

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

## **#16-01 University Union Advisory Board Meeting Minutes**

October 1, 2015

1:11 p.m. University Union 216

### **Voting Members Present:**

Sevelyn VanRonk, Chair/College of Liberal Arts  
Ali Spina, Vice Chair/College of Liberal Arts  
Annalee Akin, ASI President's Designee /College of Liberal Arts  
Young Choi, College of Architecture & Environmental Design  
Anthony Haddad, College of Liberal Arts  
Michael Hurdelbrink - College of Business  
Kyle Jordan - College of Agriculture Food & Environmental Sciences  
Kaelan Sobouti - College of Engineering  
Michelle Wong - College of Science & Math

### **Voting Members Absent:**

Joel Neel, University President's Representative  
Faculty Representative, position vacant  
Alumni Representative, position vacant

### **Non-Voting Members Present:**

Dwayne Brummett, ASI Executive Director Designee  
Lindsey Lee, Business Services Coordinator  
Janice Manzo, Administration & Finance Designee

- I. Call to Order
  - A. Meeting #16-01 called to order at 1:11 p.m.
- II. Flag Salute
- III. Letters & Roll Call
  - A. Quorum was achieved.

B. No letters received.

IV. Open Forum

A. No guests attending to discuss topics during Open Forum.

V. Approval of Minutes

**A. Motion #1 (Haddad/Sobouti) "Move to approve the minutes from May 21, 2015".**

**B. Motion passed unanimous voice vote.**

VI. Reports

A. Chair's Report - Sevelyn VanRonk

1. Sevelyn reported that members have an opportunity to be a mentor to members of the Green Team. She will be sending an email with more information.
2. Mustang Patrol, a walking escort service, is now available on campus. Service area is limited to on campus only. Flyers were provided for distributing on campus.
3. Sevelyn reported that a facilities trip update will be emailed to UUAB members with details of the upcoming trip.

B. Executive Director Representative's Report - Dwayne Brummett

1. Dwayne highlighted the purpose and influence of UUAB on campus. He reminded the group that it is a privilege to be a member of UUAB and the decisions made impact the campus, students and faculty. The UUAB is advisory to the University President.

C. University President Representative's Report - Joel Neel

1. Absent.

D. Faculty Representative's Report

1. Vacant.

E. Alumni Representative's Report

1. Vacant.

## VII. Old Business

### A. UUAB Training Follow-up

1. The group discussed Parli Pro training and questions were answered.

## VIII. New Business

### A. Approve UUAB Vice Chair

1. **Motion #2 (Haddad/Akin) "Move to approve Ali Spina as Vice Chair of UUAB".**
2. **Motion passed unanimous voice vote.**

### B. Adoption of Proposal Process

1. Sevelyn reviewed a planned process for proposals brought to UUAB.
  - a) Chair is contacted regarding a proposal for UUAB.
  - b) Chair provides a Project Proposal Form.
  - c) Form is returned to Chair and an invitation is extended to attend a UUAB workshop and present their proposal.
2. Sevelyn provided a sample of the proposal form and the group agreed to discuss the process at a future meeting.

### C. UU Art Committee

1. Sevelyn asked for volunteers for the Art Committee. Anthony Haddad agreed to chair the committee. Annalee, Kyle, and Mike volunteered to join the ad hoc Art Committee.

### D. Professional Group Photos

1. UUAB group photos will be taken on October 8 at 2:30 p.m. following the UUAB Workshop. Sevelyn will send information on the location and attire for the photos.

### E. Review Operations Code

1. Dwayne and Sevelyn reviewed the UUAB Operations Code with members. The code includes language to address compliance with the Gloria Romero Act. Members agreed that the language from the ASI Conflict of Interest Policy should be mirrored in the Operations Code. Proposed changes to the code were explained and discussed.
2. The UUAB Operations Code revisions will be added to a future agenda where members will conduct a final review and vote on recommended changes.

## IX. Liaison Reports

### A. Staff reports

1. Staff reports will be given at next UUAB Workshop.

### B. Board / President's Designee Report

1. Annalee reported that the open seat for the College of Engineering on the Board of Directors has been filled.
  2. Anthony reported that voter registration has 1000 registrations to date.
- C. Universitywide / Academic Senate Committee Report
1. Sevelyn encouraged everyone to participate on an academic senate committee.
- D. Student Club Council Reports
1. Young and Kyle each reported for their Club Councils. Sevelyn encouraged all UUAB members to attend their college club council meetings.
- X. Announcements
- A. Announcements given
- XI. Adjournment
- A. Motion #3 (Wong/Spina) "Move to adjourn the meeting".**
- B. Motion passed unanimous voice vote. Meeting adjourned at 2:35 p.m.**