

**Highlander Union Governing Board Meeting**  
**Meeting Minutes #5**  
**Thursday, May 11th, 2023**  
**12 PM-12:30 PM, HUB 355**

- I. Call to Order**
  - A. Call to order at 12:05 PM**
  - B. Roll Call**
    - 1. Present**
      - a) Aram Ayra
      - b) Mufida Assaf
      - c) Sarah Tran
      - d) Dhwani Patel
      - e) Angelina Chavez
      - f) Vanessa Gomez-Alvarado
      - g) Marina Murillo
      - h) Ivett Gabriella
      - i) Dr. Kerry Mauck
      - j) Brendan O'Brien
    - 2. Absent/Excused**
      - a) Jeanine Nassar
      - b) Sean Nguyen
      - c) Orlando Cabalo
- II. Approval of Previous Meeting Minutes**
  - A. No minutes to approve, no quorum in April meeting
- III. Approval of Agenda**
  - A. Motion to amend agenda to place Item 5 and Item 10 before the Chairs Report (Aram Ayra), second (Ivett Gabriella), motion passes 8-0-0
- IV. HUB Report (HUB Director, Brendan O'Brien)**
  - A. HUB Budget Presentation**
    - 1. HUB rent waiver still in effect for ASPB, ASUCR, GSA, and The Highlander.
      - a) Only charged utilities
    - 2. Facilities services SLA in review
      - a) Outlines custodial and facilities services; more info by June to share
      - b) Numbers are the most accurate estimate in the presentation, but there are some changes from additional fees like administrative

- fees to the student fees for the staff that manage and assess the financial aspects of the program
- c) Inflation cost is a heavy increase for the campus to absorb
3. Rent increases of at least 3%
    - a) New CFO, Lisa, in VCSA. 4-year plan rather than year to year plan
    - b) Dining
    - c) 5% increase over the next 3 years
  4. Lower number of capital projects but higher costs
    - a) Major improvement (roof, high value items)
  5. Expanding staff (Senior events manager, AA3, programming and operations)
    - a) Programming and operations: Gives us the opportunity to assess the position to see if it will be split into two
  6. 2022-2023 HUB budget snapshot
    - a) On student employee costs and Media SLA: investing in full-time professional staff who will be responsible for training student managers to be able to do media SLA services.
      - (1) Ensures a more direct response with our customer service
    - b) 23k → 100k for HUB Programming
      - (1) The programming team has been really good, and we have the opportunity to expand with Jio's leadership and reimagining the team to bring in higher-quality artists and well-known names
      - (2) Incorporating bigger, better teams with transfer students programming and commuter programming
  7. Capital projects
    - a) 35k for installing new roofing and elevator cars because of the damage from the rain
      - (1) Deferred maintenance
    - b) A new security system (cameras) is needed because the one in the HUB is not supported by ITS or the university
      - (1) \$100k
      - (2) Campus-wide system: campus prevention, campus partners to utilize (UCPD, prevention, etc.)
    - c) 3rd-floor furniture (\$200k estimate)
      - (1) June for an actual cost
      - (2) All in one or in sections for this project?

8. Future budget considerations
  - a) New furniture for the GSA lounge and outdoor patio
  - b) Students Success Center replacement furniture
  - c) Renovation projects: commuter lounge renovation
  - d) Another overview in June highlighting any significant change
  - e) Student Innovation Grant will be included in this budget

**B. Scooter Racks**

1. Quote for racks total: \$33,330.83
  - a) Update reserve and capital funds
  - b) Motion to approve of scooter rack quote (Aram Ayra) second (Sarah Tran), motion passes 8-0-0

**V. New Business**

**A. Advanced Reservation Requests**

1. May and April
  - a) Motion to approve advanced booking requests for April and May 2023 (Sarah Tran), second (Ivett Gabriella), motion passes 9-0-0

**VI. Chair's Report (Aram Ayra)**

**A. Tabling**

1. First tabling event last Wednesday was a success. First-ever survey for outreach with a total of 9 responses
2. Tabling for next week to gather more student responses to include in the final report for HUB Governing Board
  - a) May 17th next HUB tabling

**B. June Meeting Date**

1. Quick meeting in June with food and front load anything we need to vote on
2. Can move the date around but will follow up within the next week to figure out a time to meet in June

**C. End of the Year Report**

1. Work we've accomplished, any items to think about in the future (student innovation grant, construction, etc.) to share with senior leadership and for the future HUB Board to continue on with

**VII. Food Service Report**

1. Reusable cups, coffee shops will be offering 10 cents discount for Emberbees, Starbucks, and Bytes. Coffee Bean and Tea Leaf 25 cents discount, but no blended drinks
2. Currently staying open later (Panda Express and Coffee Bean are open until 8 pm) Subway and The Habit are open until 9 pm

a) How successful has been the late hours? What are the trends you've been seeing?

(1) Tuesday and Thursday have been the busiest days for Panda Express– 50 guests

(2) Subway is a bit slower but is busy from 7-8 guest count

(3) 8 pm-9 pm is slow traffic

(4) Overall, it's been going well

b) The more marketing we do, the more traffic we can gain

3. Remodel unit for Subway is in the books for December 2023

4. Online catering that it is now available on the website, Lollicup catering, Scottys To-Go, and Subway catering

## **VIII. Public Forum**

### **A. Denise: Finance Admin Officer for the Dean of Students and HUB**

1. HUB stipends: everyone should be receiving stipends on May 24th

a) Why it was difficult for this board: FLSS status exempt vs exempt

(1) Harder to navigate appointments

(2) If not received by the date, please reach out to her and Brendan

## **IX. Sub-Committee Report**

A. Captured in finance report and approved subcommittees for next year

1. Start recruiting for that for next year

2. Shared through ASUCR and GSA mailing list

3. Sarah making flyers for recruiting to post on social media

## **X. Old Business**

A. N/A

## **XI. New Business**

A. N/A

## **XII. Adjournment**

**A. Motion to adjourn at 12:38 pm**