



**Associated Students Inc.  
San Francisco State University  
Facilities & Services Council  
Minutes  
September 18h, 2017**

Chair, **Auggie Melendez**, has called a special meeting of the **Facilities & Services** on **Monday, September 18<sup>th</sup>, 2017 at 12:00 PM – 2:00 PM in Delmy Rodriguez (T-152) in the Cesar Chavez Student Center.**

**I. Call to Order**

Meeting called to order at 12:15 PM

**II. Roll Call**

VP of Facilities & Services - Present  
Education Rep - Present  
VP of Finance - Present  
University Affairs - Present  
AS President – Present  
Athletics Rep - Tardy  
Executive Director of Facilities & Operations – Present

**III. Approval of Agenda**

**Motion to approve the agenda for September 18<sup>th</sup>, 2017**

**Moved by VP of Finance, Seconded by Education Rep.**

**No Opposed. No Abstentions. Motion Passed.**

**IV. Approval of Minutes**

*No minutes to approve.*

**V. Announcements** (2 minutes each). Please submit literature to Chair when meeting begins.

*No Reports.*

**VI. Public Comment** (2 minutes each). Must pertain to jurisdiction of Board. Please observe proper decorum. The board is not required to respond.

*No Public Comment.*

**VII. Closed Session Pursuant to Education Code 89307 of the California Code for the purpose of to consider the appointment, employment, and evaluation of performance, discipline, or dismissal of an employee.**

No Closed Session

**VIII. Old Business**

*No Old Business*

**IX. New Business**

**a. Introductions (Discussion Item)**

*The Facilities & Services Council will do introductions for the Fall Semester.*

**Motion to move into Item A**

**Moved by VP Finance, seconded, by Education Rep**

**No Opposed, No Abstentions. Motion Passed.**

**BOARD OF DIRECTORS**

**1650 Holloway Ave | Cesar Chavez Student Center | M-102 | S.F., CA 94132**

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Nathan, **VP of Finance**, said he would like to see work on the Space Assessment and MWC Operating Agreement. Andrea, **Education Rep**, said she would also like to see work done on the Space Assessment. Jackie, **President**, has a priority for the MWC Operating Agreement and the Space Assessment, importantly on the Pyramid. Auggie, **VP of Facilities & Services**, said his biggest priority is the Space assessment and the MWC agreement. Janet, **VP of University Affairs**, said she wants to assess the space upstairs in Cesar Chavez Student Center.

**Motion to move out of discussion item A Introductions.**

**Moved by VP of Finance, Seconded by VP of University Affairs.**

**No Opposed. No Abstentions. Motion Passed.**

**b. Goal Setting (Discussion/Action Item)**

*The Facilities & Services Council will set goals for the year 2017-2018*

**Motion to go into item B.**

**Motioned by VP of University Affairs, Seconded by VP of Finance**

**No Opposed. No Abstentions. Motion Passed**

**VP of Facilities & Services** planned to appoint 3 members from Facilities & Services to come up with a draft of the MWC Operating Agreement. **Education Rep** suggested having easier access for student organizations to have food vendors on campus. **VP of Finance** suggested having Finance committee tackle the idea of student organizations having food vendors on campus. **President** suggested getting in contact with Project Rebound for the Project Rebound mural to be approved in the near future. **Assistant Executive Director of Facilities & Operations** suggested breaking down the Space Assessment for Cesar Chavez Student Center into smaller goals. **Assistant Executive Director of Facilities and Operations** requested one of the Board members to sit on a committee to discuss the revision of the reservation handbook. **VP of University Affairs** stated she would be interested in sitting in on the committee.

*Education Rep exited 12:33PM*

**Motion to move out of discussion item B Goal Setting.**

**Moved by VP of University Affairs, seconded by VP of Finance**

**No Opposed. No Abstentions. Motion Passed.**

**c. MWC Operating Agreement Timeline (Discussion Item)**

*The Facilities & Services Council will set the timeline for the Mashouf Wellness Center Operating Agreement.*

**Motion to enter into Discussion item C.**

**Moved by VP of Finance, seconded by VP of University Affairs.**

**No Opposed. No Abstentions. Motion Passed**

**VP of Facilities & Services, VP of University Affairs, and VP of Finance** agreed to work on a starting draft for the MWC Operating agreement. Operating Agreement needs to be completed by December 31<sup>st</sup>, 2017. **President** recommended looking at other recreation agreement from other campuses for reference by October 2<sup>nd</sup>, 2017.

