

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

**#24-04 Meeting Minutes**

November 16, 2023, 10:10 a.m.

University Union, Room 219

**Voting Members Present**

Aaron Fernandes, Chair of the University Union Advisory Board  
Daniella Day, Vice Chair of the University Union Advisory board, Orfalea College of Business  
Coral Miner, College of Architecture & Environmental Design  
Giulia Spano, College of Liberal Arts  
Ryan Hofmann, College of Engineering  
Elizabeth Beebe, College of Agriculture, Food and Environmental Sciences  
Darius Rogness, President's Designee  
Joe Fewel, Board of Director Designee  
Lindsey Lee, Alumni Representative (recognized at 10:14)

**Voting Members Absent:**

Anthony Palazzo, University President's Representative  
Vacant, Bailey College of Science and Math  
Vacant, Faculty Representative

**Non-Voting Members Present:**

Ron Skamfer, Director - Facilities Management

**Non-Voting Members Absent:**

Michelle Crawford, Executive Director  
Robyn Wallman, Director - Recreational Sports & Programs, UUAB Advisor  
Daren Connor, Assistant Director - University Union Facility Operations  
Pat Rosemas, Administration and Finance Designee

**Guests:**

Meghan Schuler-Jones, Assistant Director - PR, Leadership & DEI  
Heather Zacker, Director - Finance  
Carol Brizendine, Director - Business Services

**I. Call to Order**

- a. Meeting #24-04 called to order at 10:11 a.m.

*Cal Poly sits on the traditional lands of the yak titʷu titʷu yak tithini Northern Chumash Tribe of San Luis Obispo County and Region. The yak titʷu titʷu 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.*

**II. Letters & Roll Call**

- a. Roll call was taken, and quorum was met.
- b. Letters
  - i. None.

### **III. Open Forum**

- a. None

### **IV. Approval of Minutes**

- a. Meeting #24-03 November 2, 2023
- b. Minutes stand approved unless noted otherwise.

### **V. Reports**

- a. Chairs Report – Aaron Fernandes
  - i. The Board of Directors endorsed the Strategic Plan at the November 15, 2023, meeting.
  - ii. Aaron gave UUAB projects updates.
  - iii. The Alumni Council met and will continue to meet every two weeks. Aaron reviewed topics discussed.
- b. Executive Director's Report – Michelle Crawford and Robyn Wallman
  - i. Aaron yielded the floor to Meghan Schuler-Jones who gave a brief review of the PR & Marketing plan.
    - 1. Meghan reviewed the department's professional staff, their positions, and responsibilities.
    - 2. She reviewed how the PR & Marketing team can support ASI, Student Government, and all programs within ASI. Her team can provide guidance and the necessary tools to promote all program areas.
    - 3. She reviewed the marketing assistants, student staff, their roles, and responsibilities, how to work with the marketing assistants, and timelines for social media and print material.
    - 4. Workzone expectations were reviewed.
    - 5. The Student Government outreach plan for the student government elections and who on her staff is working on it was reviewed. She reviewed the phases of the outreach plan.
  - ii. Full Executive Director report submitted.
- c. University President's Representative Report – Anthony Palazzo
  - i. Absent, no report given.
- d. Faculty Representative's Report – Vacant
  - i. None
- e. Alumni Representative's Report – Lindsey Lee
  - i. Lindsey and the Cal Poly Alumni Outreach department are working on three initiatives:
    - 1. Cal Poly Alumni Clubs throughout California and beyond are getting together and playing Pickleball.
    - 2. A program called 'Be the match', a bone marrow matching program is underway. There is an outside company that will be used to facilitate matches. Athletics Alumni are spearheading this program.
    - 3. March and April are fundraising months via the 'Poly Gives' program, a campuswide fundraising initiative.

### **VI. Old Business**

- a. None

### **VII. New Business**

- a. Recommend Approval of a 6-Month Extension to Cal Poly Corporation Sublease for Food Service & Coffee within the University Union
  - i. Carol Brizendine gave a review of the history of the relationship between ASI and CPC. The lease under review involves Red Radish, Starbucks, and Mustang Station. ASI would like to combine this sublease and the Chumash/Vending sublease into one sublease. The details will take time to agree upon between ASI and CPC. In the meantime, the current lease needs to be extended.

