Student Activities Center Board of Governors Meeting Minutes
April 11, 2018
Plaza View Conference Room

Attendees: Patricia Macias, Beth Glazer, Rudy Figueroa, Jennifer Flanders

Agenda:

I. Approval of the Agenda
II. New Business
   a. Pending Projects
   b. Building Maintenance
III. Updates
   a. Building Manager
   b. Tenants
   c. Vice Chairperson
   d. Chairperson
IV. Announcements
V. Adjournment

Agendas were passed out but could not be approved as there was no quorum present so meeting was made into a discussion.

Discussion Topics:

Security for the building

Cameras – Are not supported by students
   • Placing cameras in area where they have been problems before – student feedback
   • Placing cameras in ROTC, BRC and Air Force hallway area
   • Placing camera in office areas and not where students congregate
   • Who would be monitoring the camera – tenants would be monitoring their own space
   • Door plates have been checked and are being checked and tightened
   • Omni locks are checked and training updated to ensure proper operation

Signage and Wayfinding
   • Signage is needed for wayfinding, BRC signage is a good example of what is needed
   • Digital signage – money set aside for signs outside conference rooms could be moved for digital directories would be helpful
   • ADA compliance signage could be part of the digital signage package

Building Maintenance
   • Conference room technology should be updated, items don’t work consistently
   • Loud noise in conference room 4 – noise is from mechanical room for the elevator
   • Possible talking to Electrical and Elevator shop for suggestions
   • Conference room 5 seems very outdated, counter corner sharp needs to be addressed

HVAC
   • Temperatures are inconsistent
   • Temperatures only fluctuates within 7 degrees, thermostats could be monitored and possibly updated if not working.
   • Updating the whole HVAC systems would be incredibly expensive
Updates

• Carpets were cleaned over Spring Break, gave update to tenants before it was done
• Replacing thermostats
• Security updates
• Weekly meetings instead of bi-weekly
• Tenant request forms to be updated
• Tenant request will need to be evaluated with regard to the budget

Meeting ended at 12:35