

**ASSOCIATED STUDENTS
CALIFORNIA STATE UNIVERSITY FULLERTON, INC.**

Facilities Committee MINUTES September 5th, 2018
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CALL TO ORDER

Chris Evans, Chair, called the meeting to order at 3:01 p.m.

ROLL CALL

Members Present: Aguilar, Duncan, Evans, Gill, Quach, Torres, Vanderhook

Members Absent: Borjas

Officers Present: Fehr, Martin, Tapper

Officers Absent: Allen

*Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting. [According to the by-laws, a member of the committee who does not remain until the scheduled ending for the meeting (4:30 p.m.) is considered not to be in attendance.]

**Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business. [According to the by-laws, a member of the committee who is not in attendance prior to the announcement of Unfinished Business is considered not to be in attendance.]

APPROVAL OF AGENDA

The agenda was approved as presented. (Gil-m/Aguilar-s)

APPROVAL OF MINUTES

None.

PUBLIC SPEAKERS

None.

UNFINISHED BUSINESS

None.

REPORTS

a. Chair

Evans reported the following:

- 1) Meeting with Fehr weekly to ensure we are on track as a committee.
- 2) Evans reviewed the selection process for the Marketing Liaison position and announced that the Marketing Liaison for this year is Autumn Vanderhook.

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

Fehr reported the following:

- 1) Fehr reminded the committee about the new trustee advising model. He will be reaching out to each trustee on this committee to set up one on one meetings (to be scheduled twice a month) to talk about the TSCBOT goals and individual goals.
- 2) Last Spring, the TSCBOT allocated funds for some construction in the TSU, mostly the main level, and the proposal requires him to provide weekly reports to the Board about any construction projects that will not be completed on time and the reason why.

Fehr stated that for this first report, he will be providing an update on all construction projects but moving forward he will only be reporting on construction projects that are behind schedule and the reason why.

- Paint out the maroon color in the interior/exterior of the TSU to complement the new part of building. Project has been completed.
- Remove wall stucco texture in the interior of the TSU (about 13 rooms), mainly the first level. Project has been completed ahead of schedule.
- Replace carpet in the TSU to complement the carpet in the new part of TSU and the SRC. Carpet was already been replaced in the main level public areas and the meeting rooms. Target completion date is January and project is on track.
- Replace all doors on the west side of the TSU main level to complement the new part of the TSU. Project completion date was set for last week but project has not been completed. We are in the bidding process. Biggest issue is that the materials are hard to find. More updates as progress is made.
- Wayfinding system around the TSU. Scheduled to be completed in November. Project is on track. Kiosks will be added with touch screens to provide directional information throughout the building.
- Paint the food court to complement the new part of the TSU. Project has been completed.
- Get digital room cards on all the meeting room doors. Scheduled to be done by January. Project is on track. Contracting is done. Currently in demo stage.
- Remove wall in lower level games area and remove giant glass door in the food court. Project Completed.

A lot of work was done during the summer and without affecting any existing reservations. Keep in mind that some projects have been completed before the set deadline while others are behind schedule and that is because some projects were able to get done before others.

NEW BUSINESS

a. Information: Welcome and Expectations

Evans welcomed everyone to the committee and asked all committee members to introduce themselves. All committee members introduced themselves.

Evans read the responsibilities of the Facilities Committee directly from the ASI Bylaws. He stated there are three action items that the committee will be responsible for each year: TSU Club Office Space Allocation, Capital Expenditures and Building Operating hours.

Evans stated he expects all committee members to check their email regularly, be active in committee discussion and read the agenda and supporting documentation before the meeting. These are important because everyone should be prepared for these meetings as we are representing the student body.

b. Discussion: Proposal Procedure Review and Goals

Evans reviewed the proposal procedure:

1. Identify an Issue
2. Talk to Vice Chair and staff about your idea
3. Write a draft proposal
4. Submit proposal to Vice Chair
5. The Vice Chair will add the proposal to the agenda
6. The committee will review the proposal and if approved, it will go to the TSCBOT for consideration
7. If the TSCBOT approves it, then the proposal will start its implementation process

Evans encouraged committee members to reach out to him if they have any questions regarding the proposal process.

Evans shared his two goals for the committee:

- Have each committee member bring two proposals to the committee by the end of the year.
- Continue to further advance and develop inherited projects, like the TSU renovation project, to ensure we are making progress.

Evans asked committee members to share any goals.

- Gil has been doing research on other TSUs and he saw one TSU had a display of different national flags. This display was intended to represent the culture and nations of those students who transferred to the institution from other nations and make them feel welcomed and represented.
- Aguilar hopes to expand their outreach to the CSUF housing area because there are a lot of students there that don't know what the Titan Student Centers can offer. He also suggested having some sort of trophy case in the SRC like the one he saw at Cal Poly Pomona.
- Vanderhook stated she hopes to add more to the upper level of the TSU, like TV screens. In addition, she will be looking at the SRC to see what can be done there as well as look into healthy eating.

