

Highlander Union Governing Board Meeting

Wednesday, October 23rd , 2019

10:00am-11:00am

HUB 367

- I. Call to Order
- II. Roll Call
 - A. Members Present
 1. Tommaso Menara, **Chair**, GSA
 2. Adam Gutierrez, ASUCR
 3. Carolyn Chang, ASUCR
 4. Andy Veliz, ASUCR
 5. Sawanee Zadey, ASUCR
 6. Nushera Khan, ASUCR
 7. Pablo Unzeuta, GSA
 8. Jessica Noll, GSA
 9. John Haberstroh, GSA President
 10. Julian Gonzalez, ASUCR President
 11. Alex Ruiz, Staff
 12. Brendan O'Brien, Ex-Officio
 - B. Members Absent
 1. Leandra Doan, ASUCR
 2. Dr. Kerry Mauck, Faculty Position
 - C. Guests
 1. Julie Salgado
 2. Nick Olivara
 3. Crystal Petrini
 4. Kyh Stafford
 5. Jeanette Gonzalez

6. Dennis McIver
7. Kathy VanItorn
8. Dr. Christine Mata

III. Approval of Minutes

- A. No previous minutes to approve

IV. Approval of Agenda

- A. Motion to approve the agenda by Adam, second by Carolyn

1. In Favor 10 Oppose 0 Abstain 1

V. Chair's Report: Tommaso Menara, HUB Chair

A. Meeting Schedule

1. Going to schedule the meetings every quarter. Send poll for meeting for the entire quarter. This quarter meeting November 19 from 2-3pm (Changed to November 20th from 10-11am due to room reservation) and December 4th from 10-11am.

B. Election of Vice-Chair and Secretary

1. Carolyn nominates Adam Gutierrez as Vice-Chair and Andy Veliz as secretary. Adam Gutierrez and Andy Veliz both accept the nomination.
2. Motion to approve Adam Gutierrez as Vice-Chair by Carolyn, second by Andy.

a) In Favor 9 Oppose 0 Abstain

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3. Motion to approve Andy Veliz as Secretary by Adam, second by Carolyn

a) In Favor 9 Oppose 0 Abstain

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C. Minutes Taking Options

1. Tommaso suggested writing the minutes word by word to create more transparency compared to a narrative type of minutes. Adam said some of the information in the meeting can be lost if summarized and we have a problem with the transparency of people referencing what was said in the minutes and look into different alternatives. John Haberstroh brought up the point since the meetings are audiotaped the minutes should just catch the essences of the meetings and not word by word. Brendan O'Brien will work with ITS to put the audiotapes on the website to allow more access for people to hear the recordings.

VI. HUB Report: Brendan O'Brien, Director

A. Summer Projects Review: New chairs, carpet, 1st floor lobby, laptop kiosks, people counters, card access readers, electrical meters

1. New chairs and carpets installed downstairs. In the process of evaluating paint colors. Looking for updates in the second floor next summer. First floor lobby was changed new floors, new information desk table. Partnership with ITS to get two laptop kiosks next to the information desk. People counters and card access readers still waiting on facility for permits. Two card access readers on the exterior door. People counters accurately count people coming into the hub to determine policy. Managers are only capturing from 5-11pm and all weekends but not from 8am-5pm. Electric bill is subdivided with everyone using the building, but with the new electrical meters, we would be able to bill everyone with how much electricity they are using and not divided evenly between everyone. Starting fall 2020 we will have enough data to actually send a bill to third party vendors with a more

accurate billing. First phase is complete, the second phase is to work with facility and install the meters. Third party vendors are aware of the new billing method.

B. Student Success Center Updates

1. Student Affairs open house for staff to get accumulated to the project. Working with INSP to have a ground blessing ceremony prior to the construction to honor the land.

Construction to start Mid November till fall 2021.

C. Fee Waiver Elimination Staff Concerns

1. Everyone received the letter from Ross French and provided some comments regarding the letter for accuracy. We had folks in the public forum area who wanted to comment on the topic. Tommasso recognized the folks in public forum and allows folks to address the committee.
2. Crystal Petrini introduces herself as the President UCR Staff Assembly. Staff is going through a really hard time on campus and students are unaware of the situation. They are trying to retain the staff on campus and they are losing a lot of staff members. Through the staff assembly and through the recognition that they provide they are trying to retain staff. They use the HUB spaces since they have 400 folks that come to the events. It is difficult to find a space on campus to hold these events. In years past, they have been able to get the fee waiver from the HUB. Without the fee waivers, it is going to cost them \$800 for general meeting and they usually would have to pay \$200 for extra services. \$5000 out of their budget for the events at the HUB. Their budget has never increased and having a \$5000 hit on their budget really affects them.

