



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Facilities & Sustainability Committee**

ZOOM: <https://csusb.zoom.us/j/88135160112>

OR

IN-PERSON: SMSU NORTH STUDENT CHAMBERS
March 18, 2024 – 1:00 PM

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - a. February 19, 2024
4. Open Forum
5. Adoption of Agenda

NEW BUSINESS:

FSC 08/24 SMSU South Repair and Replacements (Action, Roberson)

FSC 09/24 Heritage Month Policy (Action, Roberson)

Announcements

Adjournment



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Facilities & Sustainability Committee
February 19, 2024 – 1:00 PM**

MINUTES

Members Present: Vilayat DelRossi, Jesse Felix, Elmer Gutierrez Autumn Hudson, Matthew Jenkins, Sean Kinnally, Anthony Roberson, Diana Ruiz.

Members Absent: Angelica Agudo, Allicia Dean

Guests Present: Sri Alapati, Robert Rodriguez

Call to Order: The meeting was called to order by Ms. Hudson at 1:09pm

Roll Call: A verbal roll call of members was conducted.

Approval of Minutes:

M/S Jenkins/Roberson table approval of minutes from November 27, 2023.

M/S Jenkins/Roberson to approve minutes from February 5, 2024

Motion passed by consensus.

Open Forum: There were no speakers for the open forum.

Adoption of Agenda:

M/S Roberson/Kinnally to adopt the agenda.

Motion passed by consensus.

NEW BUSINESS:

FSC 06/24 ASI/SMSU Trash Bag Discussion (Action Item, A. Roberson)

M/S Roberson/Kinnally to open ASI/SMSU Trash Bag Discussion.

Mr. Roberson met with ASI Sustainability Committee to discuss sustainability and recycling practices in the building. Discussed plans to use best sustainability practices and overall support of a healthier earth.

Mr. Roberson deferred rest of his time to Joelle from the ASI Sustainability Committee. Joelle shared why they are passionate about this project and some research from the Office of Sustainability. There are

financial benefits, social, and environmental health benefits. The proposed plan is to implement the use of black bags for landfill use and transparent bags for both recycling & organic bins. In addition, the plan is to improve signage, host educational events for students, host campus clean up events, and role out training for staff. Mr. Roberson shared his enthusiasm for SMSU to partner with ASI on these initiatives.

VOTE 7 In-Favor 0 Opposed 0 Abstentions

Motion passed.

FSC 07/24 SMSU South Repair & Replacement Implementation (Discussion, A. Roberson)

M/S Roberson/Jenkins to open FSC 07/24 SMSU South Repair & Replacement Implementation

Mr. Roberson provided an overview of the repair and replacement schedule for SMSU South. These areas have been broken up into four sections: Structural Integrity and Safety, Mechanical and Electrical Systems, Furniture and Fixtures, and Technology Infrastructure. Mr. Roberson provided an estimate of the repairs costs, expected outcomes, and next steps. This item will be added to the next committee meeting agenda for approval. If approved, this item will be presented to the BOD at an upcoming meeting.

Announcements

There were no announcements.

Adjournment

M/S Roberson/Vilayat to adjourn meeting at 1:48pm

Reviewed and respectfully submitted by:

Autumn Hudson, Chair

Date

Executive Summary: Facility Repair and Replacement Schedule for Santos Manuel Student Union (SMSU South)

Date: January 23, 2024

Prepared by: Anthony Roberson, Associate Director, Operations

Objective:

This executive summary outlines the comprehensive repair and replacement schedule for facility-related items within the SMSU. The primary aim is to ensure the sustained functionality, safety, and aesthetic appeal of our beloved Student Union by strategically addressing the maintenance needs and planning for timely replacements.

Background:

The SMSU is a vibrant hub of student activities, events, and community engagement. In light of the increasing demand and wear-and-tear on facility-related items, it is crucial to establish a proactive and systematic approach to repair and replacement. This initiative is driven by our commitment to providing a welcoming, efficient, and safe environment for students, faculty, staff, and visitors.

