

**Student Activities Center Board of Governors Meeting Minutes**  
**March 3, 2014**  
**JWC Main Conference Room**

Attendees: Rocio Trujillo, Angela Sanchez, Valerie Shepard, Rohit Maharaj, Jessie Rosales, Paolo Velasco, Kashif Iqbal,

Absent: Vicki Sanelli/Donna Tenerelli, Stacey Meeker, Brittany Bolden, Nicole Robinson for Nina Drucker

Guests: Mick Deluca, Toyin Ogunleye, Mary Coleman

**Agenda:**

1. Approval of Agenda
2. Approval of Minutes
3. New Business
  - a. Fiscal Presentation
4. Updates
  - a. Subcommittees
  - b. Building Manager
    - i. Building Updates
    - ii. Project Updates
  - c. Tenants
  - d. Vice Chair
  - e. Chair
5. Announcements

**Approval of Agenda**

RT provided each member with a copy of the meeting agenda, provided time to review and comment. There were no modifications to the agenda. AS motioned to approve the Agenda and this was second by PV.

**Approval of Minutes**

MC had emailed the Minutes of the meeting of 02-24-14 to the members ahead of this meeting. There were no corrections to the Minutes, AS motioned to approve the Minutes and this was second by PV.

**New Business**

1. *Fiscal Presentation – MD*

MD provided each member with a copy of the SAC Consolidated Budget which is basically the combination of the EMR, (Enhanced Maintenance Reserve) and BMOER, (Building Maintenance, Operations and Equipment Reserve) in an easy to review format. It shows the approved amounts for the 2013-14 Budget and actual expenditures. Outside rental income is not reflected in the budget. The budget is expenditures and contingency reserve only. MD noted that it is too early in the academic year to have the actuals itemized out for each item but they will be in Spring Qtr.

MD provided an overview of each category.

- Maintenance & Supplies/Maintenance: combines Enhanced Maint. Reserve and Trades.
- Tenant Improvements: tenant requests and building projects submitted last year and approved by the SAC BOG.
- Furniture: new category due to multiple tenant requests for furniture.

- Custodial: mid-day custodial service. This is service needed in addition to the custodial service scheduled by Facilities for our zone of campus.
- Student Staffing: all CRA student staff at the SAC.
- Benefits-Support Staff: payments into the workman's comp pool for student employees.

Below the line is an item for Maintenance and Utilities as Dept. billings for utilities are currently being audited for accuracy and Maintenance in this case includes purchased utilities.

An amount reflective of 10% of the budget is included as a contingency against unexpected repairs or needs.

Any project or request that exceeds the budgeted amount is brought back to the Board for review and vote. Approved projects can also be deferred with a placeholder kept in the budget.

## Updates

Subcommittees – None

Building Manager

Building Updates

TO noted that the schedule for room reservations went out today 3/03 and that all requests will now be first come first served.

Floor stripping/waxing has been completed in basement. Project will move to each floor. Please be aware of caution signs.

Project Updates

TO provided an overview of the Projects/Tenant Improvements noted in the budget:

- Pool deck resurfacing-may be postponed for further product/installation research.
- Gender neutral restroom-there will be a walk-through with Facilities to revisit potential sites. RT will invite the members of the Future Improvements committee to participate in the walk-through. DV will email AS with the details.
- Conference room electric partition-installation of electric, automatic room partitions in the basement, large conference room. Installation will occur between Spring finals and Session A.
- Ice machine-purchased and will be installed on pool deck.
- Replacement of conference tables – half of this project has been accomplished.
- Office enhancements for BRC, EAOP and LGBT completed.
- Office enhancements for CPO computer lab still in process with chairs on order.
- Conference room 4 not completed.
- Office enhancements for GSRC are more or less completed. Chair caps are on order to complete the project.
- HVAC/Lighting is ongoing. Staff will meet Tues at 1pm. with Facilities regarding the HVAC.

Tenants – no updates however PV noted that there was a stall in the 2<sup>nd</sup> floor men's room that was missing a door. RM noted that there is still a hole in the ceiling by the entrance to the ROTC space on the first floor.

Vice Chair – no updates

Chair-RT requested that subcommittees meet 10<sup>th</sup> week since there is no SAC BOG meeting scheduled.

- Announcements
  - RT noted that MC will send out a Doodle for spring quarter meeting schedule. She also expressed interest in having the meetings in the SAC but it was noted that SAC space thus far hasn't been available but space in Wooden has.

- MD noted that both ROTC reps. van pool and are unable to participate in early morning meetings or meetings after 5pm.
- PV inquired if reps. could “call-in” to a meeting and per MC this is an option.

The meeting was adjourned at 5:46pm by RT.