

Highlander Union Governing Board Meeting Minutes

Tuesday, January 16, 2018

1 pm - 2 pm

HUB 355

Minutes composed by Kaitlyn Lara

- I. Call to Order
- II. Roll Call
 - A. Members Present:
 - 1. Lewis Luartz, Chair
 - 2. Kaitlyn Lara, Vice Chair
 - 3. Shawn Ragan
 - 4. Diana Trannam
 - 5. Sawanee Zadey
 - 6. Aram Ayrapetyan
 - 7. Brett Walsh
 - 8. Alondra Duenas
 - 9. Brendan O'Brien
 - 10. Alex Ruiz
 - B. Absent
 - 1. Leandra Doan
 - C. Guests
 - 1. Nick Olivarria
 - 2. Alejandro C.
 - 3. Julie Zeno
- III. Approval of Minutes
 - A. Motion to approve the December 5th, 2017 minutes by Aram Ayrapetyan, second by Brett Walsh
 - 1. Vote 7 In Favor 0 Oppose 0 Abstain
 - 2. Two board members were not present for the approval of the minutes nor the agenda, and arrived later in the meeting
- IV. Approval of Agenda
 - A. Motion to approve the agenda by Alex Ruiz, second by Brett Walsh
 - 1. Vote 7 In Favor 0 Oppose 0 Abstain
- V. Chair's Report
 - A. Sub-committee emails were not sent out due to an application error. The emails will be sent soon after today's meeting to schedule the finance and bylaws meeting.

B. Welcome back to UCR, happy 2018, and make sure to send your Winter 2018 schedules if you haven't already.

VI. HUB Report: Brendan O'Brien, Director

A. VSA Updates that happened over break: Jim Sandoval has retired. Tom Smith, the current Dean of Graduate School of Education, is serving as Interim Vice Chancellor. Joe Virata will continue to remain as the Interim Assistant Vice Chancellor and Dean of Students. There will be a national search for a new Vice Chancellor, and more details will be released over the next couple months as they plan to hire over the summer.

B. There is an open-student forum this week for the Student Success Center from 12pm-2pm in the upper HUB plaza for to voice their opinions on the project. The working group is also meeting this week to decide on a site location, and to review information received from the forum.

C. The HUB currently applies room set-up fees for most of the conference rooms.

The fees for each room are as follows:

1. HUB 265 - \$15
2. HUB 268 - \$25
3. HUB 269 - \$30
4. HUB 302 - \$100
5. HUB 302 North - \$50
6. HUB 302 South - \$55
7. HUB 355 - \$40
8. HUB 367, 379, 260 - \$20

The grand total of these fees from July 2016 to July 2017 was \$4,975.00 which is not income that the HUB currently relies on. Brendan O'Brien proposes removing the set-up fees for all rooms mentioned above except for 302, 302 North, and 302 South. The fees would be removed for student clubs and organizations, as the income is not pertinent for the HUB, starting in the Spring Quarter 2018. The fees will remain in place for departments and outside-events.

1. Alex Ruiz is concerned with the HUB budget if these fees are removed since the board approved the \$8 million for the Student Success Center. Although these fees are small, he advises the board to keep in mind the future of building's finances and the student's experiences with this building. Brendan O'Brien replied that the \$8 million was already set aside in another budget for expansion projects. It was not part of the day to day costs. Based on the new commons fee of \$90 per student, anticipated income from planned events, and the expected SLA one-to-one transfer, no other expected fees should amount. The HUB still has plenty of reserves if we remove some of these smaller income fees for the operation of the building.

2. Motion to approve the Room Set-Up fees for the rooms listed above, except for all 302 rooms by Luis Luartz, second by Shawn Ragan.

a) Vote 9 In Favor 0 Oppose 0 Abstain

D. Nick Olivarria stated that Vendor Processing Fees are added when a student organization supported vendor comes to campus (like Stussy or other merchandises vendors). Each student organization is permitted to bring an off-campus vendor 2 days per quarter for fundraising. The vendor pays the organization \$150 per day, as well as pay a \$35 fee to the student organization (who pays this \$35 fee to the HUB). The HUB applies this fee to process vendor applications, however, years ago this is more manageable. Now, these payments and approvals are handled through the main cashier's office (who approves the vendors' insurance as well). The proposal is to waive this \$35 fee because the HUB does not handle the vendor processing as much as they used to in the past; the fee is no longer necessary. For the July 2016 to July 2017 period, these fees amounted to \$935.

