

Student Activities Center Board of Governors Meeting Minutes
February 19, 2013
JWC Leadership Conference Room

Present: Rohit Maharaj, Vanessa Thulsiraj, Raja Bhattar, Molly Katz, Stacey Meeker, Brenda Gutierrez, Paolo Velasco, Natalie Sanaee for Valerie Shepard

Absent: Vicki Sanelli, Donna Tenerelli, Michelle Santizo, Kenneth Ramos, Allison Steinkopf

Guests: Mick Deluca, Dion Veloz, Toyin Ogunleye, Elizabeth Fast Horse, Mary Coleman

Agenda

1. Approval of Agenda
2. Approval of Minutes
3. Fiscal Presentation
4. Updates
 - Subcommittees
 - Building Manager
 - Tenants
 - Vice Chair
 - Chair

The meeting was called to order by RM at 5:15pm.

Approval of Agenda

RM provided each member with a copy of the meeting agenda. Time was provided for review of the agenda and comment. Due to having a guest at the meeting, Elizabeth FastHorse, Social Sciences Rep. of the GSA Oversight Committee, a round of introductions was included. Motion was made to approve the agenda by BG and the motion was second by MK. The agenda was approved by consensus.

Approval of Minutes

Each member was provided with a copy of the minutes of the 01-29-13 meeting and provided time to review and comment on the minutes. There were no corrections/modifications. Motion to approve the minutes was made by PV and second by MK. The minutes were approved by consensus.

Fiscal Presentation- MD

MD provided each member with a copy of the 2012-2013 SAC Operating Budget which included item budget requests, 6 month expenditures and amount remaining in budget request.

MD provided an overview of the funding source, the SPARC fee.

- Construction of non-seismic renovations in the Men's Gym, (SAC)
- Construction of an expansion to the Wooden Center
- Funds building maintenance & utilities costs & future repair and improvement needs of both projects and similar needs of other student-fee supported activity & recreational facilities on the Los Angeles campus.

The SAC budget is a projected annual financial request and funds are drawn down to pay for projects and services. But it is not checking account

MD provided an overview of the 4 fund reserves that are supported by the SPARC fees.

- BMOER: Building Maintenance, Operations and Equipment Reserve

- Includes equipment repair and replacement, building operations and major maintenance items such as roof replacement, tile & carpet replacement, HVAC repair/replacement. Or in other words, “stuff”.
- EMR: Enhanced Maintenance Reserve
 - Includes maintenance beyond the standard level such as annual floor resurfacing, annual carpet cleaning, elevator repair, window washing.
- SMR: Standard Maintenance Reserve
 - Includes standard maintenance items provided at the campus level such as custodial services, general electrical repairs, general plumbing repairs, surrounding landscaping.
- UMR: Purchased Utilities Reserve
 - Includes purchased utilities such as steam, water and electricity with a 10% annual contingency.

He noted that last year in an effort to simplify reviewing the budget the 4 reserves were designated as “Maintenance and Supplies”, “Maintenance” “Tenant Improvements”, “Furniture”, “Payroll-Student Staff” and “Custodial”. He noted that campus custodial is split with the Wooden Center as they are in the same custodial “zone” of campus and are paid from another source. The “Custodial” item on the budget is purchased mid-day and weekend custodians. The cost is split 50/50 with JWC. Utilities, which are not on the budget, are in a different account. Due to having an academic unit in the SAC, (the ROTCs) utilities are initially paid as a State budget item and then reimbursed at approx. 60%, based on square footage. This includes heating the pool and water used in the locker rooms.

MD suggested focusing on the variant items on the budget. Prior to that DV pointed out that the \$20,444.89 listed under *Building Technology Upgrades* should actually be listed in *CPO Building Technology Upgrades*. This amount reflects the requested upgrades to 105D and outside the 105 & 106 areas. Regarding *Building Technology Upgrades*, DV provided a handout of a proposal to update the conference rooms. This item was budgeted at \$50,000 but has been estimated at \$35,000.

- Painting: Per DV, items such as this are determined by historical data, however, this year the amount is higher than initially estimated due to additional needs for the building. This item will return to historical levels.
- AROTC reciprocal: In reciprocity to using the ROTC classroom, it was determined to assist with carpet cleaning, painting, and general up-keep. In particular new carpeting will be installed as what is currently there is the original carpeting that has seen its use. This will save money in the long run on repeated cleaning costs.

DV noted in regards to larger projects, rather than starting them early in the fiscal year, he prefers to wait to see how the budget rolls out to help ensure that we are staying within the budget. Some projects are held over for additional research in order to secure better products and/or pricing, for example the pool resurfacing project. EF inquired if there were any liability issues in holding off on the resurfacing project. DV assured that there is not and has met with the Facilities Engineers to confirm that.

SM noted that the hydration station item is more expensive than what is reflected in the budget. DV confirmed that he had thought it would cost \$17,000 vs. \$8,5000 and will research and advise at the next meeting what the updated estimated is. This installation will be higher than the other hydration stations as it will be installed in an area that is not plumbed. (east end of first floor)

VT inquired regarding plumbing for the hydration station along with plumbing for a gender neutral restroom. DV noted that installing both in close proximity creates additional space and

plumbing problems which would result in increased costs. DV noted that he is still looking for options and has not forgotten about the gender neutral restroom

RB inquired into looking into restructuring the bathrooms on the basement level. DV noted that a feasibility study is included in the budget and is still on the agenda to do this year. He will follow-up with the Board once it is completed.

