

Highlander Governing Board Meeting Minutes

Thursday, April 12th, 2018

8am-9am

HUB 355

Minutes Composed by Kaitlyn Lara

- I. Call to Order
- II. Roll Call
 - A. Members Present
 - 1. Lewis Luartz, Chair
 - 2. Kaitlyn Lara, Vice Chair
 - 3. Aram Ayrapetyan
 - 4. Diana Trannam
 - 5. Alondra Duenas
 - 6. Sawanee Zadey
 - 7. Leandra Doan
 - 8. Brett Walsh
 - 9. Shawn Ragan
 - 10. Alex Ruiz
 - 11. Dr. Kerry Mauck
 - 12. Brendan O'Brien
 - B. Absent
 - 1. none
 - C. Guests
 - 1. Nick Olivarria
 - 2. Denise Cisneros
 - 3. Ellen Whitehead
 - 4. Teresa Garcia
- III. Approval of Minutes
 - A. Motion to approve the March 6th, 2018 minutes by Leandra Doan, second by Alondra Duenas.
 - 1. 11 In Favor 0 Oppose 0 Abstain
- IV. Approval of Agenda
 - A. Motion to approve the agenda by Diana Trannam, second by Alondra Duenas.
 - 1. 11 In Favor 0 Oppose 0 Abstain
- V. Chair's Report
 - A. Lewis Luartz just got back from his trip to Canada. He met with Brendan to discuss the HUB budget, and as of right now the Board needs to schedule meeting for both the Finance and Bylaws subcommittees. Lewis thanks Brendan O'Brien for providing breakfast this morning, and recommends to the Board to schedule our next meeting at this same time. Lewis will be more active next weekend with responding to emails once he is less busy.

VI. HUB Report

A. Facilities Service Level Agreement (SLA) Approval: Brendan is looking for the Board to formally approve the Facilities SLA. The Board had the chance to look over the document for the past couple of weeks. He spoke with Lewis Luartz about it, as well as a few members of the Board individually. From what he gathered, there are not many questions but he did ask for the Administrative Assistant Denise Cisneros to be here to answer any in-depth budget questions the Board has. Brendan can pull up information on the laptop as well if needed. Dining has a copy of the document as well, but the document mainly focuses on the HUB and Costo Hall spaces. It does involve aspects in Dining, but he will have to discuss that with the Board at next month's meeting when we discuss OMP. Some have been asking how the SLA affects billing; once the document is approved, we can go into further details with numbers and how to adjust our rates. The SLA covers the entire 161,000 sq. ft. of this space and Costo Hall; it breaks down to about \$0.78 per sq. ft.. It is a straight transfer of the services we already have, with extra Facilities support. Manny Sanchez, our new Facilities Manager, has come over from facilities and Brendan is very pleased with the wonderful job he has been doing, and with the work they have been able to accomplish (even with the work they achieved during his Interim role). Brendan is happy what we have with the SLA, and would like to hear what the Board has to say about the possible change and approval. Aram Ayrapetyan added that he already voiced his concerns early on and has nothing to add. The general consensus of the Board is that we are happy with the proposed SLA document.

1. Motion to approve the Facilities SLA by Shawn Ragan, second by Aram Ayrapetyan.

a) 11 In Favor 0 Oppose 0 Abstain

B. Student Success Center Updates: Brendan thanks those who were able to look at the Student Success Center document and provided feedback. He sent the edited document to the architects for their meeting later this afternoon. At the Board's May meeting, Brendan will show the finalized document. Because the Board made a monetary investment in the Student Success Center, the more active we are, the more appreciative Brendan is. He is thrilled that the Board has been as active as we are. There are no major updates since the last document was sent.

C. HUB Budget Updates: We are in the process of finalizing the budget and capital projects. Once we allocate all of our necessary items, taking a look at what our surplus in, we can look into capital projects for next year. The biggest conversation is what will happen with the upper half of Latitude 55. There is interest from Highlander Gaming to convert the space into a gaming arena/cafe type space, but he is not sure how they are describing it. Brendan still has questions regarding the proposal, but he has extended an invite to them to come present to the Board their ideas. Another option is a refurbishment and update of the space. The Habit shares the space and there are two distinctive designs.

Whatever happens, we need to decide what to do as Summer is the best time to start any changes. Brendan asked Ta'Neill Hope, the HUB Programming and Operations Officer, to put together some ideas and schemes to present to the Board. Brett mentioned during a subcommittee meeting to possibly add more seating. All is on the table, but Brendan is not 100% if the gaming request is coming from ASUCR (as Johnathan Li was one of the main supporters of the gaming lounge), or solely from Highlander Gaming. We will have to think of the utility costs with the gaming chairs, and whether the HUB wants to help with the investment or leave it up to them to gather the necessary funds. No one has any questions for Brendan nor Ellen Whitehead.

VII. Food Service Report

- A. Teresa says she misunderstood the misspelling error that Kaitlyn Lara brought up at the last Board Meeting. Kaitlyn clarifies that the misspelling was on the PDF of all campus Dining Hours, not the restaurant brand itself. Lewis looked up the Dining Hours PDF and confirmed the spelling error. Aram Ayrapetyan asks about any updates about possibly bringing back the Latitude 55 breakfast burritos. There are still many people bothering Aram about the discontinued burritos. Denise says that Chronic Tacos serves breakfast starting at 8am, including a breakfast taco and a breakfast burrito. There are a lot bigger than Habit's burritos, but Aram is concerned with bringing back the nostalgic burritos. Denise is not sure where dining could offer it again, but possibly in the new Ivans or in Bytes. Aram suggests having a one-day offering of the burritos on campus to appease students. Lewis asked about the status of Dining nutrition facts at the Barn and at other locations. The third party locations are posted online, however Karen is still working on UCR owned dining locations. Because the Barn is closing down, nutrition facts will most likely not be posted.

