

# Highlander Union Governing Board Meeting

Tuesday, February 18th, 2020

11:00am-12:00pm

HUB 355

- I. Call to Order @ 11:01 am
- II. Roll Call
  - A. Members Present
    1. Tommaso Menara, **Chair**, GSA
    2. Adam Gutierrez, ASUCR
    3. Andy Veliz, ASUCR
    4. Leandra Doan, ASUCR
    5. Nushera Khan, ASUCR
    6. Pablo Unzeuta, GSA
    7. Jessica Noll, GSA
    8. Julian Gonzalez, ASUCR President
    9. Dr. Kerry Mauck, Faculty Position
    10. Brendan O'Brien, Ex-Officio
  - B. Members Absent
    1. Carolyn Chang, ASUCR
    2. Sawanee Zadey, ASUCR
    3. John Haberstroh, GSA President
    4. Alex Ruiz, Staff
  - C. Guest
    1. Denise Casneros
    2. Nick Olutama
    3. Christian Williams
- III. Approval of Minutes
  - A. N/A
- IV. Approval of Agenda
  - A. Motion to approve the agenda by Adam, second by Leandra

1. In Favor 9 Oppose 0 Abstain 0

V. Chair's Report: Tommaso Menara, HUB Chair

A. Tommaso stated that the Staff Assembly is willing to have an informal meeting with the Black Faculty Assembly along with other voluntary organizations. Tommaso agreed with the idea to have an informal meeting. Endorse the letter or proposition they are going to propose.

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

A. Food Tent Sales: Reimbursement for Day-of Cancellation?

1. Brendan mentioned a few instances in which groups were required to cancel due to poor weather conditions and were seeking reimbursement for purchased food. Brendan O'Brien discussed with staff that perishable items should be refunded. Members agreed that organizations should be reimbursed on this basis.

B. Budget Planning for FY 2020-2021

1. Mid-March: Meet w/ Finance subcommittee

a) Brendan mentioned meeting with the Finance Subcommittee in mid-March for a first round review of the budget. More transparent and breathing room to allow for more review. Clarify any questions and concerns the board members might have.

2. March Board Meeting: 1st review of capital project list, facilities updates and reserves

a) Brendan stated that the capital project list, general facilities updates, and reserves spending are the three big items within the budget that will be discussed and reviewed in the March Board Meeting.

3. Mid-April: 2nd Finance Subcommittee Meeting

a) Brendan mentioned the purpose of the second Finance Subcommittee Meeting is to review previous discussions and finalize details.

4. April HUB Board meeting: Budget Presentation/ Q&A

- a) In April, Brendan mentioned a Budget Presentation and Q&A session for the HUB Governing Board.
  - 5. May HUB Board Meeting: FY 2020-2021 Budget vote
    - a) Brendan discussed having the Budget vote in May rather than June to allow members with sufficient time to review and discuss.
  - 6. Brendan mentioned a Student Success Center update for the next meeting in regards to design plans. About fifty percent of the final design of the building. Jessica questioned if the meeting will discuss any designated space for graduated students in the Student Success Center. Brendan clarified that the center will not have any designated space for specific student groups and is a space that is open to all students.
- VII. Payroll Updates w/Denise Cisneros, Administrative Assistant
  - A. Denise mentioned that most of the members should have received their stipend in early January while there are a handful of members who are still in the process of receiving their stipends. Denise welcomed members to send an email if any payroll issues have not been addressed at this time.
- VIII. Latitude Fifty-Five Refresh: Ta'Neill Hope, Programming & Operations Officer
  - A. Brendan tasked Ta'Neill with potential remodel for the latitude. There is a disconnect in appearance of how the habit and the second level of the latitude. The habit side has a beachy vibe and possibly include student organizations to decorate surf boards to be involved in the remodel. Behind the service desk is possible for another painting on the wall. Continue the same colors as the Habit for one cohesive space. Some seating options have desks with the seats or lounge chair furniture. Third option would be to get a poll from the student body and see what the students want in the space. Tommaso states that option would allow the student community to paint and custom surfboards. Light colors will brighten the area. Adam states he really likes the surfboard idea and

having an art competition with the surfboard designs. Members agree with continuing on option 1.

