

**Student Activities Center Board of Governors Meeting Minutes**  
**March 30, 2016**  
**John Wooden Center, Main Conference Room**

Attendees: Lila Reyes, Victoria Sanelli, Paolo Velasco, Manpreet Dhillon, Evelyn Tran for Jazz Kiang, Maria Luna, Valery Shepard,

Guests: Maureen Wadleigh, CAO/CFO UCLA Recreation, Raja Bhattar, Director LGBT Center, Beth Glazer, Mary Coleman

**Agenda:**

1. Approval of Agenda
2. Approval of Minutes
3. Tenant Requests
4. Subcommittees
  - a. Space & Community Relations
  - b. Sustainability & Maintenance
  - c. Future Improvements & Technology
5. Building Updates
6. Announcements.

The meeting was called to order by LR at 12:40pm.

**Approval of Agenda**

Each member was provided with a copy of the meeting agenda. After sufficient time to review the agenda, LR inquired if there were any additions. There being none, LR inquired if one of the members would motion to approve the agenda. VSanelli motioned to approve and PV seconds the motion. The agenda was approved by consensus.

**Approval of Minutes**

MC emailed the minutes to the members ahead of the meeting with sufficient time to review and return comments/corrections. LR inquired if there were any corrections to the minutes. There being none, LR inquired if one of the members would motion to approve the minutes. VSanelli motioned to approve and RB seconds the motion. The minutes were approved by consensus.

**Tenant Requests**

At this meeting tenant requests were reviewed and discussed but not voted upon.

**Bruin Resource Center / Paolo Velasco**

**Cost estimate: \$17,032.80**

Request: a. Convert B44 into a conference room and add computer work stations.

- This request was made and approved by the 2014-15 SAC BOG but work not done due to the Veteran's Transfer Center being housed in that space for a time longer than expected. The Veteran's Transfer Center has moved and PV is requesting the Board revisit the request due to the need for meeting space.
  - Clarification was requested as to the extent of the purchase. Per PV workstations only, not computers.
  - MW inquired how the proposed conference room would be scheduled, as reciprocity of use is an element of request approval. Per PV scheduling would be internal, by the BRC but student groups and tenants would be allowed to schedule the space after office hours. VSanelli noted that the ROTC classrooms, as part of reciprocal use, are booked through Dion. PV noted his preference to keep scheduling of the space internal to the BRC.
  - PV inquired that since this request was approved and incorporated into the 2015-16 budget but the money not spent, can it be added to the 2016-17 budget. Per Maureen unused money goes back into the reserves and the project would need to be re-requested and approved.

- PV inquired as to the amount projected for tenant requests. Per Maureen approximately \$250,000. She reminded that painting and carpeting requests have been moved out of tenant requests and into the building maintenance budget.
- Purchase and install ceiling projector in BRC common space.
  - Per PV this enhancement would increase the usability of the common space.
  - VSanelli noted that the ROTC replaced their ceiling projectors with flat screens which provided better ease of use and that the ROTC also paid for the flat screens themselves.
  - Clarification was requested in how to determine if purchase of a ceiling projector is a building improvement or a tenant expense.
    - Per MW if the BRC only used the space it would be a tenant expense, however, if the space were opened for booking by other tenants and student groups it would be considered a building improvement and an acceptable tenant request. MC inquired of PV if the BRC common space would be open for tenant and student booking. Per PV this is a central space in the BRC and is used by students to study. However, it could be made available to tenants and other student groups after 5:30pm and on weekends. There was a general discussion regarding the creation of common spaces and use of these spaces and LR suggested formalizing the scheduling of this space in the same way as the ROTC space was opened for tenant and student group use within specific parameters.
- PV also inquired regarding installation of digital signs, similar to those at the CPO.
  - Per MW determination of whether this is a unit expense vs. a building improvement depends on use, intention and accessibility. Per PV digital signs to be used by student groups.
  - There was a general discussion of installing digital signs building wide and this will be further evaluated by the Future Improvements Sub-Committee.

#### **EAOP / Lila Reyes**

##### **Cost estimate: chair replacement only: \$130.80, no estimate for office conversion**

- Replacement of broken office chairs in their conference room.
- Turn B10 office space into mini-conference room with a small workstation.
  - For both requests more cost information required. Unable to discuss until cost estimate for both components of the request provided.

#### **CPO / Lila Reyes**

##### **Cost estimate: \$52,570.39 – order listed is also order of priority**

- CPO lounge cabinets. \$10,692.60
- Purchase of a TV for room 105. \$899.99
- Replacement of couches in room 106. \$1,931.75
- Lockers in the CPO room 121A. \$14,046.05
- Creation and installation of CPO committees photo poster. \$2,000.00 - approximation
- Redesign and relocation of JAC office, B02B. \$5,000.00 - approximation
- There was also a brief and general discussion of the BARS presentation and request to create recording studio space in the FITTED office space. MC reminded the Board that the Board is an advisory and not a funding Board, this group is not a tenant, they are a student group and as such have other outlets available to them for obtaining funding.

Clarification was requested on the following:

- Poster displays as members unclear what posters are being referred to.
  - Posters displayed on wall by room 105. Need additional information regarding costs and justification of display.
  - What is extent of B02B redesign.
    - Remove cabinets and add furniture.
    - Cabinets have water damage. Requesting to remove them and install new.
- Is TV an approved item to request.
  - Per MW this appears to fall into the unit IT category which are not approved.

## **Bruin Corp / LR**

### **Cost estimate: \$4,500.0**

- Reconfigure office B282 so desk faces the door.
- Reconfigure office B28F add 2 workstations. Need desks where file cabinets currently are.
- Remove a workstation from center cubicle.
- Add conference table to center office.

Clarification was requested on the following:

- Is quote an estimate or is it actual cost?
  - Estimate not actual.
- ML inquired what can be funded.
  - MW reminded that the SAC BOG is not a funding Board that provides money to units or student groups.
  - Requests that can be approved include:
    - Improvements to SAC common spaces.
    - IT for shared conference rooms
    - Furniture for shared conference rooms

**Subcommittees** – None met.

## **Building Updates**

Due to a schedule conflict, it was necessary for Beth Glazer to leave the meeting early. However, she emailed the following building updates to MC.

- Evacuation Drill went well- Front Desk now has an Emergency Binder with rosters of the tenant groups- we will debrief as a building and talk about evacuation routes and other needs that came from the drill.
- Staff are getting sketches approved for the construction of the Gender Neutral Restroom in the next few weeks and construction will start in June.
- Staff successfully completed room requests for Spring Quarter- and did their best to accommodate everyone's needs.
- Staff did a lot of housekeeping over the spring break including carpet cleaning, painting and waxing the floors and washing the windows. Also, staff will be looking at the HVAC heating and air system as we know there have been some temperature issues in the building.
- PV inquired if there were any requests regarding custodial staff.
  - Per MW custodial service/staff is becoming a campus discussion. DV is looking at various custodial models for best efficiency not only in costs but service as well.
  - PV inquired if tenants can make custodial requests.
    - LR noted that such requests could be put forth to the Sustainability & Maintenance committee.
    - DV is researching options and will update. The SAC and JWC each have their own crews however funding of custodial is shared. Additional peak hours custodial will incur additional costs. MD suggested adding this discussion to the next meeting's agenda.

## **Announcements**

The meeting was adjourned by LR at 1:32pm.