

Associated Students, Inc.
California Polytechnic State University
October 12, 2017 2:10 p.m. UU219

University Union Advisory Board #18-02 Meeting Minutes

Voting Members Present:

Kaelan Sobouti, Chair

Dani Diele, Vice Chair, College of Agriculture, Food & Environmental Sciences

Alejandra Alvarez, College of Architecture and Environmental Design James

Broaddus, Board of Director's Designee

Kylie Clark, College of Liberal Arts

Kyle Ennis, College of Engineering

Matthew Lem, Orfalea College of Business

Jana Russell, ASI President's Designee

Donna Seo, College of Science & Mathematics

Voting Members Absent:

Ellen Cohune, Alumni Representative

Vacant, University President's Representative

Vacant, Faculty Representative

Non-Voting Members Present:

Lindsey Lee, UUAB Advisor

Marcy Maloney, ASI Executive Director

Dwayne Brummett – Associate Executive Director

Matt Ryan, Administration & Finance Designee

I. Call to Order

- A. The meeting was called to order at 2:10 p.m.

II. Letters & Roll Call

- A. No letters received.
- B. Silent roll taken.

III. Flag Salute

IV. Open Forum

- A. None

V. Approval of Minutes

- A. **Motion #1 (Broaddus/Alvarez) "Move to approve meeting minutes #18-01."**
 - i) **Motion passed unanimous voice vote.**
- B. **Motion #2 (Diele/Broaddus) "Move to lay the ASI organizational charts on the table."**
 - i) **Motion passed unanimous voice vote.**

VI. Reports

- A. Chair – Kaelan Sobouti

- i) Kaelan reminded members that the toiletry drive for victims of the Santa Rosa fire is underway. The deadline to donate items is Friday October 13 at noon.
- ii) Kaelan asked who was familiar with the Health Services fee adjustment proposal, and gave some background on the proposed fee increase. Discussions on the proposed fee increase have started in the Campus Fee Advisory Council. The increase will be for improved services, not facilities. Pro/con statements are due Tuesday October 17 at midnight. More information can be found by contacting the Student Government Leadership Team.
- iii) Student Government is sponsoring a volleyball team in the Mark Reuling Volleyball Challenge October 20.
- iv) Kaelan yielded the floor to Dani.
 - 1. Dani distributed the final schedule for the UUAB facilities trip and reviewed the details.

B. Executive Director's Representative Report – Dwayne Brummett

- i) Maintenance and Repair Project List
 - 1. Dwayne reported that additional projects have been identified which need to be completed in 2017-2018. He has been working with Matt Ryan in Finance to allocate additional funds to the MNR account.
 - 2. Dwayne reviewed the project list.
 - (a) Turnstiles in the Recreation Center - Two sided turnstiles are replacing the old turnstiles with a few more turnstiles being added. The upgrade is costing more than anticipated.
 - (b) Relocating the Rose Float space – The expenditure includes construction and installation costs.
 - (c) Green Roof conversion at the Recreation Center will be a midyear project.
 - (d) The tech lounge in the University Union will be in what is now called the San Luis Lounge.
 - (e) The Children's Center also added some minor projects to the list
 - 3. All of the projects have been presented to the Cal Poly Facilities group.

C. University President's Representative

- i) No report

D. Faculty Representative

- i) No report

E. Alumni Representative – Ellen Cohune

- i) Absent

F. Kaelan added that he met with the new Faculty Representative for UUAB. The representative will be able to attend meetings starting spring quarter. He has committed to attend UUAB meetings through next year.

G. Kaelan announced that the new University President's Representative is Ray Aronson.

VII. Old Business

- A. None

VIII. New Business

A. University Union Budget Extension Request

- i) Vote on a recommendation on the request for additional funding for the modular Rose Float office and outdoor seating furniture

1. Dwayne explained that there are two types of expenditures: operating - smaller expenditures and capitol - larger expenditures. The Recreation Center turnstiles and the outdoor seating furniture fall under the operating budget.
 - (a) The Rose Float office is temporarily in a Cal Poly Corporation warehouse. Cal Poly ITS will be moving into the space in June, subsequently the Rose Float team will need to relinquish that space soon. Dwayne has been working with Perry Judd in Facilities. Measures have been taken to expedite the move.
 - (b) Additional outdoor seating will be installed on the pool decks, the plaza of the Recreation Center, and the University Union Plaza.
 - (c) Marcy added that perhaps umbrellas with solar cells for charging electronic appliances could be considered for those areas as well.
 - (d) Motion #3 (Diele/Ennis) "Move to recommend the approval of the University Union Budget Extension Request."**
 - (e) Motion passed unanimous voice vote.**
- B. "Buck the Stigma" Proposal
 - i) Vote on the proposal for Buck the Stigma items in ASI managed facilities during "Buck the Stigma" Week
 1. Jana reported on the progress and plans for Mental Health Awareness Week. The majority of the event will be on Dexter Lawn. Additional outreach efforts will be:
 - (a) Placement of window clings on mirrors and glass surfaces in the Recreation Center and University Union
 - (b) Placement of scales throughout the Recreation Center and University Union
 - (c) Placement of an informational booth in the Recreation Center to provide additional mental health resources
 - (d) Placement of seventeen backpacks or placards in the University Union which will commemorate the lives of students lost due to mental illness
 - (e) Motion #4 (Russell/Ennis) "Move to approve the "Buck the Stigma" proposal."**
 - (f) Motion passed unanimous voice vote**

