



Facilities and Operations Committee Minutes

2017-2018:7 Friday, January 26, 2018, 10:30AM- 12:30 PM, BSC, 2nd Floor, Centaurs

I.

Preliminaries

- A) Call to Order at 10:36 AM
- B) Quorum Check

Voting Members:

- Catherine Kavarianian, Senator Pro Tempore, Chair
- Carlos Gomez, Vice President, Vice Chair
- Farris Hamza, President
- Paulina Stein, CCHM Senator **Unexcused Tardy**
- Itzia Salinas, ENV Senator
- Pasindu Senaratne, Senator-at-Large (IHC) **Excused Tardy**
- Carmela Misleng, Student Representative
- Vacant*, Student Representative
- Jiwoo Yong, Student Representative
- Rocio Antonio, Student Representative

Advisors:

- Powell Velasco, Associate Executive Director **Excused Tardy**
- Ebony Miles, Conduct Assistant, Student Conduct & Integrity **Unexcused Tardy**

Liaisons:

- Joshua Ebner, Attorney General **Excused Tardy**
- Vacant*, Staff Council Rep.
- Vacant*, Academic Senate Rep.
- Sandra Cain, Foundation Representative **Excused Tardy**
- Vacant*, Kinesiology & Health Promotion Dept. Rep.

- C) Approval of Minutes
 - 1) The chair opened up the floor for discussion on the January 12, 2018 meeting minutes, there were no recommendations from the committee.
 - 2) The minutes were approved
- D) Agenda Changes
 - 1) There were no changes
- E) Introduction of Guests
 - 1) Barney Peake, ASI, Director of Bronco Student Center
- F) Reports
 - 1) There were no reports
- G) Open Forum
 - 1) There were no speakers

II. Action Item

- A) There were no items

III. Discussion Item

- A) F&O Committee Code
 - 1) Catherine shared the F&O Committee Code. She recommended amending Section II. Composition, Subsection A, Item v. to Two (2) Student Representatives, appointed by the ASI President. She added this would remove two student representative positions and the requirement for one of the student representatives to serve on the Personnel Review Committee (PRC).

- i. Carlos recommended the Senator Pro-Tempore serve on the PRC rather than a Student Representative.
 - 2) Catherine recommended amending Section II. Composition, Subsection B by removing one (1) member from Staff Council and one (1) member from Kinesiology and Health Promotion Department. She also recommended adding two liaison positions for the Director of Bronco Student Center and Director of Recreation.
 - 3) Catherine recommended amending Section III. Duties of the Committee Chair by removing the reference to the ASI By-Laws.
 - 4) Catherine recommended amending Section V. Quorum to five (5) voting members to match the amended decrease in the number of student representatives.
 - 5) Josh recommended amending Section III. Duties of the Committee Chair by removing preparation of minutes.
 - 6) Farris asked if the duties of the vice chair should be included in the Committee Code.
 - i. Catherine shared that Rules & Policies Committee should discuss this item.
 - ii. Carlos shared that the role of the vice chair should specifically be defined by the responsibility of carrying out the meeting or ensuring the business of the committee gets carried out.
 - 7) Carlos recommended amending Section VI. Voting Procedures to include more independent voting power to F&O regarding ASI Facilities.
- B) Digital Signage
- 1) Catherine shared that ASI is interested in adding an exterior sign for information outside the BSC.
 - 2) Farris shared that this effort is to increase promotion for ASI events and student life activities.
 - 3) Carlos shared background on this particular project from last year's F&O Committee. He continued that due to budget restraints they weren't able to create a large scale integrated system that the Committee had hoped for. He encouraged the Committee to think beyond just an exterior sign displaying on-campus events.
 - 4) Farris brought up San Diego State University's student center and recommended ASI incorporate a similar system in the BSC.
 - 5) Ebony suggested that an interactive kiosk would be useful to students.
 - 6) Farris suggested that the location of the current Bronco Student Center sign is the most trafficked area outside of the building.
 - 7) Carlos recommended the kiosk include a calendar for viewing event information.
 - 8) Itzia shared that she does not support the exterior sign and that this type of advertisement does not catch her attention. She continued that a Kiosk with an interactive events calendar that students can scroll through would be an effective way to promote ASI and club events.
 - i. Catherine asked Itzia how many kiosks she would like to see in the BSC.
 - a) Itzia suggested the BSC have two or three kiosks. She continued that this might open up more opportunities for clubs to market their events.
 - 9) Carlos added that budget season is in process now and there is an opportunity to raise this as a budget item for next year's budget.
 - 10) Carmela suggested creating a BSC application for the kiosk. She continued that students could also download the application on their personal cellphones.
 - i. Catherine shared that all BSC and ASI events go onto the Cal Poly Pomona (CPP) Master Calendar and the CPP application is currently being revamped to become more user friendly. She added that she would not like to see ASI have their own application, but rather combine with the existing CPP application.
 - 11) Farris asked Barney if there was a way to use The Green Initiative Fund (TGIF) for this project.
 - i. Barney suggested that the signs would contribute to an increase in total energy use, but new screens tend to be more sustainable. He added that this would be entirely up to the Sustainability Committee and Senate.
 - 12) Powell asked for clarification on the overall intent of the project. He asked if the intent is to get information out or to develop infrastructure for the project.

- i. Catherine shared that one intent is to create an indoor kiosk with the master calendar and information on how to navigate oneself within the BSC. She continued that the second intent is to create an exterior digital slideshow of university wide events, though the committee did not care for this option.
- 14) Catherine shared that the next step would be to create a pilot program for one or both of the suggested options. She suggested bringing Martha Rosario, Secretary of Sustainability, to discuss the opportunity of using TGIF.
- 15) Barney suggested bringing IT and MDPR into the conversation because their departments will be needed to support the project.

IV. Information Item

- A) There were no items

V. Adjournment

- A) Next Facilities and Operations Committee Meeting: Friday, February 9, 2018, 10:30AM-12:30PM, BSC, 2nd Floor, Centaurus
- B) Meeting was adjourned at 11:47 AM