

**University Centers Advisory Board**  
**Meeting Minutes**  
**November 10, 2015 Week 7**

- I. **Call to Order**
  - a. Meeting called to order at 2:03PM
  - b. Present:
- II. **Public Input**
  - a. None
- III. **Approval of Minutes**
  - a. Speaker's List:
    - i. Bryan: Daniel Jacobsen wasn't actually present
    - ii. Julie: I, Julie Chow, was present
    - iii. Toby
      - 1. Bryan's line should be "cut" instead of "cute"
      - 2. Ashley's line should be "no pressing needs currently" regarded as friendly
      - 3. Add "-ing" to Sharon's response
  - b. Toby: Move to Approve
    - i. Ryan: Second
- IV. **Special Presentation**
  - a. none
- V. **Chair's Report**
  - a. Since retreat, there's not really anything to report; thank you all for attending.
  - b. brainstorm session on Google doc was sent out over listserv
  - c. presentation from retreat was also sent over the listserv, and a shorter version of the presentation will be presented to college councils and AS
- VI. **Vice Chair Report**
  - a. Sent email to all student organizations to pick up their keys by Friday
    - i. Bryan: Have the groups emailed you back
      - 1. Luke: Yes, only 3 left to pick up keys
- VII. **Director's Report**
  - a. pub project, under old business
  - b. Samples for UCAB to look at
    - i. Hi-Thai, seating area, hygiene issue to address
    - ii. fabrics to be used for base and the back, need help choosing for the palette
      - 1. Solids are base, prints are back. would love feedback
      - 2. Claire: put into new business
      - 3. Toby: what were the hygiene issues that needed to be addressed
        - a. Sharon: fabrics in disrepair, wear and tear
      - 4. Sixth college rep: where was it again?
        - a. Sharon: seating area, not the lounge area of High Thai
      - 5. Muir rep: is it just redoing the outside, not completely new furniture?
        - a. Sharon: utilizing the furniture, and redoing upholstery

6. Ryan: how to give feedback
  - a. Sharon: it's going to be put into new business

## VIII. New Business

- a. tech fee subsidy
  - i. Black Student Union
    1. Luke
      - a. All day event, November 21<sup>st</sup>
      - b. inviting high school students, and other offices (financial aid and administrative)
      - c. less exposed, claim educational event
      - d. meet 7 categories
      - e. expected: 120 students
      - f. requested:
      - g. Recommended: \$180
    2. Ashley: expected attendance BSU members?
      - a. Luke: both high school and BSU
    3. Ryan: searched for other funding
      - a. Luke: TCC, VCEDI, other offices
    4. Bryan: Where is it located
      - a. Luke: PC Ballroom West
    5. Ryan: if they don't get the full funding, will it affect if they have the event
      - a. Luke: usually, they will just pay out of pocket, for the left over \$80
    6. Sharon: What is the balance?
      - a. Claire: on the screen: 9,292.50
    7. Ryan: move to approve for \$180
      - a. Ashley: Second
  - b. 5 minute recess to wait for Sharon to get back
  - c. Samples for Hi Thai
    - i. Sharon
      1. Want a recommendation on what to use, lets vote
      2. Vote on the back first
        - a. First Choice: 4
        - b. Second Choice: 0
        - c. Third Choice: 3
        - d. Fourth Choice: 4
        - e. One abstain, since there was a tie, the chair gets to vote on which one they want, votes for the fourth one and that is the recommendation that the board gives
      3. Now to vote on the base color
        - a. Claire: vote on it by column first, then vote on the best out of the four
        - b. First column- "brown" column
          - i. 0-0-2-3-2-7
          - ii. 4 has majority (7 was abstain)

- c. Second column- “blue” column
  - i. 3-0-0-0-7
  - ii. 5<sup>th</sup> has majority
- d. Third column- “green” column
  - i. 0-0-1-4-1
  - ii. 4<sup>th</sup> has majority
- e. Fourth column- “beige” column
  - i. 2-3-0-0-5
  - ii. 5<sup>th</sup> has majority
- f. Now going by column, with the chosen from each column
  - i. Red: 0
  - ii. Blue: 8
  - iii. Green: 0
  - iv. Beige: 3
- g. UCAB has given its recommendation

