



ASI Facilities & Operations Committee Minutes

2014-2015:13 Thursday, May 21, 2015 1:00PM - 3:00 PM, BSC, 2nd Floor, Perseus

I. PRELIMINARIES

A. Call to Order

Taylor Young, Senator Pro-Tempore, Chair, called the meeting to order at 1:10pm

B. Attendance

Voting Members:

1. Taylor Young, Chair
2. James Cox, President – **Excused Absence**
3. Louis Harfouche, Vice President
4. Melanie Young, Business Senator
5. Benjamin Murdock, Senator-at-Large (SIC) – **Excused Absence**
6. Kimberly Rotunno, Agriculture Senator
7. Zoi Givens, Student Representative – **Excused Absence**
8. Devon Graves, Student Representative – **Excused Absence**
9. Michael Adams, Student Representative – **Unexcused Absence**
10. Vacant, Student Representative

Advisors:

1. Barny Peake, Director of the BSC
2. Krista Smith, Director of Recreation
3. Lorena Marquez, University Advisor – **Unexcused Absence**

Non-Voting Liaisons:

1. Andrea Cendejas, Attorney General
2. Vacant, Academic Senate Rep.
3. Vacant, Staff Council Rep.
4. Vacant, Alumni Association Rep.
5. Aaron Nielson, Foundation Rep. – **Unexcused Absence**

C. Approval of Minutes

1. Minutes from May 8th, 2015 were approved by the chair

D. Agenda Changes

1. Striking Discussion Item A – BSC Facility Use Manual from the agenda

E. Introduction of Guests

1. Eric Hanamoto, Manger – Touzan Taiko
2. Ginny Templeton, Operations Manager of the BRIC - ASI
3. Powell Velasco, Director of Facilities Management - ASI

F. Reports

1. Barny shared they are working on a plan to make a purchase for furniture in the lower lobby. Centaurus report is in progress and they will be gathering more information about that. Per Louis' question, Barny is unsure of the timeline to bring Centaurus updates and/or requests to the ASI Senate.
2. Taylor requested that everyone keep holds for possible future meeting times on their calendars.

G. Open Forum

1. Per Louis' question, Eric (Touzan Taiko) shared that they have begun practicing in the BRIC but are limited to non-peak hours. Discussion took place on the current status of Touzan Taiko practicing in the BRIC and the possible room options for their drumming group.

II. Action Item

1. There were no action items.

III. Discussion Item

A. BSC Facility Use Manual

1. Barny explained that they have revised this document to account for a variety of changes because the facility use manual has not been revised since 2005.
2. Barny covered the main sections and changes including:
 - (a) Added background information on the history and status of student unions
 - (b) Clarified scheduling priorities in the BSC and how to control/manage reservation requests
 - (c) Rental rates for rooms and spaces in the BSC
 - (d) Fee schedule that will developed by fall
 - (e) References to University policies have been added throughout where necessary
 - (f) References to the BRIC Facility Use Manual have been added where necessary
3. Powell provided background information about external conferencing in the BSC and advantages and challenges of opening up the building to external entities
4. Per Andrea's question, Barny explained there is no marketing or outreach to the outside community to promote use of the BSC
5. Per Taylor's question, Barny and Powell explained that there hasn't been an intentional effort to collaborate with Kellogg West but they do work together often especially with catering
6. Discussion took place on scheduling council retreats in the BSC
7. Per Melanie's question, Barny explained that the policy does outline which reservations can be placed a year in advance and which can be placed one quarter in advance

B. BRIC Facility Rental and Reservation Structure

1. Ginny explained that the utilization of space in the BRIC has grown to the point that the BRIC is ready to implement a fee based structure for spaces that require additional staffing and/or additional fees to use the space
2. The goal is to provide the maximum group access to the building without the hindering the open recreational use of the building. It also aims to utilize the facility rental program to produce additional revenue without disrupting the open usage time.
3. The revisions to the section include slight language changes, benchmarks with other schools, and an outline of the prioritization of reservations
4. Ginny then walked through the document pointing out the major revisions and additions including:
 - (a) Prioritization
 - (b) Usage times

- (c) Clarification of priority groups
- (d) Exclusions/exemptions
- (e) Fee/charging structure
- (f) Guest fees
- (g) Restrictions on minor participation
- (h) Grill use
- (i) Equipment
- (j) Cancellations and No Shows

5. Question and answer session took place including:

- (a) Cleaning of grills – groups will be charged a cleaning fee and the cleaning will be done by an outside group to ensure proper maintenance. The clubs will not be responsible for cleaning them.
- (b) Clubs ability to reserve space and the other benefits if they are not in good standing with their council – all clubs will be verified as in good standing when they make their reservations

C. BSC Master Plan

1. Barny gave brief background on the current state of the building, recent maintenance problems, upgrades to the building, and future maintenance concerns. Barny walked through various pictures and maps that showed parts of the building that need repair and maintenance. Barny explained that they want to be to investigate and do an analysis of the current state of the building as outlined in the memorandum as a four step process. Going through the process will result in a master plan. Barny explained how the BSC Space Study that was done in 2012 coincides with creating the master plan. He also addressed the way the Space Study is not directly related to the master plan.
2. The request is to bring in a consultant to start working with ASI and the University to create an in depth study of the systems. Barny is hoping that they can start the process of researching consultants and how much a consultant will cost, and then work towards creating a master plan.
3. Question and answer session took place including:
 - (a) If Centaurus will be included in this plan – Centaurus is a separate project that is already in place and there will be a separate funding request for that project aside from the master plan
 - (b) Inclusion of technology upgrades – technology upgrades would be a part of the study, specifically when addressing mechanical systems
 - (c) How much deferred maintenance there is currently – in 2008 it was estimated around \$40 million
 - (d) Getting new feedback from students and their needs in addition to the already established Space Study
 - (e) More conscientious when discussing increasing student fees if that becomes necessary –not an issue right now because there aren't funding requests for a master plan, however if it does become a possibility ASI will take gradual, small increases into consideration

- (f) State funding and federal grants to relieve students of the cost – there are lengthy restrictions that could hinder the possibility of state funding and grants. Private donations would be hard to acquire as ASI doesn't have development team.
- (g) DBMER access – they would tap into this account when implementing the master plan but wouldn't want to drain the account

IV. Information Item

- A. There were no information items.

V. Adjournment

- A. Meeting was adjourned at 2:16pm
- B. Next Facilities and Operations Committee Meeting: May 22, 2015 - 1:00pm-3:00pm, BSC, 2nd floor, England Evans