

Highlander Union Governing Board Meeting  
Tuesday, June 1st, 2021  
11:00AM-12:00PM  
Via Zoom

**I. Call to Order** at *11:02am*

**II. Roll Call**

A. Members Present

1. Adam Gutierrez
2. Tommaso Menara
3. Alyssa Marchan
4. Nelson Aguiar
5. Nushera Khan
6. Judit Palencia Gutierrez
7. Jeffrey Tran
8. Natalie Campos
9. Cody Simons
10. Luis Huerta
11. Alex C. Ruiz
12. Brendan O'Brien

B. Members Absent

- a. N/A

C. Guests

- a. Ellen Whitehead
- b. Denise Cisneros
- c. Nicholas Olivarria

**III. Approval Of Minutes**

- A. N/A

**IV. Approval of Agenda**

- A. Motion to approve the agenda by Nelson Aguiar, second by Alex C. Ruiz
- B. Motion to approve the agenda passes 10-0-0

**V. Chair's Report**

Adam Gutierrez:

- a. Confirmation of student board members for the upcoming academic year and their appointment terms. Headcount for graduating students
- b. Revisited 3 by-laws:
  - a. Honorarium: increase of stipend by \$50 for board members and \$75 for chair. Additionally, the Honorarium will be reviewed every two years
  - b. Voting: Majority of the Board shall constitute a quorum where at least five students must be present

- c. Finance Subcommittee: The subcommittee shall consist of at least one undergraduate board member, one graduate board member and the Highlander Union Director
- c. Motion to approve the 3 revisited by-laws by Alex C. Ruiz, second by Nelson Aguiar. Motion to approve passes 10-0-0

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

Brendan O'Brien:

- a. Student Success Center Tour begins

**VII. Food Service Report**

Brendan O'Brien:

- a. All vendors will be opened on September 20th, 2021
- b. All vendors will be coming back except Mod Pizza

**VIII. Public Forum**

- a. N/A

**IX. Subcommittee Reports**

- a. N/A

**X. Old Business**

- a. N/A

**XI. New Business**

Brendan O'Brien:

- a. Budget Approval
  - a. Formal approval for budget
  - b. Motion to approve the budget by Tommaso Menara, second by Nelson Aguiar. Motion to approve passes 10-0-0.
  - c. Furniture for Latitude 55 and first floor lobby will be ordered.
- b. HUB Rent Waiver Approval
  - a. Waives the cost of facilities fees associated with service level agreements but will continue to bill for utilities.
  - b. Motion to approve the HUB rent waiver by Nelson Aguiar, second by Tommaso Menara. Motion to approve passes 10-0-0.
  - c. DocuSigns will be sent out to Board Members before they leave for the academic year
- c. Provost Request for HUB 302 Approval
  - a. A space for students with a hybrid schedule open on Monday through Friday, all day for the Fall Quarter only
  - b. It will be open for events on Saturdays and Sundays
  - c. COVID Policy for the HUB will follow campus COVID Policies

- d. Motion to approve HUB 302 as a hybrid student space in the Fall quarter by Alex C. Ruiz, second by Tommaso Menara. Motion to approve HUB 302 as a hybrid student space in the Fall quarter passes 7-0-0

**XII. Announcements**

- a. Adam Gutierrez: Acknowledgement of Board Members' efforts and participation
- b. Brendan O'Brien: Will be reaching out to continuing Board members
- c. No formal meeting scheduled for the Summer

**XIII. Adjourn**

- a. Motion to adjourn the meeting was made by Adam Gutierrez at 11:47am