1. If the proposal is approved to remove the \$35 vendor fee, it would be implemented immediately.
2. Alex Ruiz asked how the vendors are held accountable for any damage when they come to campus, especially those who drive on campus. Nick said that the vendors have to show their general liability insurance (additionally insured through Regents UC with a minimum of \$1 million of coverage), and if they plan to drive on campus, they must also show their commercial auto insurance with the same coverage. Vendors will not be allowed on campus if they cannot provide these insurances.
3. Aram Ayrapetyan supports the removal of these fees (as well as the room-fee removal) because more organizations will most likely want to bring more vendors to campus. He said that many student organizations are looking for something like this, and it will benefit the campus overall.
4. Shawn asked where these fees were allocated to in the past years, to which Brendan O'Brien replied that they were put into general maintenance fees, which slowly accrued. There are other funds that fund this maintenance fee budget, and the fees will not largely reduce this budget.
5. Motion to approve the Waiver of the Vendor Processing Fee by Brett Walsh, second by Aram Ayrapetyan.

a) Vote 9 In Favor 0 Oppose 0 Abstain

VII. Food Service Report, Julie Zeno

- A. Julie Zeno is sitting in for today's meeting. She was just moved from Residential, and is now Manager for HUB Dining and is transitioning into the new role. Lewis Luartz had a few questions to bring to Robin.
1. The first regards taxes at HUB restaurants. Awhile ago, students were not taxed on HUB dining foods. However, students are reporting that at Chronic Tacos and the Habit, they are taxing students. Julie Zeno will email Robin and will report back at the next meeting.
 2. Students are complaining about rice being undercooked, and meat being overcooked at Chronic Tacos. Brendan O'Brien also asked about the tip

jar currently in place at the Habit, that he has not seen at other HUB dining facilities. Julie Zeno replied that there is a no tip jar policy on campus, and will report back.

3. A few meetings ago, the board discussed mobile ordering. Lewis asked if there were any updates on that project, as well as nutrition facts for HUB dining. Julie Zeno stated that they did hire a dietician who is currently working on these nutrition facts, but she will report to Robin and get an update.

VIII. Public Forum

- A. Alejandro C., with Baile Folklorico at UCR, would like to reserve HUB 269 for dance practice on Tuesdays, 9pm -10:30pm for this quarter, if not the rest of the school year. They were not able to reserve the room through the link provided through email by Stella. The student club will be performing at the Student of Color Conference on January 26th, and R’Kids event hosted by the Women’s Resource Center. Brendan O’Brien replied that Nick Olivarria could better assist with this request. He, neither the board has the appropriate information in front of them to approve the room request. He is aware that the new flooring was installed, which was a project completed by VCSA. The old floor was removed and replaced with a flooring that is better suited for this type of dancing. It is more easily replaceable and cheaper to replace than the old flooring. Nick Olivarria will work with this student to schedule this booking after the meeting.

IX. Subcommittee Reports

- A. The emails were not sent; there are no reports.
- B. Lewis Luartz would like to have a meeting next week and would like to schedule it now. The Finance Committee was set for Friday, January 19th from 12pm - 1pm, with a location to be announced. The By-Laws Committee was scheduled for Friday, January 26th from 12pm - 1pm, with a location to be announced.

X. New Business

- A. Aram Ayrapetyan would like to promote item a (Financial Aid 103: Everything You Need to Know About Credit), because many groups on campus (specifically the Costo Hall programs) are very interested about this program but were not aware of when it was scheduled. Aram Ayrapetyan wants to promote this through HUB announcements. Brendan O’Brien will send out more information to these groups.
- B. Motion to approve items a through d by Shawn Ragan, second by Diana Trannam
 1. Vote 9 In Favor 0 Oppose 0 Abstain

XI. Old Business

- A. Brendan O’Brien has nothing to report on the \$15 operating fee beyond normal hours, nor the HUB Posting Policy Review and Questions.

XII. Announcements

- A. Aram Ayrapetyan reminded the board that ASUCR is having their open house on Wednesday from 12pm - 2pm. There will be free food and information on how to

run elections. ASUCR is trying to recruit more people to run for office, and is trying to gather more independents from across campus. They want more people to apply and run for positions. ASUCR funded this open house by cutting down on their retreat budget, saving about \$2000. Part of this went to the event, and a portion was donated to R'Pantry.

B. Lewis Luartz will send out the February Board Meeting Doodle.

XIII. Adjourn

A. Motion to adjourn the meeting by Shawn Ragan, second by Diana Trannam.

1. Vote 9 In Favor 0 Oppose 0 Abstain