

Highlander Union Governing Board Meeting Minutes

Wednesday, September 26th

5:00pm-6:00pm

HUB 367

I. Call to Order

II. Roll Call

A. Members Present:

1. Kaitlyn Lara, Chair
2. Adam Gutierrez
3. Diana Trannam
4. Alondra Duenas
5. Sawanee Zadey
6. Leandra Doan
7. Stephanie King
8. Siddharth Agarwal
9. Tommaso Menara
10. Shawn Ragan
11. Semi Cole

B. Members Absent:

1. Alex Ruiz
- 2 Dr. Kerry Mauck

C. Guests:

1. Nick Olivarria

III. Approval of Minutes

A. Motion to approve the minutes for June/August by Shawn, second by Semi

1. In Favor	10	Oppose	0	Abstain	1
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IV. Approval of Agenda

A. Motion to approve the agenda by Semi, second by Tom

1. In Favor	10	Oppose	0	Abstain	1
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V. Chair's Report: Kaitlyn Lara, HUB Chair

A. Kaitlyn welcomed everybody back and introduced the three new graduate students, Shawn, and Semi who are now a part of the HUB Governing Board. There was a vacant position in the vice chair that must be held by a graduate student. The duties for the vice chair are to preside over the chair if the chair is not present. Tommaso was the only one nominated and was later elected. The secretary position was also left vacant. Adam Gutierrez was nominated and elected as our secretary with the responsibility of typing minutes for the meetings. If neither the Chair nor the Vice Chair are present it is the obligation of the secretary to preside as Chair. Kaitlyn then introduced the finance subcommittee which approves the final budgets for capital projects before formal meeting as to reduce time spent during meeting. Adam and Semi showed interest in the finance subcommittee. Kaitlyn then introduced the subcommittee for the Latitude 55 remodel. Both committees will meet once a month for an hour each.

VI. HUB Report: Brendan O'Brien, Director

- A. OMP/Rent Updates. Brendan discussed lowering rent for Student Government and Student Affairs offices to reduce cost for the HUB. Possible roadblocks exist with dining, but he is working with them to find a cost for rent that works for the third party vendors. Brendan does not plan on adjusting his budget based on the figures presented at the meeting prior.
- B. Capital Project Updates. (Hand dryers, card access, new chairs, A/V upgrades)
- As for hand dryers we are waiting on two more quotes and we can expect an update at the October meeting.
 - Card access has been proposed as a way to designate space for particular students. In the graduate lounge card access would only allow graduate students to enter and would keep it locked to all others. The funds have already been allocated from previous boards and the process is still in action but there have been a few delays since the company is understaffed.
 - The HUB is also looking into purchasing new chairs since we are 300 chairs short of our current standard.

- From the 2016 allocation of funds we can expect the A/V upgrades for 302 and 355 in the winter quarter.

The HUB will be updated with specific plans when the upgrades are happening. The HUB is further looking into innovative ideas for reducing energy costs such as lighting that could be managed properly.

- C. HUB Board Training/Social. The social would serve the purpose of bringing the members closer together in a social setting as opposed to a formal setting. Discussion would entail goals for the HUB and Capital Projects the board would like to push for. If the members of the board knew each other better then it would be easier to engage in discussion of crucial topics.

VII. Food Service Report.

- A. N/A

VIII. Public Forum

- A. Semi asked if the HUB Board consults with students in order to get feedback for projects and to get a better grasp of what students want to see more of at the HUB. There is not currently a system in place by which we can gather data, but Brendan is interested in acquiring such data. The data would not be too costly to acquire. The board could work with the School of Business to conduct a survey in which students could voice their opinions.

IX. Subcommittee Reports

- A. Kaitlyn will contact board members who showed interest in the subcommittees and she expects for them to be meeting by early November at the latest.

X. New Business

- A. Vice-Chair and Secretary Nominations. Vice-Chair and Secretary positions have been voted on with Tommaso being the Vice-Chair and Adam being the secretary.
- B. Early Reservation/Fee Waiver Request (New Form!) The new form now shows how much the fee waivers are for each specific event if there is a fee included.
 1. Motion to approve all early reservation and fee waiver requests (items A-J) by Diana, second by Tommaso

a. In Favor 10 Oppose 0 Abstain 1

XI. Old Business

A. \$15 an hour fee for operating beyond normal business hours (In Review). The HUB budgets ahead of time so it causes an inconvenience when programs was to operate beyond those hours. The fee would cover the costs of having managers present during whatever the time may be. Brendan mentioned that the fee should be non-waivable because it would not make sense to implement a fee that would potentially be waived often. Organizations do not usually ask to operate beyond hours, so this would be a fee incurred on occasion.

B. HUB Posting Policy Review and Questions (In Review). Policy Review will be available for posting in October and all board members will have access to it. Student life is currently giving their opinion on it.

XII. Announcements

A. N/A

XIII. Adjourn

A. Motion to adjourn by Semi, second by Stephanie.

1. In Favor 10 Oppose 0 Abstain 1