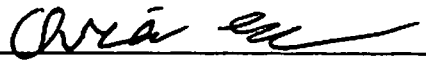
Evans shared the idea of having a Titan sports exhibit in the halls of the SRC that would include items like old jerseys, an old football, etc.

**ANNOUNCEMENTS/MEMBERS'
PRIVILEGES**

None.

ADJOURNMENT

The meeting adjourned at 3:19 p.m.



Chris Evans, Chair



Deisy S. Hernandez, Recording Secretary



Welcome and Expectations

TSC BOT Facilities

Welcome

- Introductions

About

- The Facilities Committee is responsible for oversight of the overall structural needs of the facilities of the Titan Student Centers including building changes, capital purchases, office space allocation, marketing efforts, space designation, planning of future projects, and bylaw recommendations.
- Agenda Items: office space allocation for clubs in the TSU, capital expenditures request and building operation hours.

Expectations

- Regularly check your email
- Be active in committee discussions
- Have read any material that have been sent out ahead of time





Proposal Procedure & Goals

TSC BOT Facilities

Proposal Procedure

Steps for a Successful Proposal

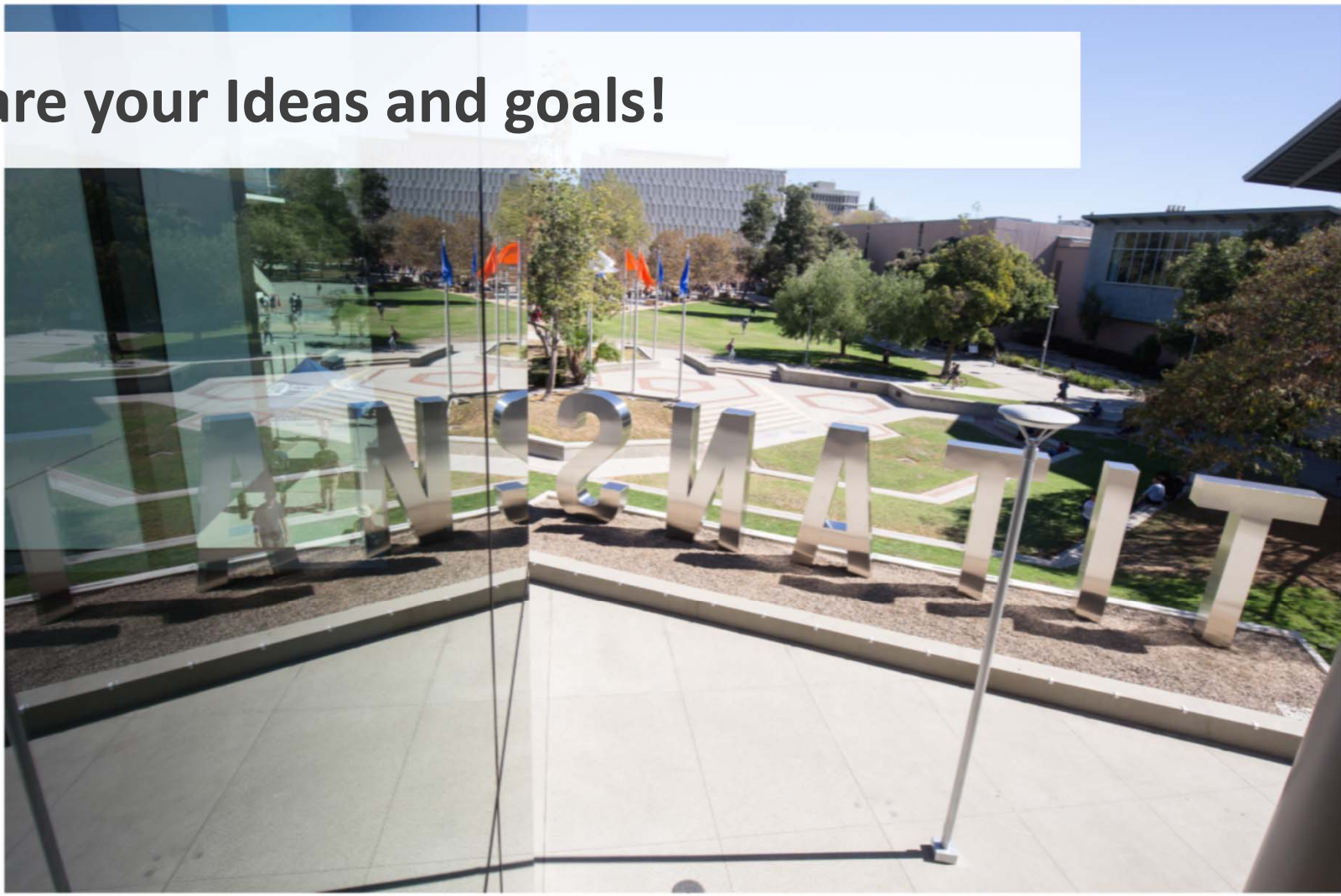
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Goals



1. Have each committee member bring two proposals to the committee by the end of their term.
2. Continue to advance and further develop inherited projects.

Share your Ideas and goals!





Thank You!



Chris Evans



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