



Facilities Committee Meeting Minutes

Associated Students Inc., California State University, Fullerton

9/3/2026 1:15 PMPDT

@ ASI Boardroom, Titan Student Union

Meeting Details

Meeting Called By: Eugenie Bassilly, Chair

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 meeting.

1. Call to Order (Bassilly)

Bassilly called the meeting to order at 1:17 pm.

2. Roll Call

Attendance

Present:

Members: Eugenie Bassilly, Anirudh Mukherjee, Emma Rodriguez, Luca Romero, Amy Westen

Liaison Members (Non-Voting): Sydney Hernandez, Rebecca Hesgard, Mia Phao

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.

*Departed Early: None

**Late Arrival: None

3. Approval of the Agenda

[Item 3 - fac 2026 09 03 age.pdf](#)

Motion:

The motion to approve the meeting agenda by unanimous consent was adopted.

Motion moved by Luca Romero and motion seconded by Emma Rodriguez.

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 Cal State Fullerton students.

None

6. Reports

A. Chair (Bassilly)

Chair Bassilly shared her expectations for Committee members, emphasizing the importance of arriving on time, reviewing meeting materials in advance, asking questions, and remaining present, attentive, and engaged throughout the meeting.

B. Director of Student Government (Hesgard)

Rebecca Hesgard, ASI Director of Student Government, thanked members for their participation in All Day ASI, the Resource Fair, and Discover Fest. She reminded members of the September 4 scholarship application deadline and highlighted upcoming events, including Campus Convocation on September 10 and the Titan Elephant Statue dedication on September 15. She also emphasized the importance of remaining responsive to communications from ASI staff and committee or Board leadership.

7. Time Certain

None

8. Unfinished Business

None

9. New Business

A. Discussion: Roles and Responsibilities (Bassilly)

The Committee will discuss their roles and responsibilities.

Chair Bassilly yielded to Rebecca Hesgard, Director of Student Government to review the information.

Rebecca Hesgard, ASI Director of Student Government shared information on the Committee's work and actions that they will complete during the year. Hesgard reviewed the Facilities Committee's purpose, member responsibilities, and upcoming business. She outlined the Committee's role in making recommendations regarding facility operations, renovations, improvements, operating policies, space allocations, and capital expenditures. She emphasized consistent attendance, engagement, constituent communication, and the "prudent person" standard. Hesgard also previewed upcoming discussions on capital expenditures, facility operating policies and hours, and updates.

The presentation is appended to the meeting minutes.

Bassilly opened the floor to questions.

There were no questions

Bassilly opened the floor to discussion.

There were no points of discussion

B. Action: Resolution to Establish the CAPS Satellite Drop-in Resource Space in the TSU (Bassilly)

The Committee will consider approving the resolution to establish the CAPS Satellite Drop-In Resource Space in the TSU.

FAC 001 26/27 (Romero-m /Westen-s) A motion was made and seconded to establish a CAPS Satellite Drop-In Resource Space in the Titan Student Union (TSU).

Chair Bassilly yielded to Sylvana Cicero, Assistant Executive Director for Wellness and Recreation, and Kirsten Stava, Titan Student Union Director to provide an overview. Cicero and Stava introduced Jacqueline Mai and Jodie Shurtleff of CAPS, who presented the proposed “Let’s Talk” drop-in space in TSU Room 202. The pilot will provide informal, non-clinical emotional support, coping strategies, and referrals while reducing barriers to accessing CAPS. The presenters clarified that the space is not intended for crisis or ongoing mental health support and reviewed existing crisis referral protocols. They explained that the shared-use room’s existing functions would remain in place, with the pilot staffed by CAPS clinicians three days per week and promoted by ASI and CAPS. They also noted that full confidentiality cannot be guaranteed in the shared space and that the Committee will receive an outcomes report in the spring.

Stava provided a presentation. The presentation is appended to the minutes.

Chair Bassilly opened the floor to questions.

- Romero asked about the plan for signage and promotions to students to define the program for clarity and clear explanation.
Mai shared there will handbills, an information campaign, social media, etc. ASI will further collaborate in sharing the information. Jody shared word of mouth is the best form of communication.

- Rodriguez asked about the hours for the program and what will happen when the space is closed to provide available resources.

Stava shared signage will continue to be available for students for hours and alternate resources.

- Chair Bassilly asked how the Committee would determine whether the space was reaching students who had not previously accessed CAPS, as opposed to students who were already using CAPS services.

