

Student Activities Center Board of Governors  
2010-2011

Date: September 23, 2011  
From: Layhearn Tep, SACBOG Chairperson  
To: Janina Montero, Vice Chancellor of Student Affairs  
Cc: SAC Governors  
Re: Annual Report and Recommended Appropriations

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The Student Activities Center Board of Governors met nine times this year and was productive in addressing the collective priorities of the tenants. During our first few meetings, the board helped to develop a prioritized list of building needs that was accomplished after a tour of the SAC, and by seeking feedback from respective building department/units. The tour of the building helped the Board to gain a better understanding of the building's needs and what each tenant's vision was for an improved SAC. . After talking from the various stakeholders, the board has come up with a list of priorities that the committee has unanimously approved for recommendation to you.

The collective priorities of the board were to:

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- Develop and create a **more “greener” Student Activities Center** through sustainability efforts, to **enhance and replace broken and outdated technology. This was done to** allow the tenants of the building to better facilitate their jobs
- Develop a **Special Needs/Room Reservation** subcommittee to address pressing needs of tenants and to find better ways to utilize the building’s limited space.
- Participate in the **Student Spatial Needs Committee** that was developed to fully assess the spatial needs on campus. Last year, SACBOG proposed the construction of a wing to the SAC that would include additional space for the tenants and would address the growing spatial needs for graduate and undergraduate students. SACBOG’s participation within the Student Spatial Needs Committee has been to be an active voice in addressing the inadequate space and growing needs of both undergraduate and graduate students

### **Student Spatial Needs Within SAC—**

Last year SAC BOG worked intensely on addressing the needs of space of the tenants. After constant tinkering with room reservations to find additional meeting and communal sharing spaces it was clear that there is not enough room to meet the needs of students and SAC departments. Student groups and projects have expanded since the inception of the SAC. The Board decided to take up a proposal to construct a wing to the SAC, which would address the needs for space for graduate and undergraduate students. The wing would include additional conference rooms, office space, a non-denomination prayer room, mirror room, lactation site, and study hall. The Board also heavily discussed the need for additional space for performance arts students.

The graduate student representatives stressed the inadequate space of the Graduate Student Resource Center. The GSRC has had difficulties accommodating large meetings and for finding private space for Graduate Student Writing Center services. The Undergraduate representatives stressed the need for additional meeting space, recreational space, and confidential counseling space. Undergraduate complaints have been discussed prominently for several years now. The proposal aimed to hire a consultant to do a feasibility study as well as a master plan for the extension. The Board unanimously voted to recommend that a wing be built next to the SAC to address the issue upon the review of the student spatial needs assessment. The Board developed a Student Spatial Needs Assessment workgroup to survey each of the building’s departments and student operations as well as the tenants and main users of the facilities’ space. After this was done, the proposal was recommended to the Vice Chancellor of Student Affairs. The Vice Chancellor agreed that space for students is a crucial need for the campus but wanted to broaden the scope of the recommended proposal by including other undergraduate and graduate student entities. The Vice Chancellor’s eventual goal would be to develop a master plan for addressing both short term and long term spatial needs. This group was convened, as the student spatial needs committee.

### **The Student Spatial Needs Committee-**

The Student Spatial Needs Committee was developed as a collaboration of Student Affairs and ASUCLA, to work together to develop a master plan to address student spatial needs. The group was made up of SACBOG, JWBOG, ASUCLA, USAC, GSA, SFAC, On-Campus Housing Council and Weyburn Graduate Housing. The Board hoped to make a long range plan of the

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future of space usage at UCLA. UCLA began primarily as a commuter campus and has evolved into a residential campus. The growth of the on-campus student population has contributed to the need for additional space. The Committee discussed everything from student group space, dancing space, prayer rooms, storage space, locker space, office space for the different student services that were squeezed in, and much more. After preliminary discussions it was decided that a consultant would be hired to help assess and provide legitimacy for the campus spatial needs assessment Brailsford and Dunlavy (B&D), which is based in Washington D.C., was chosen as our consultant. Both Student Affairs and ASUCLA helped fund the project. As a result of the SAC Board's advocacy, the Consultant Group agreed to let the students be at the forefront of these assessment efforts, with consistent online updates and communication with the Committee. B&D's methodology for assessment included: in person interviews with the committee to address any concerns and to set expectations of them. It also included focus groups within different areas on campus with specific targets for student groups as well as random samples of students.

Long range planning and assessment is still being done by B&D and will be reviewed by the newly appointed Board members.

## **II. Sustainability Efforts-**

Making SAC more "greener" was a priority set forth by the Board this year. Through our subcommittee, SACBOG worked with The Alliance to Save Energy (a non-profit coalition of business, environmental, government and consumer leaders dedicated to promoting energy efficiency. The Green Campus Program is a student driven energy efficiency program that is funded by various energy companies to find ways to save energy.

