

**Student Activities Center Board of Governors Meeting Minutes**  
**May 7, 2014**  
**Student Activities Center, CPO Conference Room, 105D**

Attendees: Rocio Trujillo, Rohit Maharaj, Diana Martinez for Angela Sanchez, Stacey Meeker, Paolo Velasco, Kashif Iqbal, Raja Bhattar

Absent: Nicole Robinson for Nina Drucker, Valerie Shepard Donna Tenerelli, Jessie Rosales, Brittany Bolden

Guests: Mick Deluca, Maureen Wadleigh, Dion Veloz, 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. New Business
  - a. Finances/Budget
5. Announcements
  - a. Facilities Proposals due May 16<sup>th</sup> 2014

**Approval of Agenda**

RT provided each member with a copy of the meeting agenda, provided time to review and comment. It was noted that Maureen Wadleigh, who would provide the Budget information would not arrive until after 1:30. That agenda item was then moved to after updates. There being no further modifications KI motioned to approve the agenda and this was second by RB. The agenda was approved by consensus.

**Approval of Minutes**

MC had emailed the Minutes of the meeting of 04-30-14 to the members ahead of this meeting. There were no corrections to the Minutes. The Minutes were approved by consensus.

**Updates**

*Subcommittees*

- Future Improvements to meet with DV, Friday.
- There were no other subcommittee updates.

*Building Manager*

- DV noted, in regards to the SAC pool deck, that there is a need to develop use and scheduling policies/guidelines. These could either be developed by the Board or assigned to a subcommittee and presented to the Board. KI suggested meeting Friday after the Future Improvements meeting.
  - RM inquired why not just use the layout approved by the Fire Marshal. DV noted that this will be done but scheduling and use guidelines need to be established.
- DV will be doing a follow-up walk through with Facilities regarding the Gender Neutral Restroom. Hope to have project completed by start of fall quarter. RT

inquired regarding what sort of problems are being encountered with the project. Per DV the most significant problem is meeting the City Code for public spaces and restrooms. The City Code specifies having dedicated stalls for men and women regardless if what is actually in the facility is used by both. Hence it is not feasible to convert all restroom space into Gender Neutral.

- TO noted that signage is being posted in unauthorized areas. To quickly address this problem sign boards will be provided. TO will set up a schedule and use system.
  - RM suggested obtaining a digital sign board. TO noted that this is a good long term solution but there is an immediate need to remedy posting of stuff on the walls and doors. DV suggested that this is a topic that the Future Improvements subcommittee could research.
- TO shared that CRA has invested in an online space scheduling system; EMS. This will provide the ability to book a wide variety of CRA spaces online, with info on the rooms/spaces and receipt of a confirmation number. SAC Charter guidelines will be applied to booking of any SAC spaces. TO would like to feed the booking information to a digital calendar in the SAC.
- DV advised that regarding the basement conference rooms electric partitions project; Facilities will play lead and work with vendors. Yesterday's walk-through with Facilities resulted in an estimate similar to last year's budgeted amount. Hope to have work done by end of summer.
- TO noted that Transfer Day is this weekend and the SAC is always impacted.
- Tenant summer space requests are due 05/15 with confirmations to be sent 06/01. Please submit events ASAP as SAC space is limited due to Recreation summer camps programming.

#### *Tenants*

- RB noted that the Lavender Graduation will be held 06/14 at the Anderson School Korn Convocation Hall. <http://www.lgbt.ucla.edu/lavgrad.htm>
- 05/21 at 5:30pm is the CPO reception at Andersen Plaza.

#### *Vice Chair*

- No updates, however DM noted that AS feels that regarding digital signs; the local tenants should control or all tenants should share screen time.

#### *Chair*

- Tenant Unit Proposals are now due 05/16. Please contact DV for help with quotes. DV noted that the moving of the due date will make it very tight to successfully obtain quotes for the Board's deliberations.

### **New Business**

Finances/Budget – MD introduced Maureen Wadleigh, CRA Chief Financial/Administrative Officer. A copy of the SAC 2013-14 Budget vs. Actuals document was provided to each attendee. MW noted that the total budgeted amount was very similar to last year's. Tenant improvements were up over prior years; however less was spent on other items. Over all expenditures are on track with budgeted amounts.

- The electric panels project is still expected to be included in this year's budget.
- Progress is being made on the CPO request and RT can provide an update.
- RM requested that the Board be provided ahead of the next meeting with an overall view of monies coming into the SAC vs. expenditures.
  - MD clarified the accounting stream: Registration fees per student are paid to the Regents – then funded to the specific campus and campus departments such as CRA draws down as per the department's yearly budget. The reserves are intended to accumulate a balance for future

need. Regarding rental fees, 50% goes to the University for Campus Utilities. The balance of the rental fee income is also intended to accumulate.

The meeting was adjourned by RT at 1:49pm.