Associated Students, Inc.

California Polytechnic State University

UNIVERSITY UNION ADVISORY BOARD

#26-12 Meeting Minutes

May 19, 2026, 1:10 p.m.

Recreation Center Training Room

Bldg. 43, Room 109

Voting Members Present

Xander Levine, Chair of the University Union Advisory Board
Sofia Buduchina, Vice Chair of the University Union Advisory Board, College of Engineering
Alexis Leyva Nava, Orfalea College of Business
Peyton Kelly, College of Liberal Arts
Bay Baysinger, College of Architecture & Environmental Design
Victor Sepulveda, Bailey College of Science & Mathematics
Hannah Reyes, President's Designee - Late
Joe Fewel, Board of Director Designee
Jerusha Greenwood, Faculty Representative
Mitchell Judson, Alumni Representative
Kameryn Hawes, College of Agriculture, Food and Environmental Sciences

Voting Members Absent:

Anthony Palazzo, University President's Representative

Non-Voting Members Present:

Robyn Wallman, ASI Director – Recreational Sports, UUAB Advisor
Ron Skamfer, ASI Director – Facilities Management
Pat Rosemas, Administration and Finance Designee
Gabriella Lyon, Coordinator – Administrative Support – Notetaker
Michelle Crawford, ASI Executive Director

Non-Voting Members Absent:

Daren Connor, ASI Assistant Director – Facility Operations, University Union

Guests:

Anna Hassey – Assistant Director, Strategic Initiatives
Sarah Billeter – Coordinator – Event Logistics
Keegan Draper – Coordinator – Intramural Sports
Heather Zacker – Director – Finance
Missi Allison-Bullock – Director – ASI Programs and Services

I. Call to Order

a. Meeting #26-12 called to order at 1:10 p.m.

Cal Poly sits on the traditional lands of the yak titᵘ titᵘ yak tiłhini Northern Chumash Tribe of San Luis Obispo County and Region. The yak titᵘ titᵘ yak tiłhini have a documented presence in this area for over 10,000 years. The tiłhini 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. No Letters

III. Open Forum

a. None

IV. Approval of Minutes

a. Meeting #26-11 May 5, 2026.
    i. Minutes stand approved as written

V. Reports

a. Chairs Report – Xander Levine
    i. No report
b. Executive Director's Report – Michelle Crawford
    i. Outdoor Equipment Lockers – Keegan Draper presented on RecRe Box Pilot Program
        1. If pilot year is successful, we will purchase the unit outright or expand our lease. Lease in the second year would be $7500 Will decide equipment based on number of courts. Provide 24 paddles and 12 pickleball balls, and utilize rest of space for a variety of equipment 24 hour rental and can monitor which equipment is returned and late fees will be assigned through Fusion Quality control – when equipment is returned, a student has to take a picture and will be a part of the Student Manager's weekly responsibilities. Students can also leave comments in RecRe to let us know if something is flat or cracked. IM Sports will still have their own supply of equipment.
        2. The proposal is for an outdoor equipment locker at the Upper Sports Complex that would expand pro-shop services without requiring additional staffing. Students would use their Cal Poly SSO credentials to automatically rent and return equipment through the locker system.
        3. The first-year pilot cost is estimated at $10,300 and includes locker installation, hardware/software support, activation fees, and shipping. A lease model is being used initially to minimize financial risk. If successful, the department may either purchase the unit outright or expand the lease, with the second-year lease estimated at $7,500.
        4. Equipment offerings will be determined based on court usage, with an initial plan to provide 24 paddles, 12 pickleballs, and additional recreational equipment. Rentals would be available for up to 24 hours, with equipment tracking and late fees managed through Fusion.
        5. For quality control, students will be required to upload a photo when returning equipment, and Student Managers will oversee weekly

inspections. Users will also be able to report damaged equipment through RecRe. IM Sports will continue maintaining a separate supply of equipment.

ii. Meghan Schuler-Jones developed a Student Resources Guide.

iii. ASI is moving forward with a website development and maintenance project to support new Maritime operations and improve the current website's security and functionality. Matchfire is developing additional Maritime resource pages while also conducting maintenance and updates to the existing website.

