

Highlander Union Governing Board Meeting

Monday, May 13, 2019

4:30pm-6:00pm

HUB 367

- I. Call to Order
- II. Roll Call
 - A. Members Present
 1. Kaitlyn Lara, Chair
 2. Adam Gutierrez
 3. Carolyn Chang
 4. Alondra Duenas
 5. Sawanee Zadey
 6. Leandra Doan
 7. Stephanie King
 8. Siddharth Agarwal
 9. Tommaso Menara
 10. Shawn Ragan
 11. Semi Cole
 - B. Members Absent
 1. Alex Ruiz
 2. Dr. Kerry Mauck
 - C. Guests
 1. Denise Cisneros
 2. Nick Olivara
 3. Evan Jansen
 4. Mihai Gavan
- III. Approval of Minutes
 - A. Motion to approve minutes by Stephanie, second by Carolyn
 1. In Favor 8 Oppose 0 Abstain 1
- IV. Approval of Agenda

- A. Motion to approve the agenda by Carolyn, second by Adam
1. In Favor 8 Oppose 0 Abstain 1
- V. Chair's Report: Kaitlyn Lara, HUB Chair
- A. During Kaitlyn's report she went over the information that will be included in fiscal year 19-20. She disclosed that the board will be receiving a packet which will include contact information for all of the board members, making it much easier for members to communicate with each other. In such packet, the board members will be able to review their obligations as a member as it will serve as a tool for a much easier beginning to the year.
- VI. HUB Report: Brendan O'Brien, Director
- A. Student Success Center Additional Funding Request and Update. UCR Planning, Design & Construction has requested that the Highlander Union Governing Board approve an extra \$800,000 of funding to go towards the construction of the Student Success Center. An additional \$180,000 was requested from Auxiliary Services as well, showing that their need for additional finances is necessary and will not come solely from the HUB. Brendan described through a PowerPoint presentation that the need for finances is a culmination of construction cost increase stemming from an increase in general construction costs (including increases in oil prices) as well as an increase in construction demand as a result of the California wildfires which have ravaged land across the state. Brendan explained that with our carryforward of \$1,371,752 that the \$800,000 request is well within the board's grasp and would not jeopardize future projects for the board. The allocation would effectively compliment the future need for expansion of the Student Success Center as enrollment is rapidly growing and shows no sign of slowing anytime soon. With seemingly no downsides, the board held a vote.
- B. Semi Cole and Shawn Ragan came into meeting.
- C. Motion to approve the Allocation of funds for the Student Success Center by Carolyn, second by Tommaso.
1. In Favor 8 Oppose 0 Abstain 3

- D. HUB Board Communication. In order to improve the quality of communication, the board held conversation regarding the current model and opened discussion to further innovate. Currently, the board uses email as the primary source of communication for meetings and tangible information relating to the HUB Governing Board. As general consensus, the board agreed that email would be the best way to relay information and connect the entirety of the board. Tommaso and Siddharth recommended that the board set a general date for monthly meetings as it would help set in stone a schedule the board could refer to. However, there is difficulty with this initiative as undergraduate and graduate students have fluctuating schedules that generally do not correlate on a quarterly basis. Also, difficulty arises when finding meeting rooms since the HUB's rooms are commonly booked throughout the school year. Furthermore, the board came to an agreement that the current doodle polls give solid structure and in sending schedules it is important for the Chair to send meeting dates through a google calendar allowing board members to transfer dates to their own calendars. No vote was held due to the decision being a continuation of the current practice.
- VII. Food Service Report: N/A
- VIII. Public Forum: N/A
- IX. Subcommittee Reports
- A. During the subcommittee report, Kaitlyn held that there may be another meeting for the Latitude 55 subcommittee since the remodel is approaching, but business in other subcommittees has concluded for the remainder of fiscal year 18-19. Yet another year of successful subcommittees is in the books.
- X. New Business
- A. FY 18-19 Facilities SLA Budget Updates. Brendan began discussion by providing a breakdown of our current costs and explained how if the board continues to bill at the current rate we can project a surplus of approximately \$406,000 for facilities funding. The board discussed the

possibility of perhaps using the remaining funds to invest in energy reducing projects, but Brendan explained to the board that we already have funding in our Capital Projects budget to fund these types of programs. The first proposal would be held under the assumption that billing remains the same, the board could discount rates for the following fiscal year to accommodate for the surplus in facilities. The second proposal would be to spend the funds on facilities related projects. The board was against a refund to programs since a refund in this fiscal year would set a slippery slope in which programs would expect a refund in for future years although it may not be the same in following years. A vote was needed by June, but the board felt confident in voting now as a month would not introduce additional information

B. Motion to suspend billing once Facilities costs for this fiscal year are met by Semi, second by Stephanie

1. In Favor 8 Oppose 0 Abstain 3

C. FY 19-20 Facilities SLA Preview: June Vote. Brendan will introduce the Facilities at the June meeting and a vote will be held at that time.

