



Facilities Committee Meeting Minutes

Associated Students Inc., California State University, Fullerton

9/4/2025 1:15 PMPDT

@ ASI Boardroom, Titan Student Union

Meeting Details

Meeting Called By: Luca Romero

Meeting Type: Regular

Meeting Attendees: Members, Staff, Public

CSU, Fullerton students, and members of the public may submit comments regarding any item posted on this agenda, or matters of importance to the student body through the [Public Comment Form](#). Comments will be reviewed by the Board Leadership, and submissions received prior to the meeting that are applicable to the governing body will be read during the

1. Call to Order (Romero)

Chair Romero called the meeting to order at 1:23 p.m.

2. Roll Call

Members Present: Guzman, Komiya, Lopez, Romero, Suzer

Members Absent: None

Liaisons Present: Hesgard, Jain, Mallareddygar

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 start 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 the announcement of Unfinished Business.

3. Approval of Agenda

Motion:

The agenda was approved by unanimous consent.

Motion moved by Sarah Komiya and motion seconded by Deniz Suzer.

4. Approval of Minutes

None

5. Public Speakers

Members of the public may address Facilities Committee members on any item appearing on this posted agenda or matters of importance to students.

There were no public speakers.

6. Reports

A. Chair (Romero)

Chair Romero welcomed everyone and emphasized the importance of punctuality, asking members to notify him by text, call, or email if they would be late. He expressed excitement for the upcoming year and confidence that the Committee, with the right conversations and topics, would accomplish productive work.

B. Director of Student Government (Hesgard)

Chair Romero yielded to Rebecca Hesgard, ASI Student Government Director.

Hesgard welcomed everyone to the first Facilities Committee meeting of the Fall semester and thanked those who participated in All Day ASI and Discover Fest, noting their impact on students by promoting ASI's services. She highlighted upcoming events, including *Beyond the Conversation* on September 18 with speaker John M. Chu and the first ASI Fall concert on October 4. She shared that ASI scholarships had increased by \$105,000, with applications open until October 12, and encouraged members to spread the word widely. She also mentioned the current vacancies on the Board and urged everyone to help with the recruitment. Finally, she noted that the new office coordinator would reach out to Board pairs to schedule advising meetings with the chair and herself, and said she would soon provide more information on roles and responsibilities.

7. Time Certain

None

8. Unfinished Business

None

9. New Business

A. Discussion: Roles and Responsibilities (Romero)

The Committee will discuss their roles and responsibilities.

Chair Romero yielded the floor to Rebecca Hesgard, ASI Student Government Director.

Hesgard explained the roles and responsibilities of the Facilities Committee, noting that not all members needed to be facility experts but were expected to guide operations and improvements for the Student Union, Recreation Center, and Children's Center. She outlined the Committee's purpose, which included making recommendations on facility operations, renovations, capital expenditures, operating hours, space allocations, and policies. She emphasized the members' responsibilities: attending meetings to maintain quorum, staying engaged and willing to learn from experts, reaching out to constituents for feedback, and acting as "prudent persons" by making sensible, timely, and reasonable decisions. She highlighted recurring Committee topics such as reviewing capital funding requests, setting operating hours, updating policies, and receiving reports from facilities and financial staff. She concluded by noting that members would also hear updates connected to ASI's Student Wellness Initiative before turning the discussion back to the chair.

Chair Romero opened the floor to questions.

- Chair Romero asked how the Committee would gather student input, particularly regarding TSU operating hours and other topics, and what resources would be used to collect that information.
Hesgard said student feedback was crucial for changes like operating hours and should reflect broader input, not just one person's request. She explained members could

share feedback with her, facility staff, or during meetings, and noted that students often reached out directly to representatives, who were expected to bring those comments back to the Committee.

- Jain asked whether the library was included when considering operating hours. Hesgard clarified that the Committee only set operating hours for ASI's three facilities: the Student Union, Recreation Center, and Children's Center. Campus departments, including the library, determined their own hours, and she noted members could connect with the library dean for details
- Suzer asked if the Committee could address concerns about accommodations or resources in facilities, such as requesting changes to food options, and whether there was a formal process for addressing these concerns. Hesgard explained that the Facilities Committee focused on operations, while program-related matters, like food options, were usually handled by the Programs Assessment Committee. However, if students consistently raised concerns, members could share that feedback, and she could connect them with facility directors or campus partners such as food services. She emphasized that such issues were situational but encouraged members to be proactive in bringing concerns forward.

