

Student Activities Center Board of Governors Meeting Minutes
March 13, 2015
Plaza View Conference Room

Attendees: Luis Sanchez, Philip Ross for Maria de la luz Patino, Stacey Meeker, Lila Reyes, Valerie Shepard

Absent: Paolo Velasco Ablakhan Akhazhanov Victoria Sanelli, Milan Chatterjee, Miriam Rodriguez, Clinton O'Grady for Angelique Taloyo

Guests: Mick Deluca, Dion Veloz, Mary Coleman

Agenda:

1. Approval of Agenda
2. Approval of Minutes
3. History of Gender Neutral Restroom
4. Common Area Survey
5. Formalized Trouble Call System
6. Budget Update
 - a. 6 Month
 - b. Projected for remainder of fiscal year
7. Spring Quarter Meeting Schedule
8. SAC BOG pot luck social

The meeting was called to order by LS at 11:13am.

Approval of Agenda

The agenda was emailed to the Board in advance of this meeting. LS reviewed the agenda and due to the low attendance for today's meeting it was decided to move the item, "History of Gender Neutral Restroom" to the next meeting. 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 changes noted and the minutes were approved by consensus.

Common Area Survey

Luis reported that the Space & Community Relations committee is interested in developing a survey tool to send to SAC tenants to obtain suggestions for improvements to the SAC common areas. The committee would like DV and the Board's input as well as to avoid overlap of projects in the works.

- DV noted that he has been working with Rhonda at Tangram regarding a quote for "smart furniture" and in general making the common areas more practical and user friendly. He is interested in obtaining modular furniture to further enhance use ability and is interested in working with the committee to get their input. DV offered to bring the Tangram rep to a SAC BOG meeting.

Formalized Trouble Call System

Another outcome of the Space & Community Relations committee meeting is interest in establishing a "trouble call" system that confirms and tracks submissions, for example a "ticket" system.

- Per DV, he and TO had started to work on developing a better means of tracking trouble calls prior to TO's departure. DV expressed that he is very interested in improving communication with tenants and is interested in developing a "Smart Sheet" submission system that tracks the progress of a trouble call to completion. DV advised that due to being down a full time staff member, he anticipates being able to do the necessary research and development over the summer and expects to have a system in place for fall quarter.
- MD added that this will require a change in how trouble calls are submitted, moving away from emails or going to the SAC Office desk to a formalized system. He suggested piloting the new system with units.

- LS requested that DV provide a draft proposal of a new system during spring quarter. DV acknowledged that this was do-able.

Budget Update

A copy of the six month combined budget was provided to each member present at today's meeting. MD advised that this was the format adopted last year for ease of use. It contains the budgeted amounts and current expenditures for fiscal year 07/01/14 – 06/30/15. Data is collected in six month cycles. The budget reflects projection of expenditures. The ledger represents actual expenditures.

MD reviewed the sections of the budget.

- Maintenance expenses, (which is campus facilities/trades), are paid on what is called a "blanket" which is a single purchase order versus creating a purchase orders for every maintenance expense.
- Tenant improvements are the SAC BOG approved furniture and office configuration expenses.
- Custodial – Due to cutbacks, Campus Custodial does not cover the needs of the either Wooden or the SAC and additional custodial coverage has been purchased. MD shared that he recently received notification that Campus Custodial services would be further reduced in the near future. This could be an item for the Board to discuss regarding how to cover increased cost of purchasing even more custodial service vs. whether to commit the funds.
- Purchased Utilities, the SAC pays for 60% and ROTC for 40%.
- It is possible to have a project approved in the budget but the project isn't completed for a couple of years, for example the pool deck resurfacing. This was approved by a prior board but the work wasn't done until this year. The item remained as a place holder on the budget until drawn down on.

MD noted that during the May meetings the Board will review the proposed budget and tenant requests and discuss and vote on the proposed budget which would include approved tenant requests. The meeting was opened to questions.

- PR inquired if the SAC is funded by student fees and per MD it is. The funds come from the SPARC fund. The SAC is not eligible for student fee funding.

Spring Quarter Meeting Schedule

MC advised that the response to the Doodle inquiring if the current schedule worked for spring had been low. She suggested sending out a broader Doodle. MD reminded that the date/time can remain the same for spring quarter and that members who had conflicts can send alternates.

SAC BOG pot luck social

LS suggested holding a SAC BOG pot luck so that members and tenants could get to know each other better. This suggestion was well received. Further it was suggested that a social be held during fall quarter. The general consensus was to hold the social on one of the "off" weeks and the consensus was to hold it week 3. MD and DV will work together to find a space at the SAC and once that is done LS will send out an invitation to all tenants.

The meeting was adjourned by LS at 11:45am.