## IX. Old Business

- a. Pub space renovations
  - i. Claire: looking at the recommendations that the UCAB budget committee gave last week (pulled up PowerPoint)
  - ii. Sharon: this is all related to the pub renovation discussion, new information on income actuals
    - 1. first column, 2.5 million dollar reserve
    - 2. actual starting reserves + projected reserves (in red on the first line of the budget)
      - a. fall actuals and the projected winter and spring income (based on student fees and student #'s accounting for attrition rates)
      - b. includes the \$420,00 for collected and the projected (2% attrition)
      - c. yellow column was where the budget, started at 2.7, did better than last year, a one-time savings; summer enrollment; completely unexpected enrollment numbers
      - d. leaves the annual surplus in 1.5
      - e. ending reserve balance of 4.2 million if there were no
  - iii. Claire: point of clarification: including the amount to contribute to mandatory reserves
    - 1. Sharon: yes, mandatory reserve of 2 million
      - a. extra is the 2.2 million
      - b. More conservative view, because not accounting for winter and spring, 3.45-ish at the end of the year
      - c. Wanted to show the both, both are conservative (don't want to rely on \$\$ we don't have yet)
  - iv. Luke: For the budget, does the fee income come from winter and spring as well?
    - 1. Sharon: it includes what we budgeted, but numbers have increased
  - v. Luke: was the attrition rate accounted for when originally budgeted

1. Sharon: yes, in Spring Quarter we accounted for 2-3%, not expected influx of students
- vi. Chair: Point of clarification, out of the 3.45 million, the 2 million allocated of mandatory reserves, leaves 1.45
- vii. Ryan: Is any of this going to be talked about allocation discussion
  1. Chair: clarify, cost of renovations, and how much we actually want to finance for it
- viii. Sharon: Visual representation of the previous two slides, mandatory debt safety and operation for 3 months
- ix. Sixth: every year do we put down 2 million in reserves, yield to Sharon
  1. Sharon: standard we want to keep (not add 2 million each year)
- x. Toby: numbers on the left is what is planned to happen?
  1. Sharon: number, I would expect at the end of the year, using the 2% attrition rate, other one based on past years
    - a. 2 mill-2.2mill (dropped after recommendation)
    - b. 600k from budget
      - i. money we already have
        1. 800k from reserves
        2. 800k campus loan
- xi. Ryan: did you up now that we have more?
  1. Sharon: yes, reserves is 3.4
  2. Claire: 1.475 of the amount that we can use, because 2 mil needs to stay in reserves
  3. Sharon: included the previous slides, that had already been discussed
  4. Claire: Open up the floor for discussion, raise placard if you would like to speak or make a motion
- xii. Bryan: If we take out the 800k loan, how much would the payment for the future years?
  1. Sharon: couple charts, couple of scenarios, taking out 8,10,12 years, could go for 20 years however, will change the interest: keep it lower
  2. Claire: 157,000 total interest for 8 year loan
    - a. 199,642 interest for a 10 year loan
    - b. 242,505 interest for a 12 year loan
  3. Bryan: how much per year?
    - a. Claire: between 7-10k a year
    - b. Sharon: scenarios and how it impacts reserves, no updated
- xiii. Ashley: when would it need to pay out, can we decide what to put out in the reserve or budget?
  1. Sharon: Loan on hold, willing to give us the money, don't pull from it until we need it. if we don't need it, you don't need to take it
- xiv. Toby: payment frequency monthly or yearly?
  1. Sharon: Mandated setup, may not actually pay it until the end of the year, when clearing. interest expected to be done monthly

