

**STUDENT UNION, INC. BOARD OF DIRECTORS
FACILITIES & PROGRAMS COMMITTEE**

**Meeting Minutes
March 22, 2022
4:00 PM**

This is a hybrid meeting.

**In-person: Student Union Inc. Building, Conference Room 6
Telecommute meeting by Zoom Video Conference.**

This meeting was facilitated in person and through an online Zoom format.

Voting Members Present: Aarushi Sharma Traci Ferdolage (BOD Designee), James Figueroa
Voting Members Absent: Soumya Trivedi
Non-Voting Members Present: Tamsen Burke, Timothy Banks, Jerry Darrell, Ryan Fetzer

I. CALL TO ORDER

Director Sharma called the meeting to order at 4:02 p.m.

II. ROLL CALL

Director Sharma asked Kelly Goldsmith to take roll. Kelly Goldsmith completed a verbal roll call.

III. APPROVAL OF MARCH 22 , 2022 AGENDA

Director Sharma asked for a motion to approve the agenda.

Director Figueroa motioned to approve the agenda; Ms. Ferdolage seconded the motion.

Vote on the Motion: 3-0-0 Motion Passed

IV. APPROVAL OF MARCH 1, 2022 MEETING MINUTES

Director Sharma asked for a motion to approve the meeting minutes.

Ms. Ferdolage motioned to approve the March 1, 2022 Facilities & Program meeting minutes as presented; Director Figueroa seconded the motion.

Vote on the Motion: 3-0-0 Motion Passed

V. DISCUSSION ITEMS

A. Operating Hours: Student Union Building, Bowling Center, and SRAC

Ms. Burke explained the hours of operation have been evaluated based on actual participation in the buildings. The operating hours for spring break have been reviewed and approved by the Vice President of Student Affairs. Staff are currently looking at summer hours which will also be reviewed by the Vice President.

B. Update on Recreation Field Keycard Access

Ms. Ferdolage presented a powerpoint presentation which included the scope, cost, and schedule of the keycard access project. She reviewed a layout of the recreation field and which gate locations will have keycard access and which locations will continue to have padlocks. Installation is estimated to start in mid April. This project will allow easier access for everyone and also enhance security at the field. Historically one padlock has fit almost every gate at south campus which has provided more access than intended. The

facility will be on its own padlock key and will be keyed to a recreation field only key. The provisions still need to be discussed and will be included as part of the user guidelines. The total project budget is \$74,000. After review of the south campus parking structure budget, which also included funding for the recreation field, it was determined that there are funds remaining in that budget. Four locks associated with the parking garage building itself will also be changed so the keycard project will be funded from the remaining funds.

C. Update on Event Center HVAC System

Ms. Ferdolage provided a brief update on the fire alarm system at the Event Center. The architect engineers estimated cost was \$909,000. There was only one responsive bidder received with a bid of \$715,000 for direct construction costs only, not a total cost. Ms. Ferdolage is having her team update the total projected budget inclusive of soft costs so she can provide the Facilities Committee with an update at the next meeting but they are moving forward to award. They are on schedule with the project for award and that would result in completion in August.

Ms. Ferdolage explained that they have been working with Salas O'Brien on the HVAC system assessment. The assessment report is not fully completed yet but she was able to share the preliminary report with the committee. The report included the initial site work, analysis and drawing review, inspection on the condition of the equipment, existing zone maps, potential solutions, and initial cost estimates. Cost estimates are based on direct construction cost only and not inclusive of design permits, project management, etc. There are 17 major elements under consideration which included all seven of the air handling units. One of the recommendations from Salas O'Brien is to try and tie the current exhaust fans into a control system to improve cooling and fresh air in the facility. The estimated total construction cost is \$7,000,000 which includes the estimated construction and control costs. Next steps include looking at how to begin to phase this project over time, making sure each phase is as cost effective as possible, and that the right scope is included at each phase so the facility's ability to operate is not jeopardized.

D. Event Center Weight Room Operating Guidelines

Ms. Ferdolage explained that this is a shared space used by sports clubs, athletics, and university policy officers. The document was shared with Ms. Burke, the Athletic Director, and Chief of Police for review and feedback. The guidelines were developed in terms of a shared approach to have consistency in the usage of the facility. The document serves as a set of guidelines that will be revised, updated, and clarified as needed. Facilities Development and Operations (FD&O) will be the steward of the guidelines and any changes to the document will follow the update process which includes sharing a draft of any changes in advance with the Facilities and Programs Committee for discussion. Ms. Ferdolage reviewed the guidelines which included responsibilities of club sports and athletic programs, scheduling guidelines, supervision requirements, and responsibilities of FD&O and Student Union (SU). It was clarified that club sports and athletics are not required to provide supervision outside of the time when they would normally be using the space. The Chief of Police understands they are only able to use the space when it is being used by club sports or athletics. Hours of operation are between 6 AM and 10 PM and there are designated hours for club sports and athletics. The space will be closed for use between 10 PM and 6 AM. Summer hours may be adjusted based on usage. Whoever the scheduling coordinator is, they will be responsible for keeping the operational schedule for that space. This is an area that requires more discussion. The assumption is the weight room would not act as an independent space but would be part of the Event Center and the scheduling of that facility.

E. Update on Guest and Visitors Re-Introduction to SRAC

Mr. Fetzer explained they will be reintroducing guests and visitors to SRAC next week and they will be following the Adapt Plan set by the university. Current students, faculty, and staff who have a membership will have the opportunity to purchase a guest pass. Guest passes are not being sold to the general community or alumni at this time.

F. Update on Community and Alumni Memberships Re-Introduction to SRAC

Mr. Fetzer explained that at this time, they do not have a timeline on when they will be selling memberships to community members or alumni. A recommendation has been put together on the approach that would be taken if there is a requirement to verify vaccination status.

The committee briefly discussed what other CSU's are doing regarding verification of vaccination and that medical information should not be collected or kept on file for people who are not faculty, staff, or students.

G. Update on SU and Facilities Development & Operations (FD&O) Maintenance

Ms. Burke explained that there was a meeting with SU maintenance staff and FD&O maintenance staff to discuss how to unify the teams and the practices around maintenance for the facilities. A meeting is currently being scheduled for system walks.

H. Special Event Programs - March/April

Ms. Guerra-Smith briefly reviewed the events scheduled for March and April. She explained that there will be a SU job fair in mid April and that they are still working on the details.

VI. MEETING ADJOURNMENT

Director Sharma asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 5:09 p.m.

The Student Union Board of Directors is a public body, and members of the public have a right to attend and participate in its meetings. This schedule is established as a best approximation of how long each scheduled meeting will take to complete its business. Depending on the length of the discussions, which are not possible to predict with precision in advance, the scheduled meeting times indicated may vary widely. The public is advised to take this uncertainty into account in planning to attend any meeting listed on this schedule.