

Highlander Union Governing Board Meeting

Wednesday, November 8th, 2017

9:00am – 10:00am

HUB 379

Minutes composed by Kaitlyn Lara

1. Call to Order

2. Roll Call

a. Members Present:

- i. Lewis Luartz, Chair
- ii. Shawn Ragan
- iii. Alondra Duenas
- iv. Kaitlyn Lara
- v. Diana Trannam
- vi. Sawannee Zadey
- vii. Alex Ruiz
- viii. Brendan O'Brien (Ex-Officio)

b. Absent:

- i. Aram Ayrapetyan
- ii. Leondra Doan
- iii. Brett Walsh

c. Guests

- i. Robin Hungerford
- ii. Ellen Whitehead

3. Approval of Minutes

- a. Motion to approve the October 11, 2017 meeting minutes by Alex Ruiz, second by Diana Trannam.

- i. Vote: 7 In Favor 0 Opposed 0 Abstain

4. Approval of Agenda

- a. Motion to amend November 8, 2017 agenda by Lewis Luartz, second by Alondra.

- i. Vote 7 In Favor 0 Opposed 0 Abstain

- b. Motion to approve November 8, 2017 agenda by Alex Ruiz, second by Kaitlyn Lara

- i. Vote 7 In Favor 0 Opposed 0 Abstain

5. Chair's Report: Lewis Luartz

- a. Requested for the nomination of a Vice Chair for the HUB Governing Board

- i. Kaitlyn Lara nominated herself for the Vice Chair position and accepted. No one else was nominated. Lewis Luartz and Shawn Ragan decided against having a secret ballot. A unanimous vote decided to elect Kaitlyn Lara as Vice Chair.

- b. Subcommittee Sign Ups: Asked for board members to join the Finance Subcommittee and the Bylaws Subcommittee. Both committees need at least 2 members and meet every couple weeks as needed.

- i. The Bylaws Subcommittee advises with Brendan O'Brien to review and revise the bylaws on fixing membership, meeting times, and member stipends. Alondra Duenas, Kaitlyn Lara, Diana Trannam, and Sawanee Zadey signed up for Bylaws Subcommittee.

- ii. The Finance Subcommittee reviews the HUB budget and looks at long-term HUB projects with large investments that need the board's approval. Alondra Duenas, Kaitlyn Lara, Diana Trannam, Sawanee Zadey, and Alex Ruiz signed up for the Finance Subcommittee.

- c. Requested that all members complete the Doodle for the upcoming December board meeting.

- d. Would like to have a social for the board members to get to know each other. A Doodle will be sent out to plan the date.

6. HUB Report – Brendan O'Brien

- a. Costo Hall has been experiencing a sewage smell for the past month. Facility Services has not identified a location or reason for the odor. Health and Safety came out and conducted some tests; there is no immediate health risk to the campus. Facilities Services has installed new air vents in Costo Hall to try and reduce the smell inside the building. The loading dock may need to be looked at, especially since that is where all of the sewage links up from four nearby buildings. Any updates on the matter will be announced at the next meeting.

- b. Feed Your Brain Request – This program was started by the HUB in the middle of the last year to provide snacks and coffee for students studying for finals. The expense is \$4,400.90. The event draws a larger crowd to campus from 1:00 pm – 4:00 pm, ranging December 8, 2017, to December 14, 2017, in HUB 302. Alex Ruiz wanted confirmation on whether the snacks provided were healthy options, which they are, but Brendan will consider working with dining on expanding the options.

- i. Motion to approve the \$4,400.90 expense by Alex Ruiz, second by Alondra Duenas

1. Vote 7 In Favor 0 Opposed 0 Abstain

- c. Microwaves Request – 2 microwaves will be placed in the transfer and commuter lounge. 2 microwaves will be replaced on the HUB first floor. The expense is \$774.86.

- i. Motion to approve the \$774.68 expense by Alex Ruiz, second by Diana Trannam

1. Vote 7 In Favor 0 Opposed 0 Abstain

- d. Facility Service Level Agreement (SLA) – HUB facility staff is being combined with the rest of the general campus facility staff. Quality and staffing the HUB should not diminished. Approval to take place during the December Meeting after Brendan meets with facilities. Alex Ruiz mentioned that we need to look

for any changes to be made regarding the SLA to make sure that the HUB building is maintained and kept up to standard.

7. Food Service Report – Robin Hungerford, Director of Retail Dining and Hospitality Services
 - a. Glad to report that Chronic Tacos and Hibachi-San is now open. Habit will be open in the next week, and will be doing a charity day to get their team trained; all proceeds will be donated to R'Pantry.
 - b. Lewis Luartz asked about breakfast options on campus; Habit and Subway are the sole providers. The project for the Barn will begin at the end of Winter Quarter.
 - c. Lewis Luartz asked about mobile ordering at Chronic Tacos, as well as the rest of the campus. Because Chronic Tacos is new to the college food-scene, their mobile ordering will most likely be delayed until their team adjusts to the large demand. Mobile ordering for the rest of the dining options is being considered for the future, possibly with Tapingo. Shawn Ragan asked if this system had delivery for the mobile orders placed, to which Robin responded that Tapingo does; they just need to work out the smaller details if this system is put into place at UCR.
 - d. Alex Ruiz asked about how the Barn Project will affect the crowding of other dining options. The first response is to have food trucks near the University Theatre and build a seating area near the oak trees. Another response is a buffet at the Alumni center. The third is to expand Ivan's inside Hinderaker Hall.
 - e. Lewis Luartz asked about Vegan options on campus. Dining is currently working on expanding these options.
8. Public Forum
 - a. Ellen Whitehead, Interim Assistant Dean of Campus Life and Director of Student Life.
 - i. Here to support and observe
9. Subcommittee Reports
 - a. None

10. New Business

- a. Alex Ruiz asked about our policy on retro-waivers. Brendan O'Brien added that the event regarding this waiver was mistakenly not included on the agenda for last month's meeting. They are now included at this meeting for the waiver approval.
 - i. Motion to approve items A-E for the fee waiver by Alex Ruiz, second by Kaitlyn Lara.

1. Vote 7 In Favor 0 Opposed 0 Abstain

11. Old Business

- a. Brendan O'Brien is still reviewing the information regarding the \$15 an hour fee for operating beyond normal business hours. Wants to see who usually operated beyond hours and who will be affected most by the policy.
- b. Brendan O'Brien asked for changes to the HUB Posting Policy Review. The policy will be emailed out again for revision. Kaitlyn Lara recommended that item 2b-1c be combined with 11e. More revisions to be discussed at the December and January meetings.

12. Announcements

- a. Alex Ruiz gave an update on the 2-1 transfer initiative. 250 of the 600 applicants for Winter Quarter SIR'd. More applications for future quarters are expected. By the year 2020, the 2 to 1 ratio hopes to be met.

13. Adjourn

- a. Motion to adjourn the meeting by Kaitlyn Lara, second by Alondra Duenas.
 - i. Vote 7 In Favor 0 Opposed 0 Abstain