

**Student Activities Center Board of Governors Meeting Minutes**  
**January 13, 2016**  
**SAC Conference Room 2**

Attendees: Victoria Sanelli, Jazz Kiang, Manpreet Dhillon, Valery Shepard, Stacey Meeker, Evelyn Tran for Lila Reyes, Susan Jensen for Paolo Velasco

Absent: Chiao-Wen Lan

Guests: Raja Bhattar Director LGBT Resource Center, Rudy Figueroa, Dion Veloz, Mary Coleman

**Agenda:**

1. Overview of SAC BOG
2. Building Updates
3. O & A

RF advised that the meetings are recorded for the purpose of the minutes  
Each meeting attendee introduced themselves.

**Overview of SAC BOG**

- Advisory board which looks at the SAC as both tenants and stakeholders to provide the pulse of what is happening in the building.
- Charter is guiding document.
  - Living modifiable document built on work of prior SAC BOG members.
- Attendance is extremely important in order to be able to conduct business. Members may appoint a proxy/alternate to attend meetings when they are not able. MC requested to be advised when a proxy/alternate is attending a meeting. While MC has served as a proxy in the past it was recommended that this not be the default as it is preferred that units be represented by someone internal to that unit.
  - Quorum of six voting members required to conduct business, i.e. voting on resolutions.
    - Without quorum, meetings are discussion only and will be so noted in minutes.
  - Quorum of nine voting members required to vote for Board Officers, Chair and Vice Chair as well as to make Charter amendments.
  - Rudy Figueroa, Dion Veloz and Mary Coleman are advisory members to the Board and do not have a vote. DV additionally will provide building updates at each meeting.
- Subcommittees, (resolution passed, Charter not officially updated yet.)
  - Subcommittees initiated out of Board member's interest in contributing to the updating and relevance of the SAC. RF suggested that members consider if they are interested in being on a subcommittee and if so share that interest at the next meeting. Please feel free to email DV & RV with ideas for projects.
  - Committees:
    - Space and Community Relations.
    - Sustainability and Maintenance
    - Future Improvement and Technology
  - JZ noted concern regarding late start to the SAC BOG and need to coalesce committees to move tenant concerns forward. MC noted that since meetings are held every other week, the weeks that the Board is not meeting can be used for committee meetings.
- Projects:
  - Board may suggest projects that benefit entire building, i.e. hallway lighting. Additionally the Board may review projects requested by tenants, keeping in mind how a project benefits the building as a whole. Projects for tenant specific upgrades such as redesign of an individual office within a unit are not appropriate for Board review and recommendation.
  - Allocation of funds in the SAC Budget is a consideration in approving projects.
  - Requested projects are to also be submitted to DV who will work with Facilities or campus entities as needed to determine a budget and timeline. Projects that have been voted on and

approved by the Board usually are accomplished the following fiscal year. DV will provide updates on projects approved by last year's Board.

- Budget
  - Maureen Wadleigh, UCLA Recreation Chief Financial/Administrative Officer will provide budget overview at next meeting.
- Officers – Chair, Vice Chair or Co-Vice Chairs
  - Must be a student, either undergrad or grad.
  - Historically and to maintain a balanced perspective, the offices are held by an undergrad and a grad.
  - Chair is responsible for determining agenda, running the meetings and crafting a summary year-end report. Members may email Chair/Vice Chair with suggested agenda items.
  - Vice Chair supports Chair and acts in his/her place when unable to attend meetings.

