

Student Activities Center Board of Governors Meeting Minutes
June 05, 2017
Conference room 105D

Attendees: Lenh Voong, Angelica Molina, Raja Bhattar, Ngoc Nguyen for Susan Martinez, Papu Togafau, Rick Wan, Victoria Sanelli

Absent: Mika Sugawara, Stephen Tsay, Saul Garcia, Ioan Istrat, Rick Wan,

Guests: Elizabeth Lizardo-incoming member for next academic year, Ruh Nan - CPO, Rudy Figueroa, Dion Veloz, Mary Coleman

Agenda

1. Budget

Budget

- There was one facility improvement request. This was for the CPO and was emailed to the members by LV just prior to the start of the meeting.
- Each member was provided with a copy of the proposed 2017-18 budget and provided time to review prior to discussion.
- DV provided an overview of the proposed budget.
 - Painting and replacement of carpet / carpet tiles is now included in “Maintenance and Supplies” Both are now considered part of building maintenance and have been put on schedules but also can be done as needed. Otherwise no significant changes to “Maintenance and Supplies” from last year.
 - Building Projects
 - Building Technology Upgrades: This is a carry-over item from the current budget. DV has met with Samsung and Panasonic regarding display screens and tablets outside of conference rooms.
 - Gym baskets, etc: this is for the replacement of equipment due to being worn out.
 - Gym curtain replacement project: the curtains over the gym windows are worn and not functioning. This line item is for replacement and installation of a motorized system to open/close the curtains.
 - Student Staffing: This has increased due to the increase in the minimum wage.
 - Special Projects:
 - CPO food storage closet was initially budgeted at \$75,000 however this has been increased to between \$125,000 - \$160,000 for inclusion of a refrigerator, freezer and installation of wiring for power outlet. DV is working with Chidira in the CPO. Anthony Sandoval, Director of the CPO will allot some SJR funds towards this project. The goal is to have this project completed by fall quarter.
 - Storage/Pool Deck Project: The project would create shade and storage on the pool deck, \$50,000 has been received from PRG. Asst. VC Campus Life, Mick Deluca is working with the MSA regarding prayer space and this may be included on the pool deck. If so then separate space would need to be created and the budgeted amount could exceed \$50,000.
 - Custodial Service:
 - Transition from Swayzers to Campus Facilities-Custodial with the addition of one Full Time Employee. Swayzers will still do events enhanced maintenance.
- The meeting was opened for questions and discussion.
 - RW inquired if \$500 is enough for Lactation Room upkeep. DV noted that this amount would be combined with \$750 for Gender Neutral Restroom for a total of \$1250 and that is should be enough, however he was open to suggestions.
 - LV suggested increasing the money for the Lactation Room. In light of recently needing to purchase a new chair which had been soiled, DV felt that \$5,000.00 would cover anything unforeseen. He also shared that the lock on the room had been changed. The consensus was in favor of increasing that line item amount to \$5,000.00.

- Regarding the Gender Neutral Restroom, there have been no unforeseen expenses so that line item will remain as is at \$750.00.
 - RW noted that Christine Wilson and Valerie Shephard had expressed concerns regarding the noise level in Conference Room 4 and would like to know if noise abatement is a possibility. DV noted that he had received emails from them and that Facilities had come out to assess the noise for possible installations of baffles. Per DV a drop ceiling in the room may help. He will update RW with options.
- After review of the CPO request the meeting was opened for general discussion.
 - The basic guideline for SAC Improvement Requests is that the requested improvement/project benefits the SAC as a whole, building tenants and students who use the SAC as a whole. These are not unit requests as had been in the past.
 - The aggregate cap on new projects is \$50,000. Depending on SAC needs and type of project this can be extended if approved by the Campus Life CAO.
 - The CPO request included office furniture upgrades for staff, replacement cabinets in the CPO, a kiosk enclosure and CPO committee portrait display. The quote provided was \$79,315.55.
 - VS requested that LV prioritize the items in the CPO request since they were over \$50,000. She also noted that in the past project proposals received more review and discussion time.
 - RB suggested an earlier start in reviewing project proposals. Perhaps as early as fall quarter.
 - RF noted that funds available for new projects has been reduced for the 2017-18 proposed budget due to costs of current projects. Project costs can become a carry-over item on a budget.
 - After general discussion it was affirmed that the SAC BOG is an advisory board and that if the CPO request was approved by the Board, it would then be reviewed by the Campus Life CAO to determine if the request is within stated guidelines and in light of other ongoing SAC projects to determine if there is sufficient funds for all or part of the request.
 - Given the above parameters that the Board's approval is a recommendation not a mandate and that if approved the request will be reviewed by the Campus Life CAO, a motion was made by PT to proceed with voting to approve/not approve the proposed 2017-18 budget with the CPO request. The motion was second by RB. The vote was 7 in favor, 0 against, 0 abstain.

The meeting was adjourned by LV at 2:05pm.