

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

**Meeting Minutes
September 20, 2023
9:30 AM - 10:30 AM**

In-person: Student Union Building, Conference Room 6

Voting Members Present: Diego Alvarez, Emran Azimi, Justin Duong, Emina Maslic, Jeet Parekh, Krishna Sai Mangalarapu
Voting Members Absent: Traci Ferdolage (Designee), Karthika Sasikumar
Updated Attendance: Karthika Sasikumar updated to present at 9:33 AM
Traci Ferdolage updated to present at 9:33 AM
Diego Alvarez left the meeting at 10:06 AM
Emina Maslic left the meeting at 10:20 AM
Justin Duong left the meeting at 10:26 AM
Non-Voting Members Present: Tamsen Burke, Timothy Banks, Jerry Darrell, Ryan Fetzer, Omar Garcia

I. CALL TO ORDER

Director Azimi called the meeting to order at 9:30 a.m

II. ROLL CALL

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

III. APPROVAL OF SEPTEMBER 20, 2023 AGENDA

Director Azimi asked for any changes to the agenda.

Director Azimi asked for a motion to approve the agenda.

Director Duong motioned to approve the agenda; Director Parekh seconded the motion.

Vote on the Motion: 5-0-0 Motion Passed

IV. APPROVAL OF APRIL 13, 2023 MEETING MINUTES

Director Azimi asked for any changes to the minutes.

Director Azimi asked for a motion to approve the minutes.

Director Alvarez motioned to approve the agenda; Director Parekh seconded the motion.

Vote on the Motion: 5-0-0 Motion Passed

V. DISCUSSION ITEMS

A. Facilities

1. MOU - Recreation Field

Work continues on the MOU for the recreation field. Recommendations have been taken from multiple documents.

- 2. Scheduling and Reservations Guidelines - SU, SRAC, EC, Recreation Field**
Scheduling and Reservations Guidelines have been decided and approved for the Event Center. The Committee is looking to align all guidelines across the three facilities. Mr. Banks has been working to make scheduling transparent on the website. The Event Center schedule has been finalized and will be posted for all the recognized clubs and organizations.
- 3. Event Center Updates**
Continuing to work on the facility as a priority and engaging students to be more actively involved. The Event Center is not fully booked currently with availability on both weekends and weekdays.
- 4. Safety and Security Updates**
Mr. Banks and Ms. Burke have been meeting with UPD to discuss incidents occurring within the facilities. There is an officer assigned to the Student Union building not to police it but to provide support when needed.
- 5. AV & Tech Upgrades RFP Proposal for Trust Funds**
There will be a Request for Proposal (RFP) coming for upgrades for AV equipment for meeting spaces, ballrooms, and the Event Center. There has already been some work done with consultants to get an idea of numbers among other items.
- 6. Event Center Fire Alarm Replacement Project Update**
The fire alarm system at the Event Center needed an upgrade and be modernized from the panel out to the devices and also to ensure that there is extension of devices in areas that needed coverage that weren't previously covered. The approved funding for the project was \$1.268 million. The project cost in terms of construction was about \$830 thousand. There might be some savings at the end of the project. Full completion is expected by the end of the semester.
- 7. Event Center HVAC Project Update**
Recommendations have been given on what the priority should be for the project with a focus on the major unit. Looking to keep the building operational during the project which will require a phased construction timeline. The project is anticipated to take multiple phases and due to the phased construction, the timeline and costs can not be predicted.
- 8. Review & Discuss Other Projects**
There have been many discussions regarding projects such as electronic doors, switching lights to LED, and improvement projects on the lower floor of the Event Center. Work is being done on the leak in the basement of the Student Union building. The pool and the pool mechanical room at SRAC are also being looked into. The repairs outside the Welcome Center are also concluding.

B. Programs & Events

1. Student Union - Campeon Diaz Programming Funding

Proposals are being put together for a programming fund. Open House is one of the events which is looking to be put on. The Student Union will be asking for support in offering one or two speakers this year. The programming is about \$98 thousand while the operation budget is around \$445 thousand.

2. Student Union - Programs

There have been a couple of events to kick off the semester which have been successful. The biggest event so far was Spartan Fest which reached over 3,400 students. The second largest event was the open house event which also supported the SRAC initiative. There has been an increase in requests to utilize our spaces for external events

3. Event Center & Special Events

There are a couple of events coming up in October. The Event Center is gearing up for events toward the end of the semester such as graduation.

C. Campus-wide Special Event Planning Process Guide Committee

A campus-wide Special Events Committee is putting together a guide to formalize how events are organized on campus. This committee will involve multiple campus partners to provide one combined input.

VI. MEETING ADJOURNMENT

Director Azimi asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 10:33 a.m.