

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

#23-15 Meeting Minutes

May 4, 2023, 11:10 a.m.

University Union, Room 220

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
James Francucci, College of Agriculture, Food and Environmental Sciences
Coral Miner, College of Architecture & Environmental Design
Navie Bower, College of Science and Mathematics
Aaron Fernandes, ASI President's Designee
Carlos Rodriguez Orozco, ASI Board of Directors Designee
Anthony Palazzo, University President's Representative (Recognized at 12:23)

Voting Members Absent:

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
Daren Connor, Assistant Director - University Union Facility Operations
Pat Rosemas, Administration and Finance Designee

Non-Voting Members Absent:

Vacant, Director - Recreational Sports & Programs

Guests:

Heather Zacker, Director - Finance
Selina Jimenez, Coordinator II - Accounting
Takuto Doshiro, Manager, Business Services Administration & Finance, Public Safety

I. Call to Order

- A. Due to technical difficulties in UU220, the meeting was moved to UU212A, signage was placed to direct attendees to the nearby location.
- B. Meeting #23-15 called to order at 11:14 a.m.

II. Cal Poly sits on the traditional lands of the yak tit'u tit'u yak tithini Northern Chumash Tribe of San Luis Obispo County and Region. The yak tit'u tit'u yak tithini have a documented presence in this area for over 10,000 years. The tithini peoples have stewarded their ancestral and unceded homelands which include all of the cities, communities, federal and state open spaces within the San Luis Obispo County region. These homelands extend East into the Carrizo Plains toward Kern County, South to the Santa Maria River, North to Ragged Point, and West beyond the ocean's shoreline in an unbroken chain of lineage, kinship, and culture.

III. Letters & Roll Call

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

IV. Open Forum

A. None.

V. Approval of Minutes

A. Meeting #23-14 April 20, 2023

1. **Motion #1 (Fernandes/ Dhanda) “Move to approve the minutes from meeting #23-14 on April 20, 2023”.**
2. **Motion passed unanimous voice vote.**

VI. Reports

A. Chair Report – Jacob Schlottmann-McGonigle

1. He will be attending the Foundation Board meeting, presenting on the leadership endowment and scholarships for student government members; it is the official kickoff of the program.
2. He shared a power point with monetary scholarship amounts by position. Previously, most of the student government positions were volunteer positions. Jacob stated that ASI is moving toward a paid volunteer model. A member asked why the President’s Designee gets paid more. Jacob stated that they are on the Executive Cabinet, UUAB, and other committees and therefore work more hours. Jacob explained how they came up with the scholarship amounts. They estimated the number of hours each position works, interviewed student government members, and used a survey from earlier in the year. The goal is to put \$2M in the endowment so that a 4% payout would cover the cost of the scholarships. Payments would be paid twice a quarter. Discussion followed on student government members missing meetings and how this would affect their compensation. Moving forward, ASI will need to enforce the policy regarding attendance. A member asked if Student Government would form a committee to monitor member retention and participation. Michelle stated that they had considered it, however, it would not be a student committee. Michelle has already initiated conversations regarding this topic. She gave further explanations of the approach she would like to take in the future. It is the hope that this will increase student participation in Student Government.
3. Student Government members will be asking for donations to fund the endowment. Michelle stated that funds to support donor and alumni visits have been built into the 2023-24 budget. Michelle reviewed the deadlines for being able to offer scholarships for the following year.
4. A member asked about the alumni base as donors. Jacob stated that the Alumni Council is not to a point of being a donor base.

B. Executive Director’s Report – Michelle Crawford

1. Michelle reported on the Children’s Center facility project. The Children’s Center facility needs some critical maintenance, repair, and refresh. The Children’s Center is funded by the ASI fee, not the UU fee so UUAB does not have purview over the project. Michelle has put forth a plan to the Board of Directors asking for \$500K for the project. This will include security, roof repairs, classroom 7 repair and refresh, kitchen appliances, and a bathroom refresh. Michelle is going to approach the Orfaea Family Foundation for additional funds for the repairs and refresh.
2. Full report submitted.

C. University President’s Report – Anthony Palazzo

1. Absent for his report.

D. Faculty Representative’s Report – Vacant

E. Alumni Representative’s Report – Vacant

VII. Old Business

A. None

VIII. New Business

A. Vote on the University Union 2023-24 Budget

1. The UU has reserves which are held by the campus. Heather stated that the reserves are \$18M. The minimum reserve requirement is \$17.6M.
2. **Motion #2 (Monterio/Dhanda) "Move to recommend to approve the University Union 2023-24 Budget".**
3. **Motion passed unanimous voice vote.**

