



**Facilities Committee
MEETING MINUTES
September 18, 2019**

CALL TO ORDER Raechel Rix, Operations Committee Chair, called the meeting to order at 3:21p.m.

ROLL CALL Members Present: Aguilar, Carlsen, Evans, Hallett, Kurtz, Rix, Shabak

Members Absent: Baker* (E)

Officers Present: Fehr, Tapper, Sharma

Officers Absent: Martin, Wiley

*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 board 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 board who is not in attendance prior to the announcement of Unfinished Business is considered not to be in attendance.]

EXCUSALS Baker stated that she would have to leave the meeting early. Rix requested the Facilities Committee excuse the early dismissal and there were no objections.

APPROVAL OF AGENDA (Shabak-m/Sharma-s) The agenda was approved as presented by unanimous consent.

APPROVAL OF MINUTES (Carlsen-m/Baker-s) The minutes from the 9/4/2019 meeting of the Facilities Committee were approved as presented by unanimous consent.

PUBLIC SPEAKERS None

REPORTS

- a. **Chair** Rix's report is an attachment to the minutes.
- b. **Marketing Liaison/Trustee** Aguilar stated that he was working on updating the bowling masking graphic unit. He emailed Mike Greenlee to look into a design and pricing. He is also working on handbills.
- c. **Associate Director, Titan Student Union** Fehr thanked everyone for attending the tour. Some of the courtyard furniture and the new trashcans for the food court have arrived. The rest of the food court furniture is scheduled to arrive Friday.

UNFINISHED BUSINESS None

NEW BUSINESS

Information: TSU Club Office Space Program Rix yielded to Asha Nettles, Leader and Program Development Director, to provide an overview of the TSU Club Office Space program. A copy of the presentation and

information is an attachment to the minutes.

Nettles also reviewed the timeline for the Spring 2020 Office Space applications. She reminded the committee that this committee is responsible for grading these applications and for sending a recommendation to the TSCBOT.

Fehrn asked the committee to make sure they take the grading seriously and that they complete the grading by the deadline.

Rix thanked Nettles for the information.

Discussion: Titan Student Centers
Tour

Rix thanked everyone for taking part in the tour earlier that day and she reviewed with the committee their current goals/ideas list. Goals/Ideas list is an attachment to the minutes.

Rix asked the committee for their input on the items listed and possible new ideas/goals.

Ideas discussed included:

SRC Expansion:

- Move the pool fencing outward to create an outdoor workout area
- Expand the SRC towards Tuffy Lawn
- Repurpose the 2nd floor reception area as an outdoor adventure gear check out area
- Move the turnstile check in area closer to the entrance door
- Add a hammock carousel

Fehrn reminded the committee that they must keep in mind that some projects can take longer than others depending on what it is and where it is. For some projects, we might need to get University approval. Tapper agreed.

Metallic Hammock Carousel:

- Place metallic hammock carousel at Tuffy Lawn, SRC pool deck or grass area by the SRC windows
- Hammocks would be checked out from the SRC

Mammoth Area:

- Add plants and other items around the mammoth that creates almost its natural habitat. Extend the plant area but don't add trees behind the mammoth so it is still visible.
- Continue exploring the idea of adding other skeletal pieces that can be donated from the College of Natural Sciences and Mathematics but not adding too many because we don't want people standing in the Atrium for a long time
- Add a timeline to the back wall of where the mammoth has been to

Fireplace on the Pool Deck:

- Possibly move one of the fireplaces (Alumni Lounge or South Patio) to the SRC Pool Deck but need to see if it is more cost effective to just buy a new one
- Need to assess if there is a need or interest for a fireplace. SRC currently has portable heaters for the pool deck but they are rarely used.
- Decide if the fireplace will be gas or propane and take cost into consideration

Baker stated that there has been a huge concern about security in our campus. She asked Fehrn and Tapper if there are security cameras in the TSU and SRC. Fehrn stated that the TSU has about 30 cameras that are focused on entry/exit points for the building. The cameras are not monitored all day. They are just reviewed when an incident comes up. University Police has access to our cameras and get live feed. The SRC has about 20 cameras and they are used just like the TSU. The recordings are deleted after a certain period of time due to storage capacity.

Weightlifting Machine:

- Purchase a deadlift jack to help load and unload plates in the new Olympic lifting area
- Not very expensive and it would increase turnover

Charging/Mini Refrigerator Lockers:

- Have lockers with a mini fridge and an outlet for commuters to use for food/medicine
- Design would be two racks side by side. One for the mini fridge and one for outlets.
- Be sure to take into consideration electricity usage/expenses and the fact that we will have more demand than what we can provide

Bowling Masking Graphic Unit:

- Enhance the visual with a new graphic but can be a little expensive
- Waiting on Marketing Department for a design and quote
- Ensure it fits the flow of the building

Theater Remodel:

- Short-Term Fix: Update the seating and sound system
- Long-Term Fix: Knock down the changing rooms, old film room and stairs going to the stage, opening and lowering the stage and add stairs to have direct access to the theater entrance directly from the Pavilions floor. Improve accessibility for individuals with disabilities. New flooring, new seats, new lighting.
- Start off by creating a wish list and then doing a cost analysis
- Research what the space is currently being used for and what are the needs
- Plan timeline for this project to ensure it doesn't overlap with other projects

Baker exited the meeting at 4:12pm.

