

## Highlander Union Governing Board Meeting

Tuesday, November 24, 2015  
1:00pm - 2:00pm  
HUB 367

- I. Call to Order
- II. Approval of Minutes
- III. Approval of Agenda
- IV. Election of Chair & Vice Chair
- V. Board member appointment exception
- VI. Public Forum
- VII. Chair's Report
- VIII. Student Expansion Project Update
- IX. HUB Report – Todd Wingate
- X. Food Service Report
- XI. New Business
  - A. African Student Programs would like to request a fee waiver and reserve HUB 302, 355, 367, 379, 260, 265, 268, and 269 in advance on May 6, 2016 from 7:00a – 5:00p for Afrikan Unity Day.

Unity Day is designed to encourage high school students to attend college after high school by giving them an outline of what requirements they will have to meet to attend a 4-year university, what life is like as a college student and what a college campus is like. We will also provide a department fair and an organization fair so the high school students can further be inspired to receive a higher education beyond their high school years. Workshops include financial aid, campus tour, college prep, professionalism, college application requirements/criteria and process, and college panel.
  - B. Alumni & Constituent Relations would like to request a fee waiver for Grad Fair on April 25 – 28, 2016.

Grad Fair is a graduating student milestone that offers students the ability to purchase commencement needs including: cap and gowns, rings, diploma frames and Alumni Association membership. Students also pick up their commencement tickets and have the opportunity to take portrait photos. Attendance at Grad Fair will be free for all students and parents.

We request a reduction in the fees associated with Grad Fair because Grad Fair is a campus tradition that supports all graduating students. As class sizes have grown, our event has not been able to efficiently accommodate graduating students. With a reduction in fees, we may be able to use additional space in the HUB or another available campus venue to shorten wait times for students. Last year, over 5,000 people attended Grad Fair and many waited for more than an hour. Highlander Union Building is a central location for students and continues to be the best location for Grad Fair.

- C. Chicano Student Programs would like to request a fee waiver for the 44<sup>th</sup> Annual Community College Day: Transfer Conference on February 26, 2016.

Community College Day is structured to provide students with pertinent information regarding the transfer process, support services, academic programs and student life. In addition to these resources we will also present workshops on Chicano/Latino and Native American cultural awareness and empowerment. The event is offered free of charge to all participants and is attended by 350 community college students from across Southern California. As campus departments we find it very important to provide events that promote higher education and cultural empowerment to our communities, as well as allow for our current UCR students to participate as volunteers for this event promoting their leadership and mentorship skills.

This event is fully funded by our departments, however it has been cumbersome to continue funding such event due to increase costs associated with the event. Our goal is for the event to grow, but we are unable to attain this goal due to funding and with a potential charge on room space we do not foresee the event continuing at the same capacity. Therefore, we would like for the board to consider our request to have our fees waived for this event. I thank you in advance for your consideration.

- D. CNAS would like to request a discounted room rental and advance booking approval for HUB 302 and 355 on February 8 - 9, 2016 from 7:00 am – 8:00 pm for the RUSD Science Fair.

This community outreach event has been hosted by UCR for over 25 years sponsored by both the College of Natural and Agricultural Sciences and Bourns College of Engineering. This event is a collaboration by all of the schools in the Riverside Unified School District and it is vital to have the space reserved as early as possible so that the teachers and schools can start planning and coordinating all of the other events and activities that are required prior to the fair. A waiver of the room fees assures this event will remain in the budget for another 25 years.

- E. Staff Assembly would like to reserve the following rooms, dates, and times in advance as well as request fee waivers for the following events:

Staff Assembly is an association of employees dedicated to promoting the interests and welfare of all UCR staff. We seek to inform, involve, connect and recognize staff in one of the fastest growing campuses in the UC system. All UCR career staff employees are members of the organization and are invited to participate in all Staff Assembly events.

- a. HUB 302 on December 16, 2015 from 12:00p – 5:00p for the Staff Assembly Holiday Party.
  - b. HUB 302 on February 25, 2016 from 10:00a – 2:00p for the Staff Assembly General Meeting.
  - c. HUB 302 on April 12, 2016 from 7:30a – 5:00p for the Community Partner Fair.
  - d. HUB 302 on May 17, 2016 from 10:00a – 1:00p for the Staff Assembly General Meeting.
- F. The Vice Chancellor of Student Affairs would like to reserve HUB 302 on June 4, 2016 from 8:00a – 10:00p in advance and request a fee waiver for the Inland Empire Scholarship Fund Awards Banquet.
- G. Undergraduate Admissions would like to request a fee waiver for the Umoja Southern Regional Symposium on March 24, 2016.

In partnership with the Umoja Community the symposium will promote awareness of educational opportunities available at UCR. Umoja, (a Kiswahili word meaning unity) is a community and critical resource dedicated to enhancing the cultural and educational experiences of African American and other students. The purpose of the Regional Symposium is to bring together Umoja Faculty, Staff and Students to learn from one other "in community". More specifically, Symposia are one-day Indaba (deep discussions) focusing on topics designed to strengthen Umoja programs,

share and practice culturally responsive strategies with community college practitioners, learn best practices for UC applications completion and actively engage with currently enrolled UCR students to learn about the UC experience.

- H. Undergraduate Admissions would like to request a fee waiver for the Odyssey of the Mind 2016 State Tournament April 1 – 2, 2016.

Odyssey of the Mind provides extra-curricular activity for students that are driven by problem-solving, discovery, exploratory learning, and requires students to actively engage in order to find alternative solutions to problems. Students work in a project based environment where they solve a problem from a multi-disciplinary approach, while incorporating science, technology, engineering and math into the process. Many of the students have worked on displays and other projects that will be brought onto campus. The Odyssey of the Mind statewide competition teaches K-12th grade students to learn creative problem-solving methods.

