

Highlander Union Governing Board Meeting

Tuesday, December 5th, 2017

5pm - 6pm

HUB 355

Minutes composed by Kaitlyn Lara

1. Call to Order

2. Roll Call

a. Members Present:

- i. Lewis Luartz, Chair
- ii. Kaitlyn Lara, Vice Chair
- iii. Shawn Ragan
- iv. Diana Trannam
- v. Sawanee Zadey
- vi. Aram Ayrapetyan
- vii. Leandra Doan
- viii. Brett Walsh
- ix. Alondra Duenas
- x. Brendan O'Brien

b. Absent

- i. Alex Ruiz

c. Guests

- i. Devon Sakamoto
- ii. Susan Marshburn
- iii. Hassan Ghamlouch
- iv. Nick Olivarria

3. Approval of Minutes

- a. Motion to approve the November 8, 2017 minutes by Alondra Duenas, second by Diana Trannam.

- i. Vote: 9 In Favor 0 Opposed 0 Abstain

4. Approval of Agenda

- a. Motion to approve the November 8, 2017 agenda by Diana Trannam, second by Alonda Duenas.

i. Vote: 9 In Favor 0 Opposed 0 Abstain

5. Chair's Report: Lewis Luartz

a. Will send out a new doodle for the January meeting and for the social.

Sub-committee Doodles will also be set out once the board sends their schedules.

6. HUB Report: Brendan O'Brien, Director

a. Nothing to report, skipping to the Funding Request

7. Student Success Center Funding Request, Presenter: Brendan O'Brien, HUB Director

a. This center has been planned for about a year now. In 2014, the HUB analyzed how the building was accommodating the current students and about how the demand would change for the upcoming years. 3 expansion options included:

i. Expand the building

1. Would require \$110-115 student fee in addition to the current \$90 commons student fee. That doesn't seem like the best option at this time.

ii. Build a satellite student union at another location on campus

1. Costs were unknown at the time of research. Could be more expensive.

iii. Integrate HUB space into an Academic building, (a Hybrid building)

1. A year long information campaign would prelude the construction of this possible integration. The research concluded that this could accommodate the projected 30,000 full-time students on campus in the future. 8500 average sq. ft. would be needed to accommodate a building for a campus of that projected size. The Student Success Center would potentially alleviate the space lost when the lease is up for University Village theater. It could possibly include a 400 seat lecture hall, two 150 seat lecture halls, general assignment classrooms, academic support, advising, offices, HUB and student life space. Looking at scheduling needs, the building could contain one large 1800 average sq. ft. room for 100-200 people, 2 medium sized room for 80-90 people, 3 small rooms for 40-50, a student lounge space for seating, and an exterior patio space. The cost of this section of the building is

about \$8 million, and will not require an increase of the existing commons fee. It is already within the current HUB funding that has been accruing over the past decade. It would not impact the current daily operation of the existing HUB. All other building costs will be absorbed by the state, an estimated \$50 million. Students will and need to be involved. There is a student member working group that consists of an ASUCR student representative, and a GSA representative. Brendan O'Brien advocates that the HUB Chair also joins the group to have 3 students. Student Workshops should begin early Winter Quarter, or at least announcements for them. They will announce what will go inside the building and how it will be paid. Student input is crucial. A dining component is available to add the building, but not yet planned. The current HUB space is maxed out to our full-time student capacity. This project will accommodate future growth.

2. Aram Ayrapetyan thinks that the idea is great, but would like specific breakdowns for how the student spaces will be assigned. Would also like to know how students will get involved. Brendan O'Brien said the working groups are the primary way for student involvement with additional opportunities for reaching out for input. Brendan O'Brien would also like direct communication with campus organization leaders.
3. Diana Trannam wants to know the projected completion date, which Brendan O'Brien said within 3-4 years.
4. Aram Ayrapetyan brought up the Heat cancellation and possible student discontent with the spending of their current commons fee. He would like a breakdown of how the expenses are allocated during the project. Brendan O'Brien responded that although Heat was a great program for the campus, we need to think about how the campus is going to be able to serve future students in the decades to come. Although the Heat festival was a great one-day event, the HUB still isn't able to serve the needs for the entire campus. The Student Success Center provides campus benefits

for students looking for a place to sit in-between classes or to eat their lunch, just to name a few.

