

Student Activities Center Board of Governors Meeting Minutes
April 11, 2018
Plaza View Conference Room

Attendees: Patricia Macias, Beth Glazer, Rudy Figueroa, Jennifer Flanders

Agenda:

- I. Approval of the Agenda
- II. New Business
 - a. Pending Projects
 - b. Building Maintenance
- III. Updates
 - a. Building Manager
 - b. Tenants
 - c. Vice Chairperson
 - d. Chairperson
- IV. Announcements
- V. Adjournment

Agendas were passed out but could not be approved as there was no quorum present so meeting was made into a discussion.

Discussion Topics:

Security for the building

Cameras – Are not supported by students

- Placing cameras in areas where they have been problems before – student feedback
- Placing cameras in ROTC, BRC and Air Force hallway area
- Placing camera in office areas and not where students congregate
- Who would be monitoring the camera – tenants would be monitoring their own space
- Door plates have been checked and are being checked and tightened
- Omni locks are checked and training updated to ensure proper operation

Signage and Wayfinding

- Signage is needed for wayfinding, BRC signage is a good example of what is needed
- Digital signage – money set aside for signs outside conference rooms could be moved for digital directories would be helpful
- ADA compliance signage could be part of the digital signage package

Building Maintenance

- Conference room technology should be updated, items don't work consistently
- Loud noise in conference room 4 – noise is from mechanical room for the elevator
- Possible talking to Electrical and Elevator shop for suggestions
- Conference room 5 seems very outdated, counter corner sharp needs to be addressed

HVAC

- Temperatures are inconsistent
- Temperatures only fluctuates within 7 degrees, thermostats could be monitored and possibly updated if not working.
- Updating the whole HVAC systems would be incredibly expensive

Updates

- Carpets were cleaned over Spring Break, gave update to tenants before it was done
- Replacing thermostats
- Security updates
- Weekly meetings instead of bi-weekly
- Tenant request forms to be updated
- Tenant request will need to be evaluated with regard to the budget

Meeting ended at 12:35