



## Facilities and Operations Committee Minutes

2017-2018:8 Friday, February 9, 2018, 10:30AM- 12:30 PM, BSC, 2<sup>nd</sup> Floor, Centaurs

### I.

#### Preliminaries

- A) Call to Order at 10:30 AM
- B) Quorum Check

#### *Voting Members:*

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

#### *Advisors:*

- Powell Velasco, Associate Executive Director
- Ebony Miles, Conduct Assistant, Student Conduct & Integrity

#### *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) There were no minutes
- D) Agenda Changes
  - 1) Catherine recommended adding Information Item C. Murals in the Senate Office
  - 2) Catherine recommended adding Discussion Item B. ASI Offices
  - 3) Farris recommended addressing Information Items A. through C. before Discussion Items.
  - 4) The agenda amendments were approved
- E) Introduction of Guests
  - 1) Barney Peake, ASI, Director of Bronco Student Center
  - 2) Krista Smith, ASI, Director of Campus Recreation
  - 3) Jason Shaw, ASI, Associate Director of Facilities Management
- F) Reports
  - 1) There were no reports
- G) Open Forum
  - 1) Farris Hamza – Shared that he is working with members of University and ASI Students Leaders to ensure the standards set by the Food Pantry Bill to create a permanent Food Pantry bill are met.
  - 2) Rocio Antonio – Shared that Inter-Council will be selling \$1.00 roses and \$5.00 bouquets all next week from 11:00 AM to 12:30 PM.

### II.

#### Action Item

- A) There were no items

### III. Discussion Item

#### A) Omnichargers – Presentation by Audrey Wong & Farris Hamza

- 1) Farris shared information on a potential portable battery charger program. He continued that Cal Poly's Information Technology Department (IT) will cover the fees associated with purchasing, including the one-time purchasing fee and monthly membership costs. He added that the next step is to run a pilot program in the Bronco Student Center (BSC).
  - i. Farris shared that they will measure the success of the pilot by measuring how frequently the charger are used and duration of use.
- 2) Farris shared the four identified pilot locations and described the charging product.
- 3) Carlos shared that a partnership with the Library could ensure the long-term success of the program. He added that the Library is the "study-hub" on campus.
  - i. Farris shared that the first pilot would be in the BSC. He continued that Phase 2 would be in the library and if successful would continue outward to the entire campus. He shared that IT would like to expand this system allowing students to check-out laptops. He added that this program is incorporated as part of the University's Master Plan and the University's hope to encourage more outside studying.
- 4) Jason asked for more information on the startup costs to ASI.
  - i. Farris explained that there are no startup costs to ASI. He added that ASI would need to identify four locations on campus, set up a table, and place the chargers on the tables. He stated that University IT is funding the program.
- 5) Powell asked how the vendor plans to handle safety and management of the charges to prevent vandalism. He recommended not having Omnicharger's available in the Game Room because the hours are different than the regular BSC hours.
- 6) Carlos shared that he would like to see an internal program or department to administer this program.
- 7) Ebony asked what happens when a student checks out a charger and forgets to return the charger. She asked how long does the student have before being charged with a non-return fee and what happens when the student returns the charger.
  - i. Farris shared the University would need to establish a grace period for these types of circumstances.
  - ii. Ebony suggested the University establish a text message or application notification to alert students when the charger is due.

#### B) ASI Offices

- 1) Farris shared that with the development of at least four positions for next year's ASI he believes there needs to be a reorganization of the ASI Offices. He continued that he hopes to move Cabinet from Student Government Office to the Senate Chambers. He shared that this year Governmental Affairs sat in Senate and as a result was able to have participation and collaboration of Senators on all their projects.
- 2) Catherine shared one concern with reorganizing the offices is that the Senator desks were designed and built to the specific area they are in. She added that this will create challenges for rearranging the room.
- 3) Pasindu shared that he believes the assigned desk system does not have much functionality. He said there are typically only four Senators in the office at a time.
- 4) Krista expressed support for the project. She recommended reaching out the company who provided the custom desks to see if they have recommendations for utilizing the space in the middle.
- 5) Farris shared that he is working on a few different options, but the main goal is to bring Cabinet closer to Senate.
- 6) Carlos shared that Student Government may want to bring in a professional to evaluate the space.
- 7) Powell added that a furniture company could come in and provide insight. He continued by encouraging Farris to think about the real number of desks needed. He also added that every year's administration is different and sometimes Cabinet and Senate have enjoyed being separate.

- 8) Krista asked for clarification on what the initial justification for needing the reorganization of offices.
  - i. Farris shared the first priority is to find space for the new positions and the second priority is to increase communication and relationships.
  - ii. Krista shared that physical working in the same space produces natural collaboration. She expressed excitement for the project and believes it will increase collaboration. She offered to help in any way needed.

**IV. Information Item**

A) F&O Committee Code

- 1) Catherine shared updates from the last R&P Committee Meeting. She added that R&P Committee provided feedback regarding amendment suggestions made to the F&O Committee Code. She continued that the Committee Code will be voted on as an Action Item at the upcoming R&P Committee Meeting.

B) RFQ Time Frame

- 1) Catherine shared the posting date for the RFQ has been pushed back due to President Coley's recommendation to stay in coordination with the University's Master Plan and to prevent concerns over tuition increases for the next academic year being used for the BSC project. She added that the Board of Trustees will likely vote in March.
  - i. Farris added that the vote may be postponed to May now.

C) Murals in the Senate Office

- 1) Farris shared that the Presidential Assistant is working on a project to make Senate Chambers more inviting from the outside. He continued that the plan is to remove the existing white board and design a mural for the wall.

**V. Adjournment**

- A) Next Facilities and Operations Committee Meeting: Friday, February 23, 2018, 10:30AM-12:30PM, BSC, 2<sup>nd</sup> Floor, Centaurus
- B) Meeting was adjourned at 11:12 AM