



Facilities and Operations Committee Minutes

2016-2017:10 Friday, April 21, 2017, 11:00AM– 12:00PM, BSC, 1st Floor, Lyra

I. Preliminaries

- A) Call to Order at 11:04am
- B) Quorum Check

Voting Members:

- Carlos Gomez, Senator Pro Tempore, Chair
- Gabriel Smith, Vice President, Vice Chair **Absent**
- Uriah Sanders, President **Absent**
- Kayla Barbosa, Senator-At-Large, Student Interest Council
- Michael Burckhardt, Senator-at-Large, Interhall Council
- Leslie Simoni, CCHM Senator **Tardy**
- Muhammed Abdal, Student Representative Absent
- Mercedes Martin-Hightower, Student Representative
- Ian Sanchez, Student Representative Unexcused Absence
- Gerardo Moreno, Student Representative

Advisors:

- Powell Velasco, Associate Executive Director
- Antonio Quezada, Asst. Director Student Conduct & Integrity

Liaisons:

- Brandon Whalen, Attorney General **Excused Tardy**
- Vacant, Staff Council Rep.
- Vacant, Academic Senate Rep.
- Aaron Neilson, Foundation Representative **Absent**
- Vacant, Kinesiology & Health Promotion Dept. Rep.

- C) Approval of Minutes
 - 1) Kayla moved to approve the December 21, 2016, January 13, 2017, Jan 27, 2017, and February 24, 2017, Gerardo seconded. Vote, 6:0:0, motion passed.
- D) Agenda Changes
 - 1) There were no agenda changes
- E) Introduction of Guests
 - 1) Krista Smith, ASI, Director of Campus Rec.
 - 2) Karen Tu, ASI, Treasurer
 - 3) Carol Lee, ASI F.S., Director of Financial Services
 - 4) Ivonne Cabezas, ASI F.S., AD of Revenue Management
 - 5) Cathy Neale, ASI, AD of Marketing & PR
 - 6) Jason Shaw, ASI, AD Facilities Management
 - 7) Maria-Lisa Flemington, ASI, Program Coordinator
 - 8) Sharon Rocacorba, ASI, AD of Programs
 - 9) David Quezada, ASI, Director of Operations BSC
- F) Reports
 - 1) There were no reports
- G) Open Forum
 - 1) There were no speakers

II. Action Item

- A) There were no action items

III. Discussion Item

- A) BSC Budget

- 1) Powell continued his discussion regarding the BSC Budget he began his discussion by reviewing the following BSC Total Expenses:
 - a) Salaries & Wages
 - i. Breakdown of Student Assistant Wages
 - b) Staff Benefits (Unemployment, Retirement, Insurance, etc.)
 - c) Operating Expenses the following items were discussed:
 - i. 8281 Alumni Relations – networking events with the alumni , bring back alumni to campus through events
 - ii. 8284 Search Expenses – Search Expenses for vacant positions within the organization
 - iii. 8346 Weekend Events Programs – Funding for events that happen Friday, Saturday, and Sunday
 - iv. 8347 BSC Programs – helps with all events related to Special Events and Programming
 - v. 8349 Homecoming – special event on campus
 - vi. 8287 Spirit Attire – ASI polos/uniform
 - vii. 8299 University Charges – The university is asking for in partnership to pay for Bronco Commons this is the first time this is being paid and that is the reason for the increase in price
 - viii. 8900 Reserve Operations & Equipment- Building equipment related expenses and things that are not implemented in the building or expenses not planned for. For example, at this time the temporary emergency high voltage transformer has a leak that can cause a fire this reserve gives management the flexibility to make these decisions promptly.
 - d) Lease Income
 - i. Further information will be provided at the next meeting regarding projected actuals for Bronco Copy & Mail
 - ii. Discussion took place about bringing a Wells Fargo ATM into the BSC
 - e) Leadership Team Development included all director level positions including Cora, Powell, Carol, and Associate Directors.
 - f) Professional Development
 - g) Capital Equipment & Related Expenses
 - h) Small Equipment – Less than \$5,000
 - i) Professional Development
 - j) Student Development & Recognition
 - k) CSU Schedules 1, 2, and 3
 - i. Schedule 1 – Off Campus Reserve and On Campus Reserve

IV. Information Item

- A) There were no information items

V. Adjournment

- A) Next Facilities and Operations Committee Meeting --- Friday, April 28, 2017, 11:00AM-12:00PM, Location: Lyra
- B) Meeting was adjourned at 12:01pm