1. Call to Order
   Gavin Ong, Facilities Committee Chair, called the meeting to order at 1:24 pm.

2. Roll Call
   Members Present: Mansoor, Nguyen, Ong, Ordiano
   Members Absent: Ayala (E)

   Liaisons Present: Aryan, Hesgard, 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 announcement of Unfinished Business but left before the scheduled end of the meeting.

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

   (Nguyen-m/Mansoor-s) The absence of Ayala due to family emergency has been approved.

3. Approval of Agenda
   (Nguyen-m/Ordiano-s) The agenda was approved by unanimous consent.

4. Approval of Minutes
   a. None

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 that Committee members wear ASI attire when attending Facilities Committee meetings. Ong also asked that members be punctual when attending meetings. Please communicate absences in advance. Ong also asked that members please review the agenda prior to meetings and prepare for any discussion items. Ong emphasized the importance of engagement when there are public speakers.

b. Director of Student Government
   Rebecca Hesgard, Director of Student Government, highlighted open positions for the Board of Directors and Commissions, including Directors for the College of Education, University Affairs Commission, Environmental Sustainability Commission, Communications Commission, and Community Engagement Commission.

7. Unfinished Business
   a. None

8. New Business
   a. Discussion: Review of Roles and Responsibilities
      * The Committee will discuss the roles and responsibilities of the Facilities Committee and goals for the year
      Ong yielded the floor to Rebecca Hesgard, Director of Student Government to discuss the roles and responsibilities of the Facilities Committee. The presentation is an attachment to the minutes.
      Highlights of the Presentation:
      * The Committee recommends and approves renovations and improvements to ASI Facilities.
      * Reviews, and recommends changes to operating hours, club space allocations, and facility operating policy
      * Makes recommendations for capital expenditures
      * Responsibilities (attendance, willingness to learn, outreaching to constituents, engagement)
      Ong opened the floor to questions and points of discussion. There were none.

b. Information: Introduction to Capital Definitions
   * The Committee will receive information about deferred maintenance and recurring capital
   Ong yielded the floor to Carolyn Ehrlich, Chief Financial Officer to introduce capital definitions. The presentation is an attachment to the minutes. Carolyn introduced David Pantoja, Director of Building Engineering & Facilities Planning.

   Highlights of the Presentation:
   * Capital Expenditures
   * Capital Funding
   * Annual Capital Spending include two types (recurring and project based)
   * Capital Project Plan is managed by David Pantoja
   * Pantoja met with facility Directors in the TSU, SRC, and the Children’s Center to determine project timelines, estimated cost and project lists per building.
   * Capital FY24 allocated $1.2 Million, Recurring Capital (Building, TSU, SRC, IT, and Reserves).
   * Committee members can make project recommendations.

   Ong opened the floor to questions.
Mansoor asked how funds are allocated between the three buildings. Ehrlich responded that planning is done to project for replacements and repairs. Pantoja also shared that the useful life of equipment and the needs identified by Directors can also dictate funding distribution.

Nguyen asked if the budget is prepared as a rough estimate or if inflation is accounted for? Ehrlich suggested that inflation is built into the model. Pantoja added that they are close estimates but it would be difficult to get accurate numbers.

9. Announcements/Member's Privilege
None

10. Adjournment
Gavin Ong, Chair, adjourned the meeting at 1:59 p.m.
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Roles & Responsibilities
Facilities Committee

2023-2024

Rebecca Hesgard
Interim Director of Student Government
What is the purpose of the ASI Facilities Committee?
Makes recommendations concerning ASI facility operations, renovations, and improvements, including the Titan Student Union, Student Recreation Center, and Children’s Center.

- Update on our facilities
- Hearing from respective staff about our facility needs
- Connecting with our students on what they want to see out of our facilities
Makes recommendations concerning building operating hours, club space allocations, and facility operating policy

- Operating Hours
- Club Space Allocations
- Facility Operating Policy
Make recommendations for capital expenditures

- Annual consideration for expenses and projects needed
- Compiled, reviewed and presented to the Finance Committee for consideration
What are your responsibilities as a member of this committee?
Responsibilities

1. Attendance
2. Willingness to Learn
3. Outreaching to Constituents
4. Staying Engaged
Responsibilities

The Prudent Person

- Such a person *acts sensibly, does things without serious delay, and takes proper but not excessive precautions.*
- The actions of a prudent person in a similar situation are the guide in determining whether an individual’s actions were *reasonable.*
What topics are we covering?

