

Highlander Union Governing Board Meeting

Friday, October 2nd, 2020

11:00AM-12:00PM

Via Zoom

I. Call to Order at 11:02am

II. Roll Call

A. Members Present

1. Adam Gutierrez
2. Tomasso Menara
3. Luis Huerta
4. Jeffrey Tran
5. Judit Palencia Gutierrez
6. Cody Simons
7. Brendan O'Brien
8. Nelson Aguilar
9. Kerry Elizabeth Mauck
10. Natalie Campos
11. Alex Ruiz
12. Nushera Khan

B. Guests

- a) Nicholas Olivarria

III. Approval Of Minutes

- A. N/A

IV. Approval of Agenda

- A. Approved by all members present

V. Chair's Report

- A. Welcome Nelson and Jeffrey
- B. Will send out doodle polls for board meetings and dining subcommittee
- C. Create GroupMe for the board, requests name and phone number
 - a. Will add new members to Slack
- D. Reviewing duties and responsibilities as Board Members
- E. Accomplishments
 - a. Programming of Student Success Center
 - i. Class hours, study spaces, and furniture arrangements
 - b. Updates to dining subcommittee
 - i. HUB has the ability to choose what retail exists in HUB and Latitude 55
 - c. Installed Big Belly Bins to separate waste
 - d. Updated fee waiver and early reservation request to be consistent with SRC policy

- e. Reimagined graduate student lounge
- f. Opening of Student Success Center forthcoming

VI. **HUB Report: Brendan O'Brien, HUB Director**

A. Updates since last board meeting

- a. Finalizing projected numbers according to actual enrollment numbers
 - i. Should have a better picture for next board meeting after convening with CFO to review the budget
- b. Have made arrangements within their own budget via cuts made to programs and operations, as services are currently remote
 - i. Will be able to cover facility/utility costs for every HUB patron for the entire year
 - ii. Fees and rent agreements will be arranged when/as HUB reopens
- c. Alex: Question, What's the reduction in facility fees compared to previous years? Brendan: projected around \$1.6 million for facilities service level agreement alone, came in around \$1.1 million this year and used it as a placeholder for future changes
- d. Catering moved out of the HUB and into Glasgow
- e. Manny's office relocated for convenience
- f. Opportunity to install new flooring in back of house area of the HUB
- g. Renovations at Latitude 55: restroom flooring and countertops
- h. \$100,000 allocation (tentatively) for Covid-19 cleaning (PPE, cleaning supplies, air filtration, etc.)
- i. Projects from March: re-furnishing Graduate Lounge and Latitude 55 are lower priority now, as we need to maintain funding for facilities/utilities of other projects
- j. Alex: Question, Status of the HUB being open? To what capacity? Signage in place for students living in residential halls? Brendan: Only open room is HUB 269 for the R'Pantry; starting Monday, 2nd floor restrooms will open; minimal signage currently posted (social distancing, masking reminders, chairs and tables have been socially distanced)
- k. Alex: Comment, not enough signage to indicate campus is closed for the most part, it's in the board's interest to place more signage or make a clear message about major campus closure; Brendan: Student Affairs continuity planning has plans for scaling up of campus opening
- l. Slideshow of Latitude 55 repainted and SSC under construction
- m. Student Success Center: Board invested funds in order to have 3 large conference rooms, 3 small conference rooms, and 3 study spaces - these are controlled by the HUB Board
 - i. Same scheduling policy as the HUB
- n. New Board member integration
 - i. Will send doodle poll to schedule a board social
 - ii. New member orientation forthcoming, please submit availability

VII. **Food Service Report: Marcus Van Vleet**

- A. HUB Dining is closed indefinitely
 - a. Have been in constant contact with vendors to put together a timeline for reopening in the future
 - b. Two dining locations open: The Barn and Glasgow Residential Dining
 - i. Opened based on population on campus
 - ii. Able to open 28 seats indoors at The Barn this past Wednesday, no indoor dining for Glasgow yet
- B. Tommaso: Question, How's the demand for dining in Glasgow? Marcus: No full number of how many people (Freshmen) have moved into residential, but facility serves around 600 people a day

VIII. **Public Forum**

- A. N/A

IX. **Subcommittee Reports**

- A. Dining Subcommittee
 - a. Two different amendments to bylaws, Adam will resend doodle poll to schedule subcommittee meeting within the next two weeks
 - i. Bylaws: Sections 9 and 10
 - b. Adam will send polls for the next three months to determine Board Meeting times

X. **Old Business**

- A. N/A

XI. **New Business**

- A. Brendan: wants to review quorum
 - a. Making sure board member majority voting seems valid and technical (reviewing bylaw)
 - b. Voting for Chair last year: changes prevented new GSA members from voting for the current Chair; would be good to revise guidelines for future nominations
- B. Questions and comments, thoughts on bylaws are encouraged
- C. Adam: believes it's worthwhile to start a Subcommittee for Bylaw Review
 - a. Can talk about dining bylaws, quorum, voting procedures
 - b. Possibly replacing dining subcommittee to review dining bylaws with this subcommittee
 - c. Will send out doodle poll for Bylaw Review Subcommittee

XII. **Announcements**

- A. N/A

XIII. **Adjourn**

Motion to adjourn the meeting was made by Adam Gutierrez, second by Alex Ruiz, at 11:54am