3. Julie Salgado introduces herself as the past president of UCR Staff Assembly. \$12,000 barely covers food at events and the Staff Assembly means a lot to staff and for those that are doing multiple jobs that are left from the staff that leave. These events are things staff look forward to and to get them out of their office. \$800 does not seem like a lot but it is for them due to their limited budget. Help staff with groceries, gas cards, and other items that their budget goes to.
4. Kathy Vanlorn introduced herself as a graduate student service advisor. Talked about how these events impact students. By having these events it helps boost the staff members moral and help students when they have questions and being in a happy mood. By coming to these events staff feel appreciated and are able to talk to other staff members. Staff assembly and other staff groups are non-profit and have no income. They have fundraisers and all the money raised goes back to the staff. They have assistant programs for staff that have catastrophic events, scholarships that help with professional development, and have these events so the staff are able to get information they usually do not get. Non-profit organization and just receive a set budget from the chancellor. Asking for some leeway.
5. Dennis McIver introduced himself as the chair of the UCR Black faculty and staff association. Running on zero budget as they barely were established 2017 and all the money has come from the generosity of people on campus. The fee waiver elimination would prevent them from establishing scholarships for staff. Much of the support given is for the

student body. They had an event with the African Student Programs. Given overall help to the student which lines with the purpose of the HUB.

6. Chase Rodriguez introduced himself as financial planning and analysis and chair of LED. Supports what Crystal has stated. More pressure on staff to do more to increase of students but not increase in staff. These programs also help with training and what to do with limited resources. Ultimately, helping staff to improve so they can continue serving the students.
7. Brendan asked a question if they have approached the Chancellor office and engaging to receive more money. Crystal responded saying that they meet with the Chancellor office quarterly and the Chancellor's office said that is great we have not decreased your budget. Brendan asked a follow up question if they approached Conference Services for fee waivers. Crystal replied that they have not been willing to give much of a discount. Only discounted a couple \$100 from when they had a Staff and Faculty Picnic with Chancellor. Chancellor suggested going off campus, but want to use the services on campus.
8. Tommaso states that the fee waiver was a request and never guaranteed that it was going to be waived. Over time people got accustomed over time and the committee agreed to eliminate the waiver. Fee have not been touched in 14 years.
9. Adam Guterrez asked if the request are still a few months out. Crystal replied they have their first meeting November 7th they were hoping there would be an October meeting. It

is too late to change the locations of the meeting and historically happened at the HUB. Distress for their budget since they have to pay \$5000 for the room reservations.

10. Alex Ruiz had a difficult time being unbiased in the topic since his department is being affected as well. Multiple concerns regarding the HUB and going beyond the capacity we have as a board. Campus wide we have overgrown the space. Sharing the space with other departments on campus became a challenge. We were discussing how much of an advance we can allow. Since a lot of departments were applying for request years in advance it became problematic. It is a bigger conversation to have and have this situation turn to what this campus needs as a whole. When these requests came through, the question whether we were displacing students. More request from on campus departments than from students. Have a conversation with this board and other entities to discuss what really are the needs for this campus. Building for current purpose not for the future.
11. Brendan said we have to change our budget as well. The more we allow the fee waivers that's less money for our department to upgrade our facilities for student needs. Much larger conversation about facility space and fees. Costs are rising significantly over the years and financial forecast not looking great for the future.
12. Crystal said that they understand about the budget long term but they are wanting a short term solution for the fee waiver elimination. Meet us halfway with how much fee is needed to pay for the reservation.

13. Adam said that one of the issues was to prevent a slippery slope. If we were to make a decision it would not be consistent with our policies and then other organizations would want the same request.
14. Brendan reiterates that although people became accustomed to the fee waivers it was never a guarantee and was always up to the board to vote on them. Understands it was a shock that they are gone but still never guarantee that it would be approved.
15. Crystal says as a financial person on campus that although it was never guarantee basing off historical data they have always been waived they had no reason to believe it would not be guaranteed since it has been happening for so many years. Immediate problem they are trying to prevent people leaving now. University will never build a place for staff since they are to help but without staff the university would not be able to function. Staff of color are leaving because they do not feel appreciated or valued working here. Want to work with the HUB board to ease this issue so it would not be as detrimental.
16. Tommaso agrees with Alex that we should join together with the community to communicate with the upper levels the discomfort everyone is facing. Work together to leverage this issue to the administration. Were running short on time so suggested we table the discussion for the next meeting.
17. Motion to table discussion to the next HUB board meeting by Carolyn, second by Julian.

a) In Favor 9 Oppose 0 Abstain 1

D. Proposal of Fee Increases for Departments and Public Entities Intro

1. Brendan stated we have not increased fees in 14 years so began benchmarking other UCs and see how much they charge. Going to present to board with the information when received.

VII. Food Service Report

- A. Dining representative spoke about the new facility with MOD and The Habit. Hibachi and Panda are franchises of the university. Food truck location can be found on the website.

VIII. Public Forum

- A. Kyle Stafford introduced himself as president of Model United Nations. 8 out of 10 UC hold huge Model United Nations conference. Issue with the UCR conference is the lack of space and unable to book a space for the spring. Trying to make early reservation forms for events that require long time in planning. Other UC have their reservations booked for the next three years. Even being able to reserve for the next two years would be helpful.

1. Motion to allow special request for more than one year in advance for student orgs by Carolyn, second by Andy.

a) In Favor 9 Oppose 0 Abstain

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IX. Subcommittee Reports

- A. N/A

X. New Business

- A. Advance Booking Request

1. Motion to approve advance booking request from letters a to n by Carolyn.

a) In Favor 9 Oppose 0 Abstain 1

XI. Old Business

- A. N/A

XII. Announcement

A. N/A

XIII. Adjourn

A. Motion to adjourn at 10:59 by Carolyn, second by Adam

1. In Favor	9	Oppose	0	Abstain	1
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