Student Activities Center Board of Governors Meeting Minutes
May 22, 2015
Main Conference Room

Attendees: Luis Sanchez, Ablaikhan Akhazhanov, Monica Ly for Maria de la luz Patino, Stacey Meeker, Paolo Velasco, Lila Reyes

Absent: Victoria Sanelli, Miriam Rodriguez, Valerie Shepard, Angelique Taloyo

Guests: Maureen Wadleigh, Dion Veloz, Rudy Figueroa, Mary Coleman

Agenda:

1. Approval of Agenda
2. Approval of Minutes
3. Budget Overview
4. Building Updates
5. Subcommittees
    a. Space & Community Relations
    b. Sustainability and Maintenance
    c. Future Improvements and Technology
6. Proposed: Resolution to Adopt Subcommittees
7. Tenant Requests

The meeting was called to order at 11:14am by LS.

Approval of Agenda
The agenda was emailed to the Board in advance of this meeting. LS reviewed the agenda and requested a motion to approve. PV motioned to approve the agenda and SM seconds the motion. The agenda was approved by consensus.

Approval of Minutes
The minutes of the prior meeting were emailed to the Board in advance of this meeting. There were no corrections or modifications noted. LS requested a motion to approve. PV motioned to approve the minutes and SM seconds the motion. The minutes were approved by consensus.

Budget Overview
Maureen Wadleigh, CAO/CFO Campus Life and Recreation introduced herself to the Board. A copy of the SAC Proposed Budget for 2015 – 16 and the SAC Budget v. Actual for fiscal years 09-10 through 14-15 were provided to each member. The SAC Budget v. Actual for fiscal years 09-10 through 14-15 provided a snapshot of how things were trending over the past five years. There has been a significant increase in use of funds. Utilities costs showed a spike and then significant drop due to a charging error on Facilities' part which was credited back to the Dept. (CRA). The maximum budget amount allocated to the SAC is roughly $900,000 in any given year. This includes maintenance, operations, utilities and staffing. Average costs for utilities is $75,000, maintenance-repairs is approx. $130,000, general supplies-custodial and gym equipment is approx. $75,000, custodial-service is approx. $160,000 and this includes the North Pool, staffing is approx. $180,000. Anything remaining after these expenses can be applied towards building projects/improvements and tenant improvements. Tenant requests have nearly doubled over each of the past few years. It has become necessary to discuss what numbers can be assigned to tenant improvements. Some of the large building projects such as the Gender Neutral Restroom will be funded from a reserve amount and will not impact the target SAC budget amount of $900,000. Contingency funds are held back each year in anticipation of large and or unexpected expenses/repairs.

MW opened the floor to questions:

