

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

Attendees: Mika Sugawara, Stephen Tsay, Victoria Sanelli, Papu Togafau, Lenh Voong
Angelica Molina, Susan Martinez, Rick Wan, Raja Bhattar

Guests: Rudy Figueroa, Dion Velos, Mary Coleman

Agenda

1. Approval of Minutes
2. Officer Elections
3. Budget Review
4. Building Updates
5. Announcements

Approval of Minutes

The minutes of the meeting of 01-19-17 had been emailed to the members prior to this meeting. No corrections were emailed to MC. There were no corrections noted at this meeting. The minutes were approved by consensus.

Officer Elections

- Super quorum (9 voting members) was achieved, thus Officer Elections could proceed.
- RF/MC reviewed the roles of the Chair and Vice Chair and the process for voting.
- Chair: RF/MC inquired if any members were interested in holding the Office of Chair.
 - Lenh Voong and Mika Sugawara each self-nominated for the Office of Chair.
 - Both candidates provided their interest in holding the office and background/experience.
 - A ballot vote was conducted. There were 5 votes for Lenh and 4 for Mika. Lenh Voong is the Chair of the 2016-17 SAC BOG.
- Vice Chair: RF/MC advised that if interest is strong in holding the Office, then at the Board's discretion Co-Vice Chairs could be elected. It was noted that MS could also self-nominate for Vice Chair if interested.
- Vice Chair: RF/MC inquired if any members were interested in holding the Office of Vice Chair.
 - Mika Sugawara self-nominated. There were no other nominations/candidates. A ballot vote was not required, only a show of hands if the Board was comfortable with this process. The members noted they were and MC requested a vote by show of hands. The outcome was 9 in favor, 0 against, 0 abstain. Mika Sugawara is the Vice Chair of the 2016-17 SAC BOG.
- The Chair working with the Vice Chair will now set agendas and guide meetings.

Budget Review

- DV provided each member with a copy of the approved 2016-17 SAC Operating Budget and provided a brief overview of each section.
 - Maintenance & Supplies: basically includes expenses related to getting things repaired, replaced or maintained.
 - Maintenance: This includes expenses incurred with various Campus Facilities units such as carpenters, plumbers, etc.

- Building Projects: Approved and ongoing projects and purchases related to projects.
- Tenant Improvements: These were the improvement requests submitted, reviewed and voted upon by last year's Board.
- Custodial: Includes custodial services provided by Campus Facilities, supplies and purchased custodial to cover times not serviced by Campus Facilities-Custodial.
- Student staffing: basically self-explanatory on handout.
- RF noted that dollar amounts are placeholders and actual expenses may vary/be less.
- RF suggested the members speak with their constituents and brainstorm regarding improvements that will benefit the building as a whole.
- Maureen Wadleigh, CAO/CFO Campus Life/Recreation will be at the next meeting for an in-depth review of the budget.
- The meeting was open for questions regarding the budget.
 - How many projects are still in progress?
 - Per DV working with Campus Facilities-Sign Shop regarding updating way finding signage. The interest in updating the SAC Mural started with last year's Board. This would be something for the Board to brainstorm on regarding direction and content for the mural. EMS scheduling training is ongoing.
 - What is status of ongoing projects?
 - Per DV regarding tech upgrades such as the EMS scheduling system; it took a while to ensure system compatibility with tenant units, full time tenant staff and then student users need to be trained. Solutions to basement storage are still being reviewed for design and costs. SAC staff recently signed off with Capitol Programs regarding the CPO Food Closet.
 - Each project has multiple layers from concept, development, design and costs and these elements all take time and require involvement from other campus entities such as Facilities, Capitol Programs and Purchasing. In the development of a project, additional funds may be required and depending on the scope and cost then a request for additional funds may need to be presented to the Board.
 - What if a current Board decides to not prioritize or pursue a previously approved project?
 - Per DV, a placeholder would remain on the budget for that project and other approved projects would be pursued.
 - DV noted that for building projects that must move forward to keep the building operational, there is a contingency fund built into the budget to accommodate such an expense.
 - Is there a University funding board to assist with large projects?
 - Large building expenses are the responsibility of UCLA Recreation which oversees the SAC. There is no campus funding source for building repairs. Large projects may take priority over other projects depending on need. There are however campus funding boards and SAC staff submit appropriate projects to these boards.
 - LV requested an update on all building projects at the next meeting.
- DV noted that if any Board member or tenant has an idea to share or a problem to report to please feel free to stop by his office or email him.

Announcements

- RF invited members to please share unit events at meetings not only to promote your event but just in case an event and a project have an overlap that needs to be worked out.
- RB noted that on 02/06 at noon the LGBT was hosting an internal transactivist who will provide a talk on public policy.
- DV noted that requesting of reservations for spring quarter opens 02/15 and to please share this information with constituents.

The meeting was adjourned by LR at 1:46pm