### **Building Updates**

- In process of upgrading building Omni Lock system in conjunction with the Wooden Center's Omni Locks.
- An email has been sent regarding Active Shooter training, Friday 01/15 at 9:00am in the SAC Gym. This is presented by Paul McCarthy, UCLA Recreation Martial Arts Program Coord. Open attendance and please share widely.
- Pool deck resurfacing project completed.
- Still working on inclusion of Gender Neutral Restroom / Lactation Station. John Fallman, UCLA Recreation Special Projects Manager will provide an update at future meeting.
- DV will provide an update on tenant upgrades and budgeted projects at a future meeting.
- SJ inquired when the Lot 4 elevator nearest the SAC would be fixed.
  - DV has contacted Parking Services to notify of the issue. Maintenance of elevators in the parking lots is the responsibility of Parking Services and Campus Facilities. Any staff member or student may contact Parking Services to notify of maintenance issues. Each elevator has a number to identify it.
  - Additionally, for any SAC maintenance issues, please call the SAC front desk or email DV.

### **Q & A**

- SJ requested to bring up the topics of a Building Meet & Greet and that staff in the BRC are of the understanding that the University may be moving towards a new computerized phone system which needs special wiring and is there funding in the SAC budget for this.
  - Regarding SAC BOG Meet & Greet RF requested clarification regarding the intention of the event. Per SJ it would be for staff to meet each other.
    - DV & RF will review space availability and report back to the Board.
    - Neither was familiar with a system upgrade for phone service but will look into it and report back.
- ET inquired if there was a list of projects passed last year.
  - Regarding the specific projects approved by the Board, DV will update
- VS inquired regarding status of Gender Neutral Restroom and Lactation Station
  - DV and John Fallman will provide history and updates and potential timelines and impacts. Preference is to start projects during breaks and over the summer to lessen impacts.
  - Clarification was requested whether the Gender Neutral Restroom and Lactation Station are the same or separate spaces.

- RF advised that a Lactation Station already exists in the basement break room and that the current plan is to have the Gender Neutral Restroom included/built into the same space as the Lactation Station. Both SJ and Valerie Shepard shared that having a restroom in the same space as a Lactation Station is not sanitary and that women come to the SAC from Murphy to take advantage of a lactation space that doesn't include a restroom. SJ and VS offered to provide feedback from users. RF will share these concerns with DV. Perhaps the proposed space can be converted into two separate spaces with separate doors. RF invited feedback for re-evaluation of project. This is a potential topic for a subcommittee. VS suggested including input from the BRC and LGBT as they are local to the proposed site.
- JZ expressed concern regarding the late start to this year's Board meetings and requested in addition to budget overview by MW that updates be provided regarding approved projects.
  - RF acknowledged that starting meetings in fall quarter is ideal, however, the appointment process doesn't always facilitate this. He suggested that members who are not returning work to establish who will be replacing them and to bring them to meetings so that they are informed as to what is going on when they officially become Board members. Feel free to connect with each other and with DV, RF and MC.
  - There was general discussion regarding current appointments and if they have been filled. MC advised that the "USAC at Large" which is filled by a CPO student and a grad appointment are still unfilled. Additionally there has been significant difficulty in getting the GSA VPI to attend the meetings. Vicki Sanelli, a long term Board member, affirmed the importance of having all appointments filled and members attending meetings.
- ET inquired if discussion of the Meet & Greet would be tabled due to not having all appointments. MC advised that business can still move forward. In the absence of Officers to lead the meetings, suggestions for agenda items can be sent to MC and RF and DV would lead the meetings. Voting on general topics and resolutions can be accomplished with attainment of quorum which is 6 voting members. RF reaffirmed that agenda topics are to be sent to MC.
  - Suggestion for next meeting is potential dates for Meet & Greet.
- Vickie Sanelli inquired if the person who has been peeing on the 3<sup>rd</sup> floor has been caught. Per RF while not "caught" that person was happened upon in conference room 5 and ran. Despite open restrooms in the building the person has been using conference room 5 for toileting needs. This room is Fire Marshall protected from locking it as there is an elevator that leads directly to the room. SAC staff are doing extra building walks and monitoring of the room in an effort to discourage this person. SJ suggested modifying the elevator so that a key was required in order for the elevator to go up to the third floor. RF noted that this suggestion would need to be vetted by the Fire Marshal and building tenants.

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