

Highlander Union Governing Board Meeting

Friday, August 21st, 2020

10:00AM-11:00AM

Via Zoom

I. Call to Order at 10:04am

II. Roll Call

A. Members Present (No roll call, attendance taken from speakers during meeting)

1. Adam Gutierrez
2. Alex Ruiz
3. Brendan O'Brien
4. Jessica Noll
5. Alyssa Marchan
6. Carolyn Chang
7. Tommaso Menara

B. Guests

- a) David Henry
- b) Marcus Van Vleet
- c) Dr. Ellen Whitehead
- d) Dr. Christine Mata

III. Approval Of Minutes

- A. N/A

IV. Approval of Agenda

- A. Motion to approve the agenda by Alex Ruiz, no second

V. Chair's Report

- A. Appreciation for participation, transition to new board begins

VI. HUB Report: Brendan O'Brien, HUB Director

A. Student Success Center Scheduling and Facilities Cost Proposal

- a) Talking with Adam, Ken, and Tomasso to discuss available options
 - i) New proposal changes hours from 8:00am to 3:30pm
 - ii) Shared space with Provost Office and classrooms led to a 70/30 split for space usage
- b) Jessica: reminder that new GSA members will be joining September 1st
 - i) Wish to ensure space can be utilized to the fullest extent by Graduate students
 - ii) Continued discussion about refurbishing the graduate student lounge

B. Requests vote for approval of two stipulations noted at the bottom of the agenda

- a) Reasons for vote call:
 - i) Begin planning budget and facilities arrangements on time
 - ii) Gives Provost Office time to arrange class schedules

- C. Alex: Question, does the 70/30 split grant 70% to the Provost Administration?
Brendan: 70% time available to HUB, 30% to General Classroom space w/ extended hours through the weekend (Mon-Thurs 3:30-10pm, Friday 8am-10pm, open Sat/Sun)
- D. Alex: Question on overall organization and scheduling of the SSC. Brendan: Has been considered with the HUB Scheduling team, serves as an opportunity to hire Student Managers for evening events/scheduling (same scheduling policies as the HUB)
- E. Jessica: Question, social distancing and Covid policies in place at the SSC?
Brendan: Yes, SSC will be included in HUB Scheduling conversations for reopening
- F. Alyssa: Question, Do we get a say in how the SSC space is utilized? Brendan: Utilization of the space was brought up upon approval of the building investment, but use conference rooms will be open to scheduling same as the HUB is
- G. Motion for Approval of point B: Motion to approve by Carolyn Chang, second by Alex Ruiz; vote call in point B passes 6-0
- H. Brendan will reach out to GSA to determine the best space usage for grad students
- I. HUB has supported R' Pantry by offering HUB 269 as a space for distribution
- J. Will share results from virtual programming survey (300 responses from undergrad/grad students); Alex: Question, are Virtual Programming Events being shared with university communications, as they take inventory of what's happening campus-wide? Brendan: Yes, communication through Ellen and Genesis Gonzales (VCSA) to communicate as much as possible
- K. Looking to update signage, display cases, and beacons at the HUB (placing Covid campus closure reminders as well); repainting in 3rd floor and mural

VII. Food Service Report: Marcus Van Vleet and David Henry

- A. Sent memorandums to third-party tenants about indefinite closure due to Covid, don't anticipate reopening Fall Quarter
- B. Tenants do not have to pay base rents, as rent is based on percentage of sales (not open means no sales)
- C. Working to unoccupy food storage to shut down utilities still being used for the time being, should be finalized in 1-2 weeks

VIII. Public Forum

- a) N/A

IX. Subcommittee Reports

- A. Dining Subcommittee: Adam, Tommaso, Alex, Brendan
 - a. Alyssa, Marcus interested in joining

X. Old Business

- a) N/A

XI. New Business

- A. N/A

XII. Announcements

- A. Alex: opportunity to convene new board members for their onboarding? Brendan: Yes, to have a successful transition

- B. Alyssa: Question on creating more space and accessible resources for student parents; Ellen: Movement on campus last year with a referendum for marginalized student populations (did not pass), Women's Resource Center always an available resource for student parents; Christine: Always looking at space to include these organizations for support
- C. Profit and Loss Statements for Third-Party Vendors
 - a. David unsure about reason for request for P&L Statements
 - b. Adam: Statements requested to see what is/is not working for students, to adjust hours of operation and learn how to better utilize spaces
 - i. David: Surveys distributed to dining patrons would be useful to collect this information (P&L is only an audit for suspicion of wrongful information, per David)
- D. HUB Dining
 - a. Jessica: suggestion of having parking spaces for food delivery service drivers to deliver food from HUB dining to keep restaurants active
 - b. David: reopening would be through phases of more essential establishments (Subway, Scotty's, with The Barn, Substation, and Getaway currently already open)
 - c. David open to reviewing dining profits over the years since investment for transparency with the board and students
 - i. Suggests meeting twice a year for these insights
 - d. Marcus: mobile app for ordering at The Barn and Glasgow: contactless delivery or restaurant pick-up

XIII. Adjourn

Motion to adjourn the meeting was made by Adam Gutierrez, no second, at 11:09am