

**Student Activities Center Board of Governors Meeting Minutes**  
**January 29 2013**  
**JWC Main Conference Room**

Present: Rohit Maharaj, Vanessa Thulsiraj, Michelle Santizo, Molly Katz, Carol Yue for Stacey Meeker, Brenda Gutierrez, Allison Steinkopf, Kenneth Ramos, Paolo Velasco, Valerie Shepard,

Absent: Vicki Sanelli, Donna Tenerelli, Emily Roh/Raja Bhattar.

Guests: Mick Deluca, Rudy Figueroa, Mary Coleman

Agenda

1. Approval of Agenda
2. Approval of Minutes
3. New Business
  - Vice Chair Elections
  - CPO Computer Lab Memo
4. Updates
  - Subcommittees
    - A. Quality of Life
    - B. Future Improvements
    - C. Green Initiative
  - Building Manager
  - Tenants
  - Vice Chair
  - Chair
5. Announcements

The meeting was called to order by RM at 5:08pm.

**Approval of Agenda**

RM provided each member with a copy of the meeting agenda. He noted that the CPO memo would be postponed to a future meeting. Time was provided for review of the agenda and comment. Motion was made to approve the agenda by BG and the motion was second by MK. The agenda was approved by consensus.

**Approval of Minutes**

Each member was provided with a copy of the minutes of the 01-22-13 meeting and provided time to review and comment on the minutes. There were no corrections/modifications. Motion to approve the minutes was made by BG and second by MK. The minutes were approved by consensus.

**New Business**

*Vice Chair Elections*

- Per RM can be nominated or self-nominated. The candidates will introduce themselves and state their qualifications and interest in the Office.
- VT nominated Michelle Santizo.
- There were no other nominations or self-nominations.
- MS noted that she works at the GSRC, is a 1<sup>st</sup> year grad student in the School of Nursing
- The meeting was opened for questions to be posed to the candidate.
  - MK asked if MS will be here in Spring Quarter. Per MS as long as there is no school conflict.

- BG inquired if there were any conflicts or need to more information. MS offered that while she is new to the SAC, she is open to learning and is interested in continuing to learn about the SAC. The tour was very helpful.
- RM inquired regarding what MS thought her greatest strength is. MS shared that she has a passion for giving back and serving students. She desires to be a voice for grads and undergrads.
- RM desired to know what her favorite movie is. Per MS, “A Walk to Remember”, (fyi-“chick flick”)
- There were no other questions.
- RM inquired if a ballot was necessary or since there was only one candidate if a show of hands was appropriate. Per MD, a show of hands was fine. The vote was 7 in favor, 0 object and 1 abstain. MS is the new Vice Chair of the SAC BOG.

### **Subcommittees**

- ***Future Improvements (MK & VS reporting)***
  - Looking at furniture purchase for tenants and desires one vendor for all purchases. The CPO & GSRC have expressed interest in furniture. MK will email tenants regarding need for furniture. Review budgets for historical data on furniture purchases.
    - MD shared the history of furniture purchases as the SAC. He noted that tenants are responsible for what is within their walls, although there have been exceptions. He noted that it is important to carefully evaluate a need vs. a want.
  - Evaluating technical upgrade: electronic signboards such as are in Ackerman which could show conference room schedules and be used for unit advertising and outreach. Suggestion to install by conference rooms and or pool area building desk.
    - MD noted that there are technical upgrades already in the works such as electronic signboards. What needs to be accomplished prior to their purchase is installation & training on the EMS software platform that they run on. A budget line item of approx. \$50,000 for this purchase was established a couple of years ago.
    - MK inquired when the budget will be presented. Per MD during spring quarter. At that time tenant requests are also reviewed.
  - Soundproof dividers for conference rooms.
    - RF noted that there is no such thing as a moveable sound proof wall – there will always be some level of sound bleed. BG shared that Kerckhoff has sound proof room dividers which are quite effective. RF/DV will look into available options and DV will speak with the Kerckhoff manager.
  - Building signage
    - Rename basement rooms B1, B2, etc.
    - Clarify building map and reconcile it with signage for increased tenant visibility. Also room numbers need to correspond to the emergency plan that the Police and Fire Dept. have on file. They have different room numbers currently.
      - MD noted that signage has multiple purposes; way finding, directory and promotion. What to call the lower level or “basement” has been a historical conversation.
      - Conference rooms could be named rather than numbered.
    - SAC website – needs its own or update the current one and create a SAC Facebook page. VT inquired who would maintain.

