

# Highlander Union Governing Board Meeting Minutes

Thursday, May 3rd, 2018

8am-9am

HUB 355

- I. Call to Order
- II. Roll Call
  - A. Members Present
    1. Lewis Luartz, Chair
    2. Kaitlyn Lara, Vice Chair
    3. Diana Trannam
    4. Alondra Duenas
    5. Sawanee Zadey
    6. Leandra Doan
    7. Brett Walsh
    8. Shawn Ragan
    9. Alex Ruiz
    10. Dr. Kerry Mauch
    11. Brendan O'Brien
  - B. Absent
    1. Aram Ayrapetyan
  - C. Guests
    1. Nick Olivarria
    2. Denise Cisneros
- III. Approval of Minutes
  - A. Motion to approve the April 12, 2018 meeting minutes by Alex Ruiz, second by Brett Walsh
    1. 10 In Favor    0 Oppose    0 Abstain
- IV. Approval of Agenda
  - A. Motion to approve the agenda by Alex Ruiz, second by Diana Trannam
    1. 10 In Favor    0 Oppose    0 Abstain
- V. Chair's Report
  - A. Thank you to Brendan for providing breakfast this morning. We need to consider the election of the chair, vice chair, and secretary (subject to bylaw approval). It has been a great year, and we have one more meeting left. If you have not completed the Doodle for the next meeting, please do so.
- VI. HUB Report
  - A. FY 2018-2019 Budget: Brendan asked Denise to be here today to answer any questions regarding this budget. There are three main sources of income: the referendum (around \$6.7 million), auxillary income, and STIP (interest received off of existing money in our account. This all amounts to about \$7 million. We

currently pay \$3.2 million a year toward debt service until the year 2039. We then have campus fees, administrative fees that the campus requires, staff fees (including student salaries) at about \$483,000, staff benefits at about \$479,000, operating fees (general support, equipment needs, licensing, design support) at about \$1.8 million. Direct expenses account for \$6.5 thousand(?). Indirect included recharges and facilities SLA. The SLA is hitting our ledger as a full expense, but it is not really what is happening. It will most likely be paid out once a quarter, but the numbers are coming from the OMP billing and are still being finalized. It is an expense, but it is not coming out of the referendum. With expenses being accounted for, we end up about \$75,000 ahead. One, this is the money we have left over, two, this does demonstrate that we do not have money to host HEAT (which costs about \$500,000). The HUB's spending will be posted on our website to allow students to know how we are spending money and where their referendum goes. For this past fiscal year, our referendum decreased about 3.1%, it began in winter 2018 not fall 2018 as planned. Upon reevaluation, the reduced fee from \$110 to \$90 was instead implemented the following quarter. We have an emergency reserve fund of \$1.2 million that has been built up over the past 10 years. This could be used for earthquake damage or any other emergency that has not been allocated somewhere else in the budget. The \$75,000 leftover will be added to this reserve to continue building it up. Right now Brendan would like to get it to \$2 million to be a lot more comfortable and be able to repair things more easily. Shawn wants to know where the \$8 million for the Student Success Center came out of. Brendan says that that portion is allocated in the \$9.1 million carryforward. The Student Success Center is pretty much a go at this time, so the \$8 million will not be part of the budget for next year. We have about \$450,000 for capital projects such as new carpeting, digital signage, extra projects that enhance the building. Some of the projects to complete/finish are technology updates in meeting rooms 302 and 355 as part of the Media SLA. Card access for the Graduate Lounge is still happening, as well as exterior card access in a couple places. This allows less keys to be given out to staff, and makes this a lot easier for staff who needs access earlier in the morning. We have the opportunity to open up the building more so than we have before in the past. We have had some issues with network/hard drive fails; \$15,000 is allocated to update this issues and get us back up and running where we need to be. \$10,000 has been spent on getting digital signage prepared in the building, now we are planning a launch. Before, the HUB was working on digital signage, but dining and housing approached us and wanted to update their signage as well. Their signage includes 50-60 screens, whereas ours is about 10, so it took awhile to get everything settled. With their addition, it lowered our membership cost by about \$2,000, and our startup costs are reduced with more campus support. Exterior signage is not as updated and does not make sense. A possible project for next year's board is to update meeting rooms and office signs for the HUB and Costo Hall. This also could include signage maintenance, however, this

