

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

**Meeting Minutes
February 2, 2023
1:30 PM - 2:30 PM**

This is a hybrid meeting.

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

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

Voting Members Present: Traci Ferdolage (BOD Designee), Logan Meline, Krishna Sai Mangalarapu, Aarushi Sharma
Voting Members Absent: James Figueroa, Rishabh Pandey, Jeet Parekh
Updated Attendance: James Figueroa was updated to present at 1:43 PM
Non-Voting Members Present: Timothy J Banks, Tamsen Burke, Ryan Fetzer

I. CALL TO ORDER

Director Sai Mangalarapu called the meeting to order at 1:35 p.m.

II. ROLL CALL

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

III. APPROVAL OF FEBRUARY 2, 2023 AGENDA

Director Sai Mangalarapu asked for any changes to the agenda.

Director Sai Mangalarapu asked for a motion to approve the agenda.

Director Ferdolage motioned to approve the agenda; Director Meline seconded the motion.

Vote on the Motion: 4-0-0 Motion Passed

IV. APPROVAL OF NOVEMBER 3, 2022 MEETING MINUTES

Director Sai Mangalarapu asked for any changes to the minutes.

Director Sai Mangalarapu asked for a motion to approve the meeting minutes.

Director Meline motioned to approve the meeting minutes as presented; Director Sai Mangalarapu seconded the motion.

Vote on the Motion: 4-0-0 Motion Passed

V. DISCUSSION ITEMS

A. Programs

1. Student Union Events - Spring

Ariana Martinez, Coordinator, Programs and Events, discussed the events that have been scheduled for the spring semester, which included a bingo night, winter formal dance, and a return of the sensory series programs.

2. Hiring new Manager - Events and Programs

Kelly Goldsmith, Executive Assistant, explained that the first round of

interviews have been completed and second round interviews are scheduled for tomorrow. Part of the second round will include an open session for campus partners to attend and ask the finalists questions.

B. Facilities

1. Update on Position Searches and Openings

Ms. Burke explained that we are continuing work on filling open positions. With the retirement of the bowling manager, we are looking to fill that particular position. It is the peak time for recruiting regarding recreation positions so the timing is right to fill those positions.

2. Update on Event Center Scheduling

Ms. Ferdolage explained that she has been meeting with Ms. Burke, Sharon Willey, Sr Director, Academic Initiatives & Part, and Dedra Palmer, Sr. Associate AD of Athletics, to figure out how we work together in a shared facility environment and develop some clear scheduling guidelines. The guidelines have been completed and have been shared with the VP, Student Affairs, VP of Admin and Finance, and the Athletic Director. Ms. Ferdolage explained that there was a method in how the guidelines were written to allow for continuous improvement and suggestions for changes. The work done on this is something that can also be built off of to make other improvements in different areas of campus.

Ms. Burke thanked Ms. Ferdolage for taking a leadership role on this committee and putting the focus on a common goal. Additional edits were made yesterday based on feedback from the Event Services team.

3. Update Operating Agreement MOUs and Service Transition

a) University's Interdisciplinary Recreation Field

Ms. Burke explained that they are in the final phase of completing the MOU for the Interdisciplinary Recreation Field. Once it has been completed, it will be widely communicated so there's an understanding of how to reserve the facility and the facility's use and priorities.

b) IT

The IT MOU is with the Vice President of IT for final review. It will then come back to us for review and have discussions about where there may not be a clear alignment.

c) FD&O

Ms. Ferdolage is hoping to have a draft of the MOU for the FD&O side, to Ms. Burke by the end of next week and the budget associated with that will shortly follow.

4. Update on Projects

a. SU Theater

Mr. Banks shared that the first event was held in the theater yesterday and that there are still a few things still being worked on but the main floor is done. The restrooms are still closed. A theater attendant will be assigned to every event to assist with questions in terms of access to other restrooms. Ms. Ferdolage provided an update on the sewer pumps and that they have been ordered but have not arrived yet. Her team is

working on trying to see if they can get the pumps functional in order to open up the restrooms until the new pumps are delivered. There were items flushed down the toilet that were problematic which resulted in the pumps burning up and failing. Ms. Ferdolage is looking at how to manage what is being flushed down, to the extent it can be controlled, and if we have the right equipment that is powerful enough to crush and process what is being flushed. There may be something that can be done with signage to help educate people so things aren't put down the toilet that could be problematic.

b. EC AV and Operations Offices

Mr. Banks explained that the AV team has made the full transition to the Event Center offices and the project has been completed.

c. HVAC/Fire Alarm

Ms. Ferdolage explained that they are still working on getting things finalized on the fire alarm project and that she will provide an update at the next meeting. Regarding the HVAC project, they are close to finalizing the study. Once that is finalized, then a recommendation will be brought forward for phase one with a focus on what needs to be replaced. Ms. Ferdolage would like to focus phase one on the critical units that are in danger of failing and the control system. Her team has been performing some deep servicing to the existing units with a goal of trying to maximize the length of life and maximize the responsiveness of the current system.

d. FY 2023-24 Budget and Capital/Local Reserve Requests

Ms. Burke explained that teams are working on their budgets which includes the amounts for capital and local reserves that are specific to their areas. She mentioned that the Director of SRAC has reached out to Matt Nymeyer, Director, Environmental Health & Safety, regarding issues with slippage on some of the decking and locker rooms. Ms. Burke's assumption is that once the MOU is finalized, those local reserves will transition over as well if they are approved. Ms. Ferdolage explained that her team understands that they are a full service organization for Student Union which includes health and safety related issues.

The committee asked if Spartan Fest will be similar to the last one held in 2019? Ms. Burke explained that it will not be to that scale, it will be a smaller scale.

Director Meline announced that he will be stepping down from the Facilities & Programs Committee to focus on his new role as Chair of the Board of Directors.

Ms. Burke announced that President Teniente-Matson now has a membership at SRAC and she's eager and excited to start using it. Ms. Burke thanked Joe Lopez, Guest Services Supervisor, for his work coordinating this.

VI. MEETING ADJOURNMENT

Director Sai Mangalarapu asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 2:04 p.m.