

**Student Activities Center Board of Governors Meeting Minutes**  
**January 15, 2013**  
**JWC Main Conference Room**

Present: Rohit Maharaj, Molly Katz, Brenda Gutierrez, Valerie Shepard, Vanessa Thulsiraj, Kenneth Ramos, Stacey Meeker, Michelle Santizo, Emily Roh for Raja Bhattar.

Absent: Amanda Morrall, Allison Steinkopf, Paolo Velasco, Vicki Sanelli, Donna Tenerelli

Guests: Mick Deluca, Rudy Figueroa, Dion Veloz, Mary Coleman

Agenda

1. Approval of Agenda
2. Approval of Minutes
3. New Business
  - Subcommittees
    - Quality of Life
    - Future Improvements
    - Green Initiative
4. Updates
  - Subcommittees
  - Building Manager
  - Tenants
  - Vice Chair
  - Chair
5. Announcements

The meeting was called to order by RM at 5:10pm.

**Approval of Agenda**

RM provided each member with a copy of the meeting agenda. Time was provided for review and comment. Motion was made to approve the agenda by MK and the motion was second by KR. The agenda was approved by consensus.

**Approval of Minutes**

Each member was provided with a copy of the minutes of the 11-30-12 meeting and provided time to review and comment on the minutes. Corrections noted were spelling of Allison Steinkopf's last name and that Raja Bhattar did attend the meeting. Motion to approve the minutes with corrections was made by MK and second by KR. The minutes were approved by consensus.

Prior to the start of business, RM requested that in light of new members, that each member introduce themselves and say what their New Year's Resolution is. Michelle Santizo is taking DeMarcus Jenkins place as he is unable to work at the GSRC this quarter.

There was brief discussion of whether food would be provided at each meeting with the consensus that it is appreciated. It was determined that food will be provided at each meeting.

**New Business**

RM the subcommittees:

- a. Quality of Life, to include building maintenance and upkeep.

b. Future Improvement, to include tech upgrades and space needs/space usage.  
c. Green Initiative, to include making the SAC more eco-friendly, energy conservation, waste management, etc.

RM inquired who would be interested in being on the subcommittees and leading a subcommittee.

Quality of Life: Brenda Gutierrez, Rudy Figueroa & Dion Veloz. Both RF and DV also noted that they are available to assist with any of the subcommittees.

Future Improvement: Stacey Meeker, Kenneth Ramos, Valerie Shepard

Green Initiative: Rohit Maharaj.

RM will meet with subcommittee members to determine what direction they want to go in.

## **Updates**

### *Pauley Tour*

RM opened with an update on the possibility of a Pauley tour.

MD provided an overview of the weekly Pauley schedule.

- Prior to 9am, can see everything.
- After 9am teams are practicing so can't see the locker rooms.
- Late night tour, would be able to see use of concourse by cultural groups.
- Board could tour Pauley and see everything after a SAC BOG meeting, on a non-game day.
- Thursdays/Fridays when the men's basketball team was on the road are also good as locker rooms could be viewed.
- Must accommodate visiting team's use of Pauley too.

There was general discussion of what date/time is best. MD will bring the Pauley schedule to the next meeting. RM suggested touring Pauley at the next meeting. The Board could meet, conduct business and then tour Pauley.

### *Building Updates*

DV advised that he and RF and the new assistant manager, Toyin had been discussing whether Toyin would come to the meetings. At the very least either DV or Toyin would attend and possibly all three.

DV noted that he had gotten quotes for tech upgrades in conference rooms 1-2-3, 4 & 5. These upgrades are similar to those done in the CPO conference room 105D, improved projector and screens. These upgrades are budgeted items. DV will bring the quotes to the next meeting.

Monday, 01/21 is the MLK holiday and DV will email and post signs regarding building hours.

RF & DV will do a space assessment walk-through of the SAC to include storage space. Regarding RB's request for storage space for the LGBT, DV with the help of Facilities was able to create a small storage space for the LGBT

Regarding the Lactation Station, signage, fridge, furniture have arrived. Facilities were unable to install the privacy screens in the room's windows so instead drapes will be ordered.

DV is working on room a reservation system with focus on keeping rooms clean and organized. In light of problems with groups leaving the ROTC classroom and other conference rooms in disarray, it has become necessary to create a mechanism to increase user accountability. Possibilities include; signage requesting that users clean up after themselves and including a

room diagram; staff checking on rooms after meetings; having groups sign out after a meeting; consequences for poor behavior.

There was general discussion of mechanisms which include:

- Informing person making the room reservation that they are responsible for the group and getting a name and contact info at time of reservation.
- Random check of conference rooms. (presents difficulties due to staffing-the SAC holds multiple meetings concurrently)
- A 10 minute buffer between meetings to provide clean-up time.
- Addition of a policy statement on the back of the SAC room reservation form which must be signed by the person making the reservation.
- Requiring room users to check-in and check-out.
- Front desk staff can reiterate clean-up policy to users.
- Add tag line to room reservation form or on the email confirmation.
- Signage in rooms – including how to report if the room is a mess.
  - MD pointed out the signage in place in the Main conference room requesting users to clean up after themselves and noted that over all this has been effective.

DV will develop policy and bring back to Board for discussion and approval.

#### *Announcements*

MD inquired if there was a need to vote in a new Vice Chair in light of DeMarcus not being on the Board for at least this quarter. VS advised that his status for spring quarter with the GSRC was also unclear. There was a general discussion of what to do and it was noted that there were no provisions in the Charter and that this had never happened before. The consensus is to give the members a week to think about what to do and if anyone is interested in being the Vice Chair if a new one is needed. The grads will discuss amongst themselves as well. This issue will be addressed at the next meeting.

RM noted regarding the next meeting that everyone will meet at the JWC Main Conference Room, conduct any business and tour Pauley.

The meeting was adjourned by RM at 5:45pm.