IX. Liaison Reports

- A. Board/ President's Designee Report
 - i) BOD designee
 1. John D'Ambrosio read a post from the Reddit website regarding sanitation at the dining facilities on campus.
 2. Riley would like everyone's pro/con statements on the Health Center fee increase.
 3. Haley is working on "Buck the Stigma".
 4. Marcy reported on ASI events.
 5. The Board of Directors rescinded Resolution #18-01, Fixing the Employer's Contribution Under the Public Employees Medical and Hospital Care Act, due to an incorrect template being used.
 6. The Board passed Resolution #18-02 Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants Under the Public Employee's Medical and Hospital Care Act.
 7. BOD approved the position of an Assistant Director of Fitness and Wellness Programs at the Recreation Center.

- ii) President's designee
 - 1. Members of Executive Staff have been assigned to committees.
 - 2. CultureFest is October 14.
 - 3. Buck the Stigma is next week.
 - 4. Transportation update was given.
 - 5. A Red Cross disaster event is coming up.
 - 6. October 18 is the Club Banquet event.
- B. Universitywide / Academic Senate Committee Report
 - i) No reports were given. Kaelan encouraged members to reach out to members of the committee.
- C. Student Club Councils
 - i) No reports
- D. Marketing and Branding Ad Hoc
 - i) Dani announced that an ad hoc committee is being created.
- E. Staff Reports
 - i) Recreation Center Programs
 - 1. Jana report on Recreation Center Programs
 - (a) Attendance at the Rec. Center has returned to normal.
 - (b) 3 on 3 basketball is starting.
 - (c) Mark Reuling Volleyball tournament is on October 20.
 - (d) Alternative fitness classes are being offered.
 - (e) Tours are now every 15 minutes.
 - (f) There will be \$5 a day specials coming up.
 - ii) ASI Events
 - 1. Donna reported on ASI events
 - (a) There is a karaoke night coming up.
 - (b) Musical artists are being hired for CultureFest and Parents Weekend.
 - iii) Craft Center
 - 1. James reported that the Craft Center will have a craft sale the week before Thanksgiving.
 - iv) Facilities – Rec Center and UU
 - 1. Kyle reported on the Rec Center facilities
 - (a) The feminine hygiene product project has been phased in and is going well.
 - (b) The turnstile project will start over spring break and will be a four-week project.
 - (c) Focus groups will be held winter quarter to assess what students like and do not like about the Recreation Center.
 - 2. Matt reported on the UU facilities
 - (a) The fire alarms and light fixtures have been updated in the UU.

- (b) The flag pole in the UU plaza is being replaced with a taller flagpole. Some of the larger trees around it will be removed and replaced with smaller trees.
 - (c) The signage in the UU is being updated to be ADA compliant.
 - (d) Building Services is revamping their staff structure. There has been a lot of staff turnover in that area which they are trying to eliminate.
3. Kaelan reminded members to talk to staff members about their ten minute presentations. He and Dani will be pairing similar areas to make it easier. Members will be able work on their projects in UUAB Workshop.

F. **Motion #5 (Clark/Seo) "Move to remove the ASI organizational charts off the table."**

G. **Motion passed unanimous voice vote.**

X. ASI Organizational Charts

- A. Dani read the ASI Mission Statement.
- B. Lindsey played an ASI staffing trivia game with members to see how much they knew about ASI staffing requirements. Members were educated on the staffing required to run the organization and all of its programs.
- C. Lindsey reviewed the staffing structure and presented the ASI organizational charts representing all the employees, what area they work in, and who is supervised by whom.
- D. Lindsey encouraged members to familiarize themselves with the organizational charts found on the ASI website and the ASI website in general.

XI. Announcements

- A. Announcements given.

XII. Adjournment

- A. The meeting adjourned at 3:12 p.m.

Submitted by: _____
D. Rusco

Date: _____

Submitted by: _____
UUAB Chair

Date: _____