

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

#22-02 Meeting Minutes

October 14, 2021, 2:10 p.m.

Meeting ID# 816 3903 9634

Voting Members Present:

Alena Robinson, Chair of the University Union Advisory Board
Nicolas Wai, Vice-Chair of the University Union Advisory Board
Sophie Hannah, College of Science and Mathematics
Nishita Katere, Orfalea College of Business
Natalie Lai, College of Architecture and Environmental Design
Jacob Schlottmann-McGonigle, ASI Board of Directors Designee
James Francucci, College of Agriculture, Food and Environmental Sciences
Chris Raynes, ASI President's Designee
Anthony Palazzo, University President's Representative Designee
Kaelan Sobouti, Alumni Representative

Voting Members Absent:

Vacant, College of Liberal Arts
Vacant, Faculty Representative

Non-Voting Members Present:

Michelle Crawford, Interim Executive Director
Ron Skamfer, Director - Facilities Management
Rick Craig, Director - Recreational Sports
Robyn Wallman, Interim Director - University Union, UUAB Advisor
Daren Connor, Assistant Director - University Union Facility Operations
Pat Rosemas, Administration and Finance Designee

Non-Voting Members Absent:

None

Guests:

Heather Zacker, Director - Finance

I. Call to Order

- A. Meeting #22-02 called to order at 2:11 p.m.
- B. *We acknowledge that the land on which Cal Poly sits carries the heritage and culture of the Indigenous People of San Luis Obispo County, the yak tit'u tit'u yak tithini, Northern Chumash tribe. We honor the Indigenous People's connection to these territories and respect the land on which we gather today.*

II. Flag Salute

- A. Alena indicated that a flag salute was not practical in virtual meetings.

III. Letters & Roll Call

- A. One letter received and read, Matt Draxton's resignation from the UUAB.
- B. Roll Call taken and quorum met.

IV. Open Forum

- A. None.

V. Approval of Minutes

- A. **Motion #1 (Hannah/Wai) “Move to approve the UUAB meeting minutes #22-01 from September 30, 2021.”**
- B. **Motion passed by a unanimous roll-call vote.**
- C. **Motion #2 (Hannah/Lai) “Move amend the agenda to strike out Action Item C: Proposal to Play and Advertise KCPR Radio in the University Union and University Union Plaza.”**
- D. Members will meet with KCPR staff and will be discussed at a future meeting.
- E. **Motion passed by a unanimous roll-call vote.**

VI. Reports

- A. Chair Report – Alena Robinson
 - 1. Alena acknowledged that the recent sexual assaults on campus this week have been hard for everyone. She encouraged members to take advantage of the resources provided in her report. She encouraged everyone to reach out to her or another member if you need a ride or a walking buddy.
 - 2. Full Report submitted.
- B. Interim Executive Directors’ Report – Michelle Crawford & Robyn Wallman
 - 1. Michelle stated that ASI manages facilities through an agreement with the university. Lease agreements have been renewed with the university for the Recreation Center and the Sports Complex fields and are ten-year agreements.
 - 2. Regarding recent events on campus, ASI is implementing safety enhancements such as personal safety alarms and a walking patrol program.
 - 3. Robyn reported that one of the gender inclusive restrooms is closed due to the toilets pulling away from the walls. Ron stated that it is an easy repair, and the restroom should be open soon. Chris asked if the issue is a result of vandalism or faulty installation. Ron replied that it is faulty installation but should be an easy fix.
 - 4. Michelle commented that 136 student employees have been onboarded in the past few weeks making it possible to expand facility hours of operation. The Recreation Center is expanding their hours to: Monday through Friday, 5:30am – 12:30am. Saturday and Sunday: 8:00am-12:30am. The UU Craft Center hours have not expanded but are expected to with increased student staff hiring.
 - 5. The Recreation Center is working to offer self-defense classes
 - 6. Full report submitted.
- C. University President’s Representative – Anthony Palazzo
 - 1. Anthony introduced himself, as this is his first official meeting as a member of UUAB.
 - 2. Recent events occurring on campus have moved planned lighting projects to the front of the project list. Additional lighting on Highland Drive and lighting darker pockets on campus are top priorities.
 - 3. Members had questions regarding the city’s efforts to improve safety:
 - a) A member asked if the City of SLO has plans to increase lighting around town. Anthony replied that Slack and Grand Ave have been brought up to campus standards with sidewalks and lighting. Cal Poly Facilities and the City of SLO are looking at Longview near campus for additional lighting.
 - b) Natalie asked why blue night lights are being installed on campus. Ron replied that the lights are malfunctioning and ‘bluing out’. It is a maintenance and warranty issue that campus is looking into.

4. The gas line project is almost complete. This week, work is focused between the Administration Building and the Fisher Science Building. The project should be complete next week.
 5. Building 19 is in the middle of demolition. The project is on schedule and expected to be completed by the end of 2022 or early 2023.
 6. Jacob asked if CPC is planning to extend the hours in the food venues. Anthony explained that with the CPC staffing problems, they are having a hard time extending hours right now.
 7. The Frost Center has had some delays but is moving forward. The project will be completed in April or May of 2022. Classes are expected to be held in the building fall quarter of 2022.
- D. Faculty Representative - Vacant
- E. Alumni Representative - Kaelan Sobouti
1. The Alumni Council has not met since last year, therefore there are no updates. Kaelan offered to meet, mentor, or talk with any UUAB member who would like to meet with him.

