

**Highlander Union Governing Board Meeting
Thursday, February 16, 2023
12:30PM-1:30PM, HUB 367**

I. Call to Order

A. Call to order at 12:32 pm

1. Roll Call: Present

- a) Aram Ayra
- b) Mufida Assaf
- c) Sarah Tran
- d) Orlando Cabalo
- e) Sean Nguyen
- f) Angelina Chavez
- g) Dhvani Patel
- h) Jeanine Nassar
- i) Ivett Gabriella
- j) Gerardo Medina
- k) Dr. Kerry Mauck
- l) Brendan O'Brien

2. Absent/Excused

- a) Sarah Tran
- b) Vanessa Gomez-Alvarado
- c) Marina Murillo

II. Approval of Minutes

A. <https://docs.google.com/document/d/1SubOI1Z5dLS74KYi8l03IfkywEkU9emabXXIjocJQaA/edit?usp=sharing>

- 1. Motion to approve previous meeting minutes (Jeanine Nassar), second (Sean Nguyen), motion passes (9-0-0)

III. Approval of Agenda

A. <https://mail.google.com/mail/u/0/?tab=rm&ogbl#search/hub+agenda/FMfcgzGreXrSWmdzsWQVRVBnBNQvcWxL?projector=1&messagePartId=0.6>

- 1. Motion to amend current agenda to include February Advanced Booking Requests (Sean Nguyen), second (Mufida Assaf), motion passes (9-0-0)

IV. Chair's Report

A. HUB Bylaws Update

- 1. Draft was sent out to everyone and amendments are highlighted and in red text.
- 2. Biggest additions that were made are in regards to stream-lining and the composition of the board; i.e. how we bring in members, making a clear transition from year to year.

3. Resolutions and directives: something we should have since we have financial expenditures and direct HUB staff to do studies and/or get information for us
4. Thought it was a good idea to have a running history of it and that they and students have access to this information to look back at
5. Standing committees are finally underway with this bylaw update
 - a) Executive Board has met but it has never been formalized in the sense of a standing committee every year
 - (1) Finance committee
 - (2) Executive committee
 - (3) Arts and culture committee
 - (4) And any sub-committees that have a year-long or ad hoc purpose
 - b) Removed finance sub-committee section and made it into a formal standing committee
6. Questions/Comments:
 - a) Brendan: One thing that I wanted to throw out there. In the section on the board composition, there is a reference to the application process. This is meant based on the work Mufida did with the purpose of promoting opportunities for those who are not familiar with the HUB board and are interested. It will be able to include undergraduates and graduates. This is as opposed to the historical way which is GSA and ASUCR presidents nominating individuals within their circle, much of who are in executive positions. We have some opportunities to expand that. It is still in the power of the presidents to choose, but people now know that it is also available to them and that marketing for these roles will be done properly.
 - b) Aram: this is the point of these committees. When we open up ASUCR committees, you meet a lot of people who are excited about the work and not as interested in the politics.
7. Motion to approve bylaw amendments (Jeanine Nassar), second (Mufida Assaf), motion passes 9-0-0

B. HUB Committee Application Form

1. Link that will be sent out to the student body as a whole. For now, we are just recruiting for the arts and culture committee. We want to think about how impactful or not impactful this committee will be with respect to other ones. From there, we will bring in more standing committees.
2. Focused on some questions because we are interested in folks understanding what they are joining.

3. Some questions that were important include:
 - a) Explaining prior experience with public arts, exhibition, and programming.
 - b) Promoting inclusivity and diversity in the selection of artistic events so we have a wide range that represents UCR students
 - c) Metrics: the good work we do as students is not captured well data wise so we don't know how much of an impact we are making.
4. Questions/Comments:
 - a) Are the committees more of an advisory kind of thing or are they planning programs?
 - (1) They won't be directly planning programs. It's more like advisory committees like the HUB Board and how it addresses issues. They're in an advisory capacity much like, to some extent, how the HUB board is on a lot of issues. This committee will have representation from the HUB Board so it won't be just public facing. But it will also include off-campus students as well to advise HUB leadership to pitch ideas on cultural initiatives, ask questions, or gather surveys on aspects of the HUB. Will be going out within the next week or so after it has been approved. Will be sharing the link to the finance committee application.
5. Motion to approve HUB committee application form (Dr. Mauck), second (Mufida Assaf), motion passes 9-0-0

