

**Student Activities Center Board of Governors Meeting Minutes**  
**April 24, 2015**  
**Plaza View Conference Room**

Attendees: Luis Sanchez, Ablaihan Akhazhanov, Monica Ly for Maria de la luz Patino, Stacey Meeker, Lila Reyes, Paolo Velasco

Absent: Victoria Sanelli, Milan Chatterjee, Miriam Rodriguez, Valerie Shepard, Angelique Taloyo

Guests: Dion Veloz, Rudy Figueroa, John Fallman, Mary Coleman

**Agenda:**

1. Approval of Agenda
2. Approval of Minutes
3. Building Updates
4. Subcommittees
  - a. Space & Community Relations
  - b. Sustainability and Maintenance
  - c. Future Improvements and Technology
  - d. Subcommittee end of year reports
5. Tenant Requests
  - a. Process
  - b. Timeline
6. Overview of Remainder of Quarter
7. Discussion of building tenant relationships/partnerships
8. SAC BOG Pot luck, pool deck

**Approval of Agenda**

The agenda was emailed to the Board in advance of this meeting. LS reviewed the agenda and the agenda was approved by consensus.

**Approval of Minutes**

The minutes of the prior meeting were emailed to the Board in advance of this meeting. SM noted that the mapping tool she had referred to was GIS mapping. There were no other corrections or modifications noted and the minutes were approved by consensus.

**Building Updates**

- DV introduced John Fallman, UCLA Recreation Special Projects Manager, to provide an update on the Gender Neutral Restroom Project. JF shared that he had recently met with Facilities staff to do a walk-through of the SAC in an effort to identify potential spaces for the gender neutral restroom. A space has been potentially identified, the basement kitchenette/lactation station/break room, although significant modification of plumbing would need to be made to accommodate bathroom fixtures and plumbing. The current 2 inch line will need to be replaced with a 4 inch diameter line and this will require cutting through concrete and possibly rebar. It will be necessary to have all new architectural drawings to include, plumbing, electrical and structural information. The preference is to keep the lactation station in the room, however, a new space for the vending machines and break room will need to be identified. SAC staff are evaluating the possibility of converting the kitchenette in Conference Room 1 into a break room. One project basically turns into two separate projects and funding will need to be found for both. DV advised that plans/drawings for both projects will be brought to the Board for review.
- DV noted that he has received an email from Campus Facilities informing that there will be a reduction in custodial services to campus. He will meet with Campus Facilities-Custodial to determine exactly what this means and then inform the Board. DV advised that the Board will need to discuss and determine whether or not to invest money in securing the services of an outside custodial service.
- DV advised that there is a building security concern that staff are working to solve. There is evidence of someone staying in the building overnight, particularly in the areas outside of the GSRC and in stairwell

# 3. Staff are in contact with CSO regarding possibly having CSO staff round through the SAC afterhours. SAC staff are working to determine how and why someone is getting in and staying the night in order to develop a solution. Custodial has been asked to check stairwell # 3 on a regular basis and to keep it clean.

- The open position of SAC Assistant Manager will be posted on the Campus HR website in the next couple of weeks. The job description is still being finalized. DV hopes to have the position filled by summer and would like to have a SAC BOG representative on the selection panel.
- There was a BBQ on the SAC pool deck for Bruin Day, 04/11 and there will also be one on Transfer Day, 05/09.
- PV of the BRC wanted to provide the Board with a follow-up on the security issue noted at the prior meeting. Threats were made to some of his staff by a student and this was reported to the appropriate campus entities. UCPD met with PV to assess the BRC space and they made two suggestions. 1.) put one way film on the inside of the windows to increase privacy and 2.) change the method of locking the windows. They are currently screwed shut. BRC staff approached Facilities regarding the windows and there has been no resolution due to the historical nature of the building.
  - RF shared that anytime campus designates a building as “historical” it is very difficult to make any alterations. In regards to the SAC windows, they had originally been latch closures, however due to people either leaving the latches unlocked or worse, the windows open, the locking mechanism was changed to use of screws to lock the windows. This was approved in its day by the Fire Marshal. RF noted that times have changed since then and he will revisit locking options for the windows. He further advised that tinting the windows should be do-able. PV noted that this was an issue of employee safety.