Scope of Repair and Replacement Schedule:

The repair and replacement schedule encompass a thorough assessment of current facility-related items, identification of maintenance needs, and a forward-looking plan for strategic replacements. Key areas of focus include:

1. Structural Integrity and Safety:

- Conduct a detailed inspection of structural elements, including roofing, flooring, walls, elevators, door framing, and ceilings.
- Prioritize repairs to address safety concerns and ensure compliance with building codes.
- The total cost of the current structural integrity and safety materials: **\$3,076,747.00**
- The priority for repair and replacement for this category for the upcoming year is the **roofing** on the 1990 portion of the southside SMSU South: **\$398,071.00**

2. Mechanical and Electrical Systems

- Evaluate the performance of HVAC, plumbing, and electrical systems.
- Implement routine maintenance and schedule replacements for aging or inefficient components.

- The total cost of the current mechanical and electrical systems: **\$2,912,494.00**
- The priority for repair and replacement for this category is HVAC controls/interior lighting: **\$240,429.50**

3. Furniture and Fixtures:

- Assess the condition of furniture, seating, and fixtures in common areas, meeting rooms, and offices.
- Plan for the phased replacement of worn-out items to enhance comfort and aesthetics.
- The total cost of the current furniture and fixtures: **\$1,917,490.00**
- The priority for repair and replacement for this category is Dining furniture on the southside of the building: **\$125,000.00**

4. Technological Infrastructure:

- Review the state of audiovisual equipment, computer systems, camera surveillance system and technology hubs.
- Upgrade outdated technology and plan for integration of modern solutions to meet evolving needs.
- The total cost of the current technological infrastructure and av equipment: **\$261,852.00**
- The priority for repair and replacement for this category is upgrading the audio-visual control system and cabling infrastructure in the Event Center: **\$112,973.19** and upgrading the trussing lighting in the theater: **\$70,000.00**

Expected Outcomes:

The implementation of the repair and replacement schedule is expected to yield the following outcomes:

- ❖ **Enhanced Facility Functionality:**
 - Improved the overall functionality of the SMSU by addressing maintenance needs promptly.
- ❖ **Extended Lifespan of Assets:**
 - Prolong the lifespan of facility-related items through proactive maintenance and timely replacements.
- ❖ **Increased Safety Standards:**
 - Ensure a safe environment for students, faculty, staff, and tenants by addressing safety concerns and adhering to regulatory standards.
- ❖ **Optimized Aesthetic Appeal:**
 - Elevate the aesthetic appeal of the SMSU by replacing the worn-out furniture and fixtures with modern, inclusive, and visually appealing alternatives.

Next Steps:

The proposed repair and replacement schedule will be presented to the SMSU Facilities & Sustainability Committee/SMSU Board of Directors for review and approval. Upon approval the funding

Santos Manuel Student Union (SMSU) Facilities Use Policy for Heritage Months Celebrations

1. Introduction:

- a. This Facilities Use Policy governs the use of the Santos Manuel Student Union by the campus committee for the celebration of heritage months.
- b. The purpose of this policy is to ensure the responsible and respectful use of the facility during the heritage month events.

2. Reservation Process:

- a. The campus committee must submit a written request to the Santos Manuel Student Union for the reservation of the facility for their opening event for their specific heritage month celebration.
- b. Reservation requests should be submitted at least two months in advance to the SMSU Scheduling office to allow for proper planning and coordination.

3. Eligibility:

- a. The Santos Manuel Student Union will provide an in-kind contribution of use of the facility and personnel for an opening event directly related to the celebration of heritage month being celebrated.
- b. The campus committee must demonstrate alignment with the goals and themes of the heritage month being celebrated

4. Compliance:

- a. All activities conducted within the facility must adhere to Santos Manuel Student Union policies and procedures.
- b. The campus committee agrees to comply with all applicable federal, state, and local laws and regulations during the event.

5. Use of Equipment and Resources:

- a. The campus committee may use equipment and resources within the facility, subject to availability and approval.

6. Security and Safety:

- a. The campus committee is responsible for the safety and security of all attendees during the event.
- b. Security measures, including the presence of security personnel, may be required and will be discussed during the reservation process.

7. Cancellation and Rescheduling:

- a. The campus committee must notify Santos Manuel Student Union as soon as possible in the event of a cancellation or the need to reschedule.

8. Review and Amendments:

- a. This policy will be periodically reviewed and may be amended by the Policies and Procedures committee as needed.