

**STUDENT UNION, INC. BOARD OF DIRECTORS
FACILITIES & PROGRAMS COMMITTEE**

**Meeting Minutes
October 12, 2021
4:00 PM**

**This is a hybrid meeting.
In-person: Student Union Inc. Building, Conference Room 6**

Telecommute meeting by Zoom Video Conference.

This meeting was facilitated in person and through an online Zoom format.

Voting Members Present: Hoon Cho, Traci Ferdolage (Charlie Faas's designee), Aarushi Sharma
Voting Members Absent: Soumya Trivedi
Non-Voting Members Present: Isaiah Andrews, Tamsen Burke, Timothy Banks, Jerry Darrell, Ryan Fetzer
Guests: Amy Guerra-Smith

I. CALL TO ORDER

Director Sharma called the meeting to order at 4:02 p.m.

II. ROLL CALL

Director Sharma asked Kelly Goldsmith to take the roll. Kelly Goldsmith completed a verbal roll call.

III. APPROVAL OF OCTOBER 12 , 2021 AGENDA

Director Sharma asked for a motion to approve the agenda.

Director Cho motioned to approve the agenda; Director Sharma seconded the motion.

Vote on the Motion: 3-0-0 Motion Passed

IV. APPROVAL OF MAY 4, 2021 MEETING MINUTES

Director Sharma asked for a motion to approve the May 4, 2021 Finance Committee Meeting Minutes.

Director Cho motioned to approve the May 4, 2021 Facilities & Program meeting minutes as presented; Director Sharma seconded the motion.

Vote on the Motion: 2-0-1 Motion Passed

Yes: Hoon Cho and Aarushi Sharma

Abstain: Traci Ferdolage

The Committee members took a moment to introduce themselves.

V. DISCUSSION ITEMS

A. Programs

i. Overview of Fall Programming, Assessment and Feedback (Amy Guerra-Smith)

Ms. Guerra-Smith explained that the Student Union has implemented assessment surveys. The survey includes some standardized questions which all programmers will be including in their assessment surveys. The results of the surveys will be compiled into a report at the end of the year to see how the programs and services provided by the Student Union have impacted the student experience. The assessment report will be included in the Student Union's Annual Report.

ii. Special Events and SRAC Partnerships/Collaborations Fall 2021

Ms. Guerra-Smith explained that the Student Union partnered with the University for the homecoming events this week. She discussed some upcoming events which included an ESports event and movie night. Ms. Guerra-Smith explained that in the past the Spartan Fest concert has been scheduled in the fall but due to continued COVID 19 restrictions, they are hoping to schedule the concert for sometime in the spring.

Mr. Fetzer provided the average number of students using the SRAC weekly. Monday through Thursday, 2,200-2,300 students; Friday, 1,100-1,200; and Saturday and Sunday, 550 - 600. All programs are up and running and staff are making sure all COVID 19 requirements are being followed. A couple of sports are still on hold and have not started yet.

B. Facilities Projects

i. AV & Event Services Scheduling for SRAC, SU, and Recreation Field (Timothy Banks)

Mr. Banks explained that the AV and Event Services staff have been discussing the event management systems and ways to better utilize the system in all areas. He discussed the Scheduling and Box Office Supervisor job description. The position will manage SRAC and South Recreation Field reservation and box office responsibilities and will report to the Event Services Manager.

ii. Update on EC Weight Room Project, Timeline, Deposition of SU Equipment (Ryan Fetzer - SU and Traci Ferdalage - FD&O)

Ms. Ferdalage briefly discussed the project's scope at the Event Center which included replacing the floor painting, and replacing equipment. FD&O has collaborated with athletics, Mr. Fetzer, and club sports to develop a plan that will serve everyone equally. The expectation is that the project will be completed in time to open for the spring semester. Mr. Fetzer explained there are two phases to the project. Currently working on part of phase one which includes preparing the weight room equipment to be auctioned off. Part of phase two is the ordering of new equipment and flooring. He also clarified that the current plan is that the Event Center will be available for use by athletes and club sports.

Ms. Ferdalage asked if there is any further action that needs to be taken by the Facilities Committee or by the Board of Directors with regards to the existing weight room equipment. Mr. Fetzer stated that he didn't believe this Committee needed to take any further action. He is working with the Student Union Accounting Director on the process and is hoping to have items going up on the auction website in the next couple of weeks.

iii. South Campus Recreation Field - MOU - Scheduling, Storage, Local Reserve - Ice Machine and Scoreboard (Ryan Fetzer)

Mr. Fetzer explained that the field is starting to be used by both intramurals and club sports as well as Kinesiology and academic courses. Scheduling is being done through Event Services. Still working on details and finalizing the Memorandum of Understanding (MOU) so we are currently not allowing use requests from other student organizations, departments or off site entities. The storage areas have been outfitted so we now have access for both intramural clubs sports and Kinesiology's equipment. Funds have been allocated for the ice machine and scoreboard. Mr. Fetzer is working on some details and is hoping to purchase those in the next couple of months for next semester. He has been working with FD&O on what is needed in the space for the ice machine.