Chair Romero noted that he and Syed also served on the Auxiliary Board, which oversaw food options in the Student Union. He said the topic was complex and frequently discussed by students, and suggested they could have further conversations about it. He added that attending Auxiliary Board meetings provided valuable insight into how those decisions were made.

Chair Romero opened the floor to discussion.
There were no points of discussion.

B. Discussion: Capital Projects and Process (Romero)

The Committee will discuss and receive an introduction to Capital Projects.

Chair Romero yielded the floor to Kathleen Postal, ASI Chief Financial Officer.

Postal emphasized the importance of long-term planning and explained how capital project management balanced scope, budget, and schedule. She outlined the \$1.2 million allocation for recurring and project-based needs, noting the goal of minimizing deferred maintenance. She highlighted the 10-year plan, some of which is tied to the Wellness Initiative, and encouraged members to provide input at stakeholder meetings. She explained that members could propose projects, staff would provide researched recommendations, and the Committee would decide which to forward to the Board.

Chair Romero opened the floor to questions.

- Jain asked for clarification on the source of the \$1.2 million budget. Postal explained that the \$1.2 million came from surplus funds left at the end of prior years due to savings or unfilled positions. These surpluses are deposited into an unrestricted account, which ASI then transfers to a restricted capital account for projects. She noted they also have a separate maintenance and repairs account with several million dollars available, though the \$1.2 million has been drawn exclusively from the unrestricted funds.

Chair Romero opened the floor to discussion.
There were no points of discussion.

10. Announcements / Member's Privilege

None

11. Adjournment (Romero)

Chair Romero adjourned the meeting at 2:01 p.m.



Luca Romero
2025-10-06 23:57 UTC
Facilities Committee Chair



Erika Perret-Martinez
2025-10-06 23:21 UTC
Recording Secretary

Roll Call 2025-2026

09/04/2025 Facilities Committee Meeting

Attendance	Board Members			
			Present	Absent
ARTS	KOMIYA	SARAH	1	
COMM	GUZMAN	JENNY	1	
ARTS	LOPEZ	JOSHUA	1	
CHAIR	ROMERO	LUCA	1	
HHD	SUZER	DENIZ	1	
			Present	Absent
			5	0

QUORUM	4
Majority	3

Attendance	Liaisons			
			Present	Absent
STU GOV. DIR.	HESGARD	REBECCA	1	
ASI PRES. *	JAIN	RYAN	1	
ASI CHAIR *	MALLAREDDYGARI	YASHWANTH	1	
			Present	Absent
			3	0

*Recording Secretary: Erika Perret-Martinez
Pres Designee: Riya Jain
Chair Designee: Yashwanth Mallareddygari

F A C I L I T I E S C O M M I T T E E

R O L E S & R E S P O N S I B I L I T I E S



A G E N D A

- 1** What is the role of this committee?
What is your role within it?
- 2** What are your responsibilities as a committee member?
- 3** What expectations are you being held to?

P U R P O S E

1. Makes recommendations concerning ASI facility operations, renovations, and improvements, including the Titan Student Union, Student Recreation Center, and Children's Center

- **Update on ASI facilities:**
 - **Children's Center, Titan Student Union, Student Recreation Center**
- **Hearing from respective staff about facility needs**
- **Connecting with our students on what they want to see out of our facilities**

P U R P O S E

2. Makes recommendations concerning building operating hours, club space allocations, and facility operating policy

- Operating Hours
- Facility Operating Policy

P U R P O S E

3. Make recommendations for capital expenditures

- Annual consideration for expenses and projects needed
- Compiled, reviewed and presented to the Finance Committee for consideration

**H O W D O Y O U
C O N T R I B U T E T O
T H E G O V E R N I N G
W O R K O F T H I S
C O M M I T T E E ?**

R E S P O N S I B I L I T I E S

- 1 Attendance
- 2 Stay Engaged & Willing to Learn
- 3 Outreach to Constituents
- 4 Embody the Prudent Person

T H E P R U D E N T P E R S O N

- 1 Such a person acts sensibly, does things without serious delay, and takes proper but not excessive precautions.
- 2 The actions of a prudent person in a similar situation are the guide in determining whether an individual's actions were reasonable.