Cicero responded that they plan to track this through an intake question asking whether the student was interacting with or learning about CAPS for the first time.

Chair Bassilly opened the floor to discussion.

- Romero suggested a “Sorry We Missed You” QR code linking to FAQs and resources for students visiting when the space is unstaffed

Mai agreed and noted that CAPS’s 24/7 crisis line could be included.

The Committee moved to a roll call vote.

Motion:

FAC 001 26/27 Roll Call Vote: 5-0-0 The motion to establish a CAPS Satellite Drop-In Resource Space in the Titan Student Union (TSU) was adopted.

C. Information: SRC Group Fitness Studio Update (Bassilly)

The Committee will receive information about updates to the Group Fitness Studio in the SRC.

Chair Bassilly yielded the floor to Jeff Fehr, Chief of Organizational Operations, presenting on behalf of Dr. Dave Edwards, who was traveling. Fehr relayed Edwards's welcome to the Committee and provided an overview of the Group Fitness Studio update activities that occurred during the summer, without prior Committee review.

Fehr yielded to JP Gale, Director of the Student Recreation Center (SRC).

Gale reported that mobile reformer Pilates classes were relocated from the Harvey McKee Fitness Studio to the Spin Studio, with spin classes moving to the Harvey McKee Fitness Studio. The presenter explained the change was driven by class utilization and student feedback: reformer and mat Pilates classes accounted for roughly 60% of group fitness participation and were on average about 92% full across 147 classes offered, while spin utilization had trended downward to about 45%, and the SRC received substantial feedback (over 800 responses in last year's end-of-year survey) requesting more Pilates offerings. Additional factors cited included privacy concerns with the ground-floor Pilates room, injuries and labor associated with setting up and breaking down mobile reformer equipment, and a shortage of certified spin instructors limiting spin's class schedule. The presenter noted the change will be assessed through the fall semester using user surveys, with a possible studio rename considered for January or February.

The presentation is appended to the minutes.

Chair Bassilly opened the floor to questions.

- Chair Bassilly asked what steps, beyond relocating the studio, are planned to increase visibility and attendance for spin classes.
Gale responded that the core need is more certified spin instructors, and that the SRC plans to continue marketing spin classes while working to recruit and certify additional instructors.

10. Announcements & Member's Privilege

None

11. Adjournment (Bassilly)

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



Eugenie Bassilly
2026-10-02 16:09 UTC

Chair, Facilities Committee



Erika Perret-Martinez
2026-10-05 14:39 UTC

Recording Secretary

Roll Call 2026-2027

09/03/2026 Facilities Committee Meeting

Attendance	Board Members			
			Present	Absent
CHAIR	BASILLY	EUGENIE	1	
ECS	MUKHERJEE	ANIRUDH	1	
ARTS	RODRIGUEZ	EMMA	1	
COMM	ROMERO	LUCA	1	
HSS	WESTEN	AMY		1
			Present	Absent
			4	1

QUORUM	4
Majority	3

Roll Call Votes			001 Resolution to Establish the CAPS Satellite Drop-In Resource Center Space in the TSU		
			Yes	No	Abstain
ECS	MUKHERJEE	ANIRUDH	1		
ARTS	RODRIGUEZ	EMMA	1		
COMM	ROMERO	LUCA	1		
HSS	WESTEN	AMY	1		
CHAIR	BASSILLY	EUGENIE	1		
			Yes	No	Abstain
			5	0	0

Attendance	Liaisons			
			Present	Absent
ASI PRES. DESIGNEE	HERNANDEZ	SYDNEY	1	
STU GOV. DIR.	HESGARD	REBECCA	1	
ASI CHAIR DESIGNEE	PHAO	MIA	1	
			Present	Absent
			3	0

*Recording Secretary: Erika Perret-Martinez

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?**
- 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 ?



