

Student Activities Center Board of Governors Meeting Minutes
April 30, 2014
Student Activities Center, CPO Conference Room, 105D

Attendees: Rocio Trujillo, Valerie Shepard, Diana Martinez for Angela Sanchez, Nicole Robinson for Nina Drucker, Stacey Meeker, Paolo Velasco, Kashif Iqbal,

Absent: Rohit Maharaj, Donna Tenerelli, Jessie Rosales, Brittany Bolden

Guests: Mick Deluca, 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. Announcements
 - a. SAC BOG Facilities Request & Guidelines

Approval of Agenda

RT provided each member with a copy of the meeting agenda, provided time to review and comment. There were no modifications to the agenda. The agenda was approved by consensus.

Approval of Minutes

MC had emailed the Minutes of the meeting of 04-16-14 to the members ahead of this meeting. There were no corrections to the Minutes. The Minutes were approved by consensus.

Updates

Subcommittees

- There were no subcommittee updates.
- Clarification was requested regarding the nature of the tenant requests and the subcommittees.
 - MD reminded that the Board is not a funding source and that the subcommittees are to provide a report on their findings/identification of building needs, however, it is not the responsibility of the subcommittees to recommend solutions or purchases. It is the responsibility of the SAC staff to present possible solutions.
 - Tenant unit requests will be discussed by the Board and voted on.
- Clarification was requested regarding where digital signage fits in with the subcommittees and tenant requests.
 - Per MD digital signage, which can be a building improvement, could be researched by the Future Improvements subcommittee, which would bring their findings to the Board. PV requested that the Future Improvements subcommittee include digital signage in their scope.
 - There was general discussion of use and responsibility for oversight and content for digital signs.

- The Board may discuss need for and usage/content guidelines and provide DV and TO with recommendations and guidelines.
 - Funding sources were briefly discussed. The CPO received funds from SFAC for digital signs, however, installment costs were covered by the SAC building's budget. Only Student Affairs departments are eligible for SFAC funds.
- Clarification was requested by VS regarding whether or not purchase of couches are allowed in a Tenant Request.
 - MD noted that it will be up to the Board to determine if furniture in an office is an approved request or if furniture in common areas only is an approved request.
- PV noted that the BRC would be requesting purchase of chairs for a conference room in their Tenant Request.
 - MD shared that there were three standards for chairs based on use;
 - Workstation chair
 - Multi-use conference room chairs
 - Board room chairs
 - Justification for the type of chair must be included in the Tennant Request.

Building Manager

- Neither DV or TO were present to provide any updates.
- PV inquired regarding the status of the Gender Neutral Restroom. MD advised that it is a project that will happen. The basement Men's Room will be converted into multiple private stalls. There will be no change to the Women's Room. MD shared that the restrooms in the Recreation Satellite Facility will all be gender neutral/all inclusive. Both the SAC and Rec. gender neutral/all inclusive will be family oriented as well.

Tenants

- PV noted that 05/10 is Transfer Bruin Day and that many units in the SAC are involved in this day.
- 05/01 is May Day which may be marked with immigrant rights demonstrations.
- May is Foster Care Awareness Month
- 05/10 is the Out of the Darkness Walk to bring awareness to the concern of suicide. PV will send email with additional information.
- VS shared that the Masters/PhD Career Conference is this weekend in Ackerman Grand Ballroom.
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Vice Chair-none

Chair

- Tenant Unit Proposals are due 05/09. Please email Rocio, Dion or Mick Deluca with any questions.
 - The meetings of weeks 8 and 9 will be for review and vote on proposals.
 - MC will send out another Doodle to recheck the availability of Board members.
 - MD noted that meetings may have a virtual quorum with members calling or skyping in. Additionally, voting can be done on line, however, in this case approval requires a unanimous vote.
- Next meeting there will be a budget report.