

Student Activities Center Board of Governors
January 19, 2017
John Wooden Center, Plaza View Conference Room

Present: Lenh Voong, Susan Martinez, Angelica Molina, Papu Togofou, Sephen Tsay, Mika Sugawara, Raja Bhattar, Rudy Figueroa, Dion Veloz, Mary Coleman

Agenda:

1. Welcome
2. Overview of the SAC BOG
3. Building Updates
4. Misc.

Rudy Figueroa, Assoc. Director Facilities and Services, introduced himself and welcomed new and returning members of the Board. Each member introduced themselves and identified which unit or group they represented.

Overview of the SAC BOG

- **Role of the Board:** Advisory Board which makes recommendations on the budgetary operations of the Student Activities Center as well as oversight of facility operations, (i.e. hours of use, priority in scheduling of conference rooms.) The Board is not a funding Board. The goal of each Board is a legacy of ongoing improvement of the SAC.
 - Both the SAC BOG and JWC BOG are the result of the Mandatory Student Facility Fee Referendum which resulted in the SPARC and Wooden Center fees. The referendum mandated the establishment of student majority oversight boards. Both fees were specific in how the funds would be used. SPARC: 1. Construction of non-seismic renovations in the Men's Gym, (which is now known as the SAC). 2. Construction of an expansion of the John Wooden Center. 3. Building maintenance, utilities costs as well as future repair and improvement needs of these two projects and similar needs of other student-fee supported activity and recreation facilities on the LA Campus. The SAC BOG and JWC BOG share SPARC advisory and oversight. The JWC BOG has advisory and oversight of the Wooden Center fee.
- Attendance is very important as a quorum of 6 is required for usual business and super quorum of 9 required to appoint officers and approve the annual budget. If a member is unable to attend a meeting, they may send an alternate in their place. An alternate has the ability to vote as per the instruction of the appointee.
- Offices
 - The SAC BOG is a student led board in that only students may be elected to the offices of Chair and Vice Chair.
 - Chair
 - Responsibilities include setting meeting agendas, leading meetings, establishing subcommittees as necessary.
 - The Chair and Vice Chair are the Board's representatives to the Vice Chancellor and other campus entities and student groups.
 - The Chair may work in partnership with Rudy Figueroa, Assoc. Director Facilities and Services; Dion Veloz, SAC Manager and Mary Coleman, Board Admin Assistant, to build agendas and foster initiatives which can then be taken to the next level by RF, DV and SAC staff.
 - Vice Chair
 - Assists the Chair with all duties and in the absence of the Chair may set meeting agendas and lead meetings.

- Election of Officers
 - The Offices are usually held by one undergrad and one grad student. If only one student is nominated per Office then “election” is based on consensus. If two or more students are nominated for an Office then a ballot will be done.
- Meeting structure
 - Presentation of initiatives, guests, new business as initiated by the Chair and Board members.
 - Building updates by DV and RF.
 - Campus updates by DV and RF as they impact the SAC.
- Subcommittees:
 - Three subcommittees were formally approved by a prior Board.
 - Space and Community Relations.
 - Sustainability and Maintenance
 - Future Improvement and Technology
 - Purpose of subcommittees is to brainstorm for ideas to improve the SAC.
 - The Chair would request members to populate the subcommittees.
 - Due to the late constitution of this year’s Board, RF suggested that the focus be on determining SAC improvements and submission of requests for SAC improvements as there are only 10 meetings for this academic year.
- SAC Improvement Requests
 - SAC improvements are projects that benefit the building as a whole.
 - For example, improvements to SAC conference rooms whether they are the general conference rooms in the basement or conference rooms within tenant units as long as there is reciprocal use of those spaces.
 - RB inquired regarding building safety and emergency kits as a SAC improvement.
 - Per DV, last year’s Board approved purchase of kits for zones within the SAC and SAC staff are hoping to accomplish these purchases this year.
 - The process for submission of requests requires completion of the “Building Enhancement Request Form” form to DV who will then contact Campus Facilities or an appropriate vendor to generate a quote for the project.
 - Forms are to be submitted by a date to be specified and then the projects will be reviewed and possibly prioritized by the Board and either approved or not.
 - RF suggested members start the process by brainstorming with their constituents for ideas that would benefit the SAC and its tenants as a whole.
 - Maureen Wadleigh, CFO Campus Life will attend a meeting in the very near future to inform on the budget.

Building Updates

- The gender-neutral restroom / lactation station is open! There are a couple of very small cosmetic touches to complete. The location is the basement, across from the conference rooms. This project was initiated by a prior Board but due to a variety of obstacles took a few years to complete. Obstacles included determining a location that was agreeable to all SAC tenants, LA City Building Codes that require a specific number of stalls per quantity of occupants, costs of needing to relocate plumbing and electrical and coring through several feet of concrete.

- The SAC space reservation system is moving from “paper” to online. The new scheduling program, EMS will be rolled out to SAC tenant staff who will be trained on use by the Department EMS Guru, Dana Dickerson, Assistant Director UREC. Staff will be able to submit a space request online and receive an email confirmation of their request. Students and student groups will also be trained on how to use EM.
- Building projects for this year includes improvements to the pool deck to enhance usability. Under consideration is installation of an awning, privacy screens and storage space. The particulars of the project will be presented to the Board. Alternative funding is being pursued for this project and it has been submitted to the PRG (Project Review Group, a campus funding source. Having alternative funding of this project will not impact the SAC budget.
- DV will provide update on current projects at the next meeting. It was noted that many if not most ideas for facility projects come from the Board.
- Food Closet improvement project.
 - Initiated by tenant input, CPO, and Board approved two years ago. For various reasons both the building and the tenant were at times not able to move forward with the project. This status has changed and the process to move this project forward will commence.
- RF shared that the John Wooden Center Board of Governors is another entity that can be collaborated with. That Board along with Recreation staff are working in collaboration with the authors of the Social Justice Referendum to provide evening youth programs, as well as rolling out the Wooden Center expanded hours as per the SJR.
 - RF suggested that members consider how to expand their constituency and involved partner bases.
- RF noted that a building tour can be arranged if there is interest.

Misc.

- MC will email the minutes, updated roster as well as a link to the SAC BOG Charter.