

# Highlander Union Governing Board Meeting Minutes

Thursday, August 30th, 2018

4:00pm - 5:00pm

HUB 355

## I. Call to Order

- A. Note: This is a summer board meeting; as stated in the By-Laws, only three students and one staff or faculty member are required to constitute quorum.

## II. Roll Call

### A. Members Present:

1. Kaitlyn Lara, Chair
2. Diana Trannam
3. Alex Ruiz
4. Alondra Duenas
5. Adam Gutierrez
6. Shawn Ragan, GSA President
7. Alex Ruiz
8. Brendan O'Brien, HUB Director

### B. Absent

1. Sawannee Zaday
2. Leandra Doan
3. Dr. Kerry Mauck

### C. Guests

1. Maurice Armstrong
2. Nick Olivarria

## III. Approval of Minutes

- A. This meeting was a summer meeting, so the previous June minutes at the first meeting of the academic school year in September.

## IV. Approval of Agenda

- A. Motion to approve the August 30 meeting agenda by Dianna, second by Alex.

1. In Favor      4      Oppose      0      Abstain      1

## V. Chair's Report

- A. Kaitlyn thanks everyone for being present for today's meeting, as the HUB Governing Board is not required to hold any meeting during summer session. She also looks forward to working with the rest of the board during the upcoming year.

## VI. HUB Report

- A. Brendan realized that there were a couple of items that need to be reviewed by the board today. Hopefully once approved, any work can begin prior to everyone coming back to campus in the Fall.
- B. HUB 302 and 355 A/V Renovation Request (Note: This allocation was originally approved in 2016 as part of the first Media SLA). At that time, the Board approved a \$362,000 for one-time renovation, but only \$46,000 was utilized for six conference rooms. HUB 355, and HUB 302 were put on hold for the time being, but it has been two years since the original changes were drafted. Since then, things have gotten a bit cheaper compared to what it was 2 years ago. This upgrade is not to enhance any major features; instead it is to update the six/seven year old system. This is to get the rooms up to date and expand their lifespan. In HUB 302, the screen has faded and may not work as well as it used to. Upgrades to this room are estimated to cost \$149,000. For HUB 355, costs are estimated to be around \$20,593. From the initial approval in 2016, that leaves the HUB with an extra \$145,000 that we are not using that could be used for future projects. This was already approved, but because it has been so long, he brings it to the Board for any questions they have and their approval. He also brings this up now during the summer because our contract with Spinitar, a local tech company, expired a year ago. ITS will not service our machines because they did not purchase them; we are currently functioning without tech support. By purchasing these upgrades, ITS will become our new tech support here on campus. Alex asks if there are any added upgrades that we could purchase alongside these upgrades, such as other UCs with monitors outside conference rooms displaying information about events being held that day. Brendan brings up that adding those upgrades could tie in with the Digital Signage project. Alondra asks when these upgrades will be installed, but Brendan can only move as fast with scheduling and when everything arrived. There is an opportunity for staff to come in on weekends, but a dedicated time to install everything would be

over winter break. If approved, Brendan can inform everyone what the installation timeline looks like. We will also not be charged any labor for installation as they recognize that these upgrades should have occurred earlier.

- 1. Motion to approve under the stipulation that the upgrades will not be offline for use by Alex, second by Diana.

a) In Favor 4 Opposed 0 Abstain 1

C. Proposal for electrical assessment (3rd Party Vendors and HUB Student Kitchen). Brendan contacted Facilities Services about installing meters on all 3rd party vendors and the HUB kitchen. As of now there is no way to discern who is using how much electricity, and no way to appropriately charge. We have an assessment from a company that has worked with Facilities Services for years. It is not actual work, but just for the labor to come out, to take a look at our meters and assess what is needed. The total fee for the assessment comes out to \$4,500. The final report they generate will list what the cost would look like. If approved now, they could potentially start before students come back for Fall quarter. Alex asks if it is typical for these companies to charge an assessment fee, which there usually is because they spend multiple days looking at several locations. Brendan has contacted other student unions and found that they usually have individual metering. The HUB tried to do this themselves, but many 3rd party vendors are wired together and it is a complicated task.

- 1. Motion to approve by Alex, second by Diana

a) In Favor 4 Opposed 0 Abstain 1

D. Proposal for hand dryers in all HUB bathrooms

- 1. Brendan asked how much it would cost to install hand dryers in all HUB restrooms, and received a quote for about \$12,000. On average, we current spend \$16,000 on paper towels alone. It is a green initiative to remove paper waste and it reduces the amount of trash Facility Services needs to clean. Brendan brings up Shawn’s comments (who was currently not present at the meeting) about how hand dryers blow bacteria into the air and that they are more of a hazard. Brendan did check it out with the CDC, but had inconclusive results about the spread of bacteria. Kaitlyn previously mentioned water dripping onto the ground and becoming a slipping hazard. Brendan contacted Manny over at Facilities

about purchasing floor mats to collect any run-off water. Looking at a financial perspective, the electric required is very minimal, and the one time installation fee is much lower than our annual paper towel use. Adam asked about maintenance required, which Manny has already looked into. It would cost about \$15 every two months to replace air filters in each of the dryers. The goal is to get rid of paper towels completely, as Facilities Services will be pushing a green initiatives project on the campus. The HUB has been selected as part of the pilot program, and Brendan will report information about that in a future board meeting. But Costo Hall will still have paper towels for the time being. If approved over the summer, Manny can start prepping power cords and the walls before the dryers arrive. Alex asks which budget this will come out of. It comes out of the Special Projects BUdget; there is not need to dig into our carry forward funds. Alex is not a huge fan of dryers, but he sees the value in removing paper towels and increasing our green initiatives.