XI. Old Business

A. Fee Waiver & Early Reservation Policy Review. There has been talk throughout the year to eliminate fee waivers for department programs as the funding is currently being billed to the HUB for every event and would not charge programs a significantly higher rate than if they were to outsource to outside options. It would still be cost efficient for departments to schedule within the HUB, so it should not be too much of a hassle for them to pay the additional fees. The HUB will meet with the SRC Governing Board to discuss a joint policy combining the interests of both boards. A consistent policy would be a positive factor for the future of UCR and would help eliminate further inconsistencies. Fees are based on actual costs for room reservation and staffing for events.

B. Leandra Doan and Siddharth Agarwal left.

C. Late Fee Policy. The late fee policy would allow organizations to make partial payments on a payment plan in order for them to continue reserving space. The policy would also prevent organizations from being negligent on late fees. Event organizers will have 30 days from receipt to pay late fees with an increase of \$25 each month they do not pay up to an amount of \$300. If fees are not paid within 90 days of receipt their reservation privileges will be suspended until payment is made in full. Student organization with \$300 of late fees will not be able to re-register with student life until payments are made in full. Furthermore, if said organizations go inactive and still owe fees they will continue to owe those fees if they ever intend on re-registering. Organizations with similar intent that owe fees may not register with a membership that includes 30% of its members. Additional notes include: 1. Fees are not eligible for financial forgiveness 2. Late fees are not eligible to be waived and 3. No partial payments or payment plans will be accepted.

D. Motion to formalize late fee policy by Adam, second by Semi

1. In Favor 8 Oppose 0 Abstain 1

E. Motion to approve Fee Waiver request items B, C, D, G, and, H for months February, March, and April including item B for months April and May by Tommaso, second by Carolyn.

1. In Favor 8 Oppose 0 Abstain 1

F. Motion to approve Early Reservation request items C and E for months April and May, tabling the rest by Carolyn, second by Semi.

G. Meeting Room Chairs. In April's meeting, the board introduced two different seating arrangements for the HUB as there is a need to replace some of the currently damaged chairs include the Max-Stacker III and the Sonic which were detailed in the Powerpoint presentation. The HUB would go through the same company which provided the current seating in a new model including the 1 year conditional warranty for defects. Question arose regarding the maintenance and Nick Olivarria was able to confirm that all HUB chairs are cleaned thoroughly by HUB staff during the

summer so they are ready for students during fall. It became general accepted that the need for padding to increase comfort during meetings was essential and the HUB decided to take a formal vote.

H. Motion to approve 300 Sonic chairs in color Night with Chrome costing \$50,017.39 by Stephanie, second by Tommaso.

1. In Favor 8 Oppose 0 Abstain 1

XII. Announcement

A. Student Success Center Technical Evaluation: 7/11, 7/12, and 7/15.

Brendan explained that the Technical Evaluation for the Student success center has been pushed back to July 11, 12, and 15th. The events would be held all day during the summer from 8:00am-5:00pm. Brendan invited and encouraged members to partake however being that it is during the summer some members may not be able to join. The first two days would be reviewing the technical designs of the Students Success Center. The third day would provide oral presentations from each of the companies bidding on the project. There will be opportunity for participants to ask questions. Brendan is hoping students will participate in the evaluation ensuring student interests are accounted for. There will also be an open opportunity where students can look at everything and although we cannot grade it we can connect with individuals who are in power to do so.

B. Microwave Marketing: Semi. There was discussion asking members if there are enough microwaves for students to use and whether or not they are aware of the locations of them. Kaitlyn claimed that there may be enough microwaves for students to use, but there may be a better way for us to market them. Installing additional microwaves would dip into our capital project funding since separate outlets would be necessary to accommodate for the immense energy usage microwaves generate. By including signs in and around the HUB, we would be able to reduce the amount of traffic the two microwaves in the general food court of the HUB near the restrooms. Signage introducing students to the commuter lounge

microwaves would reduce the traffic in the food court and allow students to utilize their own time much more efficiently.

XIII. Adjourn

A. Motion to adjourn by Semi, second by Carolyn

1. In Favor	8	Oppose	0	Abstain	1
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