

**Student Activities Center Board of Governors Meeting Minutes**  
**January 13, 2014**  
**JWC Main Conference Room**

Attendees: Val Shepard, Stacey Meeker, Rohit Maharaj, Angela Sanchez, Kashif Iqbal, Jessie Rosales, Brittany Bolden, Rocio Trujillo,

Absent: Nina Drucker, Paolo Velasco, Vicki Sanelli/Donna Tenerelli

Guests: Mick Deluca, Dion Veloz, Toyin Ogunleye, Mary Coleman

Super Quorum, (9 voting members) was not obtained.

**Building Updates, DV & TO**

- No major issues during closure.
- Tenant projects are in process and he will provide an update later in the quarter.
- DV & TO are working with tenants who use the basement storage space to keep it neat/organized in an effort to maximize storage space. Look for emails regarding either a monthly or quarterly cleanout.
- SCRC pools are closed due to repair of a gas leak. They will reopen once repairs are completed. Pool hours at both the North Pool and SAC Pool have been extended temporarily to accommodate the displaced swimmers. Unable to use Speiker due to athletics schedules. Custodial has been notified of the increased hours & use and requested to keep on top of locker room maintenance.
- DV will present at a future meeting, once Board Officers have been elected, potential policies for the Board to consider and possibly adopt.
- Regarding events, DV noted the upcoming ASA basketball tournament and conference as well as the annual Powwow on the North Athletic Field.
- DV advised that SAC conference rooms are heavily booked. The ROTC has been very helpful in allowing the use of their conference room.

**The meeting was opened for any questions, etc.**

- KI – What are building hours?
  - Mon-Thurs: 7:00am-11:45pm
  - Fri: 7:00am-9:45pm
  - Sat-Sun: 9:00am-5:45pm
  - Tenants may enter the building outside of hours if they are loaded into the Omni lock system. Tenants needing access are to contact DV so they can be loaded into the system.
- RM suggested that DV look into “Room Reserve” scheduling software. This program has a “check-in” component that RM thought would be very helpful. There is a touch screen at each room with various functions including scheduling.
  - Per DV, CRA has purchased a multi-facility scheduling program which will be rolled out later this year, however he will look into this suggested program.
- KI requested information regarding what tenant projects DV referred to earlier in the meeting.
  - DV advised that SAC tenants had submitted purchase/work requests to the Board for improvements, which the Board discussed and voted on. Improvements include office reconfigurations and tech upgrades.

- RT inquired if there was a completion schedule for the projects.
  - Per DV the intention is to have approved projects completed within the fiscal year. However issues can arise that cause projects to be postponed or carried over to the next fiscal year. DV can provide project time lines to keep members apprised of progress.
- BB inquired if the budget is on the SAC website. It is not, however, MC will email the current approved budget to the members.
- For the benefit of new members, TO suggested that each member introduce themselves to the Board.
- BB shared her concerns regarding the overall maintenance of the SAC and inquired regarding any maintenance schedule and how does one submit a maintenance request. She noted there are HVAC issues in offices and air vents that need dusting.
  - DV suggested emailing either himself or TO with any maintenance concerns.
  - He and his staff are aware of the HVAC issues and they are being assessed. He noted that the reason some offices don't have air vents is that the vents were installed in a larger room that was later on reconfigured to incorporate offices.
  - Dusting/cleaning vents is an ongoing work in the SAC.
  - DV has been working with campus custodial to develop weekly and quarterly maintenance schedules.
    - MD noted that for both the SAC and JWC, maintenance services in addition to the regular north zone campus custodial service has been purchased.
- RM noted that he is interested in keeping the Gender Neutral Restroom as a discussion and research item.
  - MD provided a brief history of the GNR in that it has been an action item for several years and in fact at one point space in a SAC basement restroom was converted to a GNR. However it was ultimately converted back to original use due to tenant and visitor issues with the volume of persons trying to use the then reduced size restroom. The LGBT has noted interest in having a GNR in their area. Space allocation and impact is a prime issue. While a "universal" restroom would be a viable solution, where to reconfigure space into that is a large issue.
  - DV noted that the lactation station had also been an ongoing issue for space but that it was ultimately solved by reconfiguring the BRC vending room so that at designated hours it served as a lactation station.

MD advised that MC will send out another meeting request to hopefully pin down a date/time in which super quorum is reached and Officer elections can be accomplished.