

Student Activities Center Board of Governors Meeting Minutes
April 15, 2013
CPO Conference Room, SAC 105D

Present: Rohit Maharaj, Raja Bhattar, Brenda Gutierrez, Kenneth Ramos, Stacey Meeker, Valerie Shepard, Michelle Santizo, Natalie Sanaee, Donna Tenerelli, Vanessa Thulsiraj

Absent: Allison Steinkopf, Molly Katz, Paolo Velasco

Guests: Mick Deluca, Rudy Figueroa, Dion Veloz, Toyin Ogunleye

Agenda

1. Approval of Agenda
2. Approval of Minutes
3. Funding Template
4. Updates
 - o Subcommittees
 - o Building Manager
 - o Tenants
 - o Vice Chair
 - o Chair

The meeting was called to order by RM at 3:07pm.

Approval of Agenda

RM provided each member with a copy of the meeting agenda. Time was provided for review of the agenda and comment. Motion was made to approve the agenda by ____ and the motion was second by _____. The agenda was approved by consensus.

Approval of Minutes

Each member was provided with a copy of the minutes of the 04-08-13 meeting and provided time to review and comment on the minutes. There were no corrections. Motion to approve the minutes was made by BG and second by NS. The minutes were approved by consensus.

Funding Template

- RM provided each member with his proposed cover sheet and form regarding unit requests for funding and opened the meeting for discussion.
 - o Clarification regarding what was being asked was requested for item 5 of the form.
 - Some units allow other units to use their conference room or classroom for meetings. Also includes private office space.
 - Suggestion made to better state question on form to show a relation of use to the need for funding/purchase and to include if there is a prioritization
 - o Missing from this version is the question of how the item/project will be evaluated to ensure unmet needs are being addressed. RM felt this question was more of an after the fact question and not relevant to the request.
 - o Suggestion made to include a link on the cover letter to the SAC BOG website with further instruction regarding completing the form.
 - o Request was made to email documents to members for comment.
 - o Suggestion to add that all purchases will be coordinated through Dion Veloz' office to both the cover letter and form.
 - o Suggestion made to include a summary of the request.

- Suggestion made to include on cover letter notation to advise that multiple requests should be prioritized on the form.
- RM will modify and present at the next meeting.
- He is looking at a time line of having all requests in by Friday 05/03 so that they will be ready for the Boards' deliberations on the budget.
 - Question posed if this provides enough time for quotes. Per DV this is not a lot of time to get quotes. DV is already meeting with tenants regarding needs. Per RF for major projects with multiple crafts, final funding decision may need to be held until the next Board is constituted.
- Clarification regarding submission of form for Board consideration:
 - Cover letter stating what the Board will consider for funding.
 - Contact DV to get quote
 - Include quote on form and submit by 05/03.
- MD provided further clarification on requests
 - Money is not intended for any state funded units in the SAC, (the ROTCs). With the exception of a request from the ROTCs that would benefit the SAC as a whole or due to wear and tear on their carpeting, etc. caused by other units' use of ROTC class/meeting rooms. Reciprocity with the SAC and general building safety allow for some application of funds for the ROTCs.
 - Technically, funds are not budgeted for any unit's office furniture purchase.
 - Requests are for purchases that will benefit everyone, not just the unit making the request.
 - Units should consider how much of their own budget they are willing to spend on a project as that is the initial funding source. I.e. a unit requests money to upgrade their meeting room with the intention of allowing other units the use of their meeting room but the initial funding of the upgrade comes from the unit with overages to be considered by the Board.
 - Suggest wording to the effect that there is a limited amount of money available and the Board will be reviewing requests for 2013-14.
 - Quantify on front end to avoid problems down the road. Try to avoid "misplaced hope."
- Concerned expressed that DV's office will be flooded by requests that the Board would not even want to consider as the requests are actually the unit's responsibility.
- Clarification requested from MD regarding what were parameters of past requests.
 - Due to the odd forming of the building there has not been a "normalization" of requests.
 - Common areas have been flipped. Then attention given to multi-use rooms. Technology upgrades is a constant effort.
- The Board could state in the cover letter what is considered a priority and will be considered. Board priorities can change with each year.

Updates

- **Subcommittees**
 - Quality of Life BG*
 - Suggests an evaluation form for units to submit to track maintenance & upkeep of building. Requested if anyone on the Board would like to assist with development of a form or mechanism. Clarification requested regarding what would be asked on form. Per MD for example inquire on effects of custodial cut backs on units. Mitigation options include changing behavior or purchasing custodial. Feedback would be helpful in determining how to mitigate. DV noted that the building managers are interested in being involved with this. He also noted that he will be meeting with the custodial

supervisor and will provide an update. MD noted that in light of the impacts of custodial cut backs the Board may want to budget money to purchase custodial rather than budget money to purchase “stuff”. Swing shift and weekend custodial purchased for JWC cost around \$100,000.

There were no other subcommittee updates.

- **Building Manager**

Bruin Day last Sat went well.

DV met with a tech company regarding projector placement. Ran into a couple of issues with conference room # 3. DV still working on placement and will provide future update.

Will include quote for “air walls” on budget. No further updates.

RM mentioned that a grate outside was missing – fell into the pit.

- **Tenants**

- RB advised that USAC and Queer Alliance were hosting Athlete Ally Week, next week. Tee shirts are available, donation suggested. MD noted that Monday at 6:30pm is an Athlete Ally event open to all students for the purpose of getting students informed and engaged.

- Regarding the Diversity Symposium, call going out to include any related events on their calendar. Deadline is Wed.

- Thanks to DV and staff for hand sanitizers!

- **Chair**

Who has control of the glass bulletin board? Answer- CSP.

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