5. Brett Walsh asked where the building expansion would take place. Brendan O'Brien replied that either Lot 19, or next to the Student Services in the large plot of land.
6. Lewis reminded the board that to stay within the allocated time, we needed to move to extend time or move on to the next item on the agenda.
 - a. Aram Ayrapetyan moved to extend time by 2 minutes, seconded by Shawn Ragan.
 - i. Vote: 9 In Favor 0 Opposed 0 Abstain
7. Aram Ayrapetyan asked if there was a way to send information out to the campus before voting on the funding of the Student Success Center. Brendan O'Brien said that the kickoff of the project with the working group begins the week after, so board approval would need to occur now. Aram Ayrapetyan brought up that it would be nice to know how things break down before voting on approval, but Brendan O'Brien said that this is more of the approval of the idea and that future discussions will get into details.
8. Lewis said that we needed to extend time again or move on to the next agenda item.
 - a. Diana Trannam moved to extend time by 2 minutes, seconded by Aram Ayrapetyan.
 - i. Vote: 9 In Favor 0 Opposed 0 Abstain
9. Diana Trannam asked if we were approving the topic, not exactly the beginning of construction on the building. Brendan O'Brien replied that this vote is to approve the \$8 million funding by the HUB for the Student Life Center. Aram Ayrapetyan added that we will be approving the building in pieces, first the funding, and then other parts. Aram Ayrapetyan recommended that the site location be approved by the HUB, not by the working group. Brendan O'Brien said that since this is not a fully funded HUB project, that

the board does not have the final say on the entire project. Aram Ayrapetyan would like to add another student representative onto the board. Shawn Ragan asked if it's possible to add another ASUCR representative. Brendan O'Brien will make the request but can not guarantee anything.

10. Lewis said that time needed to be extended again or move on to the next agenda item.

a. Shawn Ragan moved to extend time by 2 minutes, seconded by Aram Ayrapetyan.

i. Vote: 9 In Favor 0 Opposed 0 Abstain

11. Shawn Ragan does not object to another ASUCR representative to the working group. Brendan O'Brien said that as time goes on, we will get a more conclusive breakdown on how the \$8 million will be spent, with the Board's input. Aram Ayrapetyan asked if the board would act as an advisory group. Brendan said that the working group will guide the framework and design of building

12. Lewis said that time needed to be extended again or move on to the next agenda item.

a. Aram moved to approve the \$8 million allocation of HUB funds to the Student Success Center project, second by Diana.

i. Vote 9 In Favor 0 Opposed 0 Abstain

8. 3rd Floor Space Request, Presenter: Devon Sakamoto, Director for the WELL

a. Proposal is to renovate and repurpose the catering kitchen on the 3rd floor of the HUB. Catering relocated, but the existing space is still an unused kitchen. The plan is to repurpose it into a student-kitchen. There are four benefits to this:

- i. Student access to food preparation areas via microwave or to put things together, that is easily accessible on campus. This would specifically be beneficial to commuter students.
- ii. Support food recovery efforts. This collects unused/unsold food and repurposes it for other students to access. The R'Pantry is ready to support the distribution of unused food across the campus, but there is no

space to store it currently. This unused kitchen is ideal solution for the locations on campus with food to donate.

