



## Facilities and Operations Committee Minutes

2015-2016:9 Friday, April 8, 2016, 3:00pm-5:00pm, BSC, 2<sup>nd</sup> Floor, England Evans

### I. Preliminaries

- A) Call to Order at 3:06pm
- B) Quorum Check

#### *Voting Members:*

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

#### *Advisors:*

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

#### *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) Julian moved to approve the March 4, 2016 minutes, Karen seconded. Vote, 9:0:0, motion passed.
- D) Agenda Changes
  - 1) Joshua changed Section V. Adjournment he added Friday, April 15, 2016 in the Career Center Room 128
- E) Introduction of Guests
  - 1) Powell Velasco, ASI
  - 2) Carol Lee, ASI
  - 3) Marion Haberkorn, ASI
  - 4) Ivonne Cabezas, ASI
  - 5) David Quezada, ASI
  - 6) Chonlawan Khaothiemsang, ASI Treasurer

- F) Reports
  - 1) Chair, Joshua Ebner - announced if they could complete the Committee Ideas worksheet he e-mailed out and make sure to score each project from 1-4. He would like everyone to e-mail him their responses before their next meeting.
  - 2) Director of the BSC, Barnaby Peake - shared Centaurs is almost complete, at this point they are just waiting on door hardware. BEAT will move in there soon as furniture has already been ordered.
  - 3) ASI President, Julian Herrera - announced the CFA strike has been postponed they have come to a temporary agreement on percent increases for the next 3 years. He informed the committee they can get additional information at the CSSA website.
  - 4) Student Representative, Mary Ashely Cherney - added that she is a part of the Students for Equality Education. She noted they can also use them as an alternative if they have additional questions regarding the strike.
- G) Open Forum
  - 1) Karen Romero - informed the committee they can participate in the Cultural Center Graduation Celebrations the deadline to register is April 18, 2016.

## II. Action Item

- A) No Action Items

## III. Discussion Item

- A) BSC/BRIC Budget (\*PowerPoint presentation attachment)

*Barny and Krista led the presentation of the ASI 2016-2017 Proposed Budget including the Bronco Student Center & the Bronco Recreation and Intramural Complex they shared the following information:*

- 1) Mission Statement – Associated Students Incorporated, Cal Poly Pomona is a California State University recognized auxiliary organization and a nonprofit corporation that seeks to:
  - a) Foster student advocacy, representation, engagement and academic success
  - b) Establish opportunities for learning, leadership and development for students and its staff
  - c) Create an environment that promotes collaborative partnerships, cultural diversity and campus pride
  - d) Provide high quality facilities, programs and services to students, administrators, faculty, staff, alumni, and the off-campus community
- 2) Operating Agreement between CSU Trustees and ASI
  - a) Student body organization programs, including Children’s Center and physical fitness facility, (BRIC)
  - b) Student Union Programs (Bronco Student Center)
  - c) Instructionally Related Activities (IRA)
- 3) Our Budget
  - a) ASI Fee + BSC Fee
- 4) BSC Fee Purpose
  - a) Direct funding support to cover bond indebtedness (principal and interest)
  - b) Operations and maintenance of the BSC and BRIC
  - c) Financial support for programs and services offered in the BSC and BRIC
- 5) BSC Budget Oversight
  - a) Off-Campus ( Managed by CPP,CSU & State)
  - b) On-Campus ( Managed by ASI)
- 6) BSC Operating Budget
  - a) Facility Support

- i. Staff Salaries and benefits
  - ii. Supplies and equipment (IT, AV and facility related)
  - iii. Building cleaning, repairs and maintenance
  - iv. Utilities (power, gas, phone, TV)
  - v. Insurance, services, safety
  - vi. Bank Charger, fees, related business costs
- b) Departments & Programs
  - i. ASI Programs, Weekend Events, Homecoming, etc.
  - ii. Art gallery program
  - iii. Campus Recreation programs including Adventures, Aquatics, Fitness, Intramural Sports, and Sport Clubs
  - iv. Marketing for facilities and programs
  - v. Games Room Etc., Box Office and Campus Lost and Found
  - vi. Training and professional development for student and non-student staff
  - vii. Office, facilities, and program supplies
- 7) Budget Goals for 2016-17
  - a) Implementation of year 3 of ASI Strategic Plan for 2014-19
  - b) Implementation of approved leadership and staffing changes
  - c) Implementation of technology and systems upgrades
  - d) Alignment with University's strategic plan, academic master plan and facilities master plan
  - e) Continued partnership and collaboration for programming
  - f) Sustained provision of quality facilities and programs
  - g) Maintenance of comparable and equitable compensation structure
- 8) Budget Assumptions for 2016-17
  - a) Second full year of operation for BRIC
  - b) Implementation of approved leadership and staffing changes
  - c) Participation in CalPERS Retirement and FICA
  - d) Implementation of IT enhancements
  - e) Sustained partnerships and collaborations
  - f) 1% increase in projected enrollment
  - g) 2.1% adjustment for inflation to ASI and BSC fees, based on HEPI
  - h) 0.31% rate of return on investments
  - i) 2% pool for salary adjustments
  - j) 0%-7.7% rise in benefit costs
- 9) BSC Budget Timeline
  - a) February – March
    - i. Preparation of Department Budgets
    - ii. Submission of Departments Budgets to ASI Executive Director and Financial Services
  - b) March – April
    - i. Preparation of Recommended BSC Budget
    - ii. Discussion and Action by ASI Facilities and Operation Committee
  - c) April
    - i. Recommendation by ASI Facilities and Operations Committee to ASI Senate
  - d) May
    - i. Approval by ASI Senate and Recommendation to University
  - e) June
    - i. Final Approval by University CFO and University President
- 10) 2016-2017 Proposed Income and Expenses ( CSU Schedules)