1. Capital Funding Expenditures
2. Updates from Building Engineering, Financial Services, and Facilities Directors
3. Facility Operating Hours
4. Facility Operating Policy
5. Club Space Allocation Process & Availability
6. ASI Wellness Initiative Prospective Planning
Any Questions?

2023-2024
Facilities Committee

Carolyn Ehrlich, ASI Chief Financial Officer
David Pantoja, Director Building Engineering and Facility Planning
August 31, 2023
Capital Expenditures

• Funds spent for acquiring or maintaining fixed assets such as land, buildings and equipment usually above a threshold (ASI - $5,000)

• Buildings
  – HVAC, Roofing, Doors, Windows, Electric, Plumbing

• Equipment
  – Rec Center - Treadmills, weights, outdoor equipment
  – Children’s Center – Picnic tables, Preschool Toys, Cots for Naps
  – TSU – Furniture, tables, AV equipment
  – ASI Admin – Office Furniture, Computers
Capital Funding

• Utilizes Student Fees that are specifically set aside for funding capital and capital projects
• The Capital fund and budget is maintained separately from the operating budget
• Once designated, it retains its status as capital
• Projects are monitored and reported annually to the Facilities Committee
• There are two types of capital spending
  – Recurring
  – Project Based
Annual Capital Spend

- Capital Expenditures (CapX)
- Recurring
- Project Requests
- BE/TS/CC/SRC annual
- Project Based
- One Budgeted Annual Spend
Capital Plan FY24

Recurring Capital

• Comprehensive review - 10 year capital plan
  – Includes all buildings, TSU, SRC and CC

• Need continuous investments for improvements in order to keep building areas safe, fresh and current
<table>
<thead>
<tr>
<th>Building</th>
<th>Area</th>
<th>Capitol Item</th>
<th>Year Needed</th>
<th>Years Allocated</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children's Center</td>
<td>Admin Bldg</td>
<td>Flooring in Nursing Station</td>
<td>2023</td>
<td>1</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Children's Center</td>
<td>Admin Bldg</td>
<td>Carpet in Admin Building</td>
<td>2025</td>
<td>3</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Children's Center</td>
<td>Infant/Toddler</td>
<td>Rubber Playground Surface</td>
<td>2025</td>
<td>3</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>Children's Center</td>
<td>Preschool</td>
<td>Shade Structures</td>
<td>2025</td>
<td>3</td>
<td>$120,000.00</td>
</tr>
<tr>
<td>Children's Center</td>
<td>Admin Bldg</td>
<td>HVAC Controls Upgrade</td>
<td>2027</td>
<td>5</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Children's Center</td>
<td>Admin Bldg</td>
<td>Kitchen Stove</td>
<td>2027</td>
<td>5</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>Children's Center</td>
<td>Infant/Toddler</td>
<td>HVAC Controls Upgrade</td>
<td>2027</td>
<td>5</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Children's Center</td>
<td>Preschool</td>
<td>HVAC Controls Upgrade</td>
<td>2027</td>
<td>5</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Children's Center</td>
<td>Admin Bldg</td>
<td>Roof</td>
<td>2031</td>
<td>9</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>Children's Center</td>
<td>Admin Bldg</td>
<td>UPS System</td>
<td>2031</td>
<td>9</td>
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</tr>
<tr>
<td>Children's Center</td>
<td>Infant/Toddler</td>
<td>Roof</td>
<td>2031</td>
<td>9</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>Children's Center</td>
<td>Preschool</td>
<td>Roof</td>
<td>2031</td>
<td>9</td>
<td>$80,000.00</td>
</tr>
</tbody>
</table>

| SRC                      | SRC Pool     | POOL FILTRATION, TREATMENT               | 2023        | 1               | $90,356.00     |
| SRC                      | Door locks   | Re-key all doors                         | 2023        | 1               | $40,000.00     |
| SRC                      | SRC Front entrance | DOOR, EXTERIOR, SLIDING ENT       | 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         | 2024        | 2               | $200,000.00    |
| SRC                      | Entry        | Replace stone flooring                   | 2026        | 4               | $200,000.00    |
| SRC                      | lobby        | replace current counter and etc          | 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
## Building Engineering