RM noted that at the last meeting VS had brought up GSRC improvements. DV advised that he has not received any quote(s) from the GSRC as yet but it is still in the budget. He has reached out to Christine Wilson.

VT requested clarification on the item *B-level furniture*. DV noted that this is for re-upholstery and cleaning of the blue couches in the lobby area by the elevators. If in the future replacement is necessary then the amount would need to be adjusted accordingly.

VT inquired if the *CPO Building Technology Upgrades* is a recurring item. Per DV this is a onetime request which the Board approved last year for tech upgrades in B05. RM added that the CPO had not included in their request for funds (from another campus source) the estimated cost of installment of the equipment they had purchased. The amount of \$20,444.89 should be listed in that line. It is listed in the *Building Technology Upgrades* line. The amount that should be on that line is \$35,141.00 and the projects are different. DV provided each member with a handout of proposed building technology upgrades. He is also looking to have electronic signs outside of the SAC conference rooms.

VT inquired if the GSRC could have electronic signs. DV noted that if there is money left over from the room B11 upgrades that this could be looked into.

There was general discussion regarding the scope of the SAC technology upgrades. RB suggested obtaining a quote for purchase of digital displays for each office in the SAC so everyone is using the same system and offices aren't being "nickel and dimed". DV noted that everyone needs to be on the same page regarding who and how the signs will be updated & maintained. It is a large task.

VT & SM inquired how much money is available for SAC technology upgrades. MD noted that the overall budgeted amount is \$50,000 with the proposal that DV provided taking approx. \$35,000 of that. DV will follow-up with all project quotes. MD offered that this item may be an ongoing placeholder in the budget. Placeholder amount to be determined.

PV inquired regarding the timeline of the budget cycles and closing. MD noted that while the budget runs according to the fiscal year of the University, application is per the academic quarters. In Spring quarter there will be a call out for tenant requests and the Board will be provided with the proposed budget to discuss, modify if needed and approve. The approved budget is sent to the Vice Chancellor.

Tenant requests can be submitted starting next month and DV requested that Board representatives use the Tenant Request Form that was approved last year. DV requested that RM review this with the Board. RM will email the form to the members. MD reminded members to be aware of need vs. want.

MD inquired if the budget format was logical and the consensus was positive.

RB inquired if unspent budget requests are carried forward. MD noted that projects that have not been completed can be carried forward to the next year's budget. RB inquired if unspent or

left over funds could be spent for something else. Per MD if a need emerged that would not be covered by Contingency funds then it would be brought to the Board for discussion and determination. New projects, emerging needs, etc. must be justified to Campus and clarified that the Board is not robbing Peter to pay Paul.

PV requested clarification of *Contingency*. Per MD Contingency funds are a Board operating practice and it is 10% of the two reserves but “morphs” together and is roughly \$65,000 for the unexpected or emergencies. PV inquired if the UCOP tax will be levied against the budget. Per MD it will. The tax is 1.4% of all expenditure line items from any funding source, including expenditures made from referendum funds. It is not reflected in the current budget as it does not go into effect until July.

Updates

- Subcommittees
 - No Updates. VT reminded RM to contact her regarding setting up a meeting.
- Building Manager
 - Not much has changed since last week
 - Did receive a quote regarding sound proofing panels in the conference rooms. The quote will be in the next proposed budget.
 - PV inquired if there will be any changes to the Facilities schedule.
 - Per DV there will be, pending meeting with Facilities. He will email the schedule to members/tenants.
 - VT inquired if all the clocks were working now. Per TO they are.
 - DV emailed tenants, Dept. heads and student groups regarding submitting room reservation requests for spring quarter and asked that members pass this information along so requests get submitted. DV noted he will be out of town 03/03-09 so during that time please email to TO.
 - PV noted that in the second floor men’s restroom a door was missing from one of the stalls. DV will check this out and handle as necessary. He reminded members to feel free to submit trouble calls to himself or SAC staff as needs arise and not wait until Board meetings so things can be attended to quicker.
- VT noted that the GSA has had requests for grad groups to meet regarding GSA issues and inquired if she could include these requests on the room reservation form and email to DV. DV noted that SAC staff will take requests, including same day, and follow the Charter’s reservation protocol.
- Tenants
 - MK noted that CPOSA is having a town hall next Wed. from 7 – 9pm in DeNeve for R9 Education Projects. There will be two keynotes speakers, Denise Pacheco, Dir. of the Writing for Success Program at UCLA and a professor from the Dept. of Education. Free food! She will send out an email.
 - BR noted that RAIN and FITTED will be holding a joint fundraiser, Friday of week 9. This will be a basketball tournament open to all students. Team registration is \$60.00. Teams will have 8 members, 2 of which must be females and there must be one female from the team playing at all times. Location is the SAC gym. There will be a radio station there and give-aways.

The meeting was adjourned by RM at 6:04pm.