- SM requested to revisit tenant improvement requests/expenses. Per Maureen 2 years ago the amount spent was approx. $31,000, one year ago was approx.$70, 000, this year, which is not completed is $104,000. Per RF there were not as many requests earlier on and some of these would have been absorbed into the SAC budget such as carpet and paint requests.
- MW suggested discussing, what is a tenant improvement request rather than a building improvement request. Requests for carpet replacement or painting would be considered a building improvement request. Requests for these types of repairs/improvements do not necessarily need to come in the form of the year end tenant requests. They can be submitted to DV as they arise. DV and RF will work to clarify and inform the tenants of what constitutes a tenant request. Additionally DV will create a maintenance/repair grid for carpeting, painting, etc.
- Per MW while much infrastructure improvements do include IT, "innovation" requests such as office computers for individual units would not be considered a building improvement.
    - PV requested clarification of what sort of technology request would be a building improvement.
        - Per DV a request that benefits the building in general or conference room areas. MW added that it is individual systems that only benefit one unit that would not be considered a building improvement.
- SM inquired what the Board should envision as a spending range for tenant requests.
    - Per MW the target budget for the SAC is $900,000. The major categories related to operating the SAC is approx. $620,000. The remaining funding could be considered for tenant improvements requests however she suggested not maxing out that amount.
    - DV added that the onetime building expenses such as the Gender Neutral project will not take away from funds available for tenant requests.
    - LS inquired if carpeting and paint are a case by case request.
        - Per MW, the plan is to create a schedule for carpet replacement, cleaning and painting. However if something unexpected arises this can be negotiated with SAC management staff.
    - LS inquired then how tenant requests this year for carpeting and paint would be handled.
        - Per RF if painting was a function of aesthetic design for an office this would be the tenant's responsibility. RF noted that going forward, staff will review throughout the SAC carpet needs, types of carpet, whether cleaning is the appropriate measure or purchase of new carpet.
            - SM inquired if carpeting is the best solution.
                - RF and DV will include flooring alternatives to carpet as this may result in cost savings. Need to understand use patterns, timing and what makes sense throughout the building and in the units.
- MW advised that due to another meeting she needed to leave, however invited any questions to be addressed to RF and DV.
- DV directed the members to review the SAC 2015-16 proposed budget and provided a review of the proposed budget.
    - Maintenance & Supplies: items necessary to the day to day operation and upkeep of the SAC. Amount is based on past and anticipated needs.
        - Custodial services and supplies are not included in this section and is its own line item.
    - Building Projects: Some of these had been submitted as tenant requests, however given that they serve to improve the overall building were taken out of the specific tenant request and included in this new category of Building Projects.
        - The gender neutral project, basement lobby furniture and acoustic panel project are one time expenditures and costs will not be applied against the $900,000 budget.
        - Carry over projects include the Closet Storage Project and Building Technology Upgrades. These two projects will not be completed by the end of this fiscal year so are included in the proposed 2015-16 budget. The Building Technology Upgrades includes digital signage and an electronic scheduling system for the conference rooms.
        - The Acoustic Panel Project is a project that had been on prior budgets but due to costs was held. Athletics may partner with this project to share costs. In light of this funding opportunity it has been added back to the budget.

        - Way finder Signage – DV to meet with Facilities.
        - Hallway Lighting – this safety concern was expressed by PV and DV has met with Facilities to add lighting.
        - SAC Mural, DV recently met with Facilities regarding replacement. Amount in budget is projected as estimate has not been finalized with Facilities.
- DV opened the meeting to questions.
    - LS requested additional information on the Acoustic Panel Project.
        - Per DV he is meeting with multiple vendors for competitive pricing and how the panels would look. The purpose is to baffle the very reflective sound in the SAC gym so that meetings, banquets, events can be held in the gym.
        - LS inquired how this would impact basketball in the gym. Per RF the panels are attached to the wall and ceiling rafters so there would be no impact to basketball. There may be an impact to Volleyball if balls are hit off of panels hanging from the ceiling.
        - LS inquired regarding gym lighting. DV noted that he can address this in two ways, by looking at both additional lighting and motorizing the window shades.
    - PV inquired who would use the additional basement storage space. Per DV, while this has not been specifically determined and needs to be evaluated, an initial intent was to use the storage space so that overflow from the food closet can be removed from the SAC electrical panel room. This was discussed by a prior Board.
    - PV inquired what "Closet Storage Equipment" referred to. Per DV it would be for shelving or an additional cage in the storage closet.
    - PV inquired if a past Board signed off on the building projects. Per DV these were voted on by prior Boards. RF noted that the Board has two areas for review and approval, the proposed budget and tenant requests which are then included in the final budget. The Board will need to discuss and prioritize tenant requests.
    - PV inquired what the Board is looking at to reduce the budget. Per DV quotes for some of the tenant requests are still pending. DV suggested subtracting the $300,000 for the Gender Neutral Restroom, subtract $135,000 for the Acoustic Panel Project and $65,000 for Basement Lobby Furniture. This still leaves the proposed amount approx. $100,000 over the targeted amount. The Board will need to review and prioritize tenant requests and building projects to determine what can be accomplished. Maintenance, maintenance supplies and staff costs cannot realistically be reduced.
    - LS requested if tenant carpet and painting requests could be moved into building requests prior to the next meeting and then at the next meeting the Board could see what this looked like in review of the proposed budget. RF and DV noted that over all this review and modification could be done. A general area, entry way could also be considered. How spaces are used need to be considered. Projects in scope rather than an exact dollar amount is what the Board will be approving due to variables such as needing to determine best flooring solutions and not having quotes. This will allow flexibility within projects.
    - Further discussion was pended to the next meeting due to time constraints.

