

**Student Activities Center Board of Governors Meeting Minutes**  
**April 16, 2014**  
**Student Activities Center, CPO Conference Room, 105D**

Attendees: Rocio Trujillo, Valerie Shepard, Donna Tenerelli, Rohit Maharaj, Brittany Bolden, Paolo Velasco, Kashif Iqbal,

Absent: Angela Sanchez, Jessie Rosales, Stacey Meeker, Nicole Robinson for Nina Drucker

Guests: Mick Deluca, Toyin Ogunleye, Mary Coleman

**Agenda:**

1. Approval of Agenda
2. Approval of Minutes
3. Updates
  - a. Subcommittees
  - b. Building Manager
  - c. Tenants
  - d. Vice Chair
  - e. Chair
4. Announcements
  - a. SAC BOG Facilities Request & Guidelines

**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. KI motioned to approve the Agenda and this was second by BB.

**Approval of Minutes**

MC had emailed the Minutes of the meeting of 04-02-14 to the members ahead of this meeting. There were no corrections to the Minutes, DT motioned to approve the Minutes and this was second by KI.

**Updates**

*Subcommittees*

- Sustainability & Maintenance: BB noted that the group had not met; however, she will develop a two question survey to be sent out to unit managers regarding sustainability suggestions and maintenance improvements for their area.
- Future Improvements & Tech.: RM noted that the group had not met.
- Space & Community Relations: No members of this group were at the meeting.

*Building Manager- TO*

- HVAC assessment with Facilities is underway. Facilities will provide a report in a few weeks detailing problem areas and how to address.
- SAC staff met with Facilities regarding the gender neutral restroom and how turning a men's restroom into a gender neutral restroom works with useable space and building codes. Facilities will assess and get back to SAC staff.
- With the exception of two rooms which were not accessible, all blinds have been cleaned. A cleaning schedule has been established in which the blinds will be cleaned every 3 – 4 months.
- The conference room's electric divider project ran into difficulties with Campus Purchasing and work has been postponed until the end of summer. There should

- not be any impact on fall quarter and the conference rooms should be useable during some on the installation. Estimated length of installation is two weeks.
- DV and TO will be attending the NIRSA Conference, 04/22-27. Student staff at the front desk will be available for emergencies or other issues. DV and TO will be checking emails during the conference.
  - The SAC will be busy during Bruin Day as there are events in both Wilson and Bruin Plaza and the SAC is a designated restroom space for the event. There will also be events on the pool deck throughout the day. Multiple SAC tenants are also holding events. Please let DV and TO know asap of any furniture needs for your unit's event on Bruin Day.

#### *Tenants*

- PV noted that the BRC is reviewing their space needs as well as privacy needs and have hired an outside company to evaluate space/privacy needs.
- Vice Chair – no updates
- Chair-RT provided each attendee with a copy of the “Request for Facilities Improvement” form and noted that she emailed the form today. KI shared that his email did not have an attachment. RT will re-send. The form must be returned by 05/09.
  - PV requested clarification of the process. Per RT forms to be returned by 05/09. They will be reviewed by the SAC BOG and voted on.
  - MD reminded that the SAC BOG is not a funding source and should be aware that they may receive requests of that nature.
  - PV and others felt there was not enough time last year for discussion of the unit requests. MD shared that after 05/09 there are 3 SAC BOG meetings. The Board needs to determine if unit request discussions will occur at the 1 hour meetings or if one or more meetings will be extended or if an additional meeting(s) is needed. It was noted that several grad members have classes during the current meeting hour, but are trying to get alternates. Other members have classes after the meeting. RT and MC will review the Doodle and follow-up with the Board.

The meeting was adjourned at 1:32pm by RT.