attend a virtual class, partake in counseling sessions or job interviews, or join a club meeting virtually
- Booths will be equipped with data ports and power sources to support their laptops or other IT needs

## **STATUS: IN PROGRESS**

Planning on Summer delivery



# TITAN STUDENT UNION: COURTYARD SEATING

Purchase and install 35 tables and 70 chairs in exterior TSU locations  
Outdoor seating is in high demand

- With one or two person sitting at a table designed for 4
- Adding smaller tables will facilitate higher net usages of the outdoor spaces

## STATUS

Planning on Summer delivery



# TITAN STUDENT UNION: UPDATED MEETING ROOM AV

Install upgrade audio visual equipment in the larger meeting rooms  
TSU Meeting Rooms: Gabrielino, Theater, Ontiveros, Alvarado



## STATUS: IN PROGRESS

Pavilion AV completed;  
Will work on Board room AV over the summer

# TITAN STUDENT UNION: BOWLING FURNITURE

Install new furniture in the bowling center, including the removal of existing furniture

- Furniture is dated and, in some cases, showing distinct wear and tear
- Some replacement parts are no longer available, and the color scheme no longer matches the TSU palette

## **STATUS: IN PROGRESS**

Planning on Summer delivery



# TITAN STUDENT UNION: BILLIARD TABLES

Install 12 new billiards tables in Titan Bowling & Billiards

We can no longer refelt due to repeated refelts; the board below has had too many staples added and removed over the years

Second highest revenue stream in TBB



## **STATUS: IN PROGRESS**

Planning on Summer delivery

# FINANCIAL SERVICES: ACCOUNTING AND FINANCIAL INFORMATION SYSTEM UPGRADE

Replace or upgrade the One Solution accounting information system (software) ASI is currently using

- Will provide a more seamless and quicker interface for user which will allow more time for analysis rather than on processing transactions
- Ex: recording transactions across divisions
- Requires a Request for Proposals (RFP) process, system set-up and implementation

## STATUS: IN PROGRESS

Release of RFP - July 15, 2022

Bid/Proposals due - September 15, 2022





**THANK  
YOU!**

