

University Centers Advisory Board
Meeting Minutes – AMENDED
Spring 2020, Week 4
April 21, 2020

Opening

The regular meeting of the University Centers Advisory Board was called to order at 2:02pm on April 21, 2020 by Joey Mendoza on Zoom.

Attendees

1. Joey Mendoza (UCAB Chair)
2. Aditya Arora (UCAB Vice Chair)
3. Wendy Tam (Warren College Representative)
4. Casey Lee (Sixth College Representative)
5. Pamela Fruge (Alumni Representative)
6. Sherry Yin (Marshall College Representative)
7. Amberine Kabir (Revelle College Representative)
8. William Ebro (Roosevelt College Representative)
9. Sharon Van Bruggen (Executive Director) – ad hoc, non-voting
10. Samir Nomani (Muir College Representative)
11. Kaitlyn Wiloughby (AS Representative)
12. Raquel Lara (SAAC Chair Shadow)
13. Alicia Yancey (SAAC Chair/Representative)

Public Input

- None.

Approval of Minutes

- Motion to approve minutes from Week 2 of Spring Quarter as amended: Samir.
 - Seconded by: Amberine.

Special Presentations

- None.

Chair Report (Joey)

- Zoom Meeting Procedure Recap- meeting ID is posted on the University Centers website.
- Please adhere to the rules of the speaker's list.
- Positions are still open and will remain open until filled.
- International Student Experience AHC- Doodle going out today. Co-chaired by Joey and Casey.

Vice Chair Report (Aditya)

- UCAB Space Allocation Committee- Doodle going out today. If interested, please fill out.
- As stated previously, current space allocations will be rolled over until the next school year.

Director Report (Sharon)

- UCAB Representatives needed for Starbucks Scholarship Review Committee.
 - Undergraduate research scholarship opportunity.
 - Assists UCSD students with research related to sustainability.
 - One scholarship available each year, with the award totaling \$5000.
 - Need at least one representative to participate.
- COVID-19 Financial Impact
 - Most of campus still closed over summer.
 - Had to cancel more than 500 event bookings for spring, and over 290 for summer.
 - Supplies were purchased: sanitizers, stands, laptop loaners, signage.
 - \$1.5 million negative impact.
 - Mitigating damage: temporary hiring freeze for career positions, postponing projects.
 - PC West Food Court and Plaza- postponed.
 - Student Center Courtyard- reduce plan elements.
 - Will try to do general improvements in the area instead.
 - Southeast Patio- cancel last phase (fire pit, plant walls).
 - Canceled all travel, reduced some trainings and conference options.
 - Shifting funds to support new needs (supplies/equipment), to provide a safe and secure environment for essential workers on campus.
 - East Ballroom A/V wiring and touchscreen replacement- postponed.
 - Ballroom B A/V wiring and touchscreen replacement- postponed.
 - Capital Projects are either postponed, reduced to minor upgrades, or still in progress.
 - FFE Projects are being postponed as well. Some in progress still.
- Virtual Student Union
 - Encourage everyone to visit the virtual student union.
 - Lots of great information about how students can stay connected.
 - Many events and activities available.
 - Events like art shows, trivia, weekly adulting series. Great social experience.
- Discussion/Questions:
 - Aditya: Why was the rest of the Southeast Patio project canceled instead of postponed?
 - Sharon: The work completed was already satisfactory, but it can be discussed in the budget meeting and suggested that it only be postponed.
 - Joey: Is there a decision from University Centers staff that it will not be holding conventions in our university?
 - Sharon: Currently waiting for campus decisions on events and gatherings over the summer. Events have not been canceled yet and currently anticipate that campus guidelines will loosen up its restrictions and allow some in-person activities, but no concrete answer yet. There is a plan to draft a proposal about how University Centers will slowly return to in-person operations. Proposal would likely be a phased approach.
 - Samir: Since many projects are being postponed or canceled, what is the situation with the vendors such as Bombay Coast and Shogun? What's the situation for Dirty Birds?
 - Sharon: The Dirty Birds project is complete, and they are hoping for a fall opening. For Bombay Coast, we were in lease negotiations and are still waiting

for them to agree, finalize, and sign the lease. But they are hesitant to sign. However, they are still actively considering it. Shogun's lease was renewed for a short period of time, but the project to renovate their space will most likely have to be postponed.

