University Centers Advisory Board
Meeting Minutes
Fall 2022, Week 4.
October 18, 2022

I. **Call to Order**
   - The regular meeting of the University Centers Advisory Board was called to order at 2:06p on Tuesday, Oct 18, 2022 by Sharon Van Bruggen via Zoom.

II. **In Attendance**
   - Voting Members: Carlos Gonzalez, Emily Trask, Gabriel Zalles Ballivian, Joseph Gutierrez, Michelle Pham
   - Non-Voting: Adam Weaver, Sharon Van Bruggen, Alex Jung, John Payne

III. **Public Input**
   - n/a

IV. **Approval of Minutes**
   - Accepted by Emily Trask, Carlos Gonzalez, Joseph Gutierrez

V. **Special Presentation**
   - n/a

VI. **Chair Report**
   - No Report/Recruiting Applicants for Chair
     - Available on our website at ucab.ucsd.edu

VII. **Vice Chair Report**
   - No Report/Recruiting Applicants for Vice Chair
     - Available on our website at ucab.ucsd.edu

VIII. **Director Report**
   - Sharon: We do not have a Chair and we are now encouraging applications. Requesting advice on how to get the word out.
   - Carlos: We have also been looking for interns for our student collective - ever since we started tabling on library walk, we've been getting more engagement with students.
   - Emily: Are there opportunities to make announcements in AS/College Council Meetings?
   - Sharon: Yes, we are working on putting something together to make announcements at these meetings - if anyone is available, please do let us know. This is an unusual challenge for us. We will need the extra support getting the word out.
   - Michelle Pham: We could also put flyers in lecture halls or chalk lecture halls.
   - Sharon: Alex and I can put down these notes in a OneSheet and send it out to the UCAB listserv so you can each chalk in your own classrooms.
   - Alex: If you could put your emails down in the chat, that would be very helpful.
   - Sharon: We have a table for the LatinX Heritage Month with 6 seats. If you are interested, please email Alex directly.

- Sharon: I've asked a couple of my colleagues to join us today because they help with some UCAB-related areas. One is Tech Fee Subsidies, and the other is Space Allocation. I will turn it over to Adam first to discuss the Tech Fee Subsidy process.
- Adam: The Tech Fee Subsidy pertains specifically to CSI registered organizations. Orgs can apply for as many requests as they would like, but only $500 are allocated for each org within the academic year. We have allocated around $10,000 a year to subsidize these student events. This is a waiving of service fees, NOT a transfer of money to orgs. Off-setting the cost by UCAB reviewing all requests that come in and deciding on whether or not to approve of the request. This could be the entire $500 or partial but the event MUST occur in one of our facilities. The criteria is listed online and the process is fairly formula-based. The dollar amount the organization is awarded depends on how many 'points' the organization gets. Student orgs apply through Kuali and then the UCAB Vice Chair/Alex will review the submission and eventually meet with the student representative. The next step would be for them to present at our UCAB meeting and receive a vote on whether to approve or deny. From there, it would go back to the system where Alex or the eventual secretary can update the system and that will trigger an automatic notification process to let the group know that they've received the subsidy as well as the tech/event services team and TAP/fund manager, etc to keep record of the subsidy. Anyone from UCAB could pull reports to view how much of the $10,000 is left/who has used the subsidy. Happy to answer any questions about this process.
- Gabriel: Is there any place where students can see how much things cost more or less? Say I just want a power strip, I don't know if that will cost 1 dollar or 15 dollars and that may change my request.
- Adam: Part of the submission process, the organization is required to attach an itemized estimate from our technical services team, so the organizations should be aware of their costs before applying for the subsidy. As part of us being a student fee-funded building/department, student organizations, most technical services are free, it's really just the labor costs. If they are hosting a larger event that requires more staff to be on-site, but to answer your question, as part of the process, they do have to reach out to our team for an itemized quote.
- Gabriel: Follow up to another question - I've been on campus for a long time and used to work with UCEN tech crew - if I don't know how much anything costs, I wouldn't want to start the process of applying for the subsidy if I know I can't afford it - is there a public pdf students can access to see an estimate before meeting with our tech crew?
- Adam: We are working with marketing to publicize our pricing but we will still encourage the organization to meet with tech to see what's realistic.
- Sharon: Thank you, Adam. To reiterate: this $10,000 was set by the Board as part of the budgeting process last Spring Quarter. The $500 per org as well as the criteria on how to distribute the subsidy was reviewed by campus legal to ensure UCAB is providing fair access to funds and avoiding discriminating bias in any way.
- Sharon: Up next, John Payne, Space Allocation.

- John: Space Allocation: we make available to registered student organizations, the opportunity to try and get space for the year in our Price Center or Student Center spaces. In the Student Center, we have 10 spaces available, and in 2019-2020 year we had 20 student organizations sharing those spaces. Over in the Price Center, we have 18 spaces available and about 56 organizations sharing these spaces. We also have a file cabinet storage that 9 organizations have been taking advantage of in the 2019-2020 school year which is the last year we were fully engaged in this process. Some additional spaces are offered through others, we have the Student Affirmative Actions Committee that oversees 10 different rooms in Price Center and 5 offices dedicated to greek life for student organization use for how they see fit. This photo shows what a general space looks like. Each organization gets a set of shelves to store their items.
- Historically, this process for Space Allocation has been led by our Vice Chair. Obviously, we are not there yet. So this year, we are continuing with where we were back in 19-20, in the process, trying to update the forms and revamp things. At the end of this week, we will be reaching out to all student organizations to let them know that space here does exist and verify which orgs would like to keep their spaces to assess what our 'new normal' will be. This process typically kicks in late winter/early spring. CSI will be helping us reach out to all student organizations.
- There will be an application process for orgs to submit which will be reviewed by UCAB. There is a matrix that has been created based on variable criteria which will give priority ranking for access to the space. Once we have our list of priority ranking, we will then see how much space we have and approach this process in a formulaic nature. Generally we do have more requests than we can accommodate, but we will see how that goes this year. Move out will occur tenth week of spring quarter and new groups will come in Fall 2023. Hopefully we can accommodate
- Emily: John, our advisors are getting a lot of questions about this space allocation process. Where can they get more information/who is the point of contact?
- John: That would be myself. Please reach out to me directly.
- Gabriel : What is the procedure if orgs leave stuff behind and disappear?
- John: We will reach out but if they do not respond, then depending on the items, we will either surplus or discard the items. We will make every possible effor to connect with the group, but at some point, we will need to give them a deadline and make the decision on how to proceed.
- Sharon: Any other questions for John? Okay, thank you, John and thank you, Adam!

IX. **New Business**
- n/a

X. **Old Business**
- n/a

XI. **Member Reports**
- n/a

XII. **Open Forum**

- n/a

XIII.   Announcements
- n/a

XIV.   Adjournment
- Meeting was adjourned at 2:43p by Sharon Van Bruggen. The next general meeting will be held at 2p, Tuesday, Oct 25, 2022 via Zoom.