Hundreds of students will compete in teams from all over the state at this competition and the winner will earn the spotlight in the world finals competition. This year's event was a huge success and the board's gracious approval to waive room and AV fees helped contribute to the success.

- I. Alumni & Constituent Relations would like to reserve the following rooms, dates, and times in advance:
  - a. HUB 302 and HUB 355 on November 18, 2016 from 8:30a – 10:00p for an Alumni Awards Ceremony.
  - b. HUB 302, 355, 367, 379, 260, 265, 268, and 269 on November 19, 2016 from 8:00a – 10:00p for Homecoming 2016.
- J. Chicano Student Programs would like to reserve HUB 269, 355, and 367 on May 2 – 5, 2016 from 8:00a – 8:00p in advance for their annual Semana de la Raza workshops.
- K. Employee and Labor Relations would like to reserve the following rooms, dates, and times in advance:
  - a. HUB 302 on March 30, 2016 from 11:00a – 1:00p for a UC Retirement Benefits Workshop.
  - b. HUB 355 on April 13, 2016 from 11:00a – 1:00p for a Life/Estate Planning Workshop.

- c. HUB 355 on April 21, 2016 from 11:00a – 1:00p for a Time and Stress Management Workshop.
  - d. HUB 260 May 13, 2016 from 11:00a – 1:00p for a Preparing Your Child for College Workshop.
  - e. HUB 355 on May 10, 2016 from 11:00a – 1:00p for a Retirement for Younger Adults Workshop.
- L. Event Management would like to reserve the following rooms, dates, and times in advance:
- a. HUB 302, 355, 367, 379, 260, 265, 268, 269, and L55 from 2:00p on June 10, 2016 through 10:00p on June 13, 2016 for Commencement 2016.
  - b. HUB 302 on June 15 or 16, 2016 from 7:30a – 6:00p for a Commencement Staff and Volunteer Appreciation event. They will narrow down the date at a later time.
  - c. HUB 302 and 355 on October 8 or October 14 – 15, 2016 from 8:00a – 10:00p for the annual Chancellor’s Dinner. They will narrow down the date at a later time.
- M. Native American Student Programs would like to reserve the following rooms, dates, and times in advance:
- a. HUB 355, 367, 379, 260, 268, and 269 on April 23, 2016 from 8:00a – 8:00p for the Dream the Impossible Youth Conference 2016.
  - b. HUB 302 South, 355, 367, 379, 260, 265, 268, and 269 on May 14, 2016 from 8:00a – 8:00p for the Medicine Ways Conference.
  - c. HUB 302 South on June 2, 2016 from 3:00p – 10:00p for the NASP Graduation Banquet.
- N. The School of Business would like to reserve HUB 302, 355, 367, and 379 on September 15 – 16, 2016 from 8:00a – 5:00p in advance for the 2016 Fall AGSM Orientation.
- O. Student Life would like to reserve the following rooms, dates, and times in advance:
- a. One HUB room, either HUB 302 North or South, 355, or HUB 269 on March 31, April 7, 14, 21, May 5, 19, 26, and June 2, 2016 from 4:30p – 8:30p the Orientation Leader Spring Training.

- b. HUB 302 North and 302 South on June 23 – June 25, June 27 – July 1, and July 5, 2016 from 8:00a – 7:00p for Orientation Leader June Training.
  - c. HUB 302, 355, 367, 379, 260, 265, 268, and 269 on July 6, 7, 11, 12, 14, 15, 18, 19, 21, 22, 25, 26, 29, 30, August 1, 2, 4, 5, 8, 9, 11, and 12, 2016 from 8:00a – 10:00p for Highlander Orientation.
  - d. HUB 302, 355, 367, 379, 260, 265, 268, and 269 on September 19 – 21, 2016 from 7:00a – 6:00p for the Student Life Organization Retreats and the Well All Campus Peer Training.
  - e. HUB 302 on September 26, 27, and 29, 2016 from 6:00p – 10:00p for CPA Formal Recruitment Info Night and CPA Formal Recruitment Orientation.
  - f. HUB 302, 355, 367, 379, 260, 265, 268, and 269 on September 30 – October 2, 2016 from 7:00a – 10:00p for CPA Formal Recruitment.
- P. Undergraduate Admissions would like to reserve the following rooms, dates, and times in advance:
- a. HUB 302, 355, 367, 379, 260, 265, 268, and 269 on September 13 - 14, 2016 from 7:30a – 5:00p for the 2016 Counselor Conference.
  - b. HUB 302, 355, 367, 379, 260, 265, 268, and 269 on October 7, 2016 from 7:30a – 5:00p for Transfer Day.
- Q. Undergraduate Education would like to reserve the following rooms, dates, and times in advance:
- a. HUB 302, 355, 367, and 379 on April 19 - 20, 2016 from 8:00a – 8:30p for the Undergraduate Research Symposium.
  - b. HUB 302 North and HUB 355 on June 3, 2016 from 1:30p – 4:00p for the Journal Unveiling event.
- R. The Vice Chancellor of Business and Administration would like to reserve HUB 302 North on June 2, August 26, and November 16, 2016 from 8:30a – 10:30a in advance for the BAS Quarterly Managers Meeting.
- S. The Women’s Resource Center would like to reserve the following rooms, dates, and times in advance:
- a. HUB 302 on April 21, 2016 from 4:00p to 9:00p for Take Back the Night.
  - b. HUB 302 on June 5, 2016 from 7:30a – 12:30 pm for the Student-Parent Graduation.

XII. Old Business

XIII. Announcements

XIV. Adjourn