VIII. Public Forum

- A. none

IX. Subcommittee Reports

- A. Lewis clarifies that if you did not sign up for a subcommittee, you are still welcome to attend a meeting anyways. The only person required to attend is himself.
- B. By-laws Subcommittee
 - 1. We need to take one final look at the By-Laws before presenting the final draft to the board for approval. Once finalized, they will be sent to the Vice Chancellor of Student Affairs (VCSA). The next meeting is scheduled for April 24th, 2018 at 8am in HUB 353.
- C. Finance Subcommittee
 - 1. The next meeting is scheduled for April 24th, 2018 at 9am in HUB 353.

X. New Business

- A. Nick Olivarria bolded and underlined all fee waiver requests in the agenda. Brendan brings up two special requests: item L and item V. These are reservation requests during the HUB's blocked finals week study space rooms. It

was a Board decision to block out rooms for these study spaces, so Brendan wants the Board to be able to decide whether we will allow these requests to be approved. The School of Medicine requested a room reservation on the Friday of Winter 2019's finals week, and the Women's Resource Center requested a room reservation on the Sunday of Spring 2018's finals week. They are both events, not staff meetings (that have been approved in the past in rooms for the morning or in rooms that are not occupied during finals week on a thursday or friday). No guarantee has been giving to either group. Diana Trannam asks if students would have access to the room after either event ends. Brendan says that yes, students will have access, but the only issue is setting the precedent for groups in the future to have the option to book a room in a blocked off schedule. Kerry Mauck asks if the rooms are typically at capacity, but Brendan clarifies that they are not. He says that 302 is our largest/most popular room and is busy during the day. Aram Ayrapetyan at first thought this would be an issue, but because it is not that packed, it might be okay to let the events occur in our blocked off schedule. Aram is okay with the the School of Medicine Event because it is only for two hours in the morning and on the last day of finals week. Alex Ruiz adds that the Board needs to consider the effect of approving these room reservations. People have an understanding that the HUB is usually off limits during finals week for events and we generally do not get many requests. But if we open it up, we will receive many more requests and it will be harder to define which exceptions to make. Right now the two requests do not seem like a lot, but the Board needs to take caution with the precedent they are establishing. Kaitlyn Lara added that the Women's Resource Center did book the Alumni Center as a backup (with an additional \$300 fee); if we do not approve their room request, it is not as if the event will be cancelled.

1. Motion to approve items A-W, with the exception of L and V.
 - a) 11 In Favor 0 Oppose 0 Abstain

Lewis adds that there is a good chance that the rooms will not be packed, but if we approve, we should inform both groups that this is likely a one time occurrence and they should not schedule a future event during finals week. We need to be especially clear that the likelihood of anyone else for any reason whatsoever reserving rooms during finals week is almost zero moving forward. These rooms are for students. Diana Trannam asks what we would tell other groups wanting to book a finals week room, to which Lewis would say that we made a rare exception, and we will not be doing it again. Kerry Mauck asks what their motivation was in the first place to request the room even though they know we typically do not discuss approval of finals week rooms, and if they are trying to 'test the system'. Lewis says that the School of Medicine is trying to move their event on campus and is probably their first try getting a space for this event on campus. Brendan asks if Romanie has booked this event before; Alex adds that the the schedule aligned up this way. The requests came through the fee waiver system because they could not block off the rooms on the reservation system

(because they were already blocked for finals). He wants the Board to see and discuss the events first before responding back to the groups. He and Aram do agree with Alex about the precedent it will set. Aram used to work in scheduling and agrees that it is tough when groups bring up exceptions made in the past. He suggests denying both events and clarifying that these spaces are reserved for students during finals week. Alex emphasizes that although the room may be generally empty, the groups will garner large groups of populations of about 150-200; this could cause interruptions or disruptions to studying students inside other rooms. Music and sound can carry over to other spaces. Alex asks what the policy is for how further in advance a group has to reserve a room. To Nick Olivarria and Brendan O'Brien's knowledge, there is not policy like that set in place. Groups can book into 2020 or further if they would like to. It is something that they have discussed about creating more strict guidelines.

1. Motion to deny items L and V by Aram Ayrapetyan, second by Diana Trannam.

a. 11 In Favor 0 Oppose 0 Abstain

XI. Old Business

A. The \$15 an hour fee for operating beyond normal business hours, and the HUB Posting Policy is still in review.

XII. Announcements

A. The May Board meeting is scheduled for May 3rd, 2018 at 8am, room pending. Brendan O'Brien will provide breakfast again (technically this comes out of the HUB budget).

B. Lewis asks about which members are coming back to serve on next year's HUB Board. Everyone except Aram and Brett are 3rd years and will be most likely returning. No matter what happens, we will need a new chair as this is Lewis' second year serving on the Board, unless he is re-appointed to the Board. If you are interested in chair-ing for the Board, start to think about it now. We will discuss more about it at the next meeting and have elections at the June meeting. It is not generally unopposed but there always seems to be a sense of hesitancy. Lewis says it is not that bad, and he ran against another member. It is a little extra work, but you get a better understanding for how the HUB works, how Facilities function, and you meet with Brendan a lot (and he is a cool guy and excellent HUB Director). Feel free to talk to Lewis about what exactly he does. Aram and Brett are both graduating, so they request to have the June meeting as early as possible. Everyone agrees that sending a doodle poll early for the June meeting is great for planning purposes.

XIII. Adjourn

A. Motion to adjourn by Alex Ruiz, second by Aram Ayrapetyan.

1. 11 In Favor 0 Oppose 0 Abstain