

Student Activities Center Board of Governors Meeting Minutes
April 8, 2013
JWC Main Conference Room

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

Absent: Allison Steinkopf, Molly Katz, Kenneth Ramos

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

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 BG and the motion was second by PV. The agenda was approved by consensus.

Approval of Minutes

Each member was provided with a copy of the minutes of the 03-12-13 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 form regarding unit requests for funding. He noted that this was based on the SFAC form and invited feedback. There was general discussion.

- MD suggested including criteria on the form.
- Suggestion made to include a summary or justification similar to that on the current form.
- New form would be a tool to clarify needs vs. wants.
- Form will assist SAC BOG in discussions regarding approving or not, a request.
- Forms will be submitted to DV, who will coordinate quotes.
 - o If a project/request is not approved but rolled over to next year for review a new quote will need to be obtained.
- There was general discussion regarding whether units would submit multiple forms for each project/request or one form with all projects/requests and how to track projects/requests that are not approved.
 - o Suggestion made to have one document per unit but separate out and prioritize each project/request on the form.
 - o Unit requests can be logged in and tracked through the budget
- MD noted that the SAC BOG is an advisory board, not a funding board. The SAC BOG has no money. The SAC budget comes from student fees and there may or may not be

funds available for projects/requests. All purchases are coordinated through Dion's office regardless of source of request.

- Suggestion made to add wording to this effect on the form.
- Adopt standard of practice, establish a deadline for form submission so that review of requests matches budget review.
- Prioritize requests and categorize such as “tech upgrades”, “furniture”, etc.
- Form will be sent to unrepresented units in the SAC too.
- MD suggested that RM write a cover letter for the form describing the process and CRA will send out the cover letter and form via email to all SAC unit heads with a time line.
- RM will rework form in light of suggestions and send out to the Board for additional feedback.

Updates

- Subcommittees
There were no updates as subcommittees had not met yet this quarter.
- Building Manager
 - Bruin Day is Saturday, 04/13 and the SAC restrooms and pool deck will be used for the event. There will also be activities set up around the SAC.
 - The basement cleanup was 03/20 and it went well. Keeping the basement organized is a constant work in progress.
 - There have been changes to custodial coverage for the SAC and staff will observe how this impacts the building and go from there.
 - Regarding tech upgrades, (placement of projector screens), in conference rooms, DV has been waiting for feedback. Would like to move forward if Board agrees.
 - There was general discussion w/clarification of what the improvements are, (installation of projector screens)
 - RM suggested that DV provide a visual schematic for review.
 - RF noted that the projectors are already installed and that the screens would be strategically placed in the conference rooms for ease of use.
 - DV suggested that if the Board was comfortable with the concept that they approve it so he can move forward.
 - DV noted that spring bookings were heavy for SAC space and that he has been working with MC to accommodate requests at JWC.
 - TO noted that conference room reservations are being booked in 50 min. increments. Room configuration signs have been posted at each conference room.
 - TO is working with staff on a protocol for all conference rooms and the ROTC classroom.
 - DV noted that common area floor refinishing occurred during spring break and early spring quarter. Facilities had scheduling conflicts and could not complete the work over break. He is working with Facilities to get remaining work done after hours.
- Tenants
 - SM noted that the white board in the GSWC is very unstable and how can that be remedied. DV reminded that any problems need to be brought to his attention so he can address them. No need to wait for a Board meeting.
 - RB noted that Friday, 04/12, from 3:00 – 4:30pm is the David Bohner Cyber Center Anniversary celebration. Also 04/15 starts Ally Week with a tee shirt give away, (suggested donation of \$3 - \$5) and an Athlete Ally event. There will be a religion panel Thursday and on Friday at 6pm Brian Sims, legislator, will be speaking at Royce Hall. Information to be posted on LGBT website and can be linked by other sites if desired.

- PV noted that the BRC is coordinating Bruin Pride Week, next week. This will include workshops and events and they would like to encourage students/staff to wear a tee shirt from the school they transferred from. He will email info to the Board. May 13 will be the BRC University Diversity Symposium. Information on this event will be emailed to the Board.
- Chair
 - Clarification was requested regarding how often the Board will meet. Per RM weekly but may change depending on schedules and need to meet. He requested food/snacks be provided at the meetings
 - RM suggested there may be a wrap up meeting with Brailsford and Dunlavey regarding the Unity Center
 - RM encouraged the subcommittees to meet and finalize their reports.

The meeting was adjourned by RM at 3:57pm.