



**Associated Students, Inc.  
California Polytechnic State University  
UNIVERSITY UNION ADVISORY BOARD**

**Tuesday, October 26, 2010  
4:00 p.m. - UU219**

**MEETING NOTES**

**VOTING MEMBERS PRESENT:**

Lorin Torbitt	UUAB Chair
Brian Biehl	UUAB Vice Chair
Rebecca Peters	College of Agriculture, Food & Environmental Sciences
Kiyana Tabrizi	College of Liberal Arts
Solomon Reda	College of Business
Dylan McDaniel	College of Engineering
Melanie Miller	College of Science and Math
Karen Mesrobian	ASI President's Designee
Phil Ost	Board Designee
Joel Neel	University President's Representative

**VOTING MEMBERS ABSENT:**

Vacant	Faculty Representative
Tracee DeHahn	Alumni Representative

**NON-VOTING MEMBERS PRESENT:**

Dwayne Brummett	ASI Director of Business Services
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**NON-VOTING MEMBERS ABSENT:**

Denise Gibbons	Business Analyst, Budget Office
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**OTHERS PRESENT:**

Greg Avakian	ASI Assistant Director of Rec. Sports
Tiffany Fowler	ASI Chief of Staff
Brittney Lipson	ASI Events
Marcy Maloney	ASI Director
Josh D'Acquisto	ASI Assistant Director

The meeting was called to order at 4:09p.m.

**1. Chair's Report (Lorin Torbitt)**

ASI Events Presentation

Brittney Lipson from ASI Events gave an overview of the events from the past two weeks. Some highlights were; The Tie Dye, Tacos & Tunes event which was very successful, with approximately 600 people attending. The ASI Haunted House was held last night from 8:00 p.m. to midnight with about 300 in attendance. A larger crowd is expected for tonight. This Thursday, October 28<sup>th</sup>, there will be a "Get your Green On" rally in the UU Plaza. There will be a raffle for free prizes for everyone who wears green.

### Rec Center Presentation

Greg Avakian gave a presentation on the Recreation Center Expansion. He reviewed the background of the Rec. Center and how the referendum was passed to approve the expansion. He also spoke about what amenities the new Rec. Center will have. Marcy informed members that she, Josh and Greg will continue coming to UUAB meetings with updates on the Rec. Center expansion.

### Off Week Workshops

Lorin reported that she has added off-week workshops on members' calendars. However, the November 16<sup>th</sup> and 30<sup>th</sup> workshops have been changed to regular UUAB meetings. The November 23<sup>rd</sup> meeting was cancelled due to the Thanksgiving holiday.

Next week Dwayne will be reviewing the Predictive Index scores for UUAB members. Lorin asked members to bring a list of five ideas for the University Union's 40<sup>th</sup> birthday celebration which will be held in the Spring. She suggested that members could research what other campuses have done for similar events.

### Ice Cream Parlor Outreach

Lorin stated that she put forms in everyone's mailboxes for the ice cream parlor outreach survey. Members should be surveying at least ten students per week. There are only two quick questions to ask, so members should try to engage the students in a conversation. Please ask for their email address so the results of the survey can be sent to them if they would like to see the results. Members should note anything that the students say, even if it isn't feasible for the space.

### Rec Center Outreach Campaign

Lorin reported that planning is still underway for the Rec. Center outreach campaign. During next week's workshop there will be a training session to give everyone a foundation for presenting to students. Clubs and campus organizations are being emailed about the outreach campaign.

## **2. Executive Director's Representative Report (Dwayne Brummett)**

### Visix

Dwayne gave a presentation about Visix which showed the different ways it can be used. Flatscreens have been ordered to be placed outside the conference rooms in the University Union. The screen will show the room's schedule, but the display can also be split in half to be used for ASI marketing materials, or even emergency messages. Anything that can be put on a web page could also be put on the screen. It is very flexible and can be used with information that we already have on the web and Resource 25. The University Union will be used to test Visix before it is installed in 22 locations at the new Rec. Center. It is planned to be up and running in the U.U. during winter quarter.

### Audit Report

Dwayne distributed copies of the ASI Annual Financial Audit Report. He explained that ASI annually engages an external CPA firm to come in and audit us. Dwayne reviewed the audit report with members and reported that it was a very clean audit with no significant findings.

## **3. UU Staff Representative Update – (Brian Biehl)**

### Poly Escapes and Craft Center

- Everything is up and running
- The budget is tight but everything is okay for now
- Craft Sale Nov. 15-17 in the plaza
- Poly escapes gear sale tomorrow (Wednesday)
- Complete internal review of rock climbing program in response to two recent incidents
  - Includes risk management, liability, training programs, who's authorized to do what, etc.
  - Wall remains open

### Events

- Everything has been smooth
- Tie Die, Tacos, and Tunes
  - Ran out of tacos by 10:30
  - Estimated 600 people attended
  - Spilled die in the plaza was very limited and cleaned up promptly
- Haunted House
  - Tonight from 8-midnight
  - Plenty of volunteers including a sorority and a fraternity
  - 250 people attended last night

- Groups kept showing up until 11:55PM
- More people expected tonight

#### Staffing

- Refining “Rookie’s Guide” for epicenter staff
- Working on more efficient processes for clubs
  - Better E-plans, shorter room reservation periods (if no staff is required)
- Bathrooms being cleaned at half past the hour now
  - Previously they were cleaned on the hour and students complained. There have been no complaints since the change.

#### **4. Recreational Sports Representative Update – (Greg Avakian)**

Greg reported that the Mark Reuling volleyball tournament will be held Friday, October 29<sup>th</sup>. The staff division will be held on Dexter Lawn between 11:00 a.m. and 1:00 p.m. The student division will be held between 1:00 p.m. and 4:00 p.m.

#### **5. Operations Staff Representative Update – (Solomon Reda)**

##### Outdoor Basketball Courts (by Mott Gym)

Work should begin within the next two weeks

- Moving storage containers
- Placing higher quality fence
- Begin resurfacing

##### Children Center

Awning project completed

- Backyard awning has been removed and completely reconstructed

##### Backstage/Bowling Alley

Wall project may begin during December break

- Office in between the two facilities will be moved to the back of Poly Escapes

##### Rose Float Office

Being prepped for possible tenant

- Sealing two door frames to make it more lucrative for a business

##### UU Plaza

Wireless Sound system should be expected to work for the Mayoral Debate this week

- Wireless microphones will be able to broadcast on every speaker on every pole in the plaza

##### Administrative

Interviewing for new Equipment Technician for the gym

- Current technician has been moved to the UU due to a vacancy from retirement

#### **6. College Council Reports**

Members gave their reports.

#### **7. BOD / Executive Cabinet Reports**

Members gave their reports.

#### **8. University Wide and Academic Senate Reports**

Members gave their reports.

#### **9. Announcements**

#### **11. Adjournment**

The meeting adjourned at 5:43 p.m.