- ii. **Motion #1 (Spano/Beebe) “Move to approve the six-month extension to Cal Poly Corporation sublease for food service and coffee within the University Union.”**
    - iii. **Motion passed unanimous voice vote.**
  - b. Recommend Approval of a 6-Month Extension to Cal Poly Corporation Sublease for Chumash and Vending Services within the University Union
    - i. Carol gave a brief overview.
    - ii. **Motion #2 (Rogness/Day) “Move to approve a six-month extension to Cal Poly Corporation sublease for Chumash and vending services within the University Union.”**
    - iii. **Motion passed unanimous voice vote.**
  - c. 5 Year Maintenance & Repair Plan Recommendation
    - i. Ron gave members a chance to review copies of the plan. He reminded members that the CSU expects ASI to maintain the facilities they manage. ASI is always looking for ways to improve facilities, as listed on the plan. Projects are prioritized by urgency of need and the monetary reserve levels. Ron stated that there are always unexpected repairs that come up. Small job expenditures will come out of reserves. A larger project may be added to the 5 Year M & R plan forcing another project moved to another year. The M & R plan is reviewed every year. Heather stated that when repair projects come up that are unexpected, ASI will go to Cal Poly for approval to pull reserves from our account.
    - ii. Ron explained why the roof slope and the gutters line items are not together as one project. Ron explained that the Rec Center has two different roof issues, they are being repaired in phases.
    - iii. Ron gave an overview of the Rec Center Training Room being used as a potential Wellness Center. He stated that the Rec Center ticket office is being considered as well.
    - iv. Ryan mentioned that we need to consider a quiet room or prayer room now that the library is closed.
    - v. **Motion #3 (Day/Hofmann) “Move to approve the 5-year maintenance and repair plan.”**
    - vi. **Motion passed unanimous voice vote.**
  - d. Approval of changes to the 2023-24 UUAB Standing Rules
    - i. Aaron stated that the meeting day, location, and time have been changed as was discussed at the last workshop.
    - ii. **Motion #4 (Spanos/Fewel) “Move to approve the changes to the 2023-24 UUAB Standing Rules.”**
    - iii. **Motion passed unanimous voice vote.**
    - iv. **Motion #5 (Rogness/Beebe) “Move to lay the action item VII.e on the table.”**
    - v. **Motion passed unanimous voice vote.**
  - e. Tour of Building 19
    - i. Facilities Management & Development and Cal Poly Corporation representatives will provide members with a tour of Building 19.

### VIII. Liaison Reports

- a. Board of Directors Designee – Joe Fewel
  - i. The Board of Directors voted to endorse the ASI Strategic Plan.
  - ii. The Board of Directors approved the recommendation of using reserves for the ASI feasibility study.
  - iii. The Board of Directors approved the election packets for the upcoming election season.
  - iv. Board of Director members are meeting with Deans of the different colleges on campus.

- v. ASI Student Government is recruiting additional board members.
- b. President's Designee – Darius Rogness
  - i. The Executive Cabinet met two weeks ago. They are working on projects such as Club Fair and Buck the Stigma.
  - ii. Dec 6 is the next meeting; 15-20 students come to the Executive Cab meetings.
  - iii. Full report submitted.
- c. Universitywide / Academic Senate Committee
  - i. None given.
- d. Student Club Council
  - i. None given.
- e. Staff Reports
  - i. Recreation Center Programs
  - ii. None given.
- f. ASI Events
  - i. Facilities
    - 1. Recreation Center
      - a. None given.
    - 2. University Union
      - a. None given.

**IX. Announcements**

- a. Aaron asked everyone to share what they are doing for their UUAB projects.
  - i. Coral – Architectural models of the University Union and the Recreation Center to put on display.
  - ii. Giulia - Replacing the signage outside the University Union Student Government entrance with a digital sign. Add outside exercise equipment to the pool deck at the Recreation Center.
  - iii. Ryan – Install digital signage to the UU220 hallway.
  - iv. Joe – Add new technology to the University Union such as charging stations or phone lockers.
  - v. Elizabeth – At the Recreation Center, install pool deck exercise equipment and make green roof improvements.
  - vi. Darius – Working with Ryan on UU220 hallway digital frames; Dani mentioned that the hallway is also an Art Committee initiative.
  - vii. Dani – Would like to turn the UU220 hallway back to a cool inclusive space. She would like to install shadow boxes with student art displays in them. Participants might compete for a show, or some other submission process may be created.
  - viii. Aaron – Pismo Beach style signage for the Cal Poly letters. The location is expected to be above the UU Plaza on the edge of the grass, the location has not been finalized with campus. The letters are 6' tall.
- b. Motion #6 (Fewel/Hofmann) “Move to take from the table action item VII.e.”**
- c. Motion passed unanimously.**

**X. Adjournment**

- a. The meeting was adjourned at 11:58 a.m.

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

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Aaron Fernandes, UUAB Chair