

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

**Meeting Minutes
September 1, 2022
12:00 PM**

This is a hybrid meeting.

**In-person: Student Union Inc. Building, Conference Room 6
Telecommute meeting by Zoom Video Conference.**

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

Voting Members Present: James Figueroa, Logan Meline, Rishabh Pandey, Jeet Parekh, Krishna Sai Mangalarapu
Voting Members Absent: Traci Ferdolage (BOD Designee), Aarushi Sharma
Non-Voting Members Present: Timothy Banks, Jerry Darrell, Ryan Fetzer
Guests: Tim Gridley, Associate Director Maint. & Infr. and Amanda Castruita, Senior Construction Manager

I. CALL TO ORDER

Director Parekh called the meeting to order at 12:01 p.m.

II. ROLL CALL

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

III. APPROVAL OF SEPTEMBER 1, 2022 AGENDA

Director Parekh asked for any changes to the agenda.

Director Parekh asked for a motion to approve the agenda.

Director Meline motioned to approve the agenda; Director Sai Mangalarapu seconded the motion.

Vote on the Motion: 5-0-0 Motion Passed

IV. APPROVAL OF APRIL 26, 2022 MEETING MINUTES

Director Parekh asked for any changes to the minutes.

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

Director Sai Mangalarapu motioned to approve the April 26th, 2022 meeting minutes as presented; Director Pandey seconded the motion.

Vote on the Motion: 5-0-0 Motion Passed

V. DISCUSSION ITEMS

A. Programs

1. Introduce DJ (David) Escobar - Student Success and Assessment

Mr. Banks introduced DJ Escobar, Supervisor, Student Success/Assessment. Mr. Escobar will be reporting on the work he will be doing to this committee in future meetings.

2. Programs and Events

Mr. Fetzer discussed some of the events that occurred in August which included partnering with University Housing Services Residential Hall Association on the

Spartan Spirit Fall Festival and the Student Union Open House which showcased programs, services, and different centers located in the building. Some of the events scheduled in September include Flick N Floats and DIY Succulents. Spartan Recreation and Aquatics Center (SRAC) has had a daily average of 4,000 patrons come through the facility, Monday through Friday. Intramural sports will be starting towards the end of September and club sports teams are currently recruiting members. Water polo has their first competition on September 10th and the first swim meet will be on September 24th. Mr. Fetzer briefly discussed operating hours for the Labor Day weekend. SRAC will be participating in the university's employee health benefits and services fair in late September.

B. Scheduling

1. AV and Event Services Presentation - Event Management System (EMS)

a) <https://www.sjsu.edu/studentunion/services-resources/index.php>

Mr. Banks explained that there is work being done on centralizing services amongst various facilities in areas that the Student Union manages. He introduced Donna Teutimez, Event Services Manager, and Leanne LoBue, Scheduling Supervisor, to discuss an overview on the system being used for scheduling Student Union spaces.

Ms. Teutimez discussed how to reserve a space using the EMS website. She explained that the website will go through each section step-by-step to make sure all applicable sections are completed before the request is submitted. There is also a Google form that can be completed to request a space for those who do not have an EMS account or people can come to Event Services to complete a request in-person. Ms. LoBue explained what happens once she has received the reservation request. She recommended submitting a request two to three weeks in advance especially for large events. Ms. Teutimez briefly reviewed the spaces that can be reserved through EMS which included the south campus recreation field. She explained that on the Student Union webpage, under Services and Resources, there is an event calendar that shows what spaces have been reserved each day.

2. Event Center - Fall 2022

3. SRAC, SU, Recreation Field

4. Scheduling Guidelines Review

Mr. Banks briefly discussed the scheduling process for the Event Center and that the President appointed a committee, Tamsen Burke, Executive Director, Student Union, Traci Ferdalogue, Senior AVP, FD&O, and Dedrea Palmer, Sr. Associate AD of Athletics, Athletics Facilities & Events, to look at a shared scheduling practice for the Event Center. The committee completed the 2022 summer and fall schedule and are establishing guidelines with five metrics based on user, space needs, and requests. They are also looking at the Student Union oversight and management of the Event Center through AV and Event Services. The targeted timeline to have a process in place to request a space in the Event Center is November 2022 to schedule for spring 2023. Long term goals of the committee include aligning processes, guidelines, and procedures, improving digital knowledge, collaboration and interfacing for all campus spaces/facilities.

C. Facilities Projects

1. Keys/Access Process - Event Center

Mr. Banks explained that there is work being done to make sure that keys to the Event Center that were previously handed out, have been returned and that FD&O's key request and approval process is followed moving forward.

2. CAPISE Center (Center for Asian Pacific Islander Student Empowerment) @ Student Union

Mr. Banks explained that there is a new Asian Pacific Islander Student Empowerment Center in the former US Bank space of the Student Union building. The space is being renovated to provide a larger space. Tim Gridley, Associate Director Maintenance and Infrastructure, FD&O, walked the space yesterday. Mr. Gridley briefly discussed some of the renovations that will be done to the space which included some electrical and painting. His understanding is that the permit for furniture was approved. Anytime there is a request to purchase furniture, it must be approved to meet requirements from the state. When the space was being used by US Bank, the data ports in the room were terminated for many reasons including security. Jerry Darrell, Director of Facilities and I.T, Student Union, recommended addressing the data ports.

