

Student Activities Center Board of Governors Meeting Minutes
March 12 2013
JWC Plaza View Conference Room

Present: Rohit Maharaj, Michelle Santizo, Natalie Sanaee, Valerie Shepard, Stacey Meeker, Brenda Gutierrez, Allison Steinkopf, Molly Katz, Vanessa Thulsiraj Kenneth Ramos

Absent: Vicki Sanelli, Donna Tenerelli, Raja Bhattar, Paolo Velasco

Guests: Mick Deluca, Toyin Ogunleye, Mary Coleman

Agenda

1. Approval of Agenda
2. Approval of Minutes
3. Winter Quarter Close-out
4. Updates
 - Subcommittees
 - Building Manager
 - Tenants
 - Vice Chair
 - Chair

The meeting was called to order by RM at 5:14pm.

Approval of Agenda

RM provided each member with a copy of the meeting agenda. Time was provided for review of the agenda and comment. Motion was made to approve the agenda by MK and the motion was second by BG. The agenda was approved by consensus.

Approval of Minutes

Each member was provided with a copy of the minutes of the 02-12-13 meeting and provided time to review and comment on the minutes. Corrections noted were page 3, paragraph 5; change room 105D to B05 and page 4, under the Tenants heading, first line; a spelling correction. Motion to approve the minutes with the noted corrections was made by BG and second by MK. The minutes were approved by consensus.

Winter Quarter Close-out

- Thoughts on winter quarter and looking forward to spring quarter, the budget and subcommittee reports.
 - Overall good quarter.
 - Very helpful information regarding the budget. This will aid the subcommittees in their recommendations.
- Tenant requests will go out beginning of Spring Quarter.
- Anticipate discussing the Unity Center, review and discussion of tenant requests and final review/discussion of budget with vote on budget.
- Regarding the Unity Center, MD noted that Brailsford & Dunlavey suggested that the Board own wrapping it up. B&D could attend a regular SAC BOG meeting early in the quarter. Once SAC BOG meeting dates & times have been established MD will contact B&D to arrange. There is other University planning occurring concurrent with this so it is important to keep this development moving forward.
 - SM inquired regarding the status of B&D and the Unity Center. Per MD the status is that it is on pause due to no feedback from the Unity Center steering

committee. The SAC BOG can provide the necessary feedback and recommendations.

- SM inquired if the SAC BOG recommendations would then go on to further review or what. Per MD the recommendations would become a reference document for the future/future planning. The deliverable would be some type of report with a narrative with findings and proposals.
- RM will send out a doodle regarding Spring Quarter meetings.
 - MK inquired if the current day/time still works for the members.
 - RM noted that he would like the ROTC reps to be able to attend the meetings and evenings does not work for them.
 - There was brief discussion of days/times but it was indeterminate. RM will send out a Doodle.
 - MD noted that April 1st and right before Memorial Day are usually poor attendance days for meetings and probably no one would be available after Memorial Day.

Updates

- Subcommittees
 - Future Improvements
 - MK & SM noted that the biggest projects were signage, hydration stations and TGIF funds.
 - Would it be possible to allocate funds each year for furniture for tenants? Tenants could submit an application at any point during the year to the Board for review and determination by the Board. This would be for “emergency” furniture requests. How offices present themselves reflects on the SAC as well as the tenant office. MD shared that there have been requests but never an official plan.
 - MD provided a brief history of how the SAC got furniture. Since there has been no plan, purchases have been on an as needed basis without a global look in mind. It would be good to standardize something, for example rotation out of conference room furniture, guidelines for fixed pieces of equipment and accommodating urgent purchases. This could become a line item or from a pool of funds for one time requests.
 - MK suggested creating an application process for one time requests.
 - MD suggested that a portion of the SAC rental fees could be put towards a fund pool for furniture. Guidelines would need to be created.
 - Signage
 - Creating poster with detailed map of offices with list of services to assist visitors in understanding SAC resources.
 - Per MD this could be accomplished via a digital sign rather than a poster. Staff are looking into a company called Reach, which provides digital signage. Their product, which is being used at Ackerman looks like a giant iPhone and works much the same as an interactive display. MD suggested that anything decided upon by the Board should have Fall Quarter as the goal start up time.
 - SM inquired how expensive this would be and could individual tenant info be included. Per MD anything can be done, affordability is another thing. A comprehensive bid would have to be entertained on both hardware and software for the SAC to include software for scheduling conference rooms.

- RM suggested putting unit names/logos on glass board. MD brought up using Gobos.
 - MK noted the need to advertise the conference rooms, possibly renaming them. TO reminded that the conference rooms can't be renamed but signage can be placed just outside of conference rooms by the schedule holders. MD added that campus Fire and Police go by a room number building ledger, however a more attractive means of way finding could be developed.
 - MS, in regards to increasing SAC visibility, suggested a SAC welcome back in the fall to promote the SAC. MD noted that there are various types of open houses. VS noted that there is a Welcome Week Committee that offices can participate in and that a welcome back at the SAC is do-able. MK suggested coordinating the unit welcome backs to one day. Prior to end of Spring Quarter, the Board could choose a date. MD noted that the Wednesday before the first day of classes has been for department open houses and would be an ideal day.
 - MK inquired regarding the reservation system. TO noted that they are still waiting for the new system and would like to test out the new system prior to any modifications.
 - Starting Spring Quarter, bookings will be in 50 min. increments to allow room turnover for next meeting. Signage has been put up letting users know the proper configuration of the room. Staff will be checking the conference rooms.
 - MK inquired how often the SAC staff meets and requested that TO provide the staff with info on the SAC BOG, what we do and information on the units so they will know what the units do.
- There were no other subcommittee updates.
- Building Manager
 - The basement will be cleaned out 03/20. Items in corridor by cages will be tossed. Please notify unit members to tidy up. Emails will be sent out regarding this. Please forward to your unit staff.
 - MD noted that the SAC pool will need to absorb some swimming programming as the SCRC Park Pool suffered damage from Monday's earthquake and is closed for repairs. Pool repairs come out of the Project Repair Group budget.
 - MD noted that the SAC will be in the middle of Bruin Day and the SAC restrooms will be used.
 - TO noted that the building has been relamped. RM noted that some lights are still out and he will email TO with their location.
 - MD noted that Facilities have had cutbacks which have impacted their custodial service and office trash is not being covered at night. He suggested putting trash in the big cans outside. SAC staff will meet with Facilities regarding custodial.
 - MS inquired regarding the hand sanitizers. TO advised that they have the units but are waiting for the solution prior to installing the units.
- Chair
 - RM will continue to meet with units and send out a meeting doodle.
- Open Forum
 - MS suggested that during finals week the SAC could hold some sort of promotion of its services. MD noted that the SAC has been used for study halls and classrooms and there is the ability to have some sort of promotional event.

The meeting was adjourned by RM at 5:59pm