



## Facilities and Operations Committee Minutes

2015-2016:10 Friday, April 15, 2016, 3:00pm-5:00pm, BSC, 2<sup>nd</sup> Floor, Perseus

### I. Preliminaries

- A) Call to Order at 3:02pm
- B) Quorum Check

#### *Voting Members:*

- Joshua Ebner, Senator Pro Tempore, Chair
- Julian Herrera, President
- Diana Ascencio, Vice President, Vice Chair
- Michael Sandoval, ASI CEIS Senator **Excused Absence**
- Karen Romero, Senator-At-Large, Multi-Cultural Council
- Bianca Pescina, Senator-At-Large, Student Interest Council
- Nelson Molina, Student Representative
- Eric Hanamoto, Student Representative
- Yesenia Pereyra, Student Representative **Excused Absence**
- Mary Ashley Cherney, Student Representative

#### *Advisors:*

- Barnaby Peake, Director of the Bronco Student Center
- Krista Smith, Director of Recreation
- Lorena Marquez, University Advisor **Excused Absence**

#### *Liaisons:*

- David Lee, Attorney General
- Vacant, Staff Council Rep.
- Vacant, Academic Senate Rep.
- Aaron Neilson, Foundation Representative **Excused Absence**
- Vacant, Kinesiology & Health Promotion Dept. Rep.

- C) Approval of Minutes
  - 1) The committee proposed the following amendments to the April 8, 2016 minutes:
    - a) Under Discussion Item 17. Section c) sub-section f)i. "Starting Box" was replaced with "Starting Blocks"
    - b) Under Adjournment BSC was struck out
    - c) Nelson Molina was revised to be an Excused Absence
  - 2) Mary Ashley moved to approve the amended April 8, 2016 minutes, Julian seconded. Vote, 8:0:0, motion passed.
- D) Agenda Changes
  - 1) There were no agenda changes
- E) Introduction of Guests
  - 1) Brandon Whalen, ASI ENV Senator
  - 2) Sandra Mihiar, ASI Games Room Commercial Service

- 3) Cathy Neale, ASI Marketing & PR Manager
  - 4) Chonlawan Khaothiemsang, ASI Treasurer
  - 5) Cora Culla, ASI Executive Director
  - 6) Maria-Lisa Flemington, Student Activities & Programs
  - 7) David Quezada, ASI BSC OPS
- F) Reports
- 1) Director of Recreation, Krista Smith – shared the BRIC received an Outstanding Sports Facility award from NIRSA. She also shared they have now confirmed a date, time, and location to celebrate the BRIC’s LEED Gold Certification. The celebration will take place Tuesday, May 31, 2016 starting at 3:30pm.
  - 2) Director of the BSC, Barny Peake – informed the committee the Fire Marshal approved Centaurs.
- G) Open Forum
- 1) Krista Smith- shared Boulderodeo will be taking place April 16, 2016 from 3 – 10 PM at Bronco Peak.
  - 2) Mary Ashley- reminded everyone Pomona Beautification Day was April 16, 2016 from 7:00am-12:00pm.
  - 3) Joshua Ebner- on behalf of the Education Enhancement board Joshua announced Nyla Simjee will be having a semester conversion open forum. He stated they will be going around providing students information about semester conversion. He added as more information becomes available he will continue to update them.

## II. Action Item

### A) BSC/BRIC Budget

*Barny and Krista continues there presentation of the ASI 2016-2017 Proposed Budget they shared the following information:*