- Samir: Regarding the financial impact of COVID-19, you mentioned having emergency funds. How much of that fund is being used, and will we be operating in the green or the red?
 - Sharon: Will get more details as time goes by. We should end this year without going into the red. But the reserve money will be used, and it is projected to be reduced to about a million dollars left. That is incredibly low for University Centers, to start a new budget year with only a million dollars in reserve. Planning a budget for next year will be a new scenario and challenge.
- Joey: How much do we try to have in reserve?
 - Sharon: 2-2.5 million.
- Samir: For the budget committee, are UCAB members allowed to attend?
 - Joey: Yes.

New Business

Motion to open UCAB Budget Committee: *Approved.*

- UCAB Budget Committee- Doodle will come out today.
 - Samir: When2Meet can also be utilized to schedule times for availability.

Motion to Move to Next Item: *Approved.*

- UCAB Selection Committee-Doodle out today. Thursday at the latest.

Motion to Move to Next Item: *Approved.*

- Upcoming UCAB 2020-2021 Elections
 - Hoping to make the campaign or selection process more interesting to our student body and community by working with marketing.
 - Any ideas on how to make people want to join UCAB?
 - Discussion/Questions:
 - Samir: For instance, how to make the process more engaging?
 - Joey: For example, how do we get students interested? How do we expand our reach for great candidates?
 - Samir: Social media outreach, maybe a video or skit.
 - Casey: That's a good idea. We could compile some recordings of meetings to see what they are like. But meetings aren't really recorded, so that can prove to be a challenge.
 - Joey: Will talk to Sharon to see how that will be facilitated. A.S. streamed their meetings before COVID-19 too. This will be added to New Business for next week.
 - Kaitlyn: A.S. has no official archive, but you can visit the Facebook page and scroll down to find the meeting you want.

- Sharon: Branding UCAB separately from University Centers is a bit complex. If it is separately branded, it needs to be clear that it is connected to University Centers. Students need to understand that University Centers is for them, advised by them.
- Samir: I don't think it should be a big problem. As long we clearly state the name of the board and its relationship to University Centers.
- Joey: I would also like to update the UCAB directory and get a group photo.
- Will: Great graphics can also be attention grabbing. ERC has weekly newsletters that we can add to. Videos are a great idea.

Motion to Table Discussion until Next Week: *Approved.*

Motion to Open Next Item: *Approved.*

- Remainder of Tech Fee Subsidy Funds Action
 - Program that allows student organizations to apply for a subsidy for their tech fees.
 - It is not a fund. It is a subsidy.
 - We still have not found a function or use for the special \$5000 fund UCAB is allocated. Any ideas on where to use/put/donate these funds?
 - Discussion/Questions:
 - Samir: if we're unable to use it this year, will this money rollover?
 - Joey: No.
 - Will: Student organizations do a lot of tabling during fall. Is it possible to create a platform for them to promote their organizations online if in-person advertising is not allowed?
 - Sharon: The current website would not have that level of capacity; we can research different possibilities.
 - Alicia: There are a lot of basic needs concerns among students. This could be a great area for the special fund to invest in.

Motion to Move to the Next Item: *Approved.*

- Hydration Stations
 - Where can we include more stations on campus?
 - Joey: Will send out a link to where you can provide feedback about where hydration stations should be added. Has University Centers considered adding new ones in the facilities?
 - Sharon: It probably won't make it into the next budget. However, it would be great to have one in a protected but outside area, so it is easily accessible.

Motion to Move to Old Business: *Approved.*

Member Reports

- None.

Old Business

- The process for adding representatives for the Greek Life Council and Student Sustainability are proceeding smoothly.

Open Forum

- Joey: Reaching out to capital program management office to provide a special presentation about the new changes coming to the campus in the future. Email me if there is anyone you want to speak to the board.

Announcements

- None.

Adjournment

Meeting was adjourned at 3:27pm by Joey Mendoza. The next general meeting will be held at 2:00pm on April 28, 2020 on Zoom.