- xv. Bryan: Could go to the reserves to pay it off and not use campus loan, max take from the reserves?
  - 1. Sharon: can do a couple things: different loans of different amounts, set a hard amount that can be pulled from the budget keeping in mind that it will affect the reserves. If the entire project is 2 million dollars and the loan is 800k, then there is still 1.2 million to fund from somewhere
- xvi. Ryan: could take less from reserves, benefits of bigger loan and less from reserves
  - 1. Sharon: go to campus and ask for any amount, but risks. Full amount in loan, campus would come from and say why? how much willing to take a loan and how much willing to spend
- xvii. Bryan: when do we need to decide it by?
  - 1. Claire: edge of the timeline that we set if we table then it pushes the timeline back another week
- xxviii. Bryan: bring it back to the GSA, worried about not having the other voices involved, what part of the info can we share?
  - 1. Claire: the slides can be shared, along with the info that it is rough. Can be tabled for another week, or we could make a recommendation
- xix. Toby: are we expecting any large-scale projects
  - 1. Claire: can't say absolutely no, but no renovations at this time, but smaller ones that we have talked about are the cove room, renovations such as the original student center
- xx. Bryan: Sharon, have we found an estimate for the door @ PC entrance
  - 1. Sharon: I don't have an estimate yet, getting a fair estimate, assume to \$6-10,000 range, not to this scale
- xxi. Chair: Do we want more time
- xxii. Luke: don't think we should spend entire 1.45 mil on this project, keep for renovations, and further project (50% or less in my opinion). College council have a discussion about this
- xxiii. Ryan: kind of agree, larger loan, wouldn't want to spend a chunk of the reserves, and then not have money for a project that could pop up late
- xxiv. Megan: take out a larger loan, then what happens to the money, can we return the \$\$ without interest
  - 1. Sharon: had this situation, return, and interest on the amount of time you had the money.
- xxv. Bryan: when does budget meet?
  - 1. Chair: after this meeting adjourns
- xxvi. Ryan: what we should spend, can I make a motion to how we should spend it
  - 1. Claire: yes if you want, have to make the motion to
- xxvii. Toby: leaning towards splitting it 600budget-700reserve-700loan
- xxviii. Emily: go back to the slide w/ 600/800/800
  - 1. Sharon: you can set the budget by your motions, with whatever you decide, set the parameters in the meetings, based on feedback

- xxix. Ashley: what if something happens, can we budget for more, and the money we don't spend, we don't spend
  - 1. Sharon: yes, better to over allocate, and it would come back to you, rather than have to request more money
  - 2. Claire: she will come back and ask for further funds
- xxx. Sharon: if something unexpected in the building then that is when I would come back to ask for the funds to cover this emergency, either fund the 2 million dollars or go back and reduce the budget
- xxxi. Luke: recommend allocating more than we plan to spend, will go back to reserves
- xxxii. Claire: someone could move to table, if people don't feel comfortable. We are approaching end of meeting
- xxxiii. Luke: move to set budget at 2.2 million
- xxxiv. Ryan: Second
- xxxv. Claire: UCAB has just set it at 2.2 million, is that a recommendation? To cut it off at 2.2 million? Do you want to bring it back to councils?
- xxxvi. Luke: yes, set the cap of 2 million when discussing with their respective councils, to make the discussion less confusing. Need to total to 2.2 million, to ask the councils how
- xxxvii. Sixth Rep: revise the councils, what we want to do about the loans?
  - 1. Claire: to clarify, we have allocated 600k budgeted, need to decide how to get the rest of the money, expected to bring it back, and ask council how to finance from reserves and from campus loan, the different loan scenarios. present a visual to make it easier
- xxxviii. Ryan: I recommend we take 600k from reserves
- xxxix. Claire: we will continue this discussion next week, since we are approaching the end of meeting, tabled to next week

## X. **Announcements and Open Forums**

- a. Ashley: I heard that Starbucks was planning on opening more positions, do you know when those will be posted?
  - i. Sharon: don't know quite when, but they are going to open 20-25 more positions
- b. Bryan: Did people quit?
  - i. Sharon: No, since training began they have not lost anyone, everyone has showed up to their trainings, and their shifts.

## XI. **Adjournment**

- a. Meeting adjourned at 3:14pm