

Student Activities Center Board of Governors Meeting Minutes

April 22, 2013

CPO Conference Room, SAC 105D

Present: Rohit Maharaj, Molly Katz, Natalie Sanaee, Michelle Santizo, Brenda Gutierrez, Stacey Meeker, Vanessa Thulsiraj

Absent: Paolo Velasco, Kenneth Ramos, Valerie Shepard, Donna Tenerelli/Vicki Sanelli

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

Agenda

1. Approval of Agenda
2. Approval of Minutes
3. SAC BOG Call Letter
4. Updates
 - o Subcommittees
 - o Building Manager
 - o Tenants
 - o Vice Chair
 - o Chair

The meeting was called to order by RM at 3:08pm.

Approval of Agenda

RM provided each member with a copy of the meeting agenda and reviewed his goals for the meeting. Time was provided for comment. Motion was made to approve the agenda with no modifications by BG and the motion was second by VT. The agenda was approved by consensus.

Approval of Minutes

Each member was provided with a copy of the minutes of the 04-15-13 meeting and provided time to review and comment on the minutes. There were a couple of "blanks" to fill in. Regarding Approval of Agenda, motion to approve was made by BG and second by NS. RM reminded to remove Allison Steinkopf from the attendance list as she is no longer a member. Motion to approve the minutes with the noted corrections was made by VT and second by MK. The minutes were approved with noted corrections by consensus.

SAC BOG Call Letter

- RM provided each member with a revised request form and call letter and opened the meeting to discussion and recommendations.
 - o SM noted that there was no link to the SAC BOG website as suggested in the prior meeting.
 - There is nothing to link to on the website. No further information or instructions are on the website at present.
 - o RM noted that the prior Board had approved an item in the budget for \$10,000 for the GSWC and that any requests from the GSWC would be on top of what was approved last year.
 - o It was noted that a semi-colon was needed after item 1. "Briefly provide" on the request form.
 - o RM noted that the deadline for submissions would be extended to 5/10, requests would be discussed at the 5/13 & 5/20 meetings with final deliberation at the 6/03 meeting.

- RB suggested extending one meeting to two hours to facilitate review & discussion of requests.
- Unit requests would be sorted as per priority.
- DV noted he would have preliminary budget, not including tenant requests, by mid May.
- RM requested that any suggestions for modification of either the call letter or form be emailed to him by 6pm today.

Updates

- **Subcommittees**

- *Quality of Life BG*

- This committee will have a report ready for the next meeting.

There were no other subcommittee updates.

- **Building Manager**

- DV note that he met with Campus Custodial to review proposed changes in service and negotiate coverage. Custodial had provided DV with a form outlining historical service and proposed service which DV modified to include his proposals to Custodial. A copy of DV's version was provided to each member. DV noted that he worked with Custodial to increase service on areas Custodial was proposing to cut back by offering to reduce their service on other items. The items he offered further reduction on were things that he knew Custodial wasn't doing anyway but Custodial included them on their form, noting that they were being done. So this came off as a win-win.
- The reduction of collection of trash from offices to only 3 times per week is a mandate from the Chancellor. DV can place extra cans in the halls and break rooms to help mediate trash build up in offices. There is a can by the BRC. DV will monitor and respond as needed.
- DV is still working to finalize conference room tech upgrades and is waiting to meet with the Fire Marshal. Will provide updates as they occur.
- Despite re-lamping the SAC, some lights have gone out already and DV will meet with a Campus Electrician tonight to walk the building and assess the situation.
- DV noted that use of the pool deck is increasing and there is a need to develop use guidelines and restrictions. He will work with TO on this and present to the Board.
- MS inquired if conference room users can be instructed to erase the white boards when they are done. Per TO this instruction can be added to the rental form. There is an overall need to increase awareness of users to respect the space and clean up after themselves.

- **Tenants**

- VT noted that today is the start of the Tobacco Free Campus initiative. There is no enforcement just information and resources to quit. However, if someone flicks their butts on the ground they could be cited for littering. There will be no smoking areas on campus.
- NS noted the Bruins for Boston symbolic walk on 04/23 at Wilson Plaza starting at 11am. Participants will also be able to sign up to donate blood.

- **Chair**

- RM reminded members to get their feed back to him by 6pm regarding the Call Letter and request form.
- RM inquired regarding having Matt Bohannon present to the Board regarding the Unity Center. MD and MC will work with MB regarding his travel schedule and advise RM and the Board.

The meeting was adjourned by RM at 3:52pm.