C. HUB Student Innovation Grant - Draft Review

1. Something that Brendan, he, and the executive committee had a chance to map out. It is a \$50k allocation from the HUB, that will set up 5 \$10k grants for students to be able to apply for. The money will not be going to students directly, but students will be helping out with planning, envisioning, and project proposal for initiatives that can be implemented in the HUB. Projects that further the mission of the HUB.
2. It will be including ALL students (undergraduate, graduate, and Ph.D. students, and/or student led organizations on campus).
3. These organizations must be registreed with the Office of Student Life
4. Questions to include:
 - a) How does the project align with the mission of the HUB and how will it aid in enhancing the recreational, and social experiences of the campus community
 - b) How will it empower students and promote student development, community outreach, and open discourse

- c) How will the community itself be involved in the project?
 - (1) We want these projects to be able to tell their stories to the campus and pull as many students into the project as possible.
 - (2) We want this to be well known
- d) Goals: once this project has been implemented, I also want to approach the Association of College Unions International’s awards program that recognizes hubs across America that go above and beyond in their programming when it comes to bringing resources to their communities.
- e) How will the project be evaluated and what specific outcomes will we use to measure success?
 - (1) Place for them to share their project timeline, fillable pdf for people to not mess up formatting
- f) Expense form: how will the money be used?
- g) Hoping to launch during the spring quarter. Soft launch or informational launch towards the end of the winter quarter.
- h) Questions/Comments:
 - (1) What exactly could this \$10k cover? What type of projects are these and what does the money not cover within them?
 - (a) Finalists will be able to come to the HUB Board and that is where we can see the feasibility aspect and actual timeline. I don’t have a specific answer for you right now, because we still need to rule out all of the minute details.
 - (2) Is there any way to throw a scholarship in for the student themselves maybe \$500 to motivate students?
 - (a) Yeah, that’s something that Brendan brought up. If this specific student or group of students does win, what is in it for them other than their project being implemented? What are they getting out of the process other than the experience and the chance of implementation? We discussed an opportunity for them to receive some type of reward or “memorium.” So that their labor is rewarded in some way other than free labor.
 - (b) Denise Cisneros in our office is the finance administrative officer and she is creating a list of questions and potential concerns. Within the referendum itself, there are boundaries on how far

these funds can go. It is limited to the operation and maintenance of the facility, debt service of the facility. So, there would be some items we have to refine and not allow the potential for events and things like that unless it's something HUB Programming can take on as a part of their initiatives. It's very similar to the cultural events fund we house in the HUB where we have a very clear set of criteria that is limited by the origination of those funds and the original documents tied to them. Those help us define everything so that they don't have any grand expectations.

- (3) Ensuring that the funds are being properly used, I know that a lot of undergrads, what folks do, they assign faculty members that have been awarded the grants to provide inside advice.
- (a) Some of it may end up with a student interested say new furniture, which can be in association with the facilities team or me to maintain authority over the project. Let's bring you into a meeting to talk logistically about this, the student will be a part of the discussions and process of it. In terms of mentor or advisement, it will be run through the HUB administration.
- (4) To give us an idea of the timeline, we will not be able to get the grant approved this year. This would be something like approving by the end of the spring quarter, having the money put aside for the following year, etc.
- (5) Just with regards to whose eligible, the language says "student-led organizations on campus must be registered with student life," rather than saying "registered student organizations" there are student organizations that are registered, "a department affiliated organization" is a club that is managed by students but its a part of the department so they might be a line item in that department, so they have funding. Whereas a student organization also led by students has no funding.
- (a) We want to make sure that it's more for student organizations that are under the student life office specifically.

(b) This would be open for individual students too to take on. The thought process is that GSA had ASUCR regardless of the extent of their funding does have the capacity to bring these sorts of projects to the HUB. Whereas, your everyday student does not have the process or funds to do so. And then, again, to give everyone a clarification. The purpose is not for the student organization to get the money and run the project themselves, because obviously there would be things they may or may not know, it's more like a shark tank pitch, and the person gets a thank you or small reward and the project gets implemented in the HUB.