Per MK that would need to be determined. Possibly the building manager. The campus needs to better understand who is housed in the SAC.

- RF suggested a landing page with links to SAC department websites.
- Could also include a map with links to tenants.
- Evaluate for better use of space. For example, tall cabinets for better use of vertical space.
- **Quality of Life (BG reporting)**
  - BG inquired if anyone was interested in being on the committee? PV, MS noted their interest.
  - VT inquired what the focus is. Per BG, what tenants and students need for building maintenance and what do students think of the SAC.
  - MD suggested that building access and safety be evaluated.
- **Green Initiative (RM reporting)**
  - RM noted that he is the only one on the committee and inquired if anyone would like to join him. KR & VT volunteered.
  - RM suggested bringing in an expert to evaluate conference room lighting in the hopes of making the SAC a LEED certified bldg. Green Initiative could cross over to other subcommittees.
  - MD suggested bringing in Nurit Katz, Chief Sustainability Officer, (310-206-6667, [nkatz@facnet.ucla.edu](mailto:nkatz@facnet.ucla.edu)), to present to the Board and then build on her presentation.
  - MD reminded that the last Board applied for and received TGIF funding for a water bottle distribution. He recommended that given the Healthy Campus Initiative, the Board could partner with other campus groups regarding sustainability and greening of the SAC.
  - RM will reach out to the other committee members to schedule a meeting.

### **Building Manager (RF)**

- Window cleaning and light bulb replacement are going on now.
  - The Green Initiative Subcommittee could look at lighting costs and the affects that different types of bulbs/light has on people.
- DV & Toyin are working with Facilities to make a purchase that will create a mini-inventory for the building. This will enable our Facilities requests to be accomplished quicker.
- RF reviewed the Tenant Facilities Request form. Tenants are to fill in the form, including justification of the purchase and submit to DV. This will get tenant requests on the radar and provides a more efficient means of making requests rather than a last minute request to the Board.

### **Tenants**

- VS inquired if Monday's fire alarm was a drill or real? RF advised that there was no fire and that the alarm was probably set off by something happening in the parking lot. MD added that the SAC fire alarms are connected to the alarms in lot 4 which is under Wilson Plaza. Both MD & RF however, noted that all fire alarms are to be treated seriously.
- RM inquired if there is a yearly fire drill. RF advised that in any year there are usually 4 alarms, (unplanned), and thus no need for an additional planned drill. However, if desired, a planned drill can be coordinated. MD added that the SAC emergency evacuation zone is the top of Janss steps. This was determined in the event that the

Stone Canyon reservoir breaks and floods central campus. Central campus is in the drainage basin of the reservoir. MD noted that it would be interesting to drill in the evening, outside of usual business hours.

**Vice Chair** – No topics raised but thanks for the opportunity to serve!

**Chair**

- RM requested an update on the Pauley tour. Per MD the two feasible dates are 02/05 & 03/12 both starting at 5pm. MD shared that he used the existing Board meeting time and matched it with the Pauley schedule. The tour would be possible in lieu of a meeting. There was brief discussion of meeting at JWC to get food and then tour Pauley vs. meeting at Pauley and having a walking meeting. The consensus on the date of the tour is 02/05 and it was agreed that the members would meet at the NE corner of Pauley which is the corner closest to JWC. Also is it fine to bring people along.
- MD shared that 02/06 at 6:30pm is football signing day and there will be an event in the Pauley north lobby area. Free t-shirts will be handed out to the first 1,000 attendees and there will be prizes such as going on a road trip with the team for next season, calling plays during a scrimmage and a field pass. There will be alumni as well as current and past coaches attending.
- RM is still meeting with tenants.
- He would like to start the conversation on budgets with MD and would like MD to provide a budget presentation to the Board.

**Announcements**

- VS advised that Amanda Morrall could not be on the Board and inquired if the replacement must come from the GSRC or the GSA at large. The GSRC does have a replacement rep; Natalie Sanaee. MD advised that the units decide upon a rep and then inform the GSA. VT can take this information back to the GSA.

The meeting was adjourned by RM at 6:04pm.