

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

**#23-10 Meeting Minutes**

February 28, 2023, 2:10 p.m.

Recreation Center Training Room, 43-109

**Voting Members Present:**

Jacob Schlottmann-McGonigle, Chair of the University Union Advisory Board  
Nishita Katere, Vice-Chair of the University Union Advisory Board  
Ashley Monteiro, College of Liberal Arts  
Manjot Dhanda, College of Engineering  
Navie Bower, College of Science and Mathematics (Recognized at 2:36)  
James Francucci, College of Agriculture, Food and Environmental Sciences  
Aaron Fernandes, ASI President's Designee  
Pat Rosemas, Administration and Finance Designee

**Voting Members Absent:**

Carlos Rodriguez Orozco, ASI Board of Directors Designee  
Vacant, Alumni Representative  
Vacant, Faculty Representative

**Non-Voting Members Present:**

Michelle Crawford, Executive Director  
Robyn Wallman, Interim Director - University Union, UUAB Advisor

**Non-Voting Members Absent:**

Ron Skamfer, Director - Facilities Management  
Daren Connor, Assistant Director - University Union Facility Operations  
Vacant, Director - Recreational Sports

**Guests:**

Heather Zacker, Director - Finance  
Andrew Kim, ASI Chief of Staff

**I. Call to Order**

- A. Meeting #23-10 called to order at 2:14 p.m.
- B. *We recognize that the institution that we are a part of is on stolen land. Land acknowledgement is a concrete step to bring forgotten histories into present consciousness and serves as a recognition of a truth, a verbal memorial that those who speak do so in honor of Indigenous peoples. Cal Poly 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. Letters & Roll Call**

- A. Roll call was taken, and quorum was met.
- B. Letters
  1. None.

**III. Open Forum**

- A. None.

**IV. Approval of Minutes**

A. **Motion #1 (Monteiro/Fernandes) "Move to approve the UUAB meeting minutes #23-09 from February 14, 2023."**

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

## **V. Reports**

A. Chair Report – Jacob Schlottmann-McGonigle

1. Jacob stated that it is week eight of the quarter and to reach out to him if anyone needs help.
2. Jacob yielded the floor to Michelle.
  - a) Michelle gave an update on summer quarter student fees. During the pandemic and for two years following the pandemic, campus did not collect ASI or UU fees during summer quarter. These are revenue sources that ASI depends on to keep facilities and programs running. ASI has been in negotiations with campus to start collecting ASI and UU fees again to support programs, facilities, and services. Michelle has been meeting with Student Government to discuss the financial impact this has had on ASI and how it affects ASI facilities, programing, hours and more during summer quarter. ASI has financial responsibilities whether fees are collected or not. Michelle received confirmation that fees will not be collected for summer 2023 but they will be collected summer of 2024 and summer sessions moving forward. Campus is providing \$500,000 to help with ASI expenses. ASI is not required to repay the \$500,000. This financial assistance from campus will allow ASI to open facilities and have regular operating hours during summer quarter.
  - b) In past years, when we did not collect summer ASI or UU fees, students have had to pay a \$45 monthly membership fee to use the Rec Center. ASI will not be charging enrolled summer quarter students, but we will charge students \$45 who are not enrolled in summer quarter but are continuing in the fall. Programing will be offered but on a smaller scale during summer quarter.
  - c) Michelle gave examples of how ASI has been impacted during the summers when fees were not collected.
  - d) Members thanked Michelle, Heather, and the officers for their hard work in compelling campus to reinstate summer UU and ASI fees.
3. Jacob yielded to Nishita.
  - a) At the next workshop, Nishita would like to do a walking meeting to view areas that UUAB would like to impact.

B. Executive Directors' Report – Michelle Crawford & Robyn Wallman

1. A recent Mustang News article regarding Cal Polys new club sports logo requirements stated that ASI and University Marketing are the entities that made the decision. ASI went to Mustang News to correct the misinformation. ASI does not make decisions for Cal Poly. Student Affairs and University Marketing are responsible for Cal Poly brand requirements.
2. The Children's Center was broken into recently. The perpetrator was someone trying to get out of the rain. ASI is working on a 5-year plan for repairs and improvements at the Children's Center which will improve security.
3. Full report submitted.

C. University President's Representative – Anthony Palazzo

1. Absent

D. Faculty Representative – Vacant

E. Alumni Representative – Vacant

## **VI. Old Business**

A. None.

## VII. New Business

### A. Budget Process Overview

1. Heather Zacher gave a presentation on the ASI budget process. She reviewed the two budget areas, ASI and UU, and what facilities and programs each support. She also reviewed the budget areas which both budgets support such as Administrative Support, Accounting, Public Relations & Marketing, Information Technology and more. ASI Board of Directors approves the ASI budget, however, UUAB recommends approval of the UU Budget, and the University President gives final approval.
2. Heather reviewed ASI's budget philosophy, planning priorities, and planning assumptions. She gave an overview of the budget process and the timeline.
3. She reviewed the Budget Narratives and gave an example of a Budget Worksheet for the Craft Center. The narratives are comprehensive and will give an overview of the programs budget and will include variances of 5% and/or \$5000.
4. Jacob explained how UUAB is involved in the Budget Narrative process. Each member will pick or be assigned a budget area. They will meet with the full-time staff member responsible for that program area to gain a deeper understanding of their assigned budgets. Members will present their budget narrative to the rest of the members and make a recommendation to approve. Budget narratives include:
  - a) PR & Marketing
  - b) UU Administration
  - c) IT
  - d) Craft Center
  - e) Food Service Commission
  - f) University Union Operations
  - g) Recreational Sports
  - h) Rec Center Operations
  - i) Insurance
  - j) Utilities
5. Heather reviewed the UUAB member expectations.

### B. Art Acquisition Committees Operating Rules

1. Nishita Katere gave an overview of the proposed Operating Rules for the Art Acquisition Committee. The committee is part of UUAB. The document was read with explanations given. A priority of the committee is to identify a space in the University Union to focus on for art installations.
2. **Motion #2 (Monteiro/Dhanda) "Move to approve ASI Art committee Operating rules as written."**
3. **Motion passed unanimous voice vote.**

### C. Update to the UUAB Standing Rules

1. Jacob reviewed the updates to the UUAB Standing Rules which included day, date, time, and location changes for upcoming meetings during spring quarter.
2. **Motion #3 (Fernandes/Katere) "Move to approve the updated UUAB Standing Rules."**
3. **Motion passed unanimous voice vote.**

## VIII. Liaison Reports

- A. Board Representative - Carlos Rodriguez Orozco

1. Absent.
  2. Full report submitted.
- B. President's Designee -Aaron Fernandes
1. Aaron highlighted upcoming events.
  2. 33 students have filed to be a candidate in the ASI Elections for 2023-24.
  3. Full report submitted.
- C. Universitywide/Academic Senate Committee
- D. Student Club Councils
- E. Staff Reports
1. Recreation Center Programs
  2. ASI Events
  3. Facilities
    - a) Recreation Center
    - b) University Union

**IX. Announcements**

**X. Adjournment**

- A. The meeting adjourned at 3:14p.m.

Submitted by: \_\_\_\_\_  
Davia Rusco

Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
Jacob Schlottmann-McGonigle, UUAB Chair

Date: \_\_\_\_\_