VII. Old Business

- A. None.

VIII. New Business

- A. Budget Training and Update with Heather Zacker
1. Director of Finance, Heather Zacker, will provide the group with comprehensive budget training.
 2. Heather gave an informational PowerPoint presentation on financial and budget planning. She stated that a budget demonstrates what an organization values and what its priorities are.
 3. She explained ASI mandates, funding sources, budget areas, the budget process and timeline, budget narratives, reserves, and the VEBA Trust.
 4. Alena described the process for UUAB and the budget.
 - a) The ASI budget goes to the Business & Finance Committee and the University Union budget goes to the UUAB. Alena's objective is to have members go through the budget individually. UUAB members will be divided into groups and given several of the Budget Narratives to familiarize themselves with ASI budget areas. The groups will meet with the respective coordinators who are responsible for the budgets they have reviewed. After review and meeting with the coordinators, the board will talk about their assigned areas and present to the rest UUAB. This will happen in spring quarter.
 - b) Alena shared a google form where members can submit the area they are most interested in reviewing. Alena asked members to view future topics through the lens of the budgets that they are familiar. She asked members to fill out the google form by the next meeting, October 28.
 5. Nic wanted to reiterate the importance of this exercise, as it allows students to get involved and contribute to the budget process.
 6. Chris asked if there was more information on the eight budget areas. Alena will send out last year's Budget Narratives to everyone which will provide more information for each budget area.
- B. 5-Year Plan with Ron Skamfer
1. Director of Facilities Management, Ron Skamfer, will discuss the ASI Projects 5-Year Plan with the group.
 2. Ron explained why ASI does a five-year projection. It shows the university

that we are maintaining the facilities and guides us in our budgeting moving forward.

3. Ron presented a PPT providing definitions, examples, processes, and explanations of each current and future projects. He reviewed each year and gave descriptions, estimated costs, and justifications for each project.
4. Anthony explained that it is good to plan these projects in advance, it takes time to get projects approved, initiated, and completed.
5. Questions on the 2021-22 budget:
 - a) Jacob asked what happens to the old turf that is removed from the Sports Complex fields. Ron explained that some companies recycle it, he will investigate that option.
 - b) Nic asked how we were splitting the cost of the Sports Complex turf project with the Spanos project. Ron replied that they are separate projects, we are working with the university to get a better price on the turf product by purchasing a larger quantity. Chris asked when the solar panels would be installed. Ron replied they would be installed early next year. There are no other plans to install solar on any of the other ASI managed facilities currently.
 - c) Chris asked if we have an estimate of how much energy will be generated by the solar panels being installed on the UU. Ron replied that the energy generated will be fed into the campus grid, he will have the solar company address that question when they come to campus to present to the UUAB.
 - d) Jacob asked when the turf would be installed. Ron replied that the turf would be installed during the summer of 2022.
6. Question 2022-23 budget
 - a) Nashita asked for more information on the University Union security system. Ron replied that it will primarily involve installing cameras around the building.
7. Ron asked for comments about the UU Boulevard/Spine.
 - a) Michelle commented that this would tie in with the Mustang Station renovation.
 - b) Nic asked about hanging art on the walls in the boulevard. Ron replied that there would still be the ability to hang art on the walls.
 - c) Alena asked if the artists who currently have art hanging in that area know that their installation is not permanent. Ron replied yes, they know it is not permanent.
8. Questions 2023-24 budget
 - a) Alena mentioned that some of the projects will be pointed out during the UUAB facility walk.
 - b) Michelle said that ASI is working hard to solidify the 5-year plan. Michelle asked that the PPT be shared so members can review and ask questions. The UUAB Administrative Assistant will upload to Teams.

IX. Liaison Reports

A. Board Representative - Jacob Schlottmann-McGonigle

1. Jacob reported that there were four action items at last week's board meeting, all of them were approved:
 - a) Ratification of new director, Marirose Evenden, to fill the vacancy in the College of Engineering
 - b) Ratification of new director, Jacob McGonigle, to fill the vacancy in the

College of Liberal Arts

- c) Ratification of Andrew Kim as the 2021-22 Vice Chair of the ASI Board of Directors
- d) Approve the 2021-22 ASI Board of Directors Standing rules and accompanying Standing Committee Operating Rules
- 2. Jacob also reported that at the board workshop, members reviewed the yearly audit report.
- 3. Increasing student health fees was also discussed.
- 4. Full report submitted.
- B. President's Designee -Chris Raynes
 - 1. Chris reported that the Secretary of Basic Needs is working on a project to have mini food pantries across campus.
 - 2. The Secretary of CSU Affairs is working on a resolution to address homelessness at Cal Poly.
 - 3. Clubs in sustainability would like to work with ASI managed facilities on future projects.
 - 4. Full report submitted.
- C. Universitywide/Academic Senate Committee
 - 1. No reports given
- D. Student Club Councils
 - 1. No reports given
- E. Staff Reports
 - 1. Recreation Center Programs
 - 2. ASI Events
 - 3. Facilities
 - a) Recreation Center
 - b) University Union

X. Adjournment

- A. The meeting adjourned at 4:03 p.m.

Submitted by: _____

Davia Rusco

Date: _____

Submitted by: _____

Alena Robinson, UUAB Chair

Date: _____