

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

#24-07 Meeting Minutes

February 5, 2024, 10:10 a.m.

Recreation Center, Building 43 Room 109

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
Giulia Spano, College of Liberal Arts
Elizabeth Beebe, College of Agriculture, Food and Environmental Sciences
Ryan Hofmann, College of Engineering
Joe Fewel, Board of Director Designee
Anthony Palazzo, University President's Representative (recognized at 10:23am)

Voting Members Absent:

Coral Miner, College of Architecture & Environmental Design
Darius Rogness, President's Designee
Lindsey Lee, Alumni Representative
Vacant, Bailey College of Science and Math
Vacant, Faculty Representative

Non-Voting Members Present:

Ron Skamfer, Director - Facilities Management
Robyn Wallman, Director - Recreational Sports & Programs, UUAB Advisor
Daren Connor, Assistant Director - University Union Facility Operations

Non-Voting Members Absent:

Michelle Crawford, Executive Director
Pat Rosemas, Administration and Finance Designee

Guests:

Carol Brizendine, Director - Business Services
Heather Zacker, Director - Finance
Kylie Wong, Assessment Student Assistant

I. Call to Order

- a. Meeting #24-07 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 #24-06 January 22, 2024
- b. Minutes stand approved unless otherwise noted.

V. Reports

- a. Chairs Report – Aaron Fernandes
 - i. Aaron expressed gratitude to members for their work on their projects.
 - ii. Group bonding experiences are being planned by Dani.
 - iii. Aaron is working with campus officers regarding fee collection. There will be changes with year around operations. The campus made a data-driven decision to begin year-round operations in the summer of 2025.
 - iv. Aaron met with Cindy Vizcaino Villa, Senior Vice President for Administration and Finance and George Hughes, University Chief of Police, concerning recent events at the Recreation Center regarding a demonstration during the Career Fair.
 - v. Aaron met with the ASI Alumni Council. They are working on the bylaws and the endowment.
 - vi. Aaron is working with the ASI Director of Finance, Heather Zacker, on the Student Government budget.
 - vii. Aaron and Joe Fewel met to discuss projects that members of the Board of Directors are proposing.
 - viii. Full Report Submitted
- b. Executive Director's Report – Michelle Crawford and Robyn Wallman
 - i. Robyn yielded the floor to Kylie Wong, ASI Assessment Student Assistant.
 - 1. Kylie gave a presentation on her role for assessment support. She reviewed the steps for making a request and initiating an introductory meeting. She explained how they build an assessment, promote the assessment, analyze the data, and implement change. She reviewed the types of assessments available to Student Government. She provided contact information for her and Jill Baxter, Assistant Director of Student Engagement and Assessment. Robyn gave further information on why members should conduct an assessment as it helps considerably when getting approval for a project.
 - ii. Ron Skamfer gave updates on ASI projects.
 - 1. The pool contractor will begin working on the Leisure Pool on Monday, February 12.
 - 2. Facilities and 'First Serve', the court contractor, are still working on renderings to present to UUAB.
 - 3. SWA is working on options for the four outside spaces around the University Union.
 - a. The upper walkway between the Administration Building and the University Union.
 - b. The MCC and UU Market patio refresh which will have improved heating, power, and seating.
 - c. The re-imagining of the planters in front of UU 221 and the Student Government offices on Mustang Way.
 - d. The UU Plaza.
 - 4. Recreation Center Roof Projects
 - a. The 'Rec Gym' roof leak remediation will start on February 12.

- b. The 'Main Gym' roof problems have been evaluated and the gutters have been re-engineered to effectively transport water away from the roof and the building. This will be a summer project.
 - 5. Forum
 - a. The AV equipment is on campus and ready to be installed by BGA. The podium has been ordered.
 - 6. UU First Floors
 - a. Additional furniture will be installed soon.
 - 7. Rec Center
 - a. There is currently no air conditioning in the Rec Center. The chilled water pipes are degrading and there have been six pipe failures in the last six months. This may become a capitol project. Ron will provide more information at a future meeting.
 - 8. The field at SLO High School has flooded from the recent rain and is unusable. They have requested to use ASI managed fields on campus for their upcoming games the week of February 5. ASI is working with SLO High School to accommodate their request.
 - 9. Ron answered questions regarding the chilled water lines in the Rec Center, the proposed pickleball courts, and hanging art on the blank white walls on the first floor of the UU.
 - iii. Robyn reported on the following topics.
 - 1. The Brailsford and Dunleavy survey will be launched next week. Expectations are that all ASI student staff will take the survey. She reviewed some of the prizes to be given away to participants via a drawing after the end of the survey period. All students including ASI student staff and Student Government members are eligible to win a prize. There is an ambassador group made up of students promoting the survey.
 - iv. Full Executive Director report submitted.
 - c. University President's Representative Report – Anthony Palazzo
 - i. Facility Updates
 - 1. The area at the corner of Via Carta and Perimeter Way, (where the cow art is), will be relandscaped.
 - 2. Building 25 – The area between Building 25 – Faculty offices and the Centennial lawn is being relandscaped. They will be made more accessible, more seating will be added, and will include other improvements.
 - 3. CP Facilities is relandscaping the east side of Grand Ave from the Avila House driveway up to the Redbrick dorms. It will be similar to the Heron Hall and Jespersen Hall landscaping which includes drought tolerant Mediterranean plants.
 - 4. Anthony described a possible style of planting called 'Disney' style planting where plants are planted close together, and when mature, transplanted to other locations. This method is like a plant nursery within the landscaping and is a possible method for the re-landscaping project areas.
 - 5. CP Facilities is working with the environmental horticulture department to develop a commercial plant nursery on campus so that they can provide the plants for the upcoming re-landscaping projects.
 - 6. The Student Success Center Request for Quote (RFQ) is out for bid.