3. Event Center Fire Alarm Project

Mr. Banks introduced Tim Gridley, Associate Director Maintenance and Infrastructure, and Amanda Castruita, Senior Construction Manager to present these items.

Ms. Castruita discussed the fire alarm replacement project to the Event Center which included existing conditions, project scope of work, and budget and schedule. She presented drawings for each level of the Event Center that listed the location of existing fire alarm devices and locations of the new devices. The current approved project funding budget is \$1,268,000 but Ms. Castruita stated that the project total cost at completion would be under budget at \$776,000. The project is currently in drawing review. Some of the challenges have been the unavailability of the engineering team to produce shop drawings due to their busy schedule in the summer. The fire alarm panel originally had a thirty day lead time but during the summer that increased to ninety days. Ms. Castruita is hoping to submit to the fire marshall for review in the next couple of weeks and receive the building permit in October so construction can start with a forecast completion of December 2022. They will be setting up a pre-construction coordination meeting with the users to make sure they know exactly where work will be done each week. Due to the straightforwardness of the project, it does not need to go to the State Fire Marshal for review first, it can go straight to the local jurisdictions Office of Fire Safety which will save 10 weeks of review time.

4. Event Center HVAC Replacement Project

Ms. Castruita reviewed the HVAC upgrades project, existing conditions, preliminary study options, and budget and schedule. The HVAC system was designed in 1986 and to the current standards and technology at that time. The system is well beyond its design lifetime and was designed with minimal attention to maintenance access, support, and flexibility. She presented drawings of the existing system in the Event Center and where system upgrades will be. The preliminary study identified 17 elements requiring modernization and of those, seven elements were deemed most critical which affect the arena. The recommendation was for a phased construction to replace air handling unit numbers one through four to have near-zero disruption to the schedule of events

at the Event Center. Two options were considered based on the phased construction recommendation; custom build the units in the existing fan room or rooftop units. There was a recommendation to go with the custom build units which would be less invasive and a better option. The weight of the rooftop units would require significant steel and roof modifications and impose short and long term logistics and maintenance issues. Funding has been approved for the preliminary study of \$45,000. Additional studies have been requested in order to determine the best option. With the additional studies, the projected total cost at completion is \$66,731.80. Based on the preliminary study, the project completion date is October/November 2022. The schedule will be finalized based on which of the two options is approved.

5. Event Center Scoreboard, LED Marquee & ShotTracker Project

Mr. Gridley reviewed the Event Center scoreboard, marquee, and ShotTracker project. The current scoreboard is 50 feet, has limited advertising opportunities, and is not compatible with multiple inputs. The score tables are not an integrated system and do not have LED capabilities and the exterior marquee is not a fully integrated solution, is outdated, not energy efficient, and has limited access for programming. The goal for the upgrades are to improve the scoreboard and LED marquee to modernize the facility. The shottracker system is a sensor-based system that delivers real-time statistics and analytics to the team, fans, and broadcasters instantaneously during play. Mr. Gridley reviewed the project scope of work which included demo and removal of existing scoreboard, installation of the new permanent 75 foot LED digital video display scoreboard, set up new moveable LED scorers' tables, installation of the new exterior digital display marquee with backlit logo panel topper, and ShotTracker server install and maintenance check-up. Currently there is approved funding for the project of \$1,403,767 and it is projected to be on budget. Mr. Gridley clarified that there are no student fees being used for this project. Construction is scheduled to start October 3, 2022 with a contract completion of around November 7, 2022. He did mention that they are dealing with supply issues so they are trying to have realistic dates. There will be a shutdown of the electrical system in part of the Event Center to route new power. To save costs, they want to work during normal working hours so they will work around scheduled events and basketball practices and games, and coordinate with concurrent construction projects.

VI. DISCUSSION/ACTION ITEMS

a. Approve SU AV and Operations Offices @ Event Center Project

Mr. Banks explained that this is to approve the renovation of spaces at the Event Center.

Mr. Gridley reviewed the scope of work which included determining furnishings in the office suite area and disposing of furnishings no longer needed, test carpet adhesive for asbestos, replace carpet, repaint interior rooms, replace damaged ceiling tiles, and re-key all doors by replacing cores. The proposed budget is \$57,538 but if asbestos removal is not needed, the proposed budget would be reduced to \$34,483.00. After the budget is approved by the Finance Committee, construction would start on September 8, 2022 with a target completion of September 30, 2022. Mr. Gridley did explain that quick ship carpet is considered two weeks but on one of his recent projects that increased to three to four weeks. They will need to order carpet immediately as soon as the budget is approved. He also mentioned that if there were more changes requested, the scope of the project would grow and that would impact the timeline.

Director Parekh asked for a motion.

**Director Sai Mangalarapu motioned to approve SU AV and Operations Offices @
Event Center Project; Director Figueroa seconded the motion.**

Vote on the Motion:

5-0-0

Motion Passed

VII. MEETING ADJOURNMENT

Director Parekh asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 1:09 p.m.