Building Updates

- Summer space requests will be confirmed June 1st.
- Memorial Day Holiday hours will be 9:00am – 6:00pm on Monday.
- The SAC Assistant Manager job description has been submitted to Campus HR and we are awaiting approval. Once approval received the job can be posted.

Subcommittees

- Space & Community Relations
    - Proposed Resolution to Adopt Subcommittees
        - A copy of the proposed resolution was provided to each member at the prior meeting and was discussed. A copy of the resolution as well as how it would look if adopted into the Charter was provided to each member.
        - ***Adoption of the following subcommittees: Space & Community Relations, Sustainability & Maintenance, and Future Improvement and Technology***

WHEREAS, the Student Activities Center Board of Governors seek the development of space and community relations to strengthen a sense of community amongst tenants, and
WHEREAS, the Student Activities Center Board of Governors can continue support for the sustainability and maintenance of a historical building, and
WHEREAS, the Student Activities Center Board of Governors will further investigate conducive improvements for the building's future and its adaptation to technological change
THEREFORE LET IT BE RESOLVED, that we, the Student Activities Center Board of Governors have solidified guidance in the establishment of the aforementioned subcommittees.

- LS invited discussion. There were no questions or comments. LS invited a motion to approve the resolution with inclusion in the Charter. PS motioned to approve and this was second by AA. A formal vote was taken: 6 approve, 0 against, 0 abstain.

- Sustainability and Maintenance - none
- Future Improvements and Technology – none

Tenant Requests

- LS noted that time was running short and suggested discussing on how to organize the next meeting.
- PV suggested addressing/approving building projects and the general proposed budget and move forward from there. RF noted that this approach would facilitate what funds were then available for tenant requests.
- SM inquired if adjustments would be made for carpet allowances. Per RF this can be done. It is possible to pull out expenses from one line item, such as tenant requests, and include them into another.
- PV inquired regarding custodial expenses. DV noted that expenses are not being reduced but service is. This is a campus wide issue with decisions being made by Facilities. The goal is to ensure that a certain level of building functionality and cleanliness is maintained. Purchase of additional maintenance by an outside vendor would be something for the Board to discuss. For the sake of the budget discussion, it is likely that Facilities will charge the same but provide less. DV noted this he and his staff will be evaluating having staff assist in building maintenance. Additionally he noted that tenants can assist by removing trash from their offices on days with no custodial coverage. DV suggested marketing that everyone can do their part.
- LS requested seeing a historical breakdown of custodial/maintenance costs over the past five years to include enhanced maintenance, (use of outside vendors).
- LS requested clarification of the process for tenant requests. Is there an order for review, will units be presenting their requests. DV noted that it would be helpful to have someone from each requesting unit be present to talk about their request and then the Board would discuss. After presentation of all of the requests, they would be discussed by the Board. It was noted that there may not be enough time at the next meeting. RF advised that in light of what MW had shared at this meeting, clarification of what could be considered needs to be determined. In light of that, items may need to be removed from tenant requests. RF and DV will share what MW's determinations are.
- PV noted that he will send a proxy to the next meeting. He suggested either expanding the next meeting or holding an additional meeting during week 10. Clarification was provided that the meetings would be weeks 9 and 10. Not finals week.

The meeting was adjourned by LS at 12:12pm.