B. Vote on the 2023-24 Mustang Shuttle Operational Funding Request

1. Takuto Doshiro, Manager, Business Services Administration & Finance, Public Safety attended the meeting to answer questions.
2. Takuto reviewed the funding for the shuttle. He discussed the nighttime shuttle and the possibility of expanding the route to the Sports Complex and extending the nighttime hours. He stated that UUAB can move to support more nighttime stops if they want to. He does not know how this will affect the cost until UUAB decides on how they want to support the program. He stated that there are people who use the shuttle early in the morning, he is hesitant to cut those routes. It is more likely that some of the daytime routes may be cut as they have the fewest riders.
3. A member asked why UUAB only supported the nighttime shuttle last year when the program launched. Jacob stated that he was on the UUAB last year for that discussion and decision. He stated that it had to do with the number of nighttime incidents on campus, UUAB felt that a nighttime shuttle was the highest priority. UUAB did not know what the need would be for the daytime shuttle. If the shuttle went to the CAFÉS classes further from the campus core, they would have supported it.
4. Ridership to the further out classes has been low. Takuto reached out to the CAFÉS program. The lack of ridership was due to a lack of awareness, and no one knew the schedule. UPD is working with vendors on getting an app so students can see when the shuttle will arrive at their stop and where the shuttle is on campus. He reminded members that this is still the first year of the program. Nishita commented that she would like to see the daytime shuttle run for another year to gather more data.
5. The current app is run through Bishop Peak Technology, a third-party company. Takuto stated that users are offering recommendations for improving the app.
6. Michelle stated that the library team is working with ASI to keep the University Union open 24 hours a day during the Kennedy Library closure. There may be an increase in riders when this happens.
7. Aaron agreed that the nighttime shuttle and going to the Sports Complex is a good idea. Takuto said that with the Kennedy Library closing, the library stop may go away, and a Sports Complex stop may be added.
8. Takuto clarified that UPD is aware that they will need to come to UUAB annually for their contribution. If UUAB does not approve the daytime shuttle, UPD will need to find another funding source, however, UUAB has a commitment for the next two years to help fund the nighttime shuttle.
9. Michelle gave her perspective. UPD can only plan for what they have committed funding for, not what they hope to have funding for.
10. A member asked if ASI has funds in reserves. Heather confirmed that there are funds in reserves, ASI would have to go to campus to get the funds released or cut funds from next year's budget which has already been approved. The VP from Admin and Finance would have the final say. Michelle gave further explanation of how ASI works, and where the funding comes from.
11. Takuto stated that if the Sports Complex becomes a stop, it will require some additional infrastructure for the stop. The additional stop infrastructure would be paid for by the state.

12. Nishita asked Takuto where the UUAB portion goes to. Takuto said that it goes toward operational costs. They are adding the Sports Complex regardless of how UUAB votes. The UUAB funding would go toward the decisions on increased hours.
13. **Motion #3 (Nishita/Navie) "Move to postpone definitely New Business Action item B, the 2023-24 Mustang Shuttle Operational Funding Request to UUAB meeting on May 18.**
14. **Motion passed unanimous voice vote.**

C. Vote on Proposal to Transition the University Union Public Printers to a new contractor.

1. Daren Connor presented a proposal to transition to a new printing service in the University Union. He gave the history of the existing printers and who maintains them. He stated that the current printers are old technology. The new system will be cloud based, support new technologies, and be more user-friendly.
2. The cost of the new printers would be negligible. The annual cost per year of the old system was \$2500.
3. The new printers will be Wepa Kiosks. Students would pay through Campus Express. The cost per page would increase by five cents per page. The reason for the increase is newer technology. The university thinks that two kiosks will be enough, however, ASI will re-evaluate if more are needed in the future. Michelle stated that there may be one printer added in the Rec Center as well.
4. Coral asked if the printers could take an 11 x 17 size paper. This is the size that the architecture students use in the library. Daren will investigate it. The library has a large format printer in the 24-hour hub, Anthony said that it might be able to be moved to the UU. Daren will talk to Penny at the library.
5. **Motion #4 (Ashley/Navie) "Move to recommend to approve the proposal to transition the University Union public printers to Wepa, a cloud printing contractor".**
6. **Motion passed unanimous voice vote.**

IX. Liaison Reports

A. Board Representative - Carlos Rodriguez Orozco

1. Left before he could give his report.

B. President's Designee - Aaron Fernandes

1. Full Report Submitted

C. Anthony Palazzo

1. Asked for feedback on his presentation last week regarding the furniture that is available in the Morabito Building that Cal Poly is purchasing. Members requested furniture with more seating and outlets in the University Union.
2. Aaron presented a slide of the spaces in the upper UU of where the students are studying. Daren reviewed the spaces and identified how many people can fit into each area. Ron pointed out that the front of Chumash is a 'lobby', and we need to keep that area at a lower density for guests to get through to the auditorium.
3. Michelle commented that UUAB might want to consider getting rid of the surplus chairs rather than pay for storage of the furniture.

D. Recruitment

1. Robyn stated that there are three student government positions open.

E. University wide/Academic Senate Committee

F. Student Club Councils

G. Staff Reports

1. Recreation Center Programs

2. ASI Events
3. Facilities
 - a) Recreation Center
 - b) University Union

X. Announcements

A. Anthony announced that the dedication for the Frost Center is tomorrow at 3:00pm

XI. Adjournment

A. The meeting was adjourned at 12:50p.m.

Submitted by: *Davia Rusco*
Davia Rusco

Date: 05/19/2023

Submitted by: *Jacob Schlottmann-McGonigle*
Jacob Schlottmann-McGonigle (May 22, 2023 09:27 PDT)
Jacob Schlottmann-McGonigle, UUAB Chair

Date: 05/22/2023






23-15 UUAB Meeting Minutes

Final Audit Report

2023-05-22

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