

Highlander Union Governing Board Meeting Minutes

Tuesday, March 6, 2018

5pm - 6pm

HUB 379

Minutes Composed by Kaitlyn Lara

- I. Call to Order
- II. Roll Call
 - A. Members Present
 1. Kaitlyn Lara, Vice Chair
 2. Kerry Mauck
 3. Sawanee Zadey
 4. Leandra Doan
 5. Aram Ayrapetyan
 6. Brett Walsh
 7. Alondra Duenas
 8. Diana Trannam
 9. Brendan O'Brien
 - B. Absent
 1. Lewis Luartz, Chair
 2. Alex Ruiz
 3. Shawn Ragan
 - C. Guests
 1. Nick Olivarria
 2. Teresa Garcia
- III. Approval of Minutes
 - A. Motion to approve the February 5, 2018 minutes by Aram Ayrapetyan, second by Diana Trannam.
 1. 8 In Favor 0 Oppose 0 Abstain
- IV. Approval of Agenda
 - A. Motion to approve the agenda by Alondra Duenas, second by Aram Ayrapetyan.
 1. 8 In Favor 0 Oppose 0 Abstain
- V. Chair's Report
 - A. Kaitlyn Lara wants to welcome Kary Mock to the HUB Governing Board, who now serves as the faculty representative. Kary Mock is a professor under the Department of Entomology and looks forward to the items we will discuss in upcoming months.
- VI. HUB Report: Brendan O'Brien, HUB Director
 - A. Facilities SLA Updates: Brendan O'Brien had a meeting the day prior with Susan Marshburn regarding the Facilities Service Level Agreement (SLA) updates. When the draft SLA is updated with the changes and finalized, Brendan will email the Board with the changes for their approval, comments, and discussion

regarding whether the SLA draft suits what the HUB needs. There are not too many changes that need to be made. At their meeting, they discussed the numbers and how custodial coverage is with the HUB's extended hours throughout the weekend. At the moment, the HUB has coverage Saturday morning, and early Sunday, but there is no coverage at other times. Manny Sanchez, the Facilities Manager is working on rearranging staff hours to account for the missing coverage. The dining component of the SLA is generally not affected by the Facilities SLA draft, since dining has an agreement with facilities on how facilities staff supports their operations. This includes the HUB first floor dining as well as Latitude 55, Habit, and Coffee Bean & Tea Leaf. Brendan needs to bring the draft changes to VCSA other full time staff members for their review. Kerry Mauck asked about what the SLA draft is aiming to achieve. Brendan responded that during the past ten years the HUB has operated with its own facilities staff. In the last year there has been outgoing conversations with Facilities Services to integrate our staff into their overall operations. About two meeting ago, the Board met with Susan Marshburn and Asam, one of the directors to go over the outline of the SLA. Overall nothing is drastically changing, but what is nice is that we will have additional support from Facilities Services that we did not have before. In the past we did a lot of third party contracting and was redundant, but integrating with Facilities Services opens up the service options on campus for the HUB. It does lead to solving issues with billing inconsistencies, which excites Brendan. The inconsistencies occurred due to square footage and pricing differences for dining and the rest of the HUB. With the SLA, pricing standardizes for the HUB, HUB Dining, and Costo Hall. These buildings can now accurately plan their budget depending on the square footage and associated costs. If there was a busy month with high utility costs, then planned budgets were skewed. With the SLA, we can start going towards what Brendan and Aram Ayrapetyan discussed regarding reducing OMP billing for the Student Affairs Offices, and getting a more accurate billing for Dining and their needs.

- B. Student Success Center Updates: There is a meeting next week to meet with the architects who have been designing their project visions. They will present to the Student Success Center Board for their opinions and approval. Brendan will bring the updates to the HUB Board during the April meeting. These plans are not what the building will look like, it is simply an idea to give out the standards and expectations to potential contractors. In general terms, the plans will have the types of spaces and expected room sizes, not the exact design details.
- C. Brendan O'Brien initially wanted to have the April HUB Governing Board meeting during the week of March 26th, but the campus is on Spring Break. Instead, Brendan suggests moving the meeting to the following week of April 1st. At this meeting, we can review the Facilities SLA and the HUB Budget. It will be a tight hour as there are many items that need the Board's attention. Kaitlyn Lara suggested planning for a longer meeting time, more so of an hour and a half. The

finance committee will need to meet in the next couple weeks, however Brendan's availability is minimal due to travel arrangements. The finance committee will need to meet to discuss capital projects and the HUB Budget. Brendan will send out a doodle poll for the next meeting as Lewis will continue to be gone for a couple weeks. Diana Trannam asked if we were going to vote next month on the initial plan. Brendan clarified that it will be a vote on the approval of the HUB Budget, but the finance committee will go into more depth regarding the Budget details.