7. Anthony answered questions about the English Building being painted red and storm damage.
- d. Faculty Representative's Report – Vacant
 - i. None
- e. Alumni Representative's Report – Lindsey Lee
 - i. Absent

VI. Old Business

- a. None

VII. New Business

- a. Art Committee UU220 Proposal
 - i. Dani reviewed the key points of the “Diversity in Creativity”, University Union hallway proposal near the UU220 conference room.
 1. There are two phases to the project:
 - a. Phase one: Shadow boxes.
 - b. Phase two: Five displays highlighting different themes, including digital displays.
 2. She reviewed the five display themes:
 - a. Associated Students, Inc.
 - b. Student Diversity and Belonging
 - c. Clubs and Organizations
 - d. Fraternity and Sorority Life
 - e. Academics
 3. She reviewed the process to apply to be presented in the displays and the execution of the shadow boxes. She reviewed the financial impact and the communication plan. The benefits of the project include student engagement, the displays will contribute to a positive image of ASI, they will have cultural significance, they will provide student recognition, and they provide networking and collaboration opportunities.
 - ii. **Motion #1 (Spanos/Beebe) “Move to recommend approval of the Art Committee’s UU220 proposal.”**
 - iii. **Motion passed unanimously.**
- b. Recommend approval of the 19A Forum Memorandum of Understanding between the Cal Poly Corporation and ASI
 - i. Carol reported that ASI and the Cal Poly Corporation have come to an agreement on the Memorandum of Understanding (MOU). She reviewed examples of what types of events might be held in the Forum. The MOU breaks down the different areas specifically the restroom, lactation room, who is responsible for maintenance, cleaning, and signage in specific areas. ASI is responsible for the Forum and the shared hallway space. She stated that the Forum is a reservable space, and it will be reserved the same way that the MAC or any other reservable space is reserved, through the ePlan process. ASI will not support reservations with Audio Visual Technicians. ASI Building Services team will clean the Forum and the shared hallway.
 - ii. Heather stated that there is no rent being paid by ASI since ASI donated over \$1M to build. There will be a Capital Reserve account to fund equipment that breaks. There is a \$150K cap on the reserve fund.
 - iii. If the MOU is approved, the next step will be for Carol to present the Forum Policy to the UUAB.
 - iv. **Motion #2 (Fewel/Day) “Move to recommend approval of the Memorandum of Understanding between the Cal Poly Corporation and ASI.”**
 - v. **Motion passed unanimously.**
- c. University Union Budget

- i. Heather Zacker and Carol Brizendine presented an overview of various University Union budget areas.
 - ii. Carol presented on Information Technology and the services they provide, who they serve, and the program funding. She reviewed the IT program highlights including operational changes in response to the campuswide ITS centralization, the retirement or rebuilding of custom applications, user support for full operations levels, and the retirement of Fresh Service for ITS support tickets.
 - iii. There will be a retirement of ASI services and a transition to cloud-based systems provided by Cal Poly ITS.
 - iv. She reviewed program statistics and looked ahead to 2024-25.
 - d. University Union Administrations
 - i. Heather reviewed the areas of administration and who they serve, program funding, accounting services, and HR services.
 - ii. She highlighted some recent accomplishments including the completion of the Strategic Plan and the Needs & Feasibility Study. Other improvements include a new HR applicant tracking system called Workable, a new evaluation system called PerformYard, and a new electronic personnel file system called Dynafile. ASI has also improved budget transparency. The DEI Advisory Group will gather feedback on staff training and complete inclusive excellence assessment in winter and spring of 2024. Additional upcoming changes include the conversion of all ASI electronic files to the cloud.
 - iii. Carol reviewed ASI Business Services program statistics.
 - iv. Heather reviewed the ASI Accounting department's reporting processes and reviewed the 2024-25 look ahead implementation of the Strategic Plan Initiatives and DEI. She commented that there are no planned operational changes.
 - e. UU Administrative Funds
 - i. Heather reviewed the three accounting funds in the UU Administrative Funds: Cash Administration, Food Service Commission, and Insurance & Utilities. She reviewed what falls under each fund area.

VIII. Liaison Reports

- a. Board of Directors Designee - Joe Fewel
 - i. The Board of Directors ratified two more board members. There are two vacancies in CAED.
 - ii. At the Board of Directors workshop, the Cal Poly Corporation came and discussed their relationship with ASI.
 - iii. There is a Board of Directors meeting on Wednesday, Feb 7. President Armstrong will be attending. Joe will accept questions for the President in advance of the meeting.
- b. President's Designee - Darius Rogness
 - i. Absent
 - ii. Full report submitted.
- c. Universitywide / Academic Senate Committee
 - i. None given.
- d. Student Club Council
 - i. None given.
- e. Staff Reports
 - i. None given.
- f. ASI Events
 - i. Facilities
 - 1. Recreation Center
 - a. None given.

- 2. University Union
 - a. None given.

IX. Announcements

- a. Announcements were given.

X. Adjournment

- a. The meeting was adjourned at 11:53a.m.

Submitted by: _____ Date: _____
Davia Rusco, Administrative Assistant II, UUAB

Submitted by: _____ Date: _____
Aaron Fernandes, UUAB Chair