

**Student Activities Center Board of Governors Meeting Minutes**  
**May 28, 2014**  
**Student Activities Center, CPO Conference Room, 105D**

Attendees: Rocio Trujillo, Diana Martinez for Angela Sanchez, Donna Tenerelli, Vicki Sanelli, Rohit Maharaj, Stacey Meeker, Valerie Shepard, Paolo Velasco, Brittany Bolden Kashif Iqbal,

Absent: Nicole Robinson for Nina Drucker, Jessie Rosales, Raja Bhattar,

Guests: Mick Deluca, Dion Veloz, Toyin Ogunleye, Mary Coleman

**Agenda:**

1. Approval of Agenda
2. Approval of Minutes
3. Updates
  - a. Subcommittees
  - b. Building Manager
  - c. Tenants
  - d. Vice Chair
  - e. Chair
4. New Business
  - a. Budget
  - b. Proposal Review
5. Announcements

**Approval of Agenda**

RT provided each member with a copy of the meeting agenda, provided time to review and comment. There being no modifications KI motioned to approve the agenda and DT second the motion. The agenda was approved by consensus.

**Approval of Minutes**

MC had emailed the Minutes of the meeting of 05-21-14 to the members ahead of this meeting. There were no corrections to the Minutes. There being no modifications KI motioned to approve the minutes and DT second the motion. The Minutes were approved by consensus.

RT noted that the vote on proposals would be held until next week. DT questioned the decision since there was quorum. SM and VS advised that Nicole R. wanted to be present for voting but was unable to attend this meeting.

**Updates**

*Subcommittees*

- There were no subcommittee updates.

*Building Manager*

- TO met with Facilities regarding HVAC and electrical involved in installing hand dryers in restrooms.

*Tenants*

- PV reminded that the Veteran's End of Year Celebration is Monday, 06/02 from 4:30-6:00pm at Wolfgang Puck's on campus.

*Vice Chair - None*

*Chair*

- RT advised that she was working on a subcommittee round-up report and will be meeting with the subcommittees to that end.

**New Business-Proposal Review**

- The GSRC, represented by Valerie Shepard, submitted a request that included purchases of furniture, a white board and carpeting and provided an overview of need. She noted that the GSRC is still working with DV regarding quotes.
  - Clarification was requested regarding carpeting and painting requests being off loaded from tenant requests and added to the SAC budget. This was confirmed as possible and there was a general discussion regarding doing this as well as placing carpet replacement and painting on an annual schedule. DV will revise the SAC budget and carpeting would be added to the “Flooring” category. Carpet tiles are used now instead of carpeting, making replacement easier and more cost effective.
  - Clarification was requested by BB whether the GSRC had researched the best solution in a white board purchase. There was general discussion of types of white boards and mounting. DV noted that an item such as this may also be removed from a tenant request and placed on the SAC budget.
- The CPO, represented by RM, submitted a request that included hiring a consultant to evaluate best use of space and furnishings, consultant for a multi-cultural center, purchase of RoomWizard II-a room reservation system and purchase of furniture.
  - There was general discussion regarding the need for a consultant for a multi-cultural center as Student Affairs has already been engaged in the same study. This item was removed from the request.
  - Additional information was requested regarding hiring a consultant for CPO 105 & 106 office redesign. Per RM the consultant would evaluate and make recommendations and then any furniture purchases would be a part of the following fiscal year’s tenant request. Facilities and Tangram would be the consultants on the project.
    - The CPO is interested in exploring moving walls and opening up space to increase collaboration amongst users. Cost to be developed based on recommendations.
  - Additional information was requested regarding RoomWizard. Per RM it would be an internal scheduling system to manage the CPO conference room and track users. It is a one-time purchase with no monthly fees. There was general discussion whether Student Affairs IT software could be used instead but their system is probably not suitable for room reservations.
- **SAC Budget**
  - DV will modify proposed SAC budget to include carpeting, painting and white board tenant requests.
  - Regarding the hand dryers, DV noted that he hopes to accomplish that project on this year’s budget so it will not be appearing in the next fiscal year’s budget proposal.
  - DV will meet with Facilities regarding SAC general repairs and modify budget accordingly.
  - PV inquired regarding emergency preparedness and supplies. DV noted that the Emergency Preparedness and Supplies line item is a placeholder on the budget. No purchases have been made. There was a general discussion regarding emergency preparedness and personal responsibility as the University doesn’t have a cache of emergency supplies. VS inquired if tenants could be provided with recommendations of what to have on hand. DV will meet with the SAC Emergency Action Plan Team to will re-evaluate needs and how to disseminate EAP information.
  - RM inquired regarding the Custodial Services line item. MD shared that while the campus has custodial zones across campus, their service is only at night. Additional custodial services during daytime hours have been purchased to meet demand. This purchase is shared by JWC and The SAC. RM inquired if this could be reassessed and possibly increased.

**Announcements**

- RT noted that there will be a meeting next Wednesday, 06/04 at 1pm for final budget discussions and vote.

The meeting was adjourned by RT at 2:06pm.