VII. Food Service Report

- A. There is nothing to report, unless the Board has any questions for Teresa Garcia. Kaitlyn Lara noticed on the PDF of UCR Dining Hours, Hibachi San was misspelled. Kaitlyn also brought up student conversations about missing the Latitude 55 breakfast burritos were discontinued due to the Habit coming in. Kaitlyn brought up a petition going around with about 100 signatures about somehow bringing the breakfast burritos somewhere on campus. Aram Ayrapetyan added that he too misses the burritos. Teresa Garcia responded that Chronic Tacos is now open for breakfast from 8am - 10pm, and serving breakfast burritos. Although this is a new option for students who are looking for breakfast items or for an alternative to the Latitude 55 breakfast burritos, the price point is not the same. Aram added that students are probably missing the burritos from a sentimental point of view because they were very good cheap burritos. He also asked if there was a way to bring them back to other dining locations that are open for breakfast in the morning. Teresa said she will talk to the head chef about what they can do. Breakfast might be an option at Bytes, and with the new Ivan's coming on board they may be able to add it to their menu. Aram suggested having a one day event where the breakfast burritos are resold at one dining location. Teresa will get more information about the possibility of bringing back the burritos. Bytes or Ivan's would be the only spot on campus to do something like this until MRB 1 comes up or one of the other locations come up.

VIII. Public Forum

- A. None

IX. Subcommittee Reports

- A. Finance Subcommittee
 1. This Subcommittee has not met since the last HUB Board meeting, but look out for Doodle poll to schedule a future meeting in the next coming weeks.
- B. By-Laws Subcommittee
 1. This Subcommittee has met once since the previous HUB Board meeting in February. The committee went over many edits and will need another meeting to finalize the changes Lewis has been changing on his version of the document.

X. New Business

A. Kaitlyn asked how many of the items were fee waivers, to which Nick Olivarria responded that only Items G, H, and V are fee waivers. The rest of the items are advanced bookings.

1. Motion to approve Items A through V by Brett Walsh, second by Diana Trannam

a) 8 In Favor 0 Oppose 0 Abstain

XI. Old Business

A. The operating beyond normal business hours fee is still in review. Brendan O'Brien recommended discussing this with the finance subcommittee for their opinions. It is not a pressing matter, but is still important to discuss in detail.

B. Brendan was able to meet with Ellen Whitehead and Joe Virata to review the four active posting policies on campus. When Jim Sandoval was still here at UCR, Brendan asked about the status of the Campus Board of Review Committee but received no information back. Joe is going to recreate said committee. Aram Ayrapetyan added that he saw information regarding the committee on the website but it was not an active page. Brendan added that the Campus posting policy was last updated in 1988. Some of the buildings mentioned have been renamed or no longer exist, and other places on campus are referenced to with old titles. The Student Affairs posting policy has no date and there is no information whether or not it was actually enacted. The Student Life posting policy primarily deals with the stamping of posters. The HUB posting policy has more of an immediate say in terms of this Board, but Brendan does not want this policy to contradict any of the other three active posting policies. By May, hopefully we can review the HUB posting policy. Aram Ayrapetyan added that he met with Brendan and the ASUCR Elections Director regarding the elections posting policy. In the past, this policy was hidden in the ASUCR bylaws and did not receive much attention. Now that there are so many independent candidates, Aram wants to make sure that the HUB is not plastered with campaign posters. They are currently rewriting that section of the ASUCR bylaws to clarify where students can and cannot display posters, and to make sure that it does not contradict the HUB posting policy. At this meeting, they finalized these details and added it to the Elections guidelines for students to follow.

XII. Announcements

A. Brendan O'Brien is not sure about when Lewis Luartz will return, so Brendan will send out the Doodle poll information for both the April HUB Board Meeting and for the finance subcommittee. Brendan will be answering emails while he is gone, so feel free to send him any questions that come up. Look out for the revised SLA updates in your email once Brendan finalizes them.

XIII. Adjourn

A. Motion to adjourn by Leandra Doan, second by Kerry Mauck.

1. 8 In Favor 0 Oppose 0 Abstain