could fall under the Facilities SLA. The flooring in the first floor HUB is carpet/linoleum, and is getting in pretty bad condition. Currently, Brendan is talking with dining about replacing it with all tile. He will meet with Facilities Services and dining services to discuss potential options to hopefully begin work this summer. About \$120,000 is allocated for that project. Latitude 55 renovations will be discussed in June for the estimated figures and plans. The Habit did a great job, but we need to update the look and feel of the upper space. UCR Gaming did approach Brendan awhile back to develop an e-gaming cafe, but has not heard back from them recently. He does not know where this project stands, but Brendan would like to get something started this summer. It could even just be a new coat of paint. Because of the new election, Brendan does not know if the gaming cafe will still be on the table with the newly elected ASUCR officers. Maybe they will still present something, but they have until this June to make their concerns known. Brendan will bring an excel sheet with more detailed information about all spending and expenses. There are some facilities related activities that are not as interesting, such as heating system upgrades, A/C, etc. Alex and Lewis think the existing signage could use a facelift because of sun damage and other weather elements over the years. This budget did go through the finance sub committee, and Brendan is looking for an official approval. Shawn would like a more detailed breakdown before we vote today. Brendan says we can push off the approval until next month until everyone feels comfortable voting.

VII. Food Service Report

A. None

VIII. Public Forum

A. None

IX. Subcommittee Reports

A. None

X. New Business

A. By-Law Review: We made a few changes to the Bylaws. Besides just the formatting, we made some grammatical corrections. Regarding membership, we reduced the number of undergraduates by 1, and increased the number of graduates by 1, made both the GSA president and ASUCR president ex-officio members with a vote. Those are the really major changes. We took away the chairperson's ability to vote except in situations where we have a tie. We made it a requirement that the chair and vice chair alternate in class level. If one is a graduate student, the other must be an undergraduate, and vice versa to add balance to the Board. We also added an official Secretary position. We added a process through how the Chair, Vice Chair, or Secretary can resign because it did not exist, as well as how to impeach all three of those positions. We also clarified how many absences are allowed before the board can decide to vote on removal from the board. If you miss 2 consecutive meeting, another member can bring up a vote to remove you from the Board. If you miss 3 non consecutive

meeting, you are recommended by the board for removal. We also cleaned up how GSA and ASUCR can remove people from the board. Section 3 was cleaned up as well, and we wanted to clarify when meetings were held and when they begin. Under subcommittees, it stated previously that all board members had to serve on at least one subcommittee, but that has never happened. The new bylaws do not list this requirement, nor the requirement to take minutes during subcommittee meetings. Kerry Mauck asked about a board orientation program and if it exists. Lewis asked everyone if anyone here received the binder of information at the beginning of their term, but it seems that no one received it. Lewis received one during his first year on the board but no one read it. The idea this year was to have a little orientation session but we had already started and it fell through. If we codify it into the minutes, it will become a requirement to have a small meeting of some sort at the beginning to get to know everyone. Shawn brought up that for the Alumni Association, new members receive a flash drive with important information instead of a binder. Kerry Mauck brought up using a google drive that can be shared with members as well. Brendan has to run these minutes by HR to make sure we are in line with their policies as well. Alex recommends that for next year, we need to plan ahead for meetings. He suggests planning for 3 consecutive meetings ahead of time so people do not make plans and we are more likely to have more people present at meetings. Kaitlyn brought up that with the two new ex-officio positions, this does incur about a \$3,000 stipend expense for the HUB. Shawn asks if the GSA president or ASUCR president could serve as the chair, vice chair or secretary. Lewis said that we did not even consider that, and that we need to add it somewhere in the bylaws.

1. Motion to approve bylaws, with amendment that ex-officios cannot serve executive positions (chair, vice chair, secretary), by Shawn Ragan, second by Alex Ruiz.

a) 10 In Favor    0 Oppose    0 Abstain

B. Early Reservations/Fee Waiver Requests:

1. Motion to approve items 1-15 by Shawn Ragan, second by Brett Walsh.

a) 9 In Favor    0 Oppose    0 Abstain

XI. Old Business

- A. Nothing to report for the \$15 an hour operating fee nor the HUB posting policy.

XII. Announcements

- A. Kaitlyn announced her interest in becoming HUB Chair for the 2018-2019 year. Lewis asked if there is any interest from another board member, but there is not.

1. Motion to elect Kaitlyn Lara as HUB Chair for the 2018-2019 School year by Kaitlyn Lara, second by Diana Trannam.

a) 9 In Favor    0 Oppose    0 Abstain

XIII. Adjourn

- A. Motion to adjourn the meeting by Diana Trannam, second by Leandra Doan.

1. 9 In favor    0 Oppose    0 Abstain