DSS Accessibility:

- Add the names of office occupants and/or staff titles in braille to the ADA door signs
- Add a ramp to get inside the building
- Add accessible water fountains

Rix thanked everyone for their input.

**ANNOUNCEMENTS/MEMBERS'
PRIVILEGES**

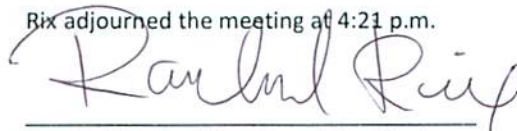
Carlsen announced that RSA has their first event on 9/25/2019 from 4pm to 7pm in the Housing Piazza. There will be food and carnival games.

Kurtz stated ASI Scholarship applications are due 10/9/2019. Please encourage students to apply. Trustees can sign up to grade scholarship applications.

Sharma encouraged the Trustees to always sign up to help table at events like All Day ASI. Even 30 minutes is helpful and helps us spread the word to students about TSCBOT.

ADJOURNMENT

Rix adjourned the meeting at 4:21 p.m.



Raechel Rix, Facilities Committee Chair



Deisy S. Hernandez, Recording Secretary

September 18, 2019
TSC Facilities Committee
Chair Report

FACILITIES COMMITTEE CHAIR

RAECHEL RIX

- As you know, my office hours are Wednesdays, 4:30 – 5:30 pm in TSU 246. Please stop by if you would like to discuss anything.
- Also, The Marketing Liaison is Christian Aguilar.

TSU Club Office Space Program

Asha Nettles, Director, Leader & Program Development

September 18, 2019

Background

The Titan Student Union offers a club space program within the TSU for recognized CSUF student clubs and organizations that includes office spaces and storage lockers

Each semester the TSCBOT allocates the office spaces

Our why:

Presents opportunities for student organizations to engage with their members and prospective members to accomplish their club goals

Process

Leader & Program Development (LPD) manages the marketing, preparation and coordination of the spaces

- Applications opens, early semester
- After the applications closes, LPD verifies the organizations
- Applications are distributed to the individual Facilities Committee members for grading
- Once the scores are finalized, LPD prepares the assignments for the Facilities Committees approval
- Final action at the TSCBOT

The Grading

How many members are on your club roster?

What are your goals for the upcoming semester?

What activities is your club/organization planning for the Fall 2019?

How will having this space make your club/organization use that space?

Will your organization plan to hold office hours in the space? If yes, how many hours per week?

Overall impression

Grading happens on scale from 1-5, then totaled

Last year... 35 applications

Before the
clubs “move
in” ...

Room Inventory

Policies and Regulations for Use of Student Organization Offices

Smoking Policy

Individual Student Organization Questionnaire **

Shared Office Agreement

Space Use Agreement

- \$85 deposit, from their agency account

Student Organization Office Information Sheet

**encourage to complete individually prior to the shared agreement

Spring 2020 Office Space Applications and Allocation Timeline

- Application Available: Monday, September 2, 2019 at 8:00am
- Application Due: Friday, October 4, 2019 by 4:30pm
- Applications will be distributed to individual committee members for grading via Wufoo/Google Drive by Wednesday, October 9, 2019 at 1:30pm
- Grading via Wufoo due by Monday, October 21, 2019 at 8am
- TSC Facilities Committee Action on Wednesday, October 30, 2019 at 3pm
- TSCBOT Action on Wednesday, November 6, 2019 at 1:30pm

Questions?

Goals/Ideas list

Legend –

Project started

Idea still

Biggest to Smallest Projects/Ideas

- TSU remodel
- SRC Expansion
- Theater Remodel
- Mammoth area (ideas have been given, and was started slightly last semester)
- Concrete courtyard
- Fire place on pool deck (Perhaps move fire place from different location)
- Buildings power washed (TSU and SRC)
- DSS accessibility (brail of staff and room names, ramp, water fountain accessibility)
- Bowling Masking unit graphic (Chris Evans)
- Metallic Hammock (Lorren)
- Weight-lifting machine (Christian)
- More charging racks in the buildings (Shayan)

Quick things

- Promo items (Marketing Liaison)
- Repaint doors downstairs
- ASI employee surveys
- BOT Plaques outside of Doug's Office