- 1) Krista answered the following questions the committee had at the last meeting regarding expenses and defined the meaning of each line item:
  - a) Operating Expenses Line Item 8299- University Charges are allocated to university mail distribution services and CSU Audit Fees
  - b) Operating Expenses Line Item 8350 – Preventive Maintenance there was a decrease in the charges because they reassigned the pool technician contract budget to the BRIC budget and those expenses are found under Contracted Services
  - c) Operating Expenses Line Item 8271- Professional Services are costs associated with ADP, and Temporary Agency Hires
  - d) Operating Expenses Line Item 8275 – Facilities Director’s Expense are costs for membership fees, software license fees, supplies, retreat money
  - e) Operating Expenses Line Item 8230 – Copying includes paper for Villa Minor copier, Facilities Management copier, and fees associated with the Facilities Management copier
- 2) Cora shared they just received new enrollment projections from the university, and they have also been working with Chonlawan on the ASI Budget. She shared that the good news is that the projected enrollment is higher than what they had originally plugged into the proposed budget. She noted what Krista and Barny are going to share with the committee is in regards to line item 6820 – BSC Return of Surplus Fee. They are currently showing a higher return of fees to the campus and this is due to the higher enrollment. Cora added that when working with financial services this level of return of fees enables them to stay at the required debt service coverage ratio of 1.25million. It also in effect supports them in adjusting their expenditures accordingly. Lastly, she

- stated the 2015- 16 return of fees was 11.2million, and the projected numbers for the next two years are 11.7 million for each year.
- 3) Krista proceeded to provide the new updates to the budget, she shared the following changes:
    - a) Under staff benefits there was a reduction to expenses associated with benefit projections
    - b) Reduction to line item 8187-FICA
    - c) Reduction to 8170- Unemployment Insurance for the 2016-17, 2017-18, 2018-19 years
    - d) Reduction to 8182- Workers Compensation
    - e) Reduction in capital improvements for the 2015-16 year
  - 4) Cora shared additional information regarding the BSC Return of Surplus Fee and the Capital Equipment & Related Expenses, Cora continued to explain the CSU schedule.
  - 5) Question and answer session took place:
    - a) Gender-neutral bathroom projected in this budget – further research needs to be conducted to ensure they are up to code in regards to fixtures, but they are committed to pursuing this project.
    - b) Will other ATM options be looked at before signing with Bank of America again – because the ATM is limited to the building hours not many want to contract with ASI because it is not accessible 24hours. However, they will try to reach out to banks again and see if they are interested.
    - c) Will a consultant come in to quote the older part of the building to assess how much it would cost to rebuild it – possibly next year they will have somebody come out and quote a price
    - d) ASI staff do not contribute to FICA – part-time and student staff contribute to FICA full-time staff doesn't contribute to social security
    - e) Line Item 8623- Contracted Services what costs are associated with that – pool contract, ASI assessment , cardio equipment maintenance
    - f) Recycling & Trash Bins and Ursa Major Lighting the DBMER account will be used is there a qualification that needs to be met to be funded if not met where does the funding come from -- Chancellor's Office does have guidelines but there is a reserve fund for building purposes.
    - g) Carpet Replacement for the hallway Ursa Minor, Andromeda, Perseus, and England Evans why was the amount reduced from \$80,000 to \$66,000 – they will only do what they can with that budget if there is not enough they will put it on next year's budget.
    - h) Capital Expense as oppose to Small Equipment – Capital Expenses are over \$5,000 and Small Equipment is under \$5,000
    - i) Operating Expenses line item 8335 – Membership Dues & Subscriptions what costs are associated with that -- NIRSA and any other affiliations they all have fees
    - j) Operating Expenses line item 8295- Bank Charges what charges are we paying for – processor fee and any time there is a credit card transaction there is a fee
    - k) Operating Expenses line item 8368 – Campus Partnerships what type of partnerships do we have – Special Olympics, breakfast with the Beatles, Grad Workshops, Emergency Preparedness, Athletics Sponsorships etc.
    - l) Operating Expense line item 8917 – Park Permit Fees – To attend National Parks you need a parking permit when they attend Joshua Tree through this expense the fees are paid
    - m) ASI Graduation and ASI Year-End Banquet is that ASI or BSC Budget – it will be under the BSC Budget

- 6) The committee discussed whether or not they would like to table the action item
- 7) Julian moved to table the BSC/BRIC Budget to the April 22, 2016 Facilities & Operations meeting, Mary Ashley seconded. Vote, 8:0:0, motion passed.

**III. Discussion Item**

- A) No Discussion Items

**IV. Information Item**

- A) No Information Items

**V. Adjournment**

- A) Next Facilities and Operations Committee Meeting – Friday, April 22, 2016, 3:00-5:00pm, BSC – England Evans
- B) Meeting was Adjourned at 4:22pm