a) Motion to approve by Alex, second by Diana

(1) In Favor      4      Oppose      0      Abstain

1

E. Advanced Books and Fee Waiver Guidelines. We have never developed any clear criteria for advanced fee waivers. Brendan asks everyone to take a look at it, and will give these out to the rest of the board at the next board meeting for their opinions. He also thanks Nick for putting everything together. These guidelines are the first run through and he looks to the Board for their thoughts on what the guidelines can consist of. He looks for staff perspective on this as staff may want to book at least a year in advance, but student organizations may not be ready to have those conversations yet and lose out on rooms needed for reservations. We are currently receiving advanced reservations as they come in, but if this is approved some time in the future, the plan is to enact the policies for the quarter after approval.

VII. Food Services Report

A. None

VIII. Public Forum

A. None

IX. Subcommittee Reports

A. There are currently no active subcommittees as they terminated when last year's academic term ended.

B. By-Laws Committee

1. Kaitlyn does not see a need for this committee as Lewis, the previous Board Chair did a thorough and fantastic job with updating the By-Laws.

C. Finance Committee

1. Kaitlyn will discuss this more when we have more Board members present. If you are interested in re-joining this subcommittee or joining for the first time, we can talk about what it entails at the next board meeting.

X. New Business

A. Early Reservations/ Fee Waiver Requests. Brendan presents a new form detailing fee waivers / early reservations. The board never really known the costs associated with approving fee waivers. Any costs waived are absorbed by the HUB Operating Budget. Diana asks if we have a cancellation fee, but Nick says that most times cancellations occur from unplanned circumstances. We have never thought about using a cancellation fee for student organizations either. Nick highlighted a couple requests in bold that need our attention. Alex appreciates the new form, and advises the board to consider who the audience is, especially since one of the requests have an audience consisting majorly of off campus people. Looking at item J1, although it would bring a great event to our campus, it does note that most of the attendees will be community members in the city. Kaitlyn asks Nicks who qualifies for fee waivers. Nick clarifies that campus departments can waive hourly room rental fees. Student organizations are not charged an hourly fee. Student Organizations are charged a flat fee for special set ups in HUB 302. Alex asks if we have approved something like this before, where the event is hosted by an on campus organization but caters more to the community than UCR. Nick does not remember any event being approved in the past, as this is an odd request. Diana asks if the board has ever approved a partial fee waiver. Nick says that we do not, but if there is a conference that uses 302 plus breakout rooms, the HUB will waive the breakout rooms by 50% and won't charge for media. They will be fully charged for 302; if they schedule their event for max hours, they will only be charged for 10 hours. Speaking for

staff, Alex says that often times it is hard to book a room at the HUB for the date actually needed, so departments are happy when they actually are able to book the room, let alone get a fee waiver or advanced request approved.

- 1. Motion to approve items A-Q4 except J1 for further discussion by Alex, second by Diana, and amended by Alondra to also exclude item M2 from approval for more discussion.

a) In Favor 5 Oppose 0 Abstain 1

b) Note: Shawn was present for this motion and for the rest of the meeting

B. In regards to item J1, the board considers approving a partial fee waiver as the event is co-hosted by the LGBTQ Center on campus. Diana asks if this will become a standard for all future community events, but Brendan brings up that there really is no standard community event. We will have to deal with odd requests as they come in. A strict policy change would require approval with the board and our procedure to change, but a fee waiver for a specific event, like J1, should be discussed in the context of the item, not as a change to fee waiver requests themselves.

- 1. Motion to approve item J1, but altering their fee waiver so that they are only receiving a 50% fee waiver on the requested meeting rooms by Alex, second by Alondra.

a) In Favor 5 Oppose 0 Abstain 1

C. In regards to item M2, this event is trying to reserve HUB rooms during finals weeks, which is also blocked off for HUB study rooms. Kaitlyn allows Ross French, the President of Staff Assembly, to discuss more in detail this event he requested to book early. Their department is trying to have a holiday party, but knows that there is limited availability to have the event on campus and service the staff. Therefore, they requested the event on the last day of finals, during the last couple hours with the logic that the campus is mostly deserted with many other options for study halls. They would need the the room the whole day to set up, as last year their crew arrived at 7am to begin setup and convert the room over. From Brendan’s perspective, there are not many students in the HUB on the last day of finals. We also do not have Feed Your Brain during the last day of

finals because of how empty the campus is. All other rooms would remain as study spaces.

1. Motion to approve item M2 by Alex, second by Shawn.

a) In Favor      5      Oppose      0      Abstain      1

XI. Old Business

A. All old business will be discussed in the Fall.

XII. Announcements

A. Kaitlyn brings up that we have a vacant Secretary position. Before, the Vice-Chair was responsible for typing up each meeting's minutes, but with the passage of the new By-Laws in June, that responsibility now falls to the Secretary. If you are interested in serving as this position, let Kaitlyn know. Otherwise, she will bring it up at the first meeting of the academic year.

B. Alex asks when we will have the poll out to schedule the first meeting. Kaitlyn will try to get it out soon, and wants to schedule all meetings ahead of time before everyone's availability diminishes

C. Brendan will order food for the first board meeting.

XIII. Adjourn

A. Motion to adjourn by Shawn, second by Alondra.

1. In Favor      5      Oppose      0      Abstain      1