



ASI Facilities & Operations Committee Minutes

2011-2012:2 Friday, November 4, 2011, 10:00AM - 12:00 PM, BSC, 2nd Floor, Orion AB

I. PRELIMINARIES

- A. Call to Order **10:14am**
- B. Quorum Check
- C. Approval of Minutes – **Minutes were approved**
- D. Agenda Changes – **None**
- E. Introduction of Guests- **Ismael Souley and Rebecca Unitt**
- F. Reports
 - 1. Executive Director Designee— Powell Velasco
No Report
 - 2. University Advisor- Lorena Marquez –**Unexcused Tardy**
No Report
 - 3. University Rep.- Ellen Paterson –**Excused Absent**
 - 4. Staff Council Rep.- Vacant
 - 5. Academic Senate Rep.- Eva Xu
No Report
 - 6. Foundation Rep- Brett Roth
-Thanked everyone for who participated in the Focus Groups
-Customer Satisfaction Survey is online. Participants have the opportunity to win an iPad2
-Purchasing a Trend Survey
-DVD machines are not meeting revenue, may go away
-Stated that he would email the focus group results to Alicia
-BSC Catering Website
 - 7. President- Johnathan Jianu- **Unexcused Tardy**
No Report
 - 8. Vice-President- Matthew Stafford – **Excused Absent**
 - 9. Attorney General-Anthony Juarez – **Unexcused Absent**
 - 10. Senator Representatives- Evin Coukos & Dylan Devlin
No Reports
 - 11. F&O Student Representative(s)
 - 12. Senator Pro Tempore- Alicia Vajid
-F&O Committee members may come up to me if they would like to participate in the Recreation Center Updates, but seeing no interest we will continue to have updates during the committee meetings.
-Center Court Screens Display ASI Inside and Poly-Post Videos during U-Hour.
Advertising for upcoming events.
- G. Open Forum

II. ACTION ITEMS

III. DISCUSSION ITEM

- A. Facility Posting and Guidelines [Barney Peake]
 - **Not on the ASI Website yet**
 - **Guidelines about flyers and postings in the BSC**
 - **It was only focused on the BSC and paper materials**

- **Banner Advertising:** allowed in certain areas due to the fact that they vary in size. There is an approval process.

-**Flag Pole Advertisement** – University agreement; not open

- **Marquee Advertising** – [Pancakes; and glass case in BSC] not really requested anymore, so it is only used for ASI purposes

-**Designated Bulletin Boards** across the building—they were assigned departments, and then opened for classified ads. Designated spots still exist due to fire codes, etc.

-**Digital Bulletin boards-** clubs can advertise for a fee, ASI and Departments are Free. Off campus entities must pay a fee as well. Process is done through GAS and OSL approval.

- **Table Tents** (plastic holders on the tables in the BSC) - holds up to 6 different ads

- **Free Standing Displays: A-Frames** can be requested, but not for a long period or to a point that it blocks traffic or prevents safety. Can use for the week of the event, rather than long-term

-**Digital Signing-** hanging LCD screens (separate system) - BSC facilities signing, no advertising outside of programming. The second section is the Digital Boards downstairs open to students to advertise- can hold up to 60 ads. If a club does want to put an ad they should pay cash to make the process easier.

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B. Recreation Center Update [Powell Velasco]

Powell went over all the materials for the Recreation Center: Flooring, Restrooms, Rock climbing wall, Track, Locker-Rooms, Multi-Purpose Rooms, Counters, etc. All the materials were passed around to the committee members to view.

C. Surveys for Midnight Madness & University Wide

Alicia discussed about how she decided to implement the University Wide Survey in Spring Quarter rather than Winter Quarter so that the survey would be up-to-date with the Space Study. She mentioned how she will instead implement a survey during the Fall and Winter Midnight Madness [10-12 questions max] to keep the committee up to date with what the students want—concerns that would not be affected by the study along with input that could be considered during the study. She asked for committee input and posed the questions that she had come up with.

Topics of Midnight Madness were brought up into the committee: services times being opened.

VI. ADJOURNMENT 11:32am

A. Next F&O Meeting — Friday, November 18, 2011, 10:00am — 12:00pm, England Evans