

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

**Meeting Minutes
October 3, 2024
8:00 AM - 9:00 AM**

In-person: Student Union Building, Conference Room 6

Voting Members Present: Justin Duong, , Leo Lebedenko, Sarab Multani
Voting Members Absent: Traci Ferdolage (Designee), Erik Rodriguez
Updated Attendance: Traci Ferdolage was updated to present at 8:15 AM
Non-Voting Members Present: Aaron Burgess, Timothy Banks, Ryan Fetzer, Omar Garcia

I. CALL TO ORDER

Director Duong called the meeting to order at 8:06 a.m

II. ROLL CALL

A verbal roll call was completed. Quorum met.

III. APPROVAL OF OCTOBER 3, ~~2023~~ 2024 AGENDA

Director Duong asked for any changes to the agenda.

Director Duong asked for a motion to approve the agenda.

Director Multani motioned to approve the agenda; Director Duong seconded the motion.

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

IV. APPROVAL OF MARCH 20, 2024 MEETING MINUTES

Director Duong asked for any changes to the minutes.

Director Duong asked for a motion.

Director Multani motioned to approve the minutes; Director Duong seconded the motion.

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

V. DISCUSSION ITEMS

A. Program Updates

1. Events and Programs: Omar Garcia (10 minutes)

Mr. Garcia provided an overview of events conducted since the start of the semester, excluding freshman orientation, where seven specific events were held with a focus on introducing incoming freshmen to the Student Union. He highlighted upcoming events, including a comedy show for homecoming featuring comedian Ralph Barbosa, escape rooms for Halloween, and a Fall Festival.

Regarding Spartan Fest, Mr. Garcia explained that securing an artist was challenging due to availability and budget concerns. The event was rescheduled to April 24, 2025, with plans to continue pursuing a headlining act. Mr. Burgess noted that the Student Union will work to make sure the reserves are aligned to

secure a contract earlier. Director Multani brought up working with A.S. to help provide additional support for Spartan Fest.

2. SRAC Programs: Ryan Fetzer (10 minutes)

Mr. Fetzer provided updates on the Student Recreation and Aquatic Center (SRAC), highlighting an increase in participation with 4000-5000 students regularly utilizing the facilities for both workouts and events. SRAC offers 22 fitness classes weekly, with popular choices like cycling, yoga, and body conditioning. Ongoing personal training services continue to experience high demand, and they are hiring two new personal trainers to address the waitlist issue. Additionally, SRAC continues to run CPR and First Aid classes, with the most recent class certifying 12 students. Mr. Fetzer also noted that outdoor adventure programs have been particularly successful, with 55 students participating in whitewater rafting and backpacking trips this semester. Sports clubs and intramural sports are thriving, with 97 teams and over 600 students actively participating in sports like indoor soccer, volleyball, and basketball. Director Multani recommended that the SRAC connect with the Health Department to reach out to more students who may be interested in the different training opportunities being offered by the SRAC.

Mr. Burgess asked Mr. Fetzer to elaborate on the financial impact of the growing participation and the specific costs related to managing the increase in activity at SRAC, especially regarding the introduction of new programs like esports and handling the travel expenses associated with student participation in external competitions. Mr. Fetzer acknowledged that the increase in participation and expansion of programs have created new financial challenges. He explained that while SRAC has been able to maintain most programs within budget, certain areas, like esports, have seen significant growth, leading to unexpected costs. The esports program has attracted 15 teams, and their success has led to invitations to national competitions, such as the Valorant team competing in the National Collegiate Conference. The travel and registration fees for these competitions were not fully anticipated in the initial budget. To address this, SRAC has started looking for additional funding sources to support the travel and competition costs. The program is operating under a hybrid model where the esports team is a hybrid as a club and a club sport. Director Multani suggested checking to see if esports can receive funding from A.S. for travel costs. Mr. Burgess noted that Boise State had an interest in coming to SJSU to host an event with the esports team.

3. Scheduling Report: Tim Banks (10 minutes)

Mr. Banks presented the scheduling report, noting a significant rise in event bookings across all Student Union spaces. He reported that bookings for the Student Union spaces increased by 40% from the previous year, jumping from 9,517 bookings in 2022-2023 to 10,760 bookings in 2023-2024. The overall bookings, which include the Student Union, SRAC, and Event Center, also saw an increase, reaching 35,000 bookings this year, compared to 22,373 bookings last year. Mr. Banks emphasized that this increase reflects a broader trend of higher demand for event spaces and activities post-COVID, as more people seek to make up for lost time with in-person events. He elaborated that this increase is

creating new pressures on the Event Services Office, which is staffed by only two schedulers and two event managers. This team is responsible for coordinating both internal events and external bookings, including security, parking, and event logistics. The rise in external bookings has added complexity, as external clients are unfamiliar with the campus and require more guidance and support. Mr. Banks discussed how this increased demand is pushing the limits of both space capacity and staff resources. While there is still available space on campus, the challenge lies in timing, as many groups, both internal and external, seek to book spaces at the same time. This creates conflicts, particularly with high-priority events such as student organizations and university-sponsored events, which always take precedence. He noted that the Event Center faces additional scheduling challenges due to its use as an NCAA Division I basketball arena, which leads to conflicts with other university events and external bookings.