1. The total project cost is approximately $95,000, which was included in the budget process, with remaining costs to be depreciated over time. The anticipated website launch date is August 10.
2. A sole source memo was utilized because Matchfire is the developer of the current website. Since the project involves updating and cleaning up the existing site rather than creating a new platform, continuing with the same vendor was determined to be the most practical approach.
3. Feedback on the ASI website is continually reviewed based on staff and student input, and ASI maintains a retainer agreement with Matchfire to support ongoing improvements and future enhancements.

c. University President's Representative Report – Anthony Palazzo

i. Anthony was absent.

d. Faculty Representative's Report – Jerusha Greenwood

i. All resolutions and policies will be finalized and presented with additional information at the next meeting.

ii. The Office Hours Policy was updated to reflect the semester system and align with other existing policies.

e. Alumni Representative's Report – Mitchell Judson

i. Board members were encouraged to volunteer for summer student send-off events and connect with Cal Poly Alumni for additional involvement opportunities.

VI. Old Business

a. None

VII. New Business

a. **2026-27 University Union Operating Budget Overview and Area Presentation**

i. The Directors of Recreational Sports and Facilities presented the Maritime and Recreational Sports budgets. Core services will include facility operations, recreational sports programming, membership services, pro shop operations, facility access systems, and student employment supporting PEAC, Sports Court, Bodnar Field, and Morrow Cove.

ii. Funding will come from a blend of student fees, user-generated revenue, and ongoing university support to address enrollment gaps. The budget model is scalable and aligned with enrollment trends, with Year 1 focused on operational implementation and data collection to inform future budget development.

Because Net to Reserve does not fully cover operating expenses, the university will fund the remaining gap.

iii. The semester transition will move intramural sports to two seasons per semester, creating opportunities for expanded programming and revenue growth through an added fourth season. Concerns were raised about participant fatigue from repeated sports offerings, and fitness programming has been adjusted to two offerings per term.

iv. Several revenue and expense shifts were noted, including moving safety courses and related costs to a separate budget. Recreational Sports will continue covering recertification costs for existing lifeguard employees, and the Mustang Mile Fun Run budget was reassigned to Recreational Sports without increasing the overall budget. Future plans may include adjusting Mustang Mile registration and promotional strategies to encourage participation without requiring timing chips.

v. A user fee analysis study is also underway. Following the Craft Center review, Recreational Sports will evaluate program costs next year to ensure user fees align with course offerings. The proposal also recommends increasing membership rates beginning July 1, 2027, in alignment with university fee increases.

vi. Pat noted that this is the most robust budget process on campus.

b. **Action Item: 2026-2027 University Union Operating Budget**

   i. **Motion #1 (Fewel/Kelly) "Move to recommend approval of the 2026-27 University Union Operating Budget."**

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

c. **Action Item: Morrow Cove Facility Lease**

   i. **Motion #2 (Leyva Nava/Sepulveda) "Move to recommend approval of the Morrow Cove Facility Lease."**

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

d. **Action Item: Morrow Cove Facility Policy**

   i. **Motion #3 (Sepulveda/Hawes) "Move to recommend approval of the Morrow Cove Facility Policy."**

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

e. **Action Item: Bodnar Field Facility Lease**

   i. **Moton #4 (Hawes/Buduchina) "Move to recommend approval of the Bodnar Field Facility Lease."**

   ii. Planned maintenance on the field over the summer.

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

f. **Action Item: Bodnar Field Facility Policy**

i. **Motion #5 (Baysinger/Leyva Nava) “Move to recommend approval of the Bodnar Field Facility Policy.”**

ii. Current policy was amended to include drone approval with approval from risk management.

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

g. **Action Item: Bodnar Field Block Schedule**

i. **Motion #6 (Kelly/Hawes) “Move to recommend approval of the Bodnar Field Block Schedule."**

ii. Might revisit block schedules after student feedback.