## Subcommittees

### Space & Community Relations

- Per LS the committee will meet next week. However he and AA have developed a tenant survey addressing the SAC common areas. LS reviewed the proposed survey questions:
  - What makes the SAC unique?
  - Other than accessing unit services, why would someone want to visit the SAC?
  - On a scale of 0 – 5, rate the use-ability/functionality of the SAC
  - Please provide suggestions as to how to make the SAC more user friendly and functional
  - On a scale of 0 – 5 rate cleanliness.
- LS will email the survey to the Board reps for broad dissemination within each unit.
  - PV suggested sending the survey as a google document to the Board prior to finalization for Board input.

Sustainability and Maintenance - none

Future Improvements and Technology - none

### Subcommittee end of year reports

- LS noted that each subcommittee will be expected to write a report regarding what they did, any recommendations and how to improve the subcommittees.
- MC shared her observation that each year, once the Board is constituted, the subcommittees are formed and that basically the subcommittees are very similar year-to-year. The subcommittees are formed later in the academic year resulting in either a rush to try to get anything accomplished or not much accomplished due to time constraints. She noted that the Board has the ability to designate ongoing subcommittees with the goal of continuity and accomplishment. Additionally, the Board may determine what values or projects are important to the SAC, (not individual unit interests but the greater whole) and draft resolutions in support of a value or project. Such action provides a written foundation to guide not only future Boards but SAC staff as well. There was general interest in establishing ongoing subcommittees and LS, AA and MC will work to draft a resolution in support of this. MC offered to send the link to the JWC BOG resolution page as an example of what another committee has done.
- In the course of the discussion regarding subcommittees the appointment process and Board continuity was included. It was agreed upon in general that actual constitution of the Board in the fall was out of line with the Charter. It was brought up that some appointments are not determined until summer or fall quarter so holding officer elections during spring quarter has not been achievable. Representatives who already know who their successor is, were strongly encouraged to bring them to the remaining

meetings so they would be up to speed when the Board reconvenes in the fall. MC suggested, in recognition of the desire for Board continuity that the Board does not have to stop meeting over summer if there are still members on campus who would like to meet. The Board could meet at least once a month to stay in contact and keep agenda items on the radar. MC will need to know who is staying on campus and if they are interested in meeting will schedule the meetings.

### **Tenant Requests**

- Process: DV provided the members with the SAC Facilities Improvement Form. This is the form to be completed for tenant requests for their individual units. He provided an overview of the form and noted that quotes must be included with the form. He stressed the importance of communicating with him in order to obtain quotes, if needed, from campus facilities as that can take time. RF noted that all requests will be reviewed and discussed by the Board along with the proposed 2015-16 budget request and that the Board will balance priorities in light of a finite budget.
  - PV inquired regarding possibly setting up a schedule for unit painting and carpet cleaning. DV noted carpets are cleaned and painting done more frequently than in the past and that while there is not a regular schedule, records are kept of painting, carpet cleaning and replacement. RF suggested submitting any additional needs to DV.
- Timeline: LS advised that the completed forms should be submitted to him no later than 05/06 and that tenants are to work with DV for quotes.

### **Overview of Remainder of Quarter**

- There was general discussion of what needed to be accomplished for the remainder of the quarter; submission and review/discussion of SAC Facilities Improvement Form and budget discussions and vote. Meetings will be held weeks, 6, 8 and 9. The consensus was to review tenant requests week 6, discuss tenant requests and budget week 8 and finalize budget discussion and vote on budget week 9.

### **Discussion of building tenant relationships/partnerships & SAC BOG pot luck social**

- Agenda items 7 & 8 were combined as the purpose of the SAC BOG pot luck social is to introduce units to each other to further our knowledge of each other personally and what each unit does. LS will send an invite with a google doc so that attendees can note what they will bring.
  - PV inquired if Recreation could donate a main dish. MC, making no promises, noted that she would ask and let the Board know.
- PV noted that the UCLA Blood & Platelet Center had contacted them regarding partnering to sponsor a blood drive and suggested that this be extended to include all SAC tenants. DV requested that PV provide him with the info and he would disseminate to all units.

The meeting was adjourned by LS at Noon.