Director Multani asked whether the Student Union is approaching its carrying capacity in terms of space and staff. Mr. Banks responded that the biggest immediate challenge is staffing, as the Event Services Office is currently stretched thin. He explained that while there is still space available for events, the issue is that multiple groups often want to use the same spaces at the same time, especially during peak periods like mid-semester. Managing this demand without sufficient staffing has become increasingly difficult. Mr. Garcia highlighted the growing number of external users booking campus spaces. While this has helped build partnerships with outside agencies, these bookings require more effort and support since external users are less familiar with campus protocols. As external event bookings increase, they place additional strain on the limited staff available to coordinate logistics and ensure smooth operations.

Mr. Burgess explained that the Student Union's agreement to not charge campus departments for space has led to a sharp increase in event bookings and more complex setups, putting a strain on staff and resources. Without a financial system to support this growth, managing the workload has become difficult. Additionally, external groups have started co-sponsoring events with departments to avoid fees, raising liability concerns. The biggest challenge lies in handling the increased demand for space and services without additional staff or financial support, especially for the A/V department, which is also affected.

Mr. Banks concluded by stating that the increase in demand for Student Union spaces, coupled with limited staff and logistical challenges, requires careful planning moving forward. He emphasized the need to explore resource reallocation or staff expansion to maintain the quality of event support and ensure that San José State University continues to meet the needs of both its internal community and external partners.

B. Facilities- Project Updates

1. SU Building Flooring & HVAC Filter Replacement: Tim Banks (10 minutes)

Mr. Banks updated the committee regarding the HVAC filter replacements in the Student Union building. Ms. Ferdolage recommended ensuring the filters fall in compliance with Cal OSHA codes for safety that were recently updated. Mr.

Burgess noted that the Student Union will continue to work with FD&O to make sure everything is correct and continues to run smoothly.

Mr. Banks provided an update on the flooring replacement project, specifically addressing damaged sections near the south windows of the building, where the floor has bubbled. The project has been approved and is expected to take place during winter break. The estimated cost for completing the project is \$47,000, and the team is currently waiting for the right time to proceed

2. Event Center Basement, Flooring & HVAC Repairs: Omar Garcia (10 minutes)

Mr. Garcia provided an update on the Event Center basement flooring project, thanking Ms. Ferdolage’s team and project manager Tim Gridley, for coordinating with the insurance company to assess the damage. Dehumidifiers were added to the lower-level basketball court and dance studio, where moisture buildup has been an issue. Although the project has started, the team is still investigating the source of the moisture. Ms. Ferdolage confirmed that the project approval is in place, and additional discussions are ongoing with the Risk Manager regarding insurance coverage. The team is aiming to keep costs low by working within the \$5,000 deductible under the CSU property insurance program, although it might not be possible for this project. There are plans to review the insurance policies with Alliant to ensure the best possible coverage moving forward.

Director Duong asked for a motion to extend the meeting by 10 minutes.

Director Multani motioned to extend the meeting by 10 minutes; Director Duong seconded the motion.

Vote on the Motion:

4-0-0

Motion Passed.

3. SRAC Pool: Ryan Fetzer (10 minutes)

Mr. Fetzer explained that the pools at the SRAC are currently up and running and being used by students. Repairs are continuing to the pool’s piping system and upcoming repairs include, the pool pump, bearing replacement, an impeller in the competition pool, and a gutter. The repairs will be scheduled to minimize disruptions to operations.

Mr. Fetzer mentioned that the electronic systems in the competition pool area have also faced challenges, particularly during water polo matches, where electrical issues have disrupted scoreboard operations. To mitigate this issue, a small generator has been brought in to maintain functionality during competitions to ensure that events run smoothly and participants have a positive experience.

VI. MEETING ADJOURNMENT

Director Duong asked for a motion to adjourn the meeting.

Director Multani motioned to adjourn the meetings; Director Duong seconded the motion.

Vote on the Motion:

4-0-0

Motion Passed.

Meeting adjourned at 9:11 a.m.