LET'S TALK

CAPS Satellite Drop-In Resource Space Pilot + ASI Student Wellness Initiative

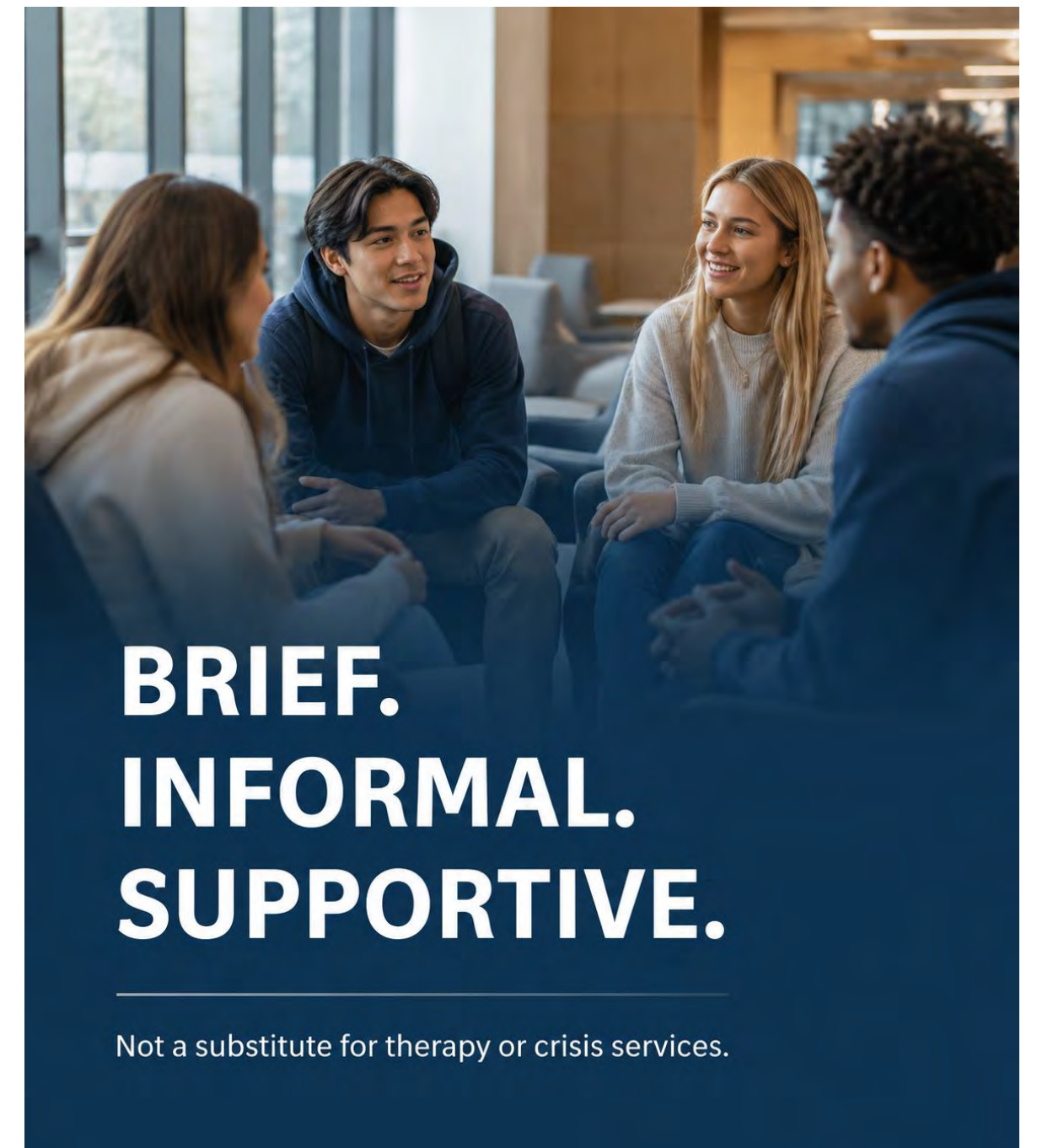
Proposal by: Jacqueline Mai, CSUF Counseling & Psychological Services (CAPS)
Kirsten Stava, Titan Student Union Director
Sylvana Cicero, Assistant Executive Director, Wellness & Recreation



A LOW-BARRIER WAY TO CONNECT

Let's Talk gives students a brief, informal conversation with a CAPS counselor

- Meeting students where they are — in the Titan Student Union
- Emotional support and perspective
- Practical coping strategies
- Guidance on whether additional care may help



CAPS IS GOING WHERE STUDENTS ARE

The Titan Student Union is central, familiar, and already part of students' daily routines.

Bringing Let's Talk outside the traditional counseling center can:

- Reduce barriers and stigma
- Increase visibility of support
- Encourage earlier help-seeking
- Strengthen connection and belonging



WELL-BEING IS MULTIDIMENSIONAL

ASWI is built on the 8 Dimensions of Wellness recognizing that each dimension contributes to student success.