D. Spring Quarter Tabling

1. We are working on getting some polos and gear for the crew, most of those will probably be coming in closer to the end of the quarter. Also the pamphlet and materials we will be doing for tabling. Launching for spring quarter.
2. Keep it reasonable, 3-4 max tabling sessions a quarter. Keep it realistic and create that opportunity to have the next hub board to build off of next year. Also, have the innovation grant out there for students to learn about and apply.

V. HUB Report

A. Brendan O'Brien

1. Update on colors and furniture selection. Meeting with the furniture vendor this Friday.
 - a) Community tables on the third floor.
2. Student regent application to share with people you know who are interested and a good fit. Applications due March 12th.

B. ASUCR Resolutions

1. Extended dining hours that were passed unanimously and asking for extended hours for the first-floor food court until 9 PM Monday through Thursday and then 8 PM on Fridays.
 - a) They are hoping to launch in the next couple of weeks as the trial run for opening panda Express until 7-7:30 PM.
 - b) From the dining perspective, they have a track of how much foot traffic there is on any given day. Usually, the height is around 11 AM-2 PM with a range from 8,500 to 10,000 students going in and out and then when it comes to around 7 PM-8 PM that number trails off, from 9 PM-10 PM that number goes down to 60. So

there are some challenges from the dining perspective regarding whether there is an audience, are there people here coming to the HUB? We really need to promote this and drive traffic downstairs.

2. Meditation Room: the room right now is very tiny, what ends up happening, is students would go there to pray, the room is too tiny, people don't have the space to pray, and they would have to wait outside for long periods of time. We decided to implement new mediation spaces rather than expanding this one room. If we find different spaces in the HUB, rooms that are not yet booked, the overall goal is to just find these spots.
 - a) The challenge that Jeanine eloquently put, is finding those spots that go beyond just our one meditation room. This has gone out to University Space Committee which manages core buildings (core being: faculty rooms, faculty offices, and departmental offices that are non-auxiliary. So it excludes residential life, the HUB, SRC, etc.) the challenge is that those areas have a lot of competition but they are willing to listen to these resolutions. I also asked the HUB Scheduling team to look at blocks of time in the Spring quarter to perhaps, if we don't have a program, we can block that time out, and leave the room open to have students come in and pray. Communicating with the director of MESC and helping our staff understand the needs and switching a little bit of our policy to be more lenient during these times.

VI. Food Services Report (Marcus):

1. Working on spring break hours for food options to be open during more hours. Working on new marketing items at Scotty's (e.g. Hillel frozen meals) to be more available.
2. Started planning for Highlander Orientation. Having more of a full representation of what the school year looks like will be a good idea.
3. Continuing marketing plans, test prints, etc. for extended hours on the first floor.

VII. Public Forum

A. Ruhi (GCAP)

1. Bring your own cup situation at the HUB. If it is not implemented, could you as the HUB Board establish the 20% discount or incentive to promote sustainability on campus?
 - a) Brendan: That's a great idea and we will definitely pass it on to Marcus. Maybe if the three of us can connect we can set up a meeting with Marcus so it can cover Starbucks, Coffee Bean, and the HUB.

B. Jeanine Nassar:

1. Swipe Out Hunger Campaign:
 - a) Working with basic needs to bring it back on campus. Marcus is on board but needs to get Dining in on this. Try to get the HUB Board to get in on this and write a resolution.
 - b) Donating leftover meal swipes that students possess to those who need it at the end of the year since they don't roll over as dining dollars do.

VIII. Old Business

A. Scooters and Rack Policy Review

1. Shared with the executive leadership message from TAPS. they are not going to install a campus-wide initiative to install more scooter racks, but they are interested in seeing how well we do it.
2. We have the green light to start looking at some options our facilities manager sent to Brendan. Next meeting he will have a couple of options that could work and we can start the process of installing them across campus. It would take some time because it's a capital improvement project, so there are folks that need to sign off on it, the aesthetics need to be approved, etc.
3. Also have people waiting on us to set restrictions on how people can't use their scooters inside the building. We are getting closer to thinking about whether can we implement something that the SRC did.
 - a) Date for new racks to be installed.
 - b) Locks promotions

IX. New Business

A. Advanced Booking Requests

1. Motion to approve advanced booking requests as presented (Sean Nguyen), second (Ivett Gabriella), motion passes 9-0-0

X. Adjournment

- A.** Motion to adjourn the meeting at 1:27 PM (Mufida Assaf), second (Jeanine Nassar), motion passes 9-0-0.