- iii. Staff/student led preparation workshops.
 - iv. Global food initiative - CalFresh. Gives students up to \$194 a month for groceries. This is an option for students, and the kitchen space would have a spot allocated for computers and kiosks to learn more about CalFresh and apply for the program. Staff would be there to help students with questions.
- b. There are student organizations on campus that also support the kitchen space. The goal is to decrease food insecurities on campus, and increase students' life skills. The budgeted amount accounts for additional appliances and prep spaces. A walk-in refrigerator is also in the space, which can hold donated groceries, and can be assigned to specific organizations who wish to hold food as well. Microwaves will also line the wall for students, as well as folding chairs and tables that can be rearranged. The Student Kitchen is already funded by SB 85 (State Funding) and must be used by June 30th, 2018. The proposal is just asking for the HUB space to be reallocated. Estimated costs included items for renovation, the technology needed for students to apply for CalFresh, staffing, training, and marketing. A student advisory board will be created to decide how the management of the space is used and possible programs that could occur. A study conducted across the UC's found that UCR has the highest rate of all UC campuses for food insecurities.
- c. Diana Trannam asked when the kitchen is planning to open and when it will be available during the week. Devon stated that the student advisory board will have to decide when the hours will be during the week and which days it will be open to the campus. For the opening of the kitchen, the plan is to finish the renovations by June before the state funding expires, and for the kitchen to open sometime this year.
- d. Brett Walsh asked how this compares to the SRC kitchen. Devon said that it is similar, but might not be as high tech.
- e. Aram Ayrapetyan said that ASUCR will want to be one of the primary partner of the Student Kitchen, and would like for ASUCR representatives to be part of the student working group.

- f. A guest in the audience brought up that R'Feed, which also fights food insecurities, has met with dining that is willing to contribute refrigeration and space for the kitchen. The R'Feed program would like to largely get involved with the student kitchen as well. They want to make the space more sustainable so that they can apply for grants. The guest, a CHASS senator, largely supports the student kitchen.
 - g. Aram Ayrapetyan moved to prove the HUB Student Kitchen proposal, seconded by Shawn Ragan.
 - i. Vote: 9 In Favor 0 Opposed 0 Abstain
9. Facilities Service Level Agreement (SLA) Review, presented by Susan Marshburn (Executive Director of Facilities Services) and Hassan Ghamlouch (Director, Facilities Services/Environmental & Resource Services).
- a. This SLA review allows the board to ask questions to the two directors about the HUB being taken over by the Facilities SLA, which also maintains other buildings on campus. This agreement looks to combine housing, HUB, and the main campus maintenance, but each have their own SLA agreement.
 - b. Aram Ayrapetyan asked which model that the HUB model would be run on, like a shop model or a hybrid. Susan Marshburn said that a certain level of maintenance will be completed, but for certain situations, then a shop-person will need to be called to campus who has the skill level to complete the maintenance task. Aram Ayrapetyan also asked whether there will be a time delay for maintenance since all three maintenances are combining. Susan Marshburn said that the staff will still be embedded as it is, except for landscaping. Maintenance will remain in their designated areas, for example HUB maintenance will remain at the HUB, and will not have to respond to housing maintenance calls. Hassan Ghamlouch said that the only thing changing with the SLA agreement is that the HUB isn't isolated from the rest of the campus, they will have more help from other departments on campus.
 - c. Shawn Ragan asked about the difference in costs with and without the SLA agreement. Susan Marshburn responded that the budget remains the same (\$1.54 million). There is no additional charge added to what the HUB is currently running on. The SLA agreement just transfers the money and improves the efficiency of the current operations.

- d. Aram Ayrapetyan asked about the APPA rating the the HUB follows. Susan Marshburn said that the rating depends on the funding provided to the department.
- e. Brendan O'Brien said we could vote on the approval of the agreement at a future HUB board meeting.

10. Food Service Report

- a. None

11. Public Forum

- a. None

12. Subcommittee Reports

- a. None

13. New Business

- a. Aram Ayrapetyan brought up what process needs to be taken for HUB rent, and whether it would need the board's approval to set the rate. Brendan said the rate is based on the services provided by the HUB. He said he could discuss the matter in January to get more opinions from the rest of the board.
- b. Aram Ayrapetyan moved to approve items A through F for a HUB Fee Waiver, seconded by Shawn Ragan.
 - i. Vote 9 In Favor 0 Opposed 0 Abstain

14. Old Business

- a. There are no updates on the previously discussed \$15 per hour operating fee, nor the HUB Posting Policy. Both are still in review and will be up for a vote at a later board meeting.

15. Announcements

- a. Kaitlyn mentioned to look out for Lewis' Doodle for the January meeting as well as for the social.

16. Adjourn

- a. Alondra Duenas moved to adjourn the meeting, seconded by Aram.
 - i. Vote 9 In Favor 0 Opposed 0 Abstain