

**ASSOCIATED STUDENTS OF SAN FRANCISCO STATE UNIVERSITY:  
FACILITIES & SERVICES COMMITTEE CHARTER**

**CHARTER STATEMENT #416  
APPROVED 02/05/2020**

**Purpose**

The role of the Facilities & Services Committee (FSC) is to oversee and approve of all changes to, and maintenance of, all AS fee-funded facilities, including the Cesar Chavez Student Center (CCSC) and the Early Childhood Education Center (ECEC). FSC will oversee and approve items including, but not limited to: policies, procedures, initiatives, special projects, etc. of said facilities. The FSC will hold all student-utilized facilities operated by the University accountable for transparency. The FSC will hold university facilities accountable for the following operations, but is not limited to: technical support services and information technology, maintenance of facilities, vendor relations, meeting and event logistics, and building operations and staffing.

**Definitions**

<b>Terms</b>	<b>Definitions</b>
<b>AS Policies</b>	Rules and regulations voted on, and adopted by, the Board of Directors on behalf of the entire organization to help manage to operations of Associated Students, its Board of Directors, and its programs to ensure consistency, legality, and transparency.
<b>Budgeting</b>	For the purpose of this charter, fiscal guidance and mindfulness whenever purchasing materials and allocating resources for facilities and operations.
<b>Initiatives</b>	For the purpose of this charter, establishing new resources for facilities operated through or by Associated Students.
<b>Procedures</b>	Officially agreed upon practices that are in alignment with AS Policies, and, for the purpose of this charter, should establish clean and safe spaces for students, faculty, and staff in facilities under AS's purview.
<b>Special Projects</b>	For the purposes of this charter, can be defined as, but not limited

	to, murals, space allocation, new construction, and renovations of facilities under AS’s purview. Special Projects will have specific timelines for execution.
<b>Tasks</b>	Assigned pieces of work, often to be finished within a certain time frame. Tasks are typically time-sensitive.

**Composition & Qualifications**

- Vice President of Facilities and Services (chair)
- Director of Sustainability and Basic Needs (voting)\*
- Director of Recreation, Health & Wellness (voting)\*
- Vice President of Finance or designee (voting)
- AS Assistant Executive Director of Facilities and Operations or designee (advisory)\*\*
- UCorp Representative (advisory)\*\*
- Mashouf Wellness Center Full-time Staff Representative (advisory)\*\*

\*Either Director of Sustainability and Basic Needs or Director of Recreation, Health & Wellness will be selected as Vice-Chair.

\*\*The AS Assistant Executive Director of Facilities & Operations, UCorp representative, and Mashouf Wellness Center staff representative or designee will serve as non-voting advisory members. Advisory members are required to attend meetings.

**Meetings**

The committee will have regular meetings no more than once a week and no less than twice a month. Meetings may be conducted in person or remotely via teleconference. Meetings of the FSC shall be conducted in accordance with the appropriate open meeting laws (Gloria Romero Act) that preside over the AS organization as a whole. The first meeting will be scheduled no later than 30 days after the BOD term begins. The Chair is responsible for the parliamentary procedures of the FSC.

**Responsibilities of Committee Members**

Chair:

- Report to FSC on the following:
  - Mashouf Wellness Center Advisory committee (MWCAC)
  - Early Childhood Education Center (ECEC)
  - UCorp BOD related to Retail Services
  - Sustainability Assembly
  - Food Pantry
- Be an advisor to Special Projects presented to the Cesar Chavez Student Center

- Work with the AS Assistant Director of Facilities and Operations to review efficacy of department performance in operations & providing support services in the different areas related to Facilities and Services
- Maintain a working relationship with University Corporation.

**Vice-Chair:**

- Will serve as chair of FSC if the Vice President of Facilities & Services is absent.
- Assist chair with responsibilities if needed and as assigned by Chair.

**Committee Members:**

- Members must attend every FSC meeting unless an emergency is presented.
- Must read all pertinent documents prior to committee meetings.
- Any members sitting on additional committees and/or boards relevant to FSC must give reports.

**Advisory Members:**

- Report to the FSC of all relevant information pertaining to the committee.
- Must advise, assist, and inform FSC when deemed appropriate.

**Duties of Committee Members**

- All items in FSC that require monies from the AS budget can be generally discussed but not approved until discussed and approved by the Finance Committee.
- Items led by any committee members of FSC must report to the committee on updates and progress of items every committee meeting.

**Sustainability Initiatives/ Sustainability Assembly**

- Assembly works in collaboration with the Environmental Resource Center (ERC), Director of Sustainability and Basic Needs, Vice President of Facilities & Services, and other sustainability-oriented entities on campus.
- Discuss sustainability initiatives.
- Assembly will meet bi-weekly to plan semesterly town halls.