

**Student Activities Center Board of Governors Meeting Minutes**  
**May 13, 2013**  
**CPO Conference Room, SAC 105D**

Present: Rohit Maharaj, Valerie Shepard, Brenda Gutierrez, Stacey Meeker, Natalie Sanaee, Kenneth Ramos, Vanessa Thulsiraj

Absent: Paolo Velasco, Michelle Santizo, Molly Katz, Donna Tenerelli/Vicki Sanelli

Guests: Raja Bhattar, Rudy Figueroa, Dion Veloz, Toyin Ogunleye, Mary Coleman

Agenda

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

The meeting was called to order by RM at 3:09pm. There was no quorum at the start of the meeting so neither agenda nor minutes were approved. RM noted that he has received tenant upgrade requests but is awaiting quotes. Will email requests once quotes are received. RM reminded that Brailsford & Dunlavey will be presenting at the next meeting, (5/20), and that this will be a longer meeting.

**Fiscal Presentation**

DV provided each member with a hand out of the 9 month budget report and reviewed the format of the report. He noted that a budget is a projection of anticipated needs. DV reviewed the report noting that some items such as painting were higher than historical due to completion of projects and that those figures will return to historical projections. He also noted that due to costs not appearing on the ledger yet, some projects that were accomplished are not on the 9 month report.

- RB noted that money had been allotted for a gender neutral restroom but did not see it on the report. DV advised that the study was a project that had already been accomplished thus no need to repost on the budget.

DV next provided each member with a copy of the preliminary 2013-14 budget and noted that it is based on historical data and that the tenant requests are not on it as they have not been vetted. DV reviewed the preliminary budget.

- The line items; “Building tech upgrades”, “Acoustical Panels in Gym” and “Pool Deck Resurfacing” are all carry forward placeholders for either ongoing work or work that is anticipated to be done during fiscal year 2013-14.
  - o Building tech upgrades – ongoing to keep up with trends & needs.
  - o Acoustical Panels in Gym – ongoing evaluation for cost and effectiveness, wrapping in issues inherent with a historically significant building.
  - o Pool Deck Resurfacing – Working with Facilities and anticipate this being accomplished this year, prior to fiscal close. This may drop from budget.
- Conference room partition replacements – looking at acoustics and possibly having an electrical partition system. Investigating a vendor who could configure a system in which the motor fits within the small space available and costs out reasonably.
- Ice Machine – to be purchased for use by student groups to support food sales, etc.

- Carpet Cleaning/Upholstery Cleaning – combined into one line item as work is accomplished by same vendor and funds come from same accounting category.
- VS inquired regarding the item “Sign Shop”. Per DV this is for any type of bldg. signage whether new or replacement.
  - VS noted that her subcommittee was considering recommending new signage for the building and would their recommendation be covered by that line item? Per DV a buffer was built into the item so is should unless the recommendations are quite expensive.
- VS request clarification on the item “HVAC”. Per DV it is for Facilities to do an assessment and make recommendations of the building heating, ventilation and air conditioning system.

DV requested each member take the preliminary budget back to their units for review.

## Updates

### ○ **Subcommittees**

#### *Quality of Life*

- BG and TO reminded members to follow-up on and complete and submit the Quality of Life Survey which was sent to each unit manager.

#### *Green Initiative*

RM will be following up regarding green waste management.

### ○ **Building Manager**

- Transfer Day BBQ was held on the pool deck and went well.
- Staff are gearing up for Jazz Reggae over the Memorial Day Weekend. SAC restrooms will be utilized for the event. Custodial will be staffed accordingly to handle the increased use.

### ○ **Tenants**

- RB noted that on Wednesdays there will be an Athlete Ally training program from 3-6pm in the LGBT Center.
- VS reminded all of the UCLA Diversity Symposium, 5/11-18. Kenny Ramos will be the student keynote speaker at the closing forum.

### ○ **Chair**

- RM will work with DV regarding quotes for tenant requests.
- Reminder that Brailsford & Dunlavey will be at the next meeting. The meeting will be extended, 3:00 – 5:00pm.