Ms. Ferdolage stated that the gates are locked at the field and she is processing key requests. There are people using the field even though the gates are locked. The gates and locks are ADA compliant. She is currently working with DSA on how to modify the gates to provide pedestrian access in a manner that would allow there to be a higher level of security. There will need to be a specialized design approved by the state architect for compliance before the gates can be modified. She gave her staff direction to find a solution to ensure that the field can be secure from unauthorized use and work towards making at least one of the gates as card access enabled.

The Board discussed signage and the possibility of including a QR code on the signage that links to a website with the policy and procedures details.

Ms. Burke asked if the concerns have been resolved around the parking structure and students being able to park without a fee and also being able to get to the field for practices? Mr. Fetzer explained that a solution is still being discussed. Ms. Ferdalogue stated that she thought if a student currently had a parking pass, they would have the ability to park at the field. One of the areas of conflict is when there is an event, sometimes they are charging a parking fee. Students think they have to buy an event pass even when they are showing up for a different activity. She recommended meeting with Eric Cross, Parking Manager, to discuss a solution that allows for use of the parking facility when there are different events and activities occurring at the same time.

Ms. Kirkendall asked for the shuttle schedule to be looked into to allow students to access the field at later times using the park and ride. It is currently running from 8 a.m. - 6 p.m.

Director Cho asked if students would have to pay a parking fee on top of the fee they paid for intramurals? Ms. Burke and Mr. Fetzer will set up a meeting with Mr. Cross to discuss some of the areas of concern for students as it relates to programs and services.

Ms. Ferdolage asked Mr. Fetzer to submit a work request that FD&O provide appropriate garbage cans for the field and servicing.

Director Sharma requested that these topics be brought back to a future Facilities Committee meeting with an update.

iv. Resources - Title IX

Director Sharma stated that there have been discussions around Title IX and how the Student Union can be more inclusive on campus by providing resources for students. She discussed a suggestion of putting signage in restrooms for students to have access to the list of resources in a private space.

Ms. Burke explained that Campus Life has taken the initiative to look at facilities and locations within the facilities, to provide student access to the resources. Director Cho suggested including resources in locker rooms. Any other suggestions could be sent to Director Sharma or any of the Board of Directors.

v. SU Transitions with Event Center (Jerry Darrell - SU and Traci Ferdolage - FD&O)

Jerry Darrell, Director of Facilities and IT, has been meeting with FD&O regarding the equipment in the Event Center. He also met with an engineering firm to discuss the issue with the HVAC system and recommendations on how to improve it in the future. This project was previously approved by the Student Union Board of Directors.

Ms. Ferdolage stated that there is a meeting scheduled this week regarding the fire alarm systems. In addition to the transition meetings, the FD&O staff are learning more about the systems at the Event Center. The assigned project manager has been working on the previously planned fire alarm fire life safety system improvement project which was also previously approved by the Board. Ms. Ferdolage and Mr. Darrell both agreed that the Event Center is outdated and needs to be modernized. There needs to be a level of investment in order to bring the facility up to a standard that would maximize the use of the facility by students.

Director Sharma mentioned that there are current plans to open the Halahl Shack in the Student Union building. Mr. Darrell explained that plans are still being refined and he is waiting to receive more details about the plans. Chartwells did a sampling survey in the dining commons of the Halah Shack food to collect feedback from students. Ms. Burke stated that in previous discussions, any changes with food services will be brought to the Student Union's attention. It has been a recommendation by the Board, in alignment with Associated Students, for Chartwells to do a presentation to the boards of both the Student Union and Associated Students. We have asked Chartwells to provide feedback on the actual student use of the different restaurants to make sure it is meeting the needs of the students. She requested that Mr. Darrell and Ms. Ferdolage connect with Chartwells to ask what their process was to determine this and was it what students wanted. She would like the information to be more accessible to the board's of the Student Union and Associated Student. To start to help students to understand the process on how decisions are made, she would like to see the sampling survey results displayed on signage in the dining area.

The Committee will be sent the Charter for review in preparation for discussion and possible recommendations at the next committee meeting on November 9.

VI. MEETING ADJOURNMENT

Director Sharma asked for a motion to adjourn the meeting.

Director Cho motioned to adjourn the meeting: Director Sharma seconded.

Vote on the Motion: 3-0-0 Motion Passed

Meeting adjourned at 5:03 p.m.