

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

#23-13 Meeting Minutes

April 13, 2023, 11:10 a.m.

University Union, Room 212A

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
James Francucci, College of Agriculture, Food and Environmental Sciences (recognized at 12:04pm)
Coral Miner, College of Architecture & Environmental Design
Aaron Fernandes, ASI President's Designee
Carlos Rodriguez Orozco, ASI Board of Directors Designee (left meeting at 12:00pm)

Voting Members Absent:

Anthony Palazzo, University President's Representative
Vacant, Alumni Representative
Vacant, Faculty Representative

Non-Voting Members Present:

Michelle Crawford, Executive Director
Robyn Wallman, Interim Director - University Union, UUAB Advisor
Ron Skamfer, Director - Facilities Management
Pat Rosemas, Administration and Finance Designee

Non-Voting Members Absent:

Daren Connor, Assistant Director - University Union Facility Operations
Vacant, Director - Recreational Sports & Programs

Guests:

Heather Zacker, Director of Finance
Selina Jimenez, Coordinator II-Accounting
Nancy Clark, Assistant Director of Recreational Sports & Programs

I. Call to Order

- A. Meeting #23-13 called to order at 11:12 a.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 tiłhini, 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. New Business

A. Approve updated Standing Rules

1. Jacob reviewed the changes that were made to the Standing Rules. A member asked about going back to Zoom meetings so outside people could join. Jacob stated that when the pandemic ended, the ability to have Zoom meetings ended as well. Michelle expounded on Jacob's explanation and gave more information including the legal ramifications.
2. **Motion #1 (Monteiro/Dhanda) "Move to approve the updates to the 2022-23 Standing Rules."**
3. **Motion passed unanimous voice vote.**

B. Chair of the University Union Advisory Board Nominations

1. Open nominations for the 2023-24 Chair of the University Union Advisory Board.
2. **Motion #2 (Katere/Monteiro) "Move to open nominations for Chair of UUAB for 2023-24."**
3. **Motion passed unanimous voice vote.**
4. Nishita nominated Aaron Fernandes.
5. Aaron accepted.
6. Jacob stated that nominations will also be accepted at the next meeting.
7. **Motion #3 "(Katere/Rodriguez Orozco) "Move to close the nominations for 2023-24 UUAB Chair."**
8. **Motion passed unanimous voice vote.**

C. University Union Budget Review

1. Jacob explained the process of reviewing the budget.
2. Heather Zacker, Director of Finance started the discussion on the 2023-24 Budget process. She gave an overview of what went into the budget preparation including organizational priorities. Michelle gave additional clarification.
3. Additional aspects reviewed were Planning Assumptions, UU Budget Areas, and UU Budget Packet Overview. Each member received a packet with a calendar, timeline, UU Budget Summary, Budget Breakout by Program (department) which includes a narrative and financial detail. Heather gave additional information for understanding the packets including reviewing budget summaries, highlighting that campus is providing a one-time contribution to ASI for summer programming in 2023.
4. Heather gave an overview of the recommendations she will be making to the BOD, and explained programming net reserves, and charge back reimbursements. She stated that the Cal Pers line item is moving to a different fund number.
5. Full-time staff from PR & Marketing, Rec Sports, and Accounting gave presentations and reviewed their budgets.
 - a) Accounting
 - Heather Zacker gave a presentation on the UU Administration budget. She included the purpose of the UU Administration department, program funding, 2023-24 program highlights, program statistics, and a "2023-24 Look Ahead".
 - Robyn expounded on the DEI training that full-time staff are receiving.
 - Heather gave a department budget summary, giving details for each area including - operating revenue, payroll, operating expense, other income, and net to reserve.
 - Michelle gave additional information on student staff uniforms. There are

several different uniforms being given out to students. She stated that ASI has enough uniforms in inventory to last another year. ASI staff are giving out current inventory for sustainability and budget. More uniforms will be ordered in one year.

b) PR & Marketing

- Dora Mountain, Coordinator II PR & Marketing presented on the budget for that area.
- She gave an overview of the purpose of the department, staffing, who they serve, program highlights, program statistics, and a “2023-24 Look Ahead”.
- Members reviewed the budget for PR & Marketing in their packets.
- Michelle and Dora answered questions and gave additional information.

c) Recreational Sports & Programs

- Nancy Clark, Assistant Director of Rec Sports & Programs presented the budget for that area.
- She gave an overview of the purpose of Recreational Sports, what it provides, programming, staffing, who Rec Sports serves, how it is funded, memberships available, events at the Rec Center, program highlights, program statistics, and a “2023-24 “Look Ahead”.
- She reviewed the Department Budget Summary.
- Robyn stated that questions regarding the Recreational Sports & Programs budget will be addressed at the next meeting due to time constraints.

D. Chandler Lounge Dedication

1. Michelle Crawford gave a presentation on the Chandler Lounge dedication installment. The installation is a timeline format with dates, pictures, and text. The decal is 22’ long. This rendering has been shared with the Chandler family.
2. Members asked about the 3D effect for depth that was discussed previously. Michelle pointed out what will be 3D on the installation. Members commented on the shadow gray graphics of the horse, “Cal Poly” and the people, some are behind words, and some are in full view.
3. They had suggestions and recommendations:
 - a) Move the horse to be behind ‘1968’ and associated language.
 - b) Members pointed out that some of the language is in all capitals and some of the language is in capital and lower-case letters.
 - c) They want the ‘s’ removed from ‘1960s’.
 - d) Line spacing needs to be checked on the 2002 language, it looks disproportional.
 - e) Justification of language is not consistent. Some are left justified, and some are center justified.
 - f) 1996 does not have a dot on the timeline.
4. Michelle will take the members’ comments and suggestions back to the design team.

E. Vote on OccuSpace Proposal

1. Aaron Fernandes gave a presentation on his proposal for using OccuSpace in the Rec Center. It is technology that uses Wi-Fi that senses participant devices in the facility to tell which equipment is being used the most and how many people are using the different exercise rooms throughout the day.
2. OccuSpace would be in the three exercise rooms. There are 10 OccuSpace devices in each area. If a person has three personal devices on them, OccuSpace counts them as one. ASI would be charged \$3000 for the first year.
3. This is a trial subscription for one year.

4. It will determine the occupancy for each room in accordance with fire marshal standards.
5. Occuspace is working with IT and can be implemented now and be functioning within a month.
6. The plan is to have it eventually run through the Access app. It has predictive capabilities.
7. The library is looking at OccuSpace as well for their facility.
8. The cost would be absorbed into the Facilities 2022-23 budget.
9. **Motion #4 (Katere /Monteiro) "Move to recommend approval of the proposal for implementation on usage of Occuspace products within the Recreation Center."**
10. **Motion passed unanimous voice vote.**

F. Budget Assignments

1. Jacob stated that the next budget presentations would be given by UUAB members. He presented the assignments.
 - a) April 20 Presenters
 - IT (Carol Brizendine) - Navie
 - Craft Center (Missi Allison-Bullock) - Ashley
 - Food Service Commission, Insurance/Utilities, Cash Administration (Heather Zacker) - Carlos
 - b) April 27 Presenters
 - UU Operations (Daren Connor) - James, Manjot
 - Rec Operations (Nick White and Ron Skamfer) - Aaron, Coral

V. Announcements

VI. Adjournment

A. The meeting adjourned at 1:22p.m.

Submitted by: _____
 Davia Rusco

Date: _____

Submitted by: _____
 Jacob Schlottmann-McGonigle, UUAB Chair

Date: _____