

Student Activities Center Board of Governors Meeting Minutes
May 20, 2013
CPO Conference Room, SAC 105D

Present: Rohit Maharaj, Valerie Shepard, Natalie Sanaee, Donna Tenerelli Brenda Gutierrez, Paolo Velasco, Molly Katz, Stacey Meeker,

Absent: Vanessa Thulsiraj, Michelle Santizo, Kenneth Ramos

Guests: Mick Deluca, Matt Bohannon-Brailsford & Dunlevey, Dion Veloz, Toyin Ogunleye, Raja Bhattar

Agenda

1. Approval of Agenda
2. Approval of Minutes
3. Unity Center Presentation
3. Tenant Improvement Submissions
4. Board Interests for Next Year
5. Updates
 - o Subcommittees
 - o Building Manager
 - o Tenants
 - o Vice Chair
 - o Chair

Approval of Agenda

RM provided each member with a copy of the meeting agenda and reviewed his goals for the meeting. Time was provided for comment. Motion was made to approve the agenda with no modifications 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 04-22-13, 4-29-13 and 5-13-13 meetings and provided time to review and comment on the minutes.

Unity Center Presentation

Matthew Bohannon provided an update with powerpoint presentation concerning the Unity Center.

Tenant Improvement Submissions

- RM reviewed the process for submission and review of tenant requests. Prior to the meeting RM had emailed to each member a PDF of each request including cost quote(s). Requests were submitted by the BRC, EAOP, CPO, GSRC and LGBT.
- RM reviewed the procedure for review of the requests. Only voting members would review requests. Requests will be discussed in a confidential manner.
 - o Clarification of who the voting members are was requested and provided.
- The question was raised regarding how to handle the EAOP tenant request since they are not represented on the Board.
 - o The EAOP will not have a voice in the presentation of their proposal. If the Board has any questions RM will email the EAOP with any questions and if needed invite the representative from the EAOP to the next meeting to answer any questions.

- The BRC, represented by Paolo Velasco, submitted three requests. One for purchase of furniture, (reception desk), one for conversion of shelves into locked cabinets and one for paint repair/touch-up. PV reviewed each request and provided information regarding need. (see attached for details)
 - DV requested clarification of the space in question for paint touch-up. There was general discussion of whether the paint touch up would be a SAC BOG request or come from the building's budget for paint/maintenance.
 - Clarification was requested regarding what sort of cabinet or closet was being requested. PV noted that it is currently an open space with shelves that are being used to display brochures and that the BRC would like to enclose at least some of it.
- The LGBT Center, represented by Raja Bhattar submitted three requests. RB reviewed the requests and provided information on need. (see attached for details) One for purchase of furniture, (reception desk & resource holders), one for conversion of a closet into two work stations and one for renovation of space in the Rae Lee Siporin Library to include creation of two work stations and purchase of four computers for each of the work stations. Presently there are more staff than workstations.
 - Clarification was requested regarding if the purchases are for both workstations and computers. Per RB the LGBT Center would like to create mobile workstations with laptops for each of the stations.
 - RM expressed that the computers were more of an SFAC request than a SACBOG request since the computers would be facility specific rather than a benefit to the SAC as a whole. There was brief discussion of how technology purchases benefits a unit vs. the building. RB noted that funding for the computers could possibly be acquired from the Rae Lee Siporin Foundation if the SAC BOG doesn't approve the technology portion of the request. The Foundation did provide computers to the LGBT Center last year so RB expressed that he was hoping he would not need to make another request of the Foundation so soon.
- Clarification was requested regarding if the Board would be voting at this meeting. The Board would not and in fact it will be helpful in both presentations and discussions to have printouts of the requests and budget information at hand.
- The EAOP was represented by RM since there is no unit rep on the Board. RM noted that the EAOP submitted three requests, (see attached for details). One for remodeling of a two person office into a one person office with small meeting space and the other two requests were for purchase of new chairs to replace worn/broken chairs in their conference room and sub-offices. DV added that the EAOP does utilize SAC conference room space more than other units due to the broken chairs in the EAOP. If they had new chairs EAOP staff wouldn't need to use the SAC conference rooms so much which would free up availability of SAC conference room. DV also noted that the chairs in the EAOP dated back to the re-opening of the SAC after the seismic renovation.
- The CPO also represented by RM submitted three requests, (see attached). One for purchase of furniture- for chair replacement in their computer lab, one for remodel of the CPO lounge to include installation of laminate wood flooring and purchase of tables and chairs and one for upgrade of the CPO conference room to include refinishing of the conference room table and purchase of new chairs.
 - In light of cost, clarification was requested regarding how long the proposed chairs would last. DV noted in November of 2011, twenty chairs for the CPO were refurbished and eight were new purchase. The new chairs are still under warranty. RM added that the CPO was interested in consistency in style through the CPO. DV suggested that regarding all of the proposed chair purchases, perhaps the same style of chair should be purchased so that there is consistency throughout the SAC. MD reminded of the history of furniture purchases for the SAC. "House of brands or branded house." Either a mish mosh of styles or one

- global style. Does the Board want to be constantly deciding about chairs? MK noted that crappy chairs are a poor reflection on the building.
- There was brief discussion regarding how much to invest in chairs now. MD noted that the units are all “power users” of their furniture and furnishings are not treated very well.
 - The question was posed if there was any sort of inventory or labeling system for chairs since they tend to grow legs and move around or disappear? DV noted that chair purchases for individual units has not historically been part of the SAC budget, only purchase of furniture for the SAC conference rooms, so there has not been a need. However, furniture can be tracked by his staff without too much involvement.
 - MD noted that due to reciprocity and the multi-purpose use of rooms, standardized purchase of furniture for units could be a new tenant. This could also include the ROTCs.
 - The GSRC represented by Valerie Shepard, submitted six requests, (see attached), which largely were furniture purchases for various areas of the unit and creation of work stations. The main priority for the GRC is their Director’s office and the need for workstations and confidential space. Other needs include installation of wall mounted resource stands to free up space and purchase of new couches and chairs. Their reception space also needs an upgrade and re-working.
 - DV advised that the quotes for the GSRC upgrades do in fact come in under the amount approved by the 2011-12 SAC BOG and inquired if that money should be applied to these requests.
 - DV offered that the Board discuss creating a policy and procedure regarding how to go about prioritizing requests and that possibly the determination would become a Charter amendment vs. historical data in the minutes. RM noted that the Board’s determinations this year would become a “base line” for future Boards.
 - MD noted that one of the “hidden” requests is actually storage space. If one can’t buy space then one buys stuff. He further noted the need to create a sustainable plan for purchases and rotation of old stuff.

MD noted that if the Board feels that there are no unwarranted requests, then the key action is to take these requests and put them into the Special Project line item. DV can if nothing else round up figures and there is always the 10% contingency fee built into the budget. It would be optimal to have quorum at the next meeting and to approve the budget for the purposes of moving forward. DV will add the proposed projects to proposed budget.

RM noted that he will send out a Doodle regarding rescheduling next weeks’ meeting since Monday is a Holiday. If the meeting cannot be rescheduled with quorum then the Board will meet on week 10. DV can send the modified proposed budget to the members ahead of the next meeting.

Updates

- **Subcommittees**
 - Quality of Life*
Reminder to complete the survey.
 - Green*
Consideration of establishing a SAC team involved in the UCLA Zero Waste Program. RM will obtain more information and provide to Board.
- **Building Manager** – None.

- **Tenants**
CPO reception Wed, from 6-9pm. First 100 people to check in get a T shirt. There will be food and speakers.
- **Chair**
The meeting was adjourned at 4:30pm.