EMOTIONAL

PHYSICAL

INTELLECTUAL

SOCIAL

SPIRITUAL

OCCUPATIONAL

FINANCIAL

ENVIRONMENTAL

LET'S TALK ADVANCES EMOTIONAL WELLNESS IN A SOCIAL SETTING

EMOTIONAL WELLNESS IN ACTION

Let's Talk helps students:

- Learn more about CAPS in a nonclinical setting
- Build confidence in asking for help
- Explore options before concerns become more serious
- Connect with CAPS, ASI, and campus resources



**SELF-CARE
WITH CAPS**

A SHARED COMMITMENT, CLEAR ROLES

CAPS

Committed weekly Counselor
Staffing
Professional standards
Privacy and referrals
Crisis-response protocols



ASI

Shared-space access
Operational readiness
Scheduling coordination
Signage and promotion
Connection to ASWI resources

One approachable student-facing partnership

ONE YEAR TO PILOT, LEARN, AND ADJUST

2026–27

ACADEMIC YEAR ONLY

WHEN	Tuesday 1:30-2:30 p.m. Wednesdays 11:00-12:00 p.m. Thursdays 9:00-10:00a.m.
WHERE	TSU second-floor information window
SPACE	Shared use; returns to TSU Operations at all other times

Assessment will be provided to the committee in Spring 2027

MEASURE. LEARN. DECIDE.

COLLECTION OF NON-IDENTIFYING INFORMATION TO UNDERSTAND REACH AND VALUE.

**01**

STUDENTS SERVED

**02**

GENERAL CONCERNS

**03**

REFERRALS PROVIDED

**04**

STUDENT FEEDBACK

**05**

RESOURCE AWARENESS

**06**

OPERATIONAL IMPACT



REQUESTED ACTION

APPROVE THE 2026–27 LET'S TALK ONE-YEAR PILOT.

THANK YOU!

Questions?

Jacquiline Mai jamai@fullerton.edu
Kirsten Stava kstava@fullerton.edu
Sylvana Cicero scicero@fullerton.edu



A RESOLUTION TO ESTABLISH THE CAPS SATELLITE DROP-IN RESOURCE SPACE AND PROGRAM IN THE TSU

Sponsor: Eugenie Bassilly, Chair, Facilities and Programs Assessment Committees

WHEREAS, the Associated Students Incorporated (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

WHEREAS, ASI is governed by the ASI Board of Directors, sets policy for the organization, approves funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

WHEREAS, the ASI Facilities Committee and ASI Programs Assessment Committee are designated standing committees of the ASI Board of Directors and are tasked with the assessment and management of ASI Facilities and Programs including the Titan Student Union; and

WHEREAS, the ASI Student Wellness Initiative, passed in 2025, represents a multi-year commitment to enhancing holistic wellness opportunities for the student body; and

WHEREAS, the ASI Student Wellness Initiative (ASWI) is built on the 8 Dimensions of Wellness, recognizing that well-being is multidimensional and essential to student success; and

WHEREAS, Counseling and Psychological Services (CAPS) provides mental health services, outreach, consultation, and resources that support Cal State Fullerton students' well-being and academic success; and

WHEREAS, the Let's Talk partnership directly advances the emotional wellness dimension by providing students with approachable support, perspective and connections to additional services in a location where students already gather; and

WHEREAS, Let's Talk is a CAPS Satellite Drop-In Resource Space that offers students a brief, informal opportunity to speak with a CAPS counselor for emotional support, perspective, resource exploration, and guidance regarding whether additional counseling services may be helpful; and

WHEREAS, Let's Talk is intended as a low-barrier point of connection and is not a substitute for formal psychotherapy, psychiatric care, or crisis services, with students needing ongoing or urgent support referred to appropriate CAPS or campus resources; and

WHEREAS, the Titan Student Union (TSU) is a central, familiar, and highly accessible student gathering place, and offering Let's Talk within the TSU advances CAPS' commitment to meeting students where they are while reducing barriers and stigma associated with seeking mental health support; and

WHEREAS, ASI and CAPS have identified TSU 202 as an appropriate shared-use location for the program; and

WHEREAS, TSU 202 currently serves as a multipurpose satellite location supporting TSU Operations, and ASI supports the flexible use of this shared space to accommodate CAPS services, bringing resources closer to students and further advancing ASI's commitment to student well-being and success; and

WHEREAS, the Titan Student Union has determined that the proposed pilot program will not adversely affect activities conducted by TSU Operations; and

WHEREAS, CAPS will provide staffing and clinical oversight, while ASI will provide access to the shared space and collaborate with CAPS on signage, and provide logistical support; and