### ***Energy Saving Audit- Replacement of Showerheads and other Energy Saving Initiatives-***

The Alliance to Save Energy performed a preliminary energy audit of the building to assess where money could be saved and how we could be more sustainable and green. Preliminary results demonstrate our lighting seems to be up to date and needs little improvement. Water usage in the SAC however needs improvement. Flow rates of the SAC shower heads were noted to be 2.5 gallons/minutes which is the maximum flow rate allowed in the US. To lower the flow rate to 1.5 gal/min, the Alliance to Save Energy recommended replacing showerheads. Replacing showerheads would cost approx. \$10-\$15 each. There are 37 showerheads so costs would be approximately \$300 without installation and savings would be approximately \$2000. The SACBOG would save \$1,700 from the project (before paying for installation services). Essentially, the showerheads would pay itself.

*The Board received these findings towards the end of the year and recommends that the Vice Chancellor fully approve the costs associated with the project from SACBOG funds. The Board also recommends that the Vice Chancellor direct staff to present costs estimates for the purchase and installation of: low flow toilets, waterless urinals, automatic flush units, and hand dryers. The 2010-2011 Board also requests that the 2011-2012 Board recommend to the Vice Chancellor moving forward with those improvements.*

***Hydration Station Installation (Water Bottle Campaign) and Recycling Bins-*** In addition to the energy audits, the Board decided to recommend adding additional recycling bins around the SAC and to move forward with implementing the installation additional Hydration Stations in place of existing drinking fountains. These changes would promote the usage of reusable water bottles. So far we have installed hydration stations in the first floor hallway adjacent to the pool and a second one will replace the drinking fountains in the hallway adjacent to the ROTC's

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Naval Sciences area. In addition,, the SACBOG also recommended adding an additional hydration station on the basement level for close proximity to the GSRC/WC and the Basement Conference rooms. The existing Water Hydration Station has already saved a lot of plastic water bottles and has become very popular.

*In order to promote the hydration station, the SACBOG recommends that the 2011-2012 Board work on a campaign with TGIF to have a bottle giveaway within the SAC, with SACBOG matching the grant allocated by TGIF, eventually making it an annual bottle giveaway.*

### **III. Special Needs/ Room Reservation-**

The subcommittee was developed to address any pressing needs from the respective tenants and as well as constantly finding ways to better utilize the building's limited space. Various tenants expressed pressing needs.

**Extension of SAC Hours**—while Pauley Pavilion is being renovated the Board saw an increased need for students to use other recreational facilities. As a result, the Board decided to vote to keep SAC open until 7:45pm on Saturday and 10:45pm on Sundays, mirroring John Wooden Center weekend hours. This would also better accommodate students and tenants and provide the opportunity to have events run later with no extra fees being charged. The weekend hours extension was intended to be in effect through the Pauley renovation period and the board may decide in the future to continue the changes or move to back to its original hours. The Board recommended that management track usage of SAC during these hours to determine if this benefits the campus and for the board in the future to determine if they will continue the extended hours. The Board implemented a trial run during the 2010-2011 year and has decided to continue it until at least through the next academic year.

**Room Reservation-** In order to address room reservation needs for events and meetings for various tenants the Board has decided to open room reservation times two weeks in advance of what the normal procedures dictate.

**Office Enhancement and Upkeep-** In order to maintain consistency and a professional look throughout the SAC, the Board decided to fund Office Enhancements for reception area in both the 106 and B11 suites. The 106 reception area has been temporary since its construction in 2005. The renovation for 106-reception area is to develop a more professional and consistent look throughout the offices in SAC with the installation of a new front desk. B11 Renovation is to the GSRC basement level reception area, which is also intended to maintain consistency and a professional look.

**Replacements of Furniture-** many of the SAC Conference room chairs have been dilapidated through constant usage and wear and tear. The SAC Conference Room Chairs have been refaced. The Chairs have also become extremely dirty and unusable, outdated, and sometimes non-functioning, becoming a fire hazard. The Chairs in the basement and in Conference Rooms #4, 5 and 105D are being replaced. Blinds for the conference rooms were also replaced.

**Basement Storage Cabinets-** In order to better organize the basement of the SAC, Storage Cabinets were developed so that it can be more organized and divided respectively to ensure easy access to their storage, and to create a safe and clean environment

**Floor Plate Replacement Project** for the Gym and **replacement lighting fixtures for GYM** was done for upkeep purposes.

**SAC Pool Deck Resurfacing Project-** The SAC Pool Deck needed resurfacing to address normal wear and tear. The resurfacing came with a 10 year warranty which is rare in the pool decking industry.

**Portable Radios for Building Emergency Action Team-** in the wake of recent events around the United States, SAC has decided to update its emergency response. Radios were funded and a meeting between the tenants for emergency situations was created for emergency preparation purposes.

**Development of Multi-Use Gym Acoustic panel-** The SAC 3<sup>rd</sup> Floor gym, as it stands, exists for recreational use. It is also a good space for events. The only thing that prevents it from becoming a multifunctional use gym is the echoing of sound within the gym. The Board approved the idea of converting the SAC 3<sup>rd</sup> floor gym into a Multi-Use gym. The Board has moved to implement acoustic panels within the gym to bounce sound and absorb it in order to develop and become creative with space usage. With the installation of the acoustic panel, the gym can support a multitude of tenant needs within the SAC including but not limited to workshops, conferences, and/or banquets.