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>Year</th>
<th>Quantity</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSU</td>
<td>Exterior stoops</td>
<td>2023</td>
<td>1</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>TSU</td>
<td>Kitchen Water Softner</td>
<td>2023</td>
<td>1</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>TSU</td>
<td>Atrium Replace tile</td>
<td>2023</td>
<td>1</td>
<td>$150,000.00</td>
</tr>
<tr>
<td>TSU</td>
<td>Accordian doors replace doors add door open</td>
<td>2023</td>
<td>1</td>
<td>$200,000.00</td>
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<tr>
<td>TSU</td>
<td>restrooms Remodel Atrium/Theater</td>
<td>2024</td>
<td>2</td>
<td>$200,000.00</td>
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<tr>
<td>TSU</td>
<td>Elevator Passenger</td>
<td>2024</td>
<td>2</td>
<td>$600,000.00</td>
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<tr>
<td>TSU</td>
<td>Grey water Lift Station</td>
<td>2024</td>
<td>2</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>TSU</td>
<td>Roof Hatch</td>
<td>2024</td>
<td>2</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>TSU</td>
<td>south walk way re-surface floor</td>
<td>2024</td>
<td>2</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>TSU</td>
<td>TBB Vinyl Flooring</td>
<td>2025</td>
<td>3</td>
<td>$100,000.00</td>
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<tr>
<td>TSU</td>
<td>drain piping 76 and 92 building</td>
<td>2025</td>
<td>3</td>
<td>$1,000,000.00</td>
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<tr>
<td>TSU</td>
<td>chiller and boiler Roof replacement</td>
<td>2025</td>
<td>3</td>
<td>$100,000.00</td>
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<tr>
<td>TSU</td>
<td>restrooms Remodel TBB/TV lounge</td>
<td>2025</td>
<td>3</td>
<td>$200,000.00</td>
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<tr>
<td>TSU</td>
<td>Elevator freight</td>
<td>2025</td>
<td>3</td>
<td>$600,000.00</td>
</tr>
<tr>
<td>TSU</td>
<td>Expansion clean and protect concrete st</td>
<td>2025</td>
<td>3</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>TSU</td>
<td>Stairwells replace rubber flooring</td>
<td>2025</td>
<td>3</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>TSU</td>
<td>restrooms Remodel Courtyard</td>
<td>2026</td>
<td>4</td>
<td>$100,000.00</td>
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<tr>
<td>TSU</td>
<td>Courtyard resurface re-design</td>
<td>2026</td>
<td>4</td>
<td>$400,000.00</td>
</tr>
<tr>
<td>TSU</td>
<td>Mainframe patio Redesign area better use</td>
<td>2026</td>
<td>4</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>TSU</td>
<td>Roof 76 and 92 building</td>
<td>2032</td>
<td>10</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>TSU</td>
<td>SW Dock Generator</td>
<td>2032</td>
<td>10</td>
<td>$150,000.00</td>
</tr>
</tbody>
</table>

Total Cost: $5,217,000.00
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
Building Engineering Recurring Capital

Annual Building Costs

- 2023: $0.00
- 2024: $500,000.00
- 2025: $1,000,000.00
- 2026: $1,500,000.00
- 2027: $2,000,000.00
- 2028: $2,500,000.00
- 2029: $0.00
- 2030: $0.00
- 2031: $2,500,000.00
- 2032: $2,000,000.00
- 2033: $1,500,000.00
- 2034: $1,000,000.00
- 2035: $500,000.00
- 2036: $0.00
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 FY24

Questions?