WHEREAS, the partnership may be assessed through non-identifying program information collected by CAPS, including participation, general categories of concerns, referrals, student feedback, and awareness of available wellness resources; and therefore, let it be

RESOLVED, that the ASI Board of Directors approves the pilot CAPS Let's Talk and ASI Student Wellness Initiative partnership as a one-year pilot program for the 2026-27 academic year; and let it be further

RESOLVED, that during the one-year pilot, CAPS is authorized to offer Let's Talk at TSU 202 from 1:30 p.m. to 2:30 p.m. on Tuesdays, 11:00 a.m.-12:00 p.m. on Wednesdays and 9:00 a.m.-10:00 a.m. on Thursdays subject to mutually agreed-upon academic-term scheduling and operational adjustments; and let it be further

RESOLVED, that TSU 202 will remain a shared space and will return to normal TSU Operations at all times outside the designated Let's Talk hours; and let it be further

RESOLVED, that CAPS will retain responsibility for staffing, oversight, professional standards, student privacy, appropriate referrals, and crisis-response protocols, while ASI and TSU Operations will prepare; and let it be further

RESOLVED, that authorization for the program will conclude at the end of the 2026-27 academic year unless the ASI Board of Directors approves its continuation following review of the pilot; and let it be further

RESOLVED, that ASI and CAPS will review participation, student feedback, operational impacts, and program outcomes at the conclusion of the one-year pilot to determine whether continuation, modification, or discontinuation should be recommended to the ASI Board of Directors; and let it be further

RESOLVED, that this resolution be distributed to the Associate Vice President and Executive Director, the Senior Associate Vice President, Engagement and Well-Being, & Dean of Students, the Director of Counseling and Psychological Services, TSU Director, and applicable departments and staff for appropriate action.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton, on the twenty-second day of September in the year two thousand and twenty-six.

Chair, Board of Directors

Secretary, Board of Directors

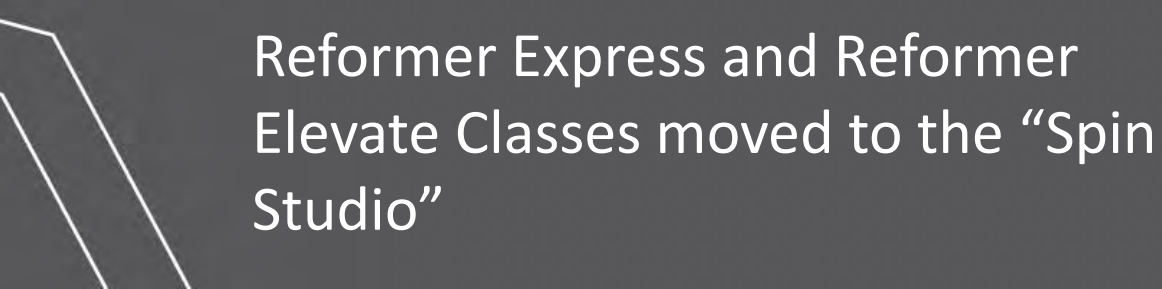
**SRC Information Item:
Group Fitness Studio Programs
Facilities Committee
September 3, 2026**

JP Gale, SRC Director

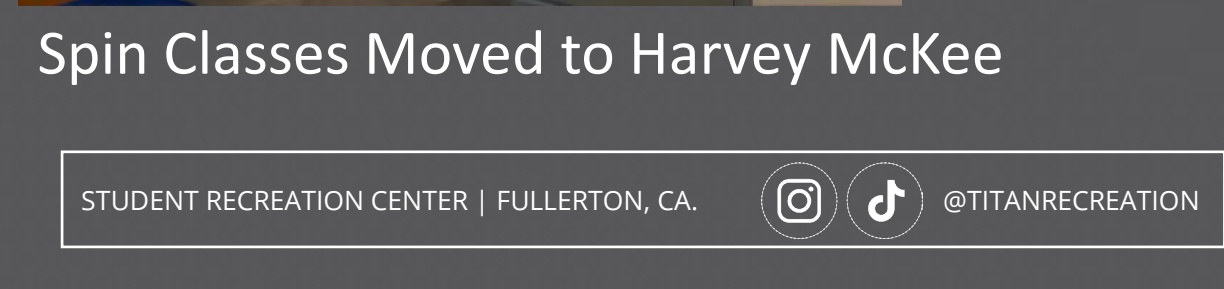
SRC Mission Statement

Our mission is to provide inclusive recreational opportunities to inspire the development and well-being of the campus community.





