

Student Activities Center Board of Governors Meeting Minutes
February 16, 2017
SAC Conference Room 4

Attendees: Lenh Voong, Mika Sugawara, Raja Bhattar, Stephen Tsay, Victoria Sanelli, Papu Togafau,

Guests: Wendy Windsor, Director Cultural & Recreational Affairs; Maureen Wadleigh, CAO/CFO Campus Life; Erinn McMahan, Assoc. Director Programs and Outreach; Judy Nieblas, Manager CRA Business Services Rudy Figueroa, Dion Veloz, Mary Coleman, Susan Jensen, Operations Manager Bruin Resource Center.

Agenda

1. Approval of Minutes
2. Budget Overview
3. Building Updates
4. Announcements
5. SAC Tour

At the start of the meeting, a round of introductions was made as there were several invited guests at the meeting.

Approval of Minutes

Not accomplished.

Budget Overview

- RF introduced the guests and noted that they had come to provide insight and information concerning the process of establishing the SAC budget. The meeting was then turned over to Maureen Wadleigh and the guests.
- Funding of the Budget: Mandatory fees; Wooden Center and SPARC, are collected from each student. These funds support the Reserve Funds which cover building maintenance, operation and equipment; enhanced maintenance; standard maintenance and purchased utilities. Additionally these funds pay down the loan related to SAC seismic renovation.
- All funds are held by General Accounting. Requests are made to General Accounting to draw down funds to pay bills, salaries, etc.
 - There are no carry forward funds. All funds reside with General Accounting. If a project is not accomplished during the fiscal year, a mechanism is needed to move the project forward to the next fiscal year. This mechanism is the proposed justification of the project and review by the SAC BOG to determine if it should be approved for the next fiscal year.
 - It is very important to be good stewards so that there is sufficient funding available for emergency needs or planned major maintenance.
 - If there are resources on campus to fund a proposed project, these should be pursued in order to reduce the burden on the SAC budget.
- The SAC BOG reviews requests for building improvements as well as infrastructure.
 - Proposed building and infrastructure improvements need to be vetted by Dion Veloz, SAC Manager as a project may already be a part of planned maintenance.
 - Infrastructure improvements include reconfiguring office space and purchase of furniture. They do not include purchase of technology items.
 - A target dollar amount is established for improvements.

- Mechanism for building enhancement requests:
 - Each member was provided with a copy of the updated Building Enhancement Request Form and this was reviewed by RF. The form will be sent out electronically.
 - Tenants are to identify a need, provide justification and return the form to Dion Veloz asap in order to obtain quotes. CRA staff are interested in working collaboratively with tenants. It can take between 3 – 6 weeks to obtain a quote.
 - The Board will review all submissions to determine need and priority. The Board provides a recommendation in its approval of requests. The Board is not a funding body.
- The meeting was opened to questions.
 - Is it possible to fast track a quote and what happens if a quote isn't obtained in time?
 - DV noted that at times, depending on the Facilities Craft Unit, he can speed up the process. If a quote is not obtained, DV and RF are capable of estimating the cost based on history and experience and the request can be included in the budget with a stipulation that the cost doesn't exceed a certain dollar amount.
 - Have there been any requests made to date?
 - Per DV no. The Building Enhancement Form will be emailed to all members Shortly.
 - MW will provide a target budget amount of building enhancements.

Building Updates, DV

- There were no building updates.

Announcements

- LV noted that she wanted the Board to meet on a weekly basis through the remainder of this quarter.
- LV noted that she desired that the Board tour the SAC at this meeting.
 - There was a brief discussion to clarify the extent of the tour.
 - Only common areas.
 - Include tenant offices in which RF suggested to postpone until the next meeting to provide tenants with a heads up that the Board would be visiting.
 - It was determined that only the common areas would be toured.
- LV advised that she would like an update of ongoing projects at the next meeting.
 - DV provided the following updates as both he and RF will be out of town at a conference next week.
 - DV noted that the carry forward projects include the Food Closet storage space and that this would be a permanent space for storage of excess food and separate from the Closet. He will be meeting with Capital Programs staff to discuss designs and options and will present to the Board.
 - DV shared that he and other SAC staff will be attending an event at the Staples Center that will showcase Samsung technology and will report on that, in light of upgrades to the scheduling system.
 - Another potential carry forward project is the SAC mural. Discussion of updating the mural was begun last year, however there was no movement on the project.

At this time the RF and DV led the members on a tour of SAC common spaces which highlighted the lactation station and gender neutral restroom.