**W H A T T O P I C S
D O E S T H E A S I
F A C I L I T I E S
C O M M I T T E E
C O V E R ?**

C O M M I T T E E T O P I C S

- 1 Capital Funding Expenditures Review**
- 2 Facility Operating Policy and Annual Hours Approval**
- 3 Updates from Building Engineering, Financial Services, and Facilities Directors**

A N Y Q U E S T I O N S ?



Facilities Committee

Capital Projects

Kathleen Postal, ASI Chief Financial Officer

September 4, 2025

Long-term planning is not about future decisions, but about the future of present decisions.” — Peter Drucker

Introduction

Effective capital projects management is essential to balance scope, budget, and schedule.

- Scope – what is the project?
- Budget – where does the money come from?
- Schedule- timeframe for the project

SCOPE: WHAT IS A CAPITAL PROJECT?

Two main types

- Buildings
 - HVAC, Roofing, Doors, Windows, Electric, Plumbing, Office space build out
- Equipment
 - Rec Center - Treadmills, weights, outdoor equipment
 - Children's Center – Shade Structure, Picnic tables, Preschool Toys
 - TSU – Furniture, tables, AV equipment, Forklifts
 - ASI Admin – Office Furniture, Computers

BUDGET

Capital Budget

- Capital budget is outside of the operating budget
- Each year, the budget is set at \$1.2M
- From \$1.2M:
 - \$600K will go to Recurring
 - \$600K will be available for Project Based

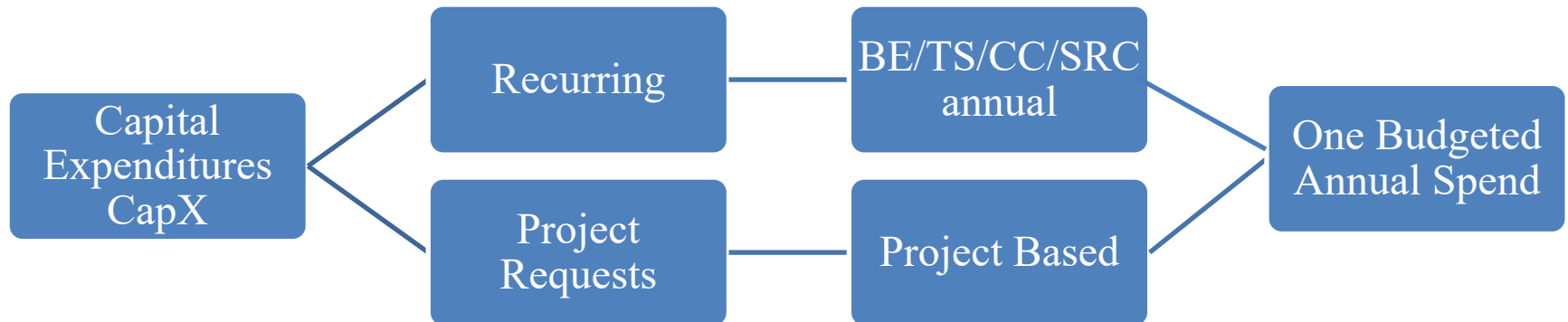
- Budget estimated at \$1.2M
- Recurring Capital:
 - Building 250K
 - TSU 125K
 - SRC 125K
 - IT 25K
 - Reserve 75K
- Available for Capital Projects - \$600K

Capital Funding

- Surplus funding that is set aside for capital projects
- 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



SCHEDULE: TIMELINE FOR PROJECTS

Timeline

- Short-term & long-term projects
- Continuous investment
 - building improvements
 - renovations to keep up with building codes
 - keep the buildings aesthetically pleasing.
- Manage work so that you keep ahead of “problems”
- Plan the work and continue to monitor progress
- Keep deferred maintenance to a minimum

10 YEAR PLAN

10 Year Plan

- Long Term Projects
- Major infrastructure: HVAC, Elevators, Plumbing
- Update annually

COMMITTEE RESPONSIBILITIES

Responsibilities

- Committee Members may suggest projects
- ASI staff will present 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
 - 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.

Summary

Effective capital projects management is essential to balance scope, schedule, and budget.

- Scope
- Budget
- Schedule

Questions?

Next: Proposed Capital Projects
Updated 10-year plan