

**Student Activities Center Board of Governors Meeting Minutes**  
**February 10, 2016**  
**John Wooden Center, Main Conference Room**

Attendees: Lila Reyes, Manpreet Dhillon, Paolo Velasco, Jazz Kiang, Tasheen Shams, Victoria Sanelli, Valery Shepard, Maria Luna, Tolu Bamishigbin

Guests: John Fallman Recreation Special Projects Manager, Janine Tchilingirian, Project Manager/Designer Facilities Management Design, Richard Lee, Project Manager Facilities Management Design, Raja Bhattar, Director LGBT Center, Melissa Sinclair – BRC Rudy Figueroa, Dion Veloz, Mary Coleman

**Agenda:**

1. Gender Neutral Restroom / Lactation Station Update
2. Building Updates
3. Announcements

The meeting was called to order by LR at 12:37pm.

**Gender Neutral Restroom / Lactation Station Update**, John Fallman, Janine Tchilingirian, Project Manager/Designer Facilities Management Design, Richard Lee, Project Manager Facilities Management Design

- JF provided an overview of the concerns raised at the prior Board meeting, in particular the hygiene issues in combining a lactation space with a restroom. Due to these concerns stated by the Board, the project was revisited with SAC and Facilities staff and re-imagined. The resulting new design provides two separate spaces, each with their own separate entrance; a lactation space and a restroom with shower. A drawing of the proposed new plan was circulated amongst the Board members.
- The lactation room will have a sink, fridge, counter space and a chair or bench. Option for bench is to make it built-in and include storage in it. The counter top will have a cut out for trash can underneath. There will likely be space for a recessed, pull down changing table. The room will accommodate use by one person at a time, however, the room is large enough to accommodate a mom, infant and toddler. Recommendations to the room included a wall mirror, side table, shelving, space for brochures and outlet by a chair.
- The restroom includes sink, toilet, shower and changing space. There is a wall shelf for use as needed. RB inquired regarding space for flyers. Per RL/JT a brochure rack could be attached to the dry wall as well. RB suggested a shelf for backpacks/gym bags so they wouldn't be placed on the floor and a full size mirror.
- Examples of finishes for both rooms were provided and reviewed.
  - Restroom – durable sustainable vinyl, honed porcelain floor tile to help prevent slips, large subway tile for walls and any painted areas would be done in a neutral white. Over all color scheme is 4x4 chocolate brown accent tiles with beige honed porcelain floor tile, neutral white subway tile and neutral white paint.
  - Lactation Room - chocolate brown vinyl sheeting on the floor, large neutral white subway tile with 4x4 chocolate brown accent tiles, neutral color Corian counter top, glossy laminate cabinets, chair/bench chocolate brown vinyl.
  - All materials were chosen for durability and ease of cleaning.
- Biggest concern is to finalize plan in order to get the bid process going as the construction window, (over the summer), is tight. Furniture can be purchased either by Facilities or separately by the Dept.
- RF noted that this project has had a long history and expressed his appreciation of the very valuable input this Board has provided. Input which decidedly influenced the project.
- RB inquired regarding the status of relocating the break room. RF noted that it hasn't been forgotten and has walked the building for options. One such option is the underutilized kitchenette in Conference Room 1. An option is to install a removable partition in the conference room so that the size of the break room can be adjusted to the needs of meetings/events in the SAC.
- MS inquired regarding what impact construction of the gender neutral & lactation rooms would have.
  - RF shared that while no spaces would need to be closed, there would be noise. He is aware of the CPO conference at the end of June and proposes to start construction June 13<sup>th</sup>, and then

hold construction until after the conference. There would be no visibility of construction being done as it is all behind doors. The area will be clean and nice looking for the conference. The goal is to have the project finished for the start of fall quarter. A major cost issue is that 4 feet of rebared concrete must be drilled through in order to lay in new plumbing. RB noted that given the type of conference, attendees will probably be interested in creation of a gender neutral restroom and lactation room. JK requested that sensitivity and care be applied so as not to disrupt the conference.

- ValS noted that the input of the Board has resulted in a very good solution and the SAC will be a model for campus.
- Regarding the lactation room, DV will evaluate the “how” of room use, key check-out, etc. and email to the Board.

### **Subcommittees**

- LR reminded the members of the three standing subcommittees approved by last year’s Board and inquired who would be interested in being on which subcommittee(s).
  - Space & Community Relations: Raja Bhattar, Paolo Velasco, Val Shepard, Tolu Bamishigbin, Tahseen Shams, Maria Luna
  - Future Improvements: Jazz Kiang, Manpreet Dhillon
  - Technology: Vicky Sanelli, Lila Reyes, Melissa Sinclair
- DV shared that the Recreation Sustainability Coordinator, Katie Zeller, would love to meet with any of the committees and to please let him know if committee members are interested in meeting with KZ and he will set up.
- DV also offered to come to any committee meetings.

### **Building Updates**

- DV noted that the Board apparel was in and that it would be handed out at the end of the meeting.
- The tenant request process must start earlier this year due to the change in budget proposal deadline being moved up. The tenant requests must be reviewed and voted on by the board by April 18<sup>th</sup>. Please submit your project requests to DV ASAP for quotes. DV will send out tenant request form to LR/MD for review and approval and if both agree to keep the form the same DV will send out to the Board.
- Spring space requests start 02/16. He is working with Dana Dickerson, EMS scheduling guru and Asst. Director Rec Sports Venues to set up a meeting with the Board for EMS training. The goal is to be able to use EMS after spring quarter.
  - JK requested that Student Initiated Programs have priority in scheduling and DV advised that he will schedule as per the Charter priority schedule. Additionally, Priorities must still submit their requests. Do not assume that last quarter’s request will be automatically carried over.
- Regarding the SAC meet & greet, DV is looking at week 1 or 3 of spring quarter on a Tue, Wed or Thurs. He requested that the members discuss with their units for date/time suggestions as well as whether this should be a pot luck, etc. Also if any of the units are interested in making a presentation on what they do. Please bring info to next meeting.
  - RB noted that week three is LGBT Awareness and Transfer Pride Week.

### **Announcements**

- PV shared that week 10 of every quarter the BRC hosts a Transfer Student “de-stress” study event, offering a variety of enjoyable opportunities such as massages, time with puppies, etc. The event has been so successful that it has outgrown the BRC. PV is requesting that the 03/08 & 03/09 study hall held in the conference rooms be moved to the BRC JK, who is oversees the study hall noted that he will speak outside of the meeting with PV. PV noted that he is looking for larger collaboration with SAC units in this quarterly event.
  - RB of the LGBT offered use of his space for study hall and Val S. offered use of conference room 4.
- PV suggested that the SAC units partner in the purchase of clothes steamers to de-wrinkle the graduation robes of their graduating students.

The meeting was adjourned by LR at 1:30pm.