Reformer Express and Reformer Elevate Classes moved to the “Spin Studio”



Spin Classes Moved to Harvey McKee

Why the change?

- We evaluate group fitness classes and programming based on:
 - Instructor availability
 - Class attendance and utilization rates
 - Student feedback



Why the change?

- Mat Pilates, Reformer Pilates and Reformer Elevate accounted for 60% of last year's group fitness participation.
- Spin's participation has been on a downward trend the past three years.
- Students are asking for more reformer Pilates classes.



Why the change?



Why the change?

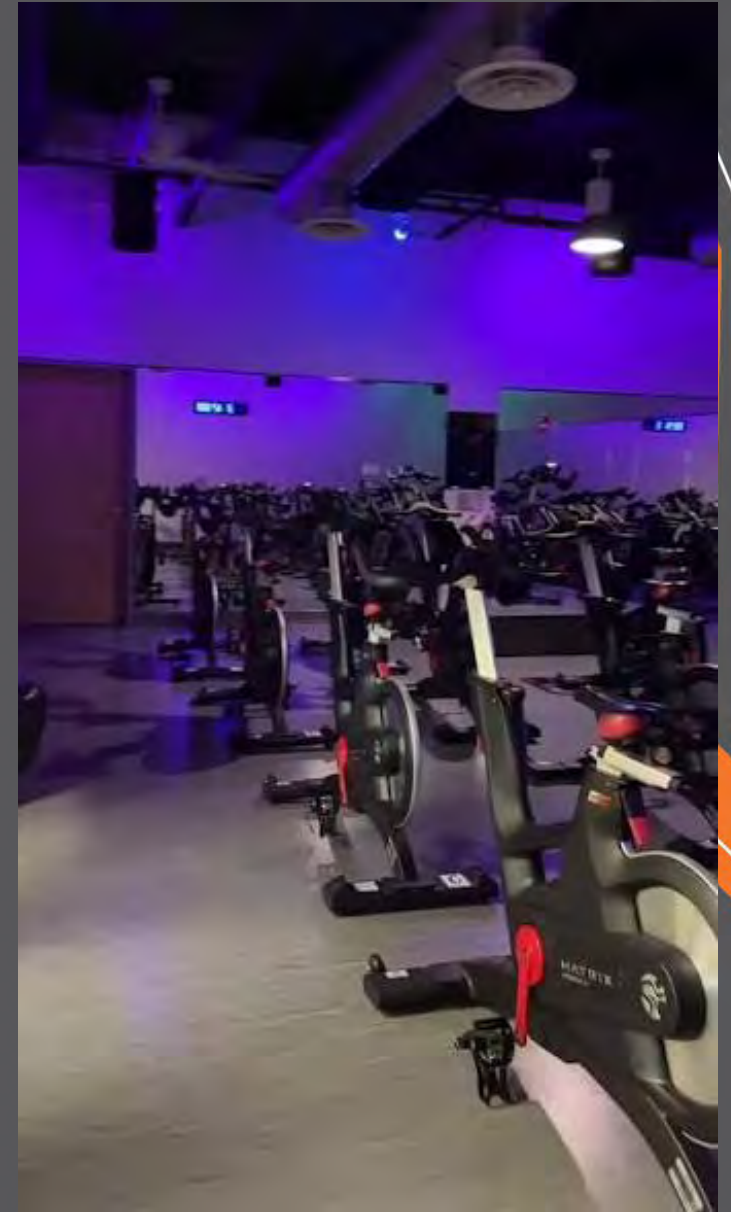
- More prominent placement for Spin, as many users said they didn't know where the Spin Studio was.
- More intimate setting for Reformer Pilates.
- Less paid time setting up and taking down the reformers.
- Reduced chance of injury from moving the reformers.



Spin Class Attendance

2025-26 Academic Year Class Performance

Class	Total Attendance	Classes Offered	Class Capacity	Utilization Rate
Spin	1,392	110	28	45.19%



Reformer Pilates Attendance

2025-26 Academic Year Class Performance				
Class	Total Attendance	Classes Offered	Class Capacity	Utilization Rate
Reformer Pilates	1,357	147	10	92.31%



Plan going forward:

- Continued assessment of both Spin and Pilates Reformer usage through Fall 2026.
- Presentation of findings and possible request to rename Spin Studio early Spring 2027.





Thank You

STUDENT RECREATION CENTER | FULLERTON, CA.



@TITANRECREATION