

Student Activities Center Board of Governors Meeting Minutes

April 29, 2013

CPO Conference Room, SAC 105D

Present: Rohit Maharaj, Michelle Santizo, Stacey Meeker, Natalie Sanaee, Kenneth Ramos

Absent: Paolo Velasco, Molly Katz, Brenda Gutierrez, Vanessa Thulsiraj, Valerie Shepard, Donna Tenerelli/Vicki Sanelli

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

Agenda

1. Approval of Agenda
2. Approval of Minutes
3. Financial Overview
4. Board Interests for Next Year
5. Updates
 - o Subcommittees
 - o Building Manager
 - o Tenants
 - o Vice Chair
 - o Chair

The “conversation” was called to order by RM at 3:09pm. There was no quorum at this meeting so neither agenda or minutes could be approved. RM reviewed his goals for the meeting. RM noted that he wanted to do a SPARC financial overview and each member was provided with a handout of fee/revenue information. Also to be discussed was what the Board wanted to accomplish next year.

Financial/Revenue Overview

MD provided a review of the hand-out which showed SPARC revenue and projections, application towards the South Campus Student Center and balance. He provided background on application of SPARC fees, (debt) which include renovation of what is now known as the SAC, Wooden West addition, JWC operations and then other recreational or student service needs on the Los Angeles Campus. Per MD revenue is generated from student fees and is conservatively projected based on enrollment. The revenue is held in a short term investment pool account. Any surplus gets rolled over. If in the event of a large expenditure such as a roof replacement, payment could be made either by drawing on the reserve or by taking out a university short term loan. For larger projects such as construction of a building, Capitol Programs would be contacted and they would advise how much debt capacity the reserve can buy. Fees are based on the consumer price index and may be increased every 4 years. However, if necessary the Board could suggest to the Chancellor that the fee be increased every 3 years. In order to increase or change the fee, it would be necessary to go to the O.P. to see if a referendum would need to be re-introduced or if it would be a Regents item. Please note that the SAC BOG is not a funding Board which sits on a pile of money. The funds are with the O.P. and are transferred to campus. Requests are then made to draw down money to cover projected expenses.

Board Interests for Next Year

RM suggested members think about what the SAC will look like 10 years from now and what can be done now to prepare for that. RM suggested hiring either Facilities or an Architect to conduct an assessment for renovations and uniform upgrades. The plan would include recommendations on how to proceed. This would be separate from the Quality of Life subcommittee. SM inquired regarding costs of an assessment. Per MD costing requires a focus

of assessment whether it be for a new HVAC or significant space modification. MD pointed out that the SAC, which is a historical building has areas that cannot be changed. For example, the entrance lobby, which is on the historical docket. An evaluation along the lines of the Brailsford and Dunlavy evaluation can run between \$25,000.00 - \$40,000.00. Re-master planning a facility can run upwards of \$150,000.00.

RM noted his interest in pursuing inclusive space, (gender neutral restroom). MD provided a history of the GN restroom for the SAC, including designation of a single use lockable restroom on the first floor which ultimately was changed back to original design per request of the first floor tenants. Three \$25,000 studies of options have since been undertaken. None of the options has worked out. A new trend in restrooms is to have restrooms be an “everyone” space. Whatever is done will have an impact on some group. This has been an ongoing project for several years.

Interested noted in continuing building technology upgrades. This too is an ongoing project due to the changing nature of technology. DV noted that a budget item has already been established to this effect.

RM invited the members to bring their suggestions to the meetings and reaffirmed his interest in pursuing HVAC, renovations assessment and gender neutral restroom.

An inquiry was made regarding safety assessment, emergency training, etc. DV noted that there is an Emergency Action Plan and Team which is made up of one person from each unit. They meet periodically and have participated in an active shooter drill. Overall Student Affairs is responsible for emergency supplies for this section of campus. However, something more specific for the SAC can be addressed such as personal emergency supplies. MD noted that the University’s perspective is that we are initially responsible for ourselves. If there is an event which requires people to remain on campus then common resources would be brought into play, for example food from ASUCLA and ORL. If a security need arises, then the Board can review and recommend. DV clarified that there are fire extinguishers and an AED unit in the SAC. The AED is located in the gym. Additional units can be added if needed.

RM suggested installation of a mural. MD shared that art was planned to be installed at the SAC but there was no agreement on what was art. There was brief general discussion of what could be installed.

Updates

o Subcommittees

Quality of Life

- o A Quality of Life survey was developed. Copy provided to each member. This would be sent to the head of each unit and then collected and reviewed and then recommendations made to the Board. It was requested that the members review and provide comment at the next meeting. This would initially be a one time trial.

o Building Manager

- o The missing grate has been replaced.
- o Powwow this weekend and SAC restrooms will probably be used.
- o DV met with the Fire Marshal regarding installing a projector screen. Approval was given to move a strobe light to facilitate installation. Will move forward with this. DV will meet with RM to provide details of move/installation.
- o One of the hallways was noted to be particularly dark. DV noted this has always been an issue. Facilities will assess.

- **Tenants**

There were no tenant updates.

- **Chair**

- RM noted that the Facilities Improvement letter went out and reminded members to follow-up with their units.
- DV met with Christine and will meet with a vendor regarding her request and he has met with other tenants as well.
- Brailsford & Dunlavey will come to the May 20th meeting with their findings for the Unity Center. RM suggested extending that meeting for an hour and one half, maybe two.