

Student Activities Center Board of Governors Meeting Minutes
January 27, 2016
John Wooden Center, Main Conference Room

Attendees: Victoria Sanelli, Manpreet Dhillon, Valery Shepard, Evelyn Tran for Jazz Kiang, Lila Reyes, Maria Luna, Susan Jensen for Paolo Velasco, Tasheen Shams, May Bhetraratana for Chiao-Wen Lan

Guests: Maureen Wadleigh CAO UCLA Recreation, Judy Nieblas Business Services Manager UCLA Recreation, John Fallman Special Projects Manager UCLA Recreation, Rudy Figueroa, Dion Veloz, Mary Coleman

Agenda:

1. Gender Neutral Restroom / Lactation Station Update
2. Budget Overview – Maureen Wadleigh / Judy Nieblas
 - a. Board Approved Project Updates
3. Building Updates
4. Q & A

RF advised that the agenda was modified to include a presentation on the gender neutral restroom/lactation station project by John Fallman, UCLA Recreation Special Projects Manager.

As of the start of the meeting super quorum had not been met. If one more member arrives and super quorum is met, Officer Elections can occur.

Gender Neutral Restroom / Lactation Station Update, John Fallman

- JF presented an architectural drawing of the proposed layout of the Gender Neutral Restroom / Lactation Station.
 - Location to be the kitchen/break room area in the basement. The space would have two rooms, one room with a toilet and sink which would also be used as the lactation space and one with a shower and dressing area. The door to the room with the shower is placed in the shared wall between the two rooms.
 - Start of project expected to be 06/13, the Monday after Commencement and completion expected to be prior to start of fall quarter. Due to construction noise, the project will be done over the summer to try to mitigate impact to tenants.
 - The current location was identified after exploring 3 – 4 other spaces in the SAC. Input provided by the LGBT Center. Current location will require finding new location for vending machines and elimination of the break room. DV working with Campus Fire Marshall to relocate vending machines.
 - Shepard requested clarification of whether the lactation space was intended to be in the room with the toilet and sink. JF affirmed that it was. VS shared with JF the prior meeting's discussion that having a toilet in the lactation space won't work for the moms as it is not sanitary and that nursing mothers prefer using the SAC lactation station rather than the one at Murphy Hall because there is a toilet in the Murphy Hall space. JF noted that a gender neutral restroom has been a campus priority and suggested a different location be identified for a lactation space. He offered to work with DV and RF to identify a suitable space. VS affirmed that lactation space is also a campus need due to lack of them on campus. She shared that she has seen portable lactation pods and that perhaps this could be included for consideration.
 - RF inquired if the shower is a greater need than the lactation space. Input on need for shower provided by LGBT Center. Also could shower and lactation space be in the same room.
 - SJ noted that feedback from moms is needed and there is a BRC staff person, Melissa, who could come to the next SAC BOG meeting to provide insight.
 - DV and RF noted that nothing has been green lighted and nothing will be decided until feedback from interested groups is received. He noted that he would like the Facilities Project Manager for this project, the BRC staff person, Melissa and Raja Bhattar from the LGBT to be present at a meeting for further discussion and input. RF noted that he will obtain alternate feasibilities/options and will reach out to Melissa and Raja for their feedback. RF encouraged members to email him with any questions or concerns.

Budget Overview – Maureen Wadleigh / Judy Nieblas

- Members were presented with a handout showing the SAC approved budget line items with six month expenditures, (when available for the line item) Current actual expenditures not available for all line items.
- Target SAC budget is between \$900,000 - \$950,000.
 - Comprised of building maintenance, student labor costs and tenant specific projects.
 - Tenant projects capped at \$200,000 - \$250,000 depending on other building needs or unforeseen expenditures.
 - Tenant improvements/projects must benefit the building, not just the specific tenant. For example increasing lightening in a hallway by a unit benefits everyone in the building but renovating an internal office in a unit does not.
 - SJ inquired if replacing a door would be an appropriate tenant request. Per RF it would depend on where the door is located, on a SAC corridor or an internal office.
 - SJ inquired, if a project that was approved by the Board ultimately ends up not being needed, can the unit just spend the allocated funds on something else. Per RF, No. The new project must be presented to the Board for approval. Allocation of funds is project specific, not a grant to a unit. However, if an small unforeseen need arises, a unit can bring the new need to DV and possibly the project can be accomplished using SAC contingency funds.
 - Last year's Board decided to include carpeting and painting requests under SAC maintenance section.
- The Campus has changed the budget cycle from having department budgets finalized in Sept./Oct. to having them finalized in March/April so department budgets will be approved and ready to go at the beginning of the fiscal year which is July 1st.
- DV has been working with units to complete Board approved projects.
- DV will update expenditures to date and provide information to Board. He also noted that projected budget numbers are based on cost trends.

Officer Elections

- Super quorum was achieved as one more member joined the meeting.
- MC provided an overview of the Offices and history of one office being held by an undergrad and one office being held by a grad student. Full time staff are not eligible to hold offices.
- RF provided an overview of the roles of the Board Officers; Chair and Vice Chair and inquired if anyone was interested in holding office.
 - Lila Reyes noted her interest in the Office of Chair. There were no other interested parties.
 - Manpreet Dhillon noted her interest in the Office of Vice Chair. There were no other interested parties.
 - MC provided instruction on how the vote could be held, either by a show of hands since each Office only had one candidate or written ballot. It was up to the comfort level of the members. The members decided that show of hands was acceptable.
- Voting by a show of hands was conducted for the Office of Chair, candidate Lila Reyes. With 9 voting members present the show of hands was 9 in favor, 0 against and 0 abstain.
- Voting by a show of hands was conducted for the Office of Vice Chair, candidate Manpreet Dhillon. With 9 voting members present the show of hands was 9 in favor, 0 against and 0 abstain.
- Lila Reyes is the 2015-16 Chair of the SAC BOG and Manpreet Dhillon is the 2015-16 Vice Chair of the SAC BOG.

Building Updates

- There have been some heating/cooling issues in the building due to a failure in the HVAC system. Parts are on order. Heat will need to be shut off on the day the HVAC is repaired. DV will give 4 – 5 days' notice.
- The SAC and JWC Omni lock systems are being updated to a Wi-Fi based system. Major improvement over relying on a dinosaur of a Palm Pilot. This update should be completed in approx. two weeks.
- DV would like to schedule a Board and SAC staff training on the EMS online space reservation system so that the Board members can share how to use the system with their units.
- The pool bulkhead was refurbished over winter break.
- V. Sanelli advised that the water station on the first floor by the bathrooms was not working. DV will check on it and advise.

The meeting was adjourned by LR at 1:30pm.