

Highlander Union Governing Board Meeting

Wednesday, February 13th, 2019

4:00pm-5:00pm

HUB 355

- 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. Shawn Ragan
 - 10. Semi Cole
 - 11. Alex Ruiz
 - 12. Dr. Kerry Mauck
 - B. Members Absent
 - 1. Tommaso Menara
 - C. Guests
 - 1. Nick Olivara
- III. Approval of Minutes
 - A. Motion to approve minutes for January by Semi, second by Diana
 - 1. In Favor 6 Oppose 0 Abstain 3
- IV. Approval of Agenda
 - A. Motion to approve agenda by Stephanie, second by Siddharth
 - 1. In Favor 8 Oppose 0 Abstain 1
- V. Chair's Report: Kaitlyn Lara, HUB Chair
 - A. During Kaitlyn's report, her first order of business was to schedule another informal social for the HUB Board members to familiarize themselves with each other. After a doodle poll was sent out, the meeting was scheduled to be on March 6th from 5-6pm in HUB 367. Siddharth inquired on scheduling a meeting and social on the same day, but it was ultimately decided that a doodle poll would be sent out.
 - B. Leandra Doan Came in.
- VI. HUB Report: Brendan O'Brien, Director

- A. Proposed Event Fee Changes for FY 19-20. Brendan proposed several changes to the HUB Equipment Rates and they were each discussed by the board. The first change was to be a removal of the \$50 power box fee that was instituted when the HUB first opened and the money has already been collected to pay for the power box. The next topic of discussion was regarding additional microphones that are placed around the HUB rooms for special set-ups. The current fee is \$22.65, which the HUB is already charged regardless and has currently been absorbing. The board had an issue with billing student organizations, but feel that for outside groups the fee may be necessary even though this set-up is not very common. The next topic discussed was a multimedia soundboard required in special set-ups of the HUB. The current rate is \$0 and the new proposal would raise it to \$23.41. The media tech will be assessed during the March meeting. The HUB is currently charged for media tech. Student managers are required for certain hours outside of HUB hours and the proposed fee change would be from \$0 to \$15 to accommodate for the student manager. The Cancellation fees for 5 days out would be changed to 50% of the rate charged and for 3 days out the fee would be charged in full. Lastly, a no show currently has no repercussion for reserving and not showing. It is difficult for the HUB to catch no shows since there is not a position dedicated to it. The proposed changes would be different for different cases: for RSO's a first occurrence would constitute a written warning, a second occurrence would incur a flat fee rate, and the third occurrence would result in loss or privileges for a quarter and for Departments the first occurrence would result in a written warning, the second occurrence and beyond would result in a flat fee room rate. The issue with cancellations and no shows is that students are not able to use the room during the allotted time when they could have put good use to it. The board recommended that the HUB send emails to rooms reserved by student organizations as to minimize the no show rate.
- B. Latitude Fifty-Five Survey Review. The next topic of discussion is regarding the Latitude Fifty-Five renovations that are to come. A survey has been written and the board recommended changes so that the survey could be more helpful. Questions arose regarding biased results which would occur if the survey is only available at the Latitude Fifty-Five location. The HUB Board proposed we include a question regarding time-commitment. Concerns also arose about the amount of seating in the space and if we could upgrade the seating to accommodate for more students. Some felt that the questions on the survey were not direct enough, so amendments were made to narrow the results of the survey.
- C. HUB Food Vendor Electrical Meters Report. The project is not expected to begin until the next fiscal year, but Brendan provided several options for how this project could be carried out. The project could be all done at once, it could be done by part, or the HUB could option to not pursue the project whatsoever.

Currently, the utilities are divided among the HUB by square footage, but the amount of energy usage is not proportional so by installing the electric meters would allow us to bill spaces accordingly. Whether the money comes from reserves or capital projects budget, it does seem that we will be able to pay for this project.

1. Motion to approve by Shawn, second by Stephanie

2. In Favor 10 Oppose 0 Abstain 1

D. Facilities Maintenance: Hot Water Heater Exchangers. The funding for this maintenance was set aside. Brendan advised the board that these updates are necessary if we would like to continue to keep having hot water in the HUB.

1. Motion to approve by Adam, second by Alex

2. In Favor 11 Oppose 0 Abstain 1

E. HUB Budget Review: Next Month

1. Alex Ruiz Left.

VII. Food Service Report

A. Coffee Bean will remodel in summer to match the brand standard.

VIII. Public Forum

A. Semi asked if the HUB could ever be purchased by another entity, but it seemed unlikely after Brendan explained the logistics.

IX. Subcommittee Reports

A. The Finance subcommittee met to discuss the HUB Budget and it will be discussed further in the March meeting. The next step will be for the HUB to choose 5 capital projects we would like to pursue.

X. New Business

A. HUB Social.

B. Motion to approve Fee Waivers/Early Reservation Requests by Leandra, second by Semi. Approve booking and fee waiver for A-C. D was not approved. Booking approved for E-F.

1. In Favor 10 Oppose 0 Abstain 1

XI. Old Business

A. Card Access (GSA and Student Life requests in progress). Card access will be discussed later with Brendan and Shawn as they are adding all graduate students to the graduate lounge.

XII. Announcements

XIII. Adjourn

A. Motion to adjourn by Stephanie, second by Semi

1. In Favor 10 Oppose 0 Abstain 1