#### **Gender Neutral Restrooms, Lactation Site, and Food Closet**

The Gender Neutral Restroom was an initiative that was discussed on the Board for the past three years. In 2008, the Board recommended the construction of such a facility. The Board this year has been working side by side with the LGBT center and CRA to locate a suitable area for the Gender Neutral Restroom. The Board capitalized on the move of the swim team from the SAC Gym Pool locker rooms this year to shift some room arrangements to be able to convert one of the rooms either 100C or 100D as the gender neutral restroom. Initial plans called for converting the current CPO Food Closet into the new lactation site, and the conversion of the unoccupied Swim team locker rooms into a bigger room for the Food Closet. The Board approved of the decision to shift and move around room arrangements for these three elements of the SAC. However, with the renovations of Pauley Pavilion and the sudden lost of space usage due to pipe damages during renovations, SAC has to maintain its current infrastructure. The process will move forward following the completion of Pauley Pavilion

#### **IV. Technology**

**Technology Assessment-** Before any movement on technology was done a technological assessment was completed with Dion Veloz and the technology team to determine what works and what doesn't work and also to determine what needs to be updated.

**Enhance and Replace Broken Technology-** during our priorities discussion, the Board determined that technology was a very critical priority to the tenants of SAC. Technology has become increasingly important to the functioning of both academic and student services. Through a lengthy discussion of priorities the Board has decided to replace the outdated and sometimes broken bulky televisions in the basement conference room with upgraded television sets with functioning vhs/dvd systems and add one to the common space in the 121A Lounge. In order to keep up with the rest of the student centered buildings (Ackerman, John Wooden Center, the residence halls, etc.) with their professional and sustainable signage; Digital Signage was approved pending details of the operations and daily protocols. Conference Projectors will be installed in the big 105D conference room to aid in the functionality of the

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meeting rooms and save time and space for the tenants and students. The equipped projector will be available for usage at all time. A checkout projector, screen, and checkout laptop will also allow for any tenant to be able to put together presentations, meetings, and hold events with the portability and flexibility needed in today's programming.

**Recommended Budget Request Summary for 2010-2011**

BMOER	Total: \$ 470,565.75
EMR	Total: \$ 230,392.93

**Recommendations**

Many of the items budgeted for this year requires adequate follow up for the next year. The Board should continue its Sustainability efforts with the Alliance to Save Energy. This year we only got the chance to examine water usage through Showerheads, increasing recycling bins, and Hydration Stations (Water bottle campaigns). These initiatives have been started but needs to be continued for implementation. The Board should also continue to work with the Alliance to Save Energy to look into other cost effective and sustainable measures such as waterless urinals, automatic flush toilets, low flush toilets, working with TGIF for a water bottle campaign, and air dryers instead of towels.

The Board should also continue working with the Student Spatial Needs Committee to work towards ensuring a voice on spatial issues related to the SAC and its tenants and how to address undergraduate and graduate needs.

Other items require follow up, following the renovation of Pauley Pavilion-the restructuring of the Gender Neutral bathroom, lactation site, and food closet should be followed up on. The Board should follow up to ensure the implementation of replacing or fixing technologies, the installation of acoustic panels to develop a multi-use gym, as well as many of the other listed priorities above. The Board should continue to look for solutions and innovative ways to meet the spatial needs of the SAC.

2010-2011 SAC Board of Governors Membership:

*Layhearn Tep* | CPO/CRC Representative (Chair)

*Mayra Lopez* | CPOSA Representative

*Katrina Vo* | CPO/SIAC Representative

*Lucy Garcia* | USAC Representative

*Luis Limon* | GSA VPI Representative

*Dianna Chien* | GSA IVP Representative

*Kristen Torres* | GSRPC Representative (Vice Chair)

*Lisa Dillman* | GSWCOC Representative

*Marilyn Gray* | Student & Campus Life Representative/ GSWC Coordinator

*Vicki Sanelli* | ROTC Alternate

*Donna Tenerelli* | Manager Naval Sciences

*Rena Orenstein* | Student Affairs Representative/SAO BRC

USAC: Undergraduate Student Association Council CPOSA: Community Programs Office Student Association CPO/SIAC: Community Programs Office Student Initiated Access Center CPO/CRC: Community Programs Office Campus Retention Committee GSRPC: Graduate Student Resource Center Program Committee GSA IVP: Graduate Student Association Internal Vice President GSRCOC: Graduate Student Resource Center Oversight Committee GSWCOC: Graduate Student Writing Center Oversight Committee
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Cultural & Recreational Affairs Staff:

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*Mick Deluca* | Director, Cultural & Recreational Affairs

*Rudy Figueroa* | Assistant Director Facility and Event Operations

*Dion Veloz* | Student Activities Center Manager

*Mary Coleman* | Executive/Administrative Specialist

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