*Athletics Rep entered at 12:37PM*

A solid rough draft needs to be done by October 16<sup>th</sup>, 2017. Have a working document to be approved by October 30<sup>th</sup>, 2017. November 6<sup>th</sup>, 2017 is when the Executive committee will approve. Approve changes made by Executive Committee on November 8<sup>th</sup>, 2017 and November 29<sup>th</sup>, 2017 for the seconded approval. Send to Jackie on November 8<sup>th</sup>, 2017.

**Motion to move out of discussion item C MWC Operating Agreement Timeline.**

**Moved by VP of University Affairs, seconded by VP of Finance.**

**No opposed, No abstentions. Motion Passed.**

**d. Space Assessment of the Cesar Chavez Student Center (Discussion Item)**

*The Facilities & Services Council will discuss the space assessment of the CCSC.*

**Motion to enter into item D.**

**Moved by VP of Finance, seconded, Athletics Rep**

**No Opposed. No Abstentions. Motion Passed.**

The Council planned to have a walkthrough of the Cesar Chavez Student Center for a space assessment. **President** suggested reopening the space to student organizations to have an inclusive space. The main idea is to have the Pyramid as a lounge area for all the student organizations can use for meetings and office space. Separate Staff space assessment from the organization Pyramid space assessment. **VP of University Affairs** expressed the issue of identifying how students are part of student organizations to be able to use the space. **President** suggested having the space a place to get information about the student organizations available. The **President** emphasized how important to Pyramid represents a space as a place for students and student organizations. The first step is to design a purpose in the council. **VP of University Affairs** recommended having a review of the old space assessment and a walkthrough of the space at the next Facilities & Services meeting on October 2<sup>nd</sup>, 2017.

**Motion to move out of discussion of item D Space Assessment of the Cesar Chavez Student Center.**

**Moved by VP of Finance, seconded by University Affairs**

**No opposed. No Abstentions. Motion Passed**

*University Affairs exited at 1:30PM*

**e. Project Rebound Mural (Discussion Item)**

*The Facilities & Services Council will talk about the next steps in approving the Project rebound mural.*

**Motion to enter into item E.**

**Moved by VP of Finance, seconded by Athletics Rep.**

**No Opposed. No Abstentions. Motion Passed.**

VP of Facilities & Services talked about tasking someone to meet with Francine about location of the mural and getting in contact with the artist for the mural. VP of University Affairs will talk to Francine by October 2<sup>nd</sup>, 2017.

*University Affairs entered at 1:36PM*

**Motion to end discussion of Item E Project Rebound Mural.**

**Moved by Finance, seconded by Athletics.**

**No opposed, No Abstentions. Motion Passed.**

**f. Facilities and Services Council Charter recap (Discussion Item)**

*The Facilities & Services Council will recap on the charter and propose any changes.*

**Motion to enter into Item F.**

**Moved by VP of Finance, Seconded by Athletics Rep.**

**No Opposed. No Abstentions. Motion Passed.**

VP of Facilities & Services and VP of Finance will work revisions by October 2<sup>nd</sup>, 2017.

**Motion to end discussion on Item F Facilities and Services Council Charter.**

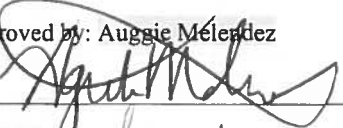
**Moved by Athletics, Second by Athletics Rep.**

**No Opposed. No Abstentions. Motion Passed.**

**X. Adjournment**

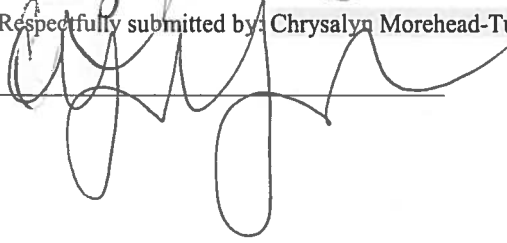
**Motion to adjourn meeting at 1:42 PM  
Moved by VP of Finance, seconded by Athletics Rep.  
No opposed. No abstentions. Motion passed.  
Meeting adjourned.**

Approved by: Auggie Melendez



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Respectfully submitted by: Chrysalyn Morehead-Tucker



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