

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

**Meeting Minutes
February 1, 2022
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:	Traci Ferdolage (Designee for Charlie Faas), Aarushi Sharma, Soumya Trivedi
Voting Members Absent:	Hoon Cho
Updated Attendance:	Hoon Cho was updated to present at 4:17 PM
Non-Voting Members Present:	Tamsen Burke, Timothy Banks, Jerry Darrell, Ryan Fetzer
Guests:	Amy Guerra-Smith

I. CALL TO ORDER

Director Sharma called the meeting to order at 4:07 p.m.

II. ROLL CALL

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

III. APPROVAL OF FEBRUARY 1, 2022 AGENDA

Director Sharma asked for a motion to approve the agenda.

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

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

IV. APPROVAL OF OCTOBER 12, 2022 MEETING MINUTES

Director Sharma asked for a motion to approve the meeting minutes.

Director Trivedi motioned to approve the October 12, 2021 Facilities & Program meeting minutes as presented; Director Sharma seconded the motion.

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

V. DISCUSSION ITEMS

A. Facilities

1. SRAC

- a) Hours**
- b) Current Directive on Community, Alumni Memberships**
- c) Membership Drive**

Ryan Fetzer reviewed the hours of operation for SRAC and briefly discussed the membership drive. He explained that SRAC is only open for students, faculty, and staff. They will be revisiting the possibility of opening to the community and guests later in the semester. The usage of SRAC is between 1100 -1400 people per day, Monday through Friday.

2. Student Union

- a) Hours**
- b) Recommendations from UPD Security Tour and Next Steps**

c) Microwave Project with Spartan Pantry

Tim Banks reviewed the hours of operation for the Student Union (SU) building. He discussed the UPD tour of the SU building which focused on the security of areas within the facility. Some of the action items that were being considered as next steps included, creating signage and a “Stay Safe Spartan” card to remind students not to leave their personal items unattended. They found some doors being propped open that shouldn’t be so they will be working with the building partners to see if doors are being propped open due to access issues.

Based on the overall observation of the open space design and camera locations, the design does enhance the security of the building. Ms. Ferdolage (BOD Designee) offered to also walk through the SU building with her building official and Mr. Banks to discuss how they can help support efforts to make some improvements.

Mr. Banks explained that Ben Falter (SJSU Cares) received some grant funding to help address food insecurity. The grant was for \$9,000 which was transferred to the SU to purchase new microwaves for the SU building. This will allow the SU to increase the microwaves a total of seven which will be located throughout the building. The funds were also used to purchase some new countertops for the new microwaves. The project should be completed by the end of February.

Ms. Ferdolage briefly mentioned the discussions she previously had with Mr. Falter about possible locations and that there was some consultation with her team about locations. She agreed with the comments made by Jerry Darrell and his concerns about circuitry and making sure that the units are properly supported electrically.

B. Maintenance and Projects

1. SRAC

a) Event Center Weight Room Renovation Project and Impact on Club Sports

Mr. Fetzer explained that the renovations and repurposing has been going on for the past 4 - 5 months. The final walkthrough will be tomorrow and the hope is to be able to open to users next week. This will be a shared space between the club sports athletes and the intercollegiate sports athletes. Ms. Ferdolage mentioned that there is work being done around some shared operating guidelines for the space so that everyone will have the same understanding about usage. Based on previous discussions, Ms. Ferdolage and Mr. Fetzer’s understanding is that the facility hours will initially be 8:00 AM to 10 :00 PM., with athletics scheduled from 8:00 AM to 4:00 PM, and club sports from 4:00 PM to 10:00 PM. One of the requirements to use the space is that there is a coach and attendant present at the facility at any time there is training.

Ms. Ferdolage briefly discussed some overall project updates to the Event Center which included a proposal for a key card access conversion to ease access for students and fire alarm and life safety upgrades. She explained that they need to get through the bid process for the fire alarm system to see where they are in terms of the remaining funds from the \$1.8 million dollars that was approved by the SU board of directors.

2. Student Union

a) Halah Shack Project

Jerry Darrell explained that Chartwells did a pop-up in March 2021 for students to sample the food offered by the Halal Shack. The reviews were positive so Chartwells moved forward with replacing the Steak and Shake with the Halal Shack. Minimal changes are being made to the space and vendor equipment is being brought in. The hope is to finish by the 11th of this month and be operational when students return to campus.

b) Starbucks Counter Area Redesign Project

Mr. Darrell briefly discussed the modifications Chartwells is working on to Starbucks. Some of the modifications include changing out some of the countertops and equipment. They do not have a final schedule but are looking at completion in the summertime.

Ms. Burke explained that these two projects are not SU projects. They are in collaboration and in support of Chartwells as they are growing their business. Chartwells will be promoting and marketing these two projects.

C. Programs

1. Spring 2022 Master Program and Event Schedule

Amy Guerra-Smith briefly reviewed the schedule of events and programs for spring 2022 which included adding a Sensory Series, Music at Noon is returning, and Spartan Fest which was postponed until the spring.

2. SRAC- IM, Fitness, OA, Club Sports; Aquatics

Ryan Fetzer explained that SRAC will have their regular weekly programs happening throughout the semester which includes fitness classes, outdoor adventure trips, and intramural and club sports. All activities continue to have COVID safety practices and protocols in place.

3. Student Union- Special Events

Ms. Guerra-Smith explained this was included in the programs and event scheduled discussion.

Ms. Burke thanked Ms. Guerra-Smith and the Marketing Team for their work on putting the schedule together. She encouraged the new board members to attend the events to get a better understanding of the budgets and what they are based on.

VI. MEETING ADJOURNMENT

Director Sharma asked for a motion to adjourn the meeting.

Director Trivedi motioned to adjourn the meeting: Ms. Ferdolage (BOD Designee) seconded.

Vote on the Motion:

4-0-0

Motion Passed

Meeting adjourned at 4:55 p.m.

The Student Union Board of Directors is a public body, and members of the public have a right to attend and participate in its meetings. This schedule is established as a best approximation of how long each scheduled meeting will take to complete its business. Depending on the length of the discussions, which are not possible to predict with precision in advance, the scheduled meeting times indicated may vary widely. The public is advised to take this uncertainty into account in planning to attend any meeting listed on this schedule.