

University Centers Advisory Board
Meeting Minutes
Winter 2021, Week 4
January 25, 2022

Opening

The regular meeting of the University Centers Advisory Board was called to order at 4:05pm on January 26, 2022 by Casey Lee via Zoom.

Attendees

1. Casey Lee (UCAB Chair)
2. Gopika Yallapragada (UCAB Vice Chair, Warren College Representative)
3. Sharon Van Bruggen (Executive Director) - ad hoc, non-voting
4. Claudia Mendoza (Administrative Assistant)- non-voting
5. Samir Noami (Muir College Representative)
6. Clarissa Elbo (Sixth College Representative)
7. Pamela Fruge (Alumni Representative)
8. Yan Zhe (Leo) Liu
9. Skye Zhang
10. Emily Trask
11. Daniel Quironez

Approval of Minutes

- Motion to approve minutes from week 3 of winter quarter: Clarissa, second by Samir

Chair Report (Casey)

- Slack- Could be helpful for organizing everything and making sure everyone comes to the meetings, will discuss further later
 - Chair will keep sending out emails
- Start Committee emails! Be sure to fill out the when2meet and doodles for this
- UCAB Standard Time (4pm)? Has been indicated as the best time on the when2meet standard time for now
 - This time makes it easier to balance with class schedules
 - Please let me know if you don't think this is the best time
- Stipends! Chair will be sending email to Sharon with approvals

Vice Chair Report (Gopika)

- None.

Director Report (Sharon)

- Update on Curry Up Now's progress, they are doing well but have had a slowdown mostly because we are not back on campus. There hasn't been a pressure to open them yet
 - They do have all of their equipment, which is a major step to get them to open
 - There is no opening date yet, we have asked them to give us a timeline, it is somewhat tied to campus population
- Don't anticipate that we will be anywhere close to normal for quite a while
- We are going to maintain our current hours in the building, which will also help us with our staffing issues
- We'll get our website updated
 - Price Center: Mon-Fri 7am-10pm, Sat and Sun 9:30am-6pm

- Student Center are slightly less than that and don't include the weekends
- We are working on getting hiring done and there are a number of recruitments out there
- Our KN95 mask distribution is set up: Level 2 near Price Center East near the vaccination center
 - Students can get 1 at a time and come back the next day at this moment, my change later
 - Station is being staffed with students: 9am-9pm weekdays, 10am - 5pm on weekends
 - Campus is strongly encouraging KN95 masks
- Regarding stipend once Casey sends approval information over, Sharon will meet with HR team to get all the positions in place for hiring
 - Claudia will help make the physical changes to the charter
 - My understanding, it could take three weeks for hiring and onboarding process. Because these are new jobs it's possible it could take a bit longer, I will request for it to be expedited
 - Then you will have to get hired for your stipend
 - Skye's shared experience in a hiring process, entailed submitting paperwork and instead of having an in-person meeting with HR, what was normally done. The meeting happened over zoom. You have to show proof of ID with the appropriate documentation.
 - Skye: Highly suggests to do everything as soon as you're asked, they are having issues with the stipends right now
 - Sharon: Delay's come from Cronos having technical issues, have had to do manual entries to make sure people get paid
 - Hiring process takes time and HR is really impacted right now so it is best advised to submit everything as soon as you are asked
- Motion to reorder to old business by Samir second by Gopika

New Business

- In person meetings
 - Skye: Would prefer for meetings to continue online or have an option to attend remotely. It's more convenient, especially if only some classes are in person and others will be remaining online
 - Samir is in agreement with Skye
 - Straw Poll gave results to continue meetings online for this quarter
- Slack
 - Added means of communication to assist UCAB further
 - Don't have to use it if you'd rather not
 - Straw Poll gave results in favor of using Slack
- 4pm time
 - Emily: Will need to log off from meetings at 4:25pm and listen on her drive for the remainder, due to childcare pick up if time is changed to 4pm
 - Sharon: Staffing time will be affected as shifts generally end at 4:30pm, if needed adjustments can be made
 - Straw Poll majority favored the standard UCAB meeting time to be 4pm
 - May revisit this if schedules are updated and we find a better time

Old Business

- Motion to enter vote to renew Covid Site for current quarter: Skye second by Gopika.
- Vote: Yes=10, No=0, Abstain=1
- Covid Site will be renewed for Winter quarter
- Motion to return to new business: Samir second by Skye

Member Reports

- Clarissa: Noticed a lot of people don't know where the vaccination site wondering if we can have more signage there
 - Sharon will talk to team about putting up additional signage

Open forum

- What was a win for you recently?

Announcements

- Chair

Adjournment

Meeting was adjourned at 5:00pm by Casey Lee. The next general meeting will be held at 4:00pm on February 1, 2022 via Zoom.