- a) CSU Required Transfers
  - i. Barny highlighted the required transfers
- b) Fee Schedule
  - i. Barny explained the student fee amount for Fall, Winter, and Spring
  - ii. Fees increase substantially in 2018-19 is higher because of semester conversion
- c) Debt Service Coverage Ration
  - i. Barny highlighted payment loans for the two facilities. The CSU requires they set aside a certain amount to pay for loan.
- 11) Income/Expense Worksheets
  - i. Approved Budget for 2015-16
  - ii. Compare with the projected actual spending for this year
  - iii. Compare this year's budget with the proposed budget for next year (2015-16)
  - iv. Future projections of expenses
- 12) 3- Year Projections
  - a) Income based on estimated enrollment and income from the BSC fee
  - b) Benefits, FICA, and minimum wage increases
  - c) Capital improvements and repair and replacement
  - d) Expansion of programs/services
  - e) Percentage increase for goods and services
- 13) BSC Budget Required Costs
  - a) Required Costs are expenditures that are mission critical and required for compliance with CSU/state/federal regulations and contractual obligations for the administration of the BSC and BRIC
    - i. Contracted Services
    - ii. University service fees
    - iii. Post-Retirement Benefits (FAS 158)
    - iv. Salary and benefits
    - v. Insurance
    - vi. Bank charges
    - vii. Building systems maintenance
    - viii. Safety
    - ix. Information technology
- 14) Barny went over the Fiscal Year Comparisons a summary of all handouts given to the committee members, and noted most of their budget comes from student fees.
- 15) Other Income Projections 2016-2017
  - a) Dividends
  - b) Campus Rec
  - c) Games Room
  - d) Marketing
  - e) Leases
  - f) Room Rental
  - g) Recovered Exp.
- 16) Proposed Expenses 2016-2017
  - a) Highlighted changes for 2016-17
  - b) Refer to "Object Code" when asking questions
  - c) Consolidated accounts
- 17) Krista continued the presentation by reading and explaining the Bronco Student Center Budget Request FY 2016-17 Total Income.

- a) Krista reviewed the following from the Total Income:
  - i. Income,
  - ii. Income from Operations
  - iii. Total on Campus Income
  - iv. Total Operating Income
  - v. Total Operating Expenditures
  - vi. Net From Operations
  - vii. Total Expenditures
  - viii. Net Excess
- b) Krista reviewed the following Expenses:
  - i. Salaries & Wages
  - ii. Staff Benefits
  - iii. Operating Expenses
  - iv. Total Operating Expenses
  - v. Total Capital Equip. & Related Expenses
  - vi. Total Expenses
    - a. The committee reviewed different line items under Operating Expenses and explained their meaning.
- c) Krista explained the following Capital Equipment & Related Expenses:
  - a) Administration
    - i. Total Administration
  - b) Conference and Event Services/ Campus Recreation
    - i. Total Campus Recreation
  - c) Bronco Student Center
    - i. Total Bronco Student Center
  - d) Capital Purchase Leases
    - i. Total Capital Purchase Leases
  - e) The committee discussed different options of recycle bins to implement in the BSC and the budget that goes into purchasing them.
  - f) Krista requested if under Campus Recreation where it reads Chemical Feeder to Replacement System (Pool) if it can be changed to read Storage Canopy for the Pool.
    - i. She included to change Lounge Furniture Replacement to read Starting Blocks for the Pool.

*Barny gave an update on Dunkin Donuts as a question was raised in regards to whether or not they were still going to be brought into the BSC.*

- d) Krista discussed the following Small Equipment – Less than \$5,000
  - a) Marketing Design & Public Relations
    - i. Total MDPR
  - b) Bronco Student Center/ Commercial Services
    - i. Total Bronco Student Center
  - c) Campus Recreation
    - i. Administration
    - ii. Aquatics
    - iii. Adventures
    - iv. Fitness
    - v. Members Services
    - vi. Operations
      - a. Total Campus Recreation
      - b. Total Campus Recreational Sports

- d) Krista also reviewed the following Professional Development:
  - a) 2016 National Facilities Management and Technology
  - b) ISSA
  - c) PCAPPA
  - d) Boiler Operation Maintenance and Safety
  - e) MDPR

**IV. Information Item**

- A) No Information Items

**V. Adjournment**

- A) Next Facilities and Operations Committee Meeting – Friday, April 15, 2016, 3:00pm-5:00pm, Career Center Room 128
- B) Meeting was Adjourned at 4:53pm