- B. Tommaso presents options for the first floor lobby. BKM has done the furniture for the multidisciplinary building. The furniture on the first floor of the multidisciplinary building is what the sub-committee felt would fit in the first floor lobby. The same furniture, but have different colors such as blue and yellow. Also have chairs with desks attached to them for students to use for their laptops. Brendan will reach out to the contact at BKM and they will be able to present more options similar to the furniture.

IX. Food Service Report

- A. N/A

X. Public Forum

- A. A student raised the concern of plastic usage with the third party vendors and the HUB. Brendan states the board is able to take comments and evaluate and work with auxiliary services to fix the issue. Recognizes that it is an issue and working for more compostable options. Will communicate the concerns with auxiliary. The issue with packaging was not included in the contracts with the third party vendors, so it is difficult for them to willingly change their packaging. Brendan will get updates for next meeting on how the changes are progressing.

XI. Subcommittee Reports

- A. Honorarium and Dining

- 1. Dining sub-committee was unable to meet. Brendan has not been able to get any information yet for Honorarium.

XII. Old Business

- A. Altura ATM: Real Estate is meeting with Altura this week

- 1. Altura agreed with the rent that was proposed. Contracts just need to be signed.

- B. Capital Project updates

- 1. Card Access: Vendor Selected

- a) Project will take off by the end of the month

2. People Counters: Installed, calibration this week
  - a) Installed and will be calibrated this week. Data will start after calibration.

C. HUB Operation Hours for FY 2020-2021: Proposal, vote next month

1. Riviera opens at 1pm on Sunday and the changes for Sunday's hours would be from 9am-3pm or from 9am-5pm. Would not prevent events from being held, but will include a fee for having a manager on site during the events. Jessica states of advertising and having a trial period. Brendan states that it does not have to be approved this year and more advertising can be done. Advertise through newsletters of ASUCR and GSA.

XIII. New Business

A. Advanced Reservation Requests

1. Motion to approve Advance Reservation Request by Adam, second by Pablo
  - a) In Favor      9      Oppose      0      Abstain      0

B. Volunteer Organizations Event Fee Support Requests

1. The Staff Assembly is asking for \$1400. Pablo states of providing an expense report and specific dollar amount that is being requested. Jessica asked why are they asking for a full fee waiver when it was \$140 before. Brendan states as an establishment of this fee waiver, but up to the committee's discretion of how much to waive. Jessica's issue with the application is there is no expression of need for the waiver. Dr. Mauck states that it is possible from our previous encounters we know their financial struggles. Brendan states that he can emphasize that they have to express the need. Tommaso states that he would rather cover for the full room cost including for the room set up fees. Jessica states that they paid for the room set up fee last year, so they should be able to cover that fee. Pablo states that \$1260 would be more than enough since it will not include the room set up fee. Adam's concern is that they

have not changed any of the numbers in their other expenses, so that we can subsidize less for them. Possibly table and be able to question them at the next meeting and see if they are willing to change other parts of their budget. Jessica states that it is not our place to judge and juror them and we should assume they have done the expense report correctly. Adam responds that the budget has to be more in depth. Dr. Mauck states that if we put off the request then their cost will increase. Jessica continues stating that it is not our place to question their expense report. Adam states that it is student's referendum and it is our place. Dr. Mauck states that we do not ask them to submit receipts for the expense report. Julian's issue is that it is student space and money that they are using. Would want more information on the expense report as well to see how the money is being used. Jessica states that it is on us for not asking and we cannot go back and ask for all those details. Adam ask the board to reducing the fee waiver to \$1260 and they still make the set up fees of \$140

a) Motion to amend amount requested to \$1260 by Adam,  
second by Jessica

(1) In Favor      9      Oppose      0      Abstain  
0

XIV. Announcements

A. Brendan states that last year the board brought the idea of tabling during nooners to get more outreach. Have board members work the snack cart during final weeks. Discuss to students what the HUB board committee does and be able to bring students to meetings to discuss issues. Jessica states GSA has flyers with information on what GSA does and it can work the same and display what the HUB board does too.

XV. Adjourn

A. Motion to adjourn by Pablo, second by Adam

1. In Favor      9      Oppose      0      Abstain      0