

Student Activities Center Board of Governors Meeting Minutes
March 2, 2017
SAC Conference Room 2

Attendees: Lenh Voong, Mika Sugawara, Victoria Sanelli, Rick Wan, Evelyn Ma for Papu Togafau, Angelica Molina, Kevin Medina for Raja Bhattar

Guests: Rudy Figueroa, Dion Veloz, Mary Coleman

Agenda

1. Approval of Agenda
2. Approval of Minutes
3. New Business
 - a. Emergency Preparedness & Procedures
 - b. Subcommittees
4. Updates
 - a. Subcommittees
 - b. Building
 - c. Tenants
 - d. Vice Chair
 - e. Chair
5. Announcements

At the beginning of the meeting, quorum had not been met.

Approval of Agenda

Not accomplished.

Approval of Minutes

Not accomplished.

New Business

- Emergency Preparedness & Procedures
 - DV provided each member with a draft copy of the Emergency Action Plan. This is a comprehensive plan for all SAC units and it is in alignment with Campus emergency response protocols.
 - Although the EAP is designed to be a unified plan, there are unit specific instructions with in the document.
 - The color code system noted in the EAP is in alignment with all Campus emergency response entities such as UCPD and UCLA RR Med Ctr.
 - The EAP includes contact information for all Zone and floor monitors as well as Campus Emergency contact information.
 - There are detailed sections on how to respond to a wide variety of emergencies such as power outages, fire and fire alarm, injuries, bomb threat, active shooter, etc.
 - There is one monitor for each unit. The determination of Zone and floor monitors was strategic. Choices were made based on who is routinely available in the SAC. The Zone and floor monitors are full time staff. Each has been provided with a radio for communication in the event of an emergency. All Zone & floor monitors have received multiple trainings and meet on a regular basis for updates.
 - This is a draft and final approval by Student Affairs is pending.
 - There was a general discussion regarding trainings and drills.
 - Campus sponsored trainings, for example; Active Shooter, may be in “zones” of campus. Our Zone would include the SAC, JWC and CAPs.
 - Drills held by SAC staff are typically done in the morning and outside of peak hours to minimize impact on building users and programs. Mid-terms, Finals Week and events are also avoided to reduce impact.

- There is one fire drill per quarter, which is done during peak hours, 7pm – 9pm, so all other alarms must be responded to as they are real.
 - Besides fire drills, Earthquake and Active Shooter drills have been performed.
 - Attendance at drills is taken by each zone monitor for full time staff but not for students. This is because the student population in a building is in constant flux throughout the day whereas staff have assigned shifts and locations for their work.
 - LV noted interest in having an Active Shooter drill during spring quarter. DV & RF will endeavor to arrange this. They noted that this requires coordination with the UCPD as well as Jason Zeck, UCLA Recreation Chief Risk & Compliance Officer.
 - Inquiry was made whether there is a drill/training that encompasses all of the separate drills/trainings. Per VS there is a training called CERT training that is a 10 week comprehensive course. She will email information to the Board.
- There was general discussion regarding communication methods during an emergency. Bruin Alert is the Campus' main means of communication of an emergency. It is voluntary to sign up for text and email alerts. All new students are provided with information regarding Bruin Alert and how to sign up for it. It was questionable how informed grad students are regarding Bruin Alert. RW of the GSRC will investigate promoting Bruin Alert internally to grads.
- Subcommittees
 - LV requested that Board members think about what subcommittee they would be interested in serving on. Please email LV with interests.
 1. Subcommittees are: "Space and Community Relations", "Sustainability and Maintenance" and "Future Improvements and Technology".
 - A subcommittee could be formed to follow-up on re-doing the SAC mural or beautification.

Updates

Subcommittees - None

Building – DV

- DV along with other SAC staff, attended an event hosted by Samsung to obtain options for display screens and tablets for outside of conference rooms. DV will bring the Samsung rep to campus for a site visit and to obtain options.
- DV met with Campus Architects regarding the Food Closet storage space. Campus Architects will provide options and drawings for the space as well as budgets. DV noted that the cost will likely be more than what had previously been estimated due to the pause in development of the project. However the project will also better suit needs. If available, he will bring drawings to the next meeting.

Tenants - None

Vice Chair - None

Chair – LV noted that she will send out a "Doodle" to get Spring Quarter meetings scheduled.

Additionally she will email the members with a deadline for getting SAC Building Enhancement requests submitted.

Announcements – None

The meeting was adjourned by LV at 11:54am.