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

h. **Action Item: Bodnar Field Rate Sheet**

i. **Motion #7 (Reyes/Buduchina) “Move to recommend approval of the Bodnar Field Rate Sheet."**

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

i. **Action Item: Sport Court Facility Lease**

i. **Motion #8 (Leyva Nava/Reyes) “Move to recommend approval of the Sport Course Facility Lease."**

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

j. **Action Item: Physical Education & Aquatic Center Rate Sheet**

i. **Motion #9 (Buduchina/Fewel) “Move to recommend approval of the Physical Education & Aquatic Center Rate Sheet."**

ii. Rate sheets will go into effect on July 1. Only a few legacy reservations will be transferred over.

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

k. **Action Item: UUAB Operation Code Updates**

i. **Motion #10 (Kelly/Sepulveda) “Move to recommend approval of the UUAB Operation Code Updates."**

ii. Changes made included removing “non-voting” following the ASI Maritime Academy Council (AMAC) Representative title and striking the clause regarding viewpoint neutrality. A new clause proposed by Robyn was added in its place.

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

l. **Action Item: Proposal for Portable Charger Installation in the University Union**

i. **Motion #11 (Leyva Nava/Kelly) “Move to recommend the proposal for Portable Charger Installation in the University Union."**

ii. The vendor does not disclose many dashboard or system management details without a formal demo, though this could be explored further following approval. No clear answer was provided regarding the overall lifespan of the unit, though battery usage was estimated at approximately 1% per minute.

iii. Students would not need to download an external app, as the system operates through a web-based platform. ASI would have access to a management

dashboard to monitor equipment usage and receive notifications. The system also allows ASI to create customized time, location, and usage restrictions.

iv. Implementation may require approval from ITS.

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

VIII. Liaison Reports

a. Board of Directors Designee – Joe Fewel
   i. Board Actions:
      1. Approved Children's Center Policy Manual
      2. Approved Bill #26-01: Operationalizing the Integration with ASCMA
      3. Approved ASI Budget
      4. Approved proposal to eliminate Insurance Retention Designated Reserves
      5. Approved proposal to establish Cal Maritime Academy Integration Designated Reserve
      6. Four approved resolutions
   ii. Joe reported that, at the next meeting, the Board will review the proposed use of reserves for headshots, the funding split between Club Sports and Club Funding, the summer Board of Directors structure, five resolutions, and the election of the 2026–27 Chair of the Board.

b. President's Designee – Hannah Reyes
   i. There is a final push for voter registration with Flex Your Right tabling in the UU Plaza. Unity Night will also take place tomorrow evening in the UU Plaza.

   ii. There was no Executive Cabinet meeting this week, but next week will be the final meeting of the year.

   iii. The final Executive Staff meeting will take place tonight.

c. University Wide/Academic Senate Committee
   i. Student Club Council
   ii. Staff Reports
      1. Recreation Center Programs – Robyn
         a. Last weekend, Recreational Sports hosted its first private trip in collaboration with CP Scholars. The program received positive feedback, and there are plans to expand outreach in the future.
         b. A large number of participants were also certified in wilderness and first aid training programs.
         c. During finals week, the training room will be converted into a relaxation space for students.
         d. Rec Fest took place this past weekend, bringing approximately 50 students to the Recreation Center for four hours of activities designed to encourage students to try new programs and experiences.
         e. The recruitment process for the Assistant Director of Recreational Sports is ongoing, with second-round candidate sessions scheduled for Wednesday at 11:30 a.m. and Friday at 11:00 a.m. in the Forum.

      2. ASI Events

a. A concert is scheduled for next Tuesday from 7:00–10:00 p.m.

3. Facility Staff Report – Ron
    a. Recreation Center
        i. The Anderson Pool lease has been finalized. Marketing efforts will begin soon, with reservations opening on June 1. Equipment deliveries are also expected soon.

IX. Announcements

a. Xander and Robyn thanked the committee.

X. Adjournment

a. The meeting was adjourned at 2:31 p.m.

Submitted by: _____ Date: _____
Gabriella Lyon, Coordinator I, Administrative Support

Submitted by: _____ Date: _____
Xander Levine, UUAB Chair