

**University Centers Advisory Board  
Meeting Minutes, February 11, 2013  
Warren College Room**

**Call to Order**

Meeting called to order at 3:00pm

*In attendance:* Albert Trujillo (Chair), Jessica Hsi (Vice Chair), Sharon Van Bruggen (Interim Director), Elina Hood (Sixth Rep), Tristan Britt (Marshall Rep); Jason Thornton (Alumni Rep), Allison Khoe (At-Large), Michael Porter (GSA Rep), , Leonard Bobbit (Warren Rep), Emily Marx (Staff Association Rep.), Colin King (Revelle Rep)

*Absent:* Justine Alonzo (Roosevelt Rep)-EA, Meryem Kamil (SAAC Rep), Michael Yu (GSA Rep)-EA, Cory Marshall (AS Rep),

**Roll Call**

- Sheet being sent around

**Icebreaker**

**Approval of Minutes**

- Approved by Allison Khoe
- Seconded by Elina Hood

**Public Input**

Name, Affiliation

- Sixth College Video Production Club. Racialization and Media Series including lecture. PC East Ballroom 7-9pm on Monday, February 25<sup>th</sup>. No admission, and open to all students. Not a fundraiser. Requesting \$137.50. 200-300 expected in attendance.
- Pre-Pharmacist Society. Public Health Symposium in PC Ballroom. Expecting 150 people to attend. Requesting \$100. Free for students. On February 22, Friday. Advertising to outside organizations.

**Special Coop Presentation**

- Four Coops: Groundworks, General Store, Food Coop, Che Café. Community supported and Community Centered—exist to provide services to students at lowest cost. Non-profit entities.
- Originally, Coop had a voting member on Student Center Board prior to the 1990s. Since 1993, coops cover own payroll, utilities, and trash. Current Space Agreement developed between 2004 & 2006 using 2002 numbers expiring in 2008.
- 1.5% markup to limit profit making. Profits go back to the stores to provide more services.
- Less traffic to the student centers after Price Center expansion and construction caused revenues to decrease.

- To overcome difficulties, increased member retention (i.e. consequently, institutional memory) which decreases knowledge drain. Increased meetings with University Centers Directors. Increased growth trend over the past two years, too.
- Received statements of support from A.S, IFC, SSC, UAW, and the Guardian.
- Rent Proposal: Similar in structure to Plan C presented at last UCAB meeting. Whichever is higher: \$.005/ft<sup>2</sup> or 2% of revenues less utilities and trash.
- Attempts to increase sales include increased advertising, more hot food unavailable elsewhere, and better accounting system to see most popular services.
- Che Café has increased its advertising as well which has raised its profile. Groundworks reaching out to professors to go through them instead of campus bookstore.
- Hope: Stickers are working as a means of publicity.
- Tristan: What year were revenue numbers from in last week's presentation?
- Sharon: Numbers were from FY2011.
- Tristan: So improvement from 2009 with sales.
- Jessica: Question on status of Che's non-profit?
- Coop Member: Lost federal non-profit status, not state status. Lost federal status because of misunderstanding of filing.
- Allison: Number of employees at coops?
- Coop Members: 44 employees/volunteers across all four.
- Tristan: Che received \$30k from TGIF according to Facebook page?
- Coop Members: Che received \$30k from The Green Initiative Fund to modernize kitchen.
- Coop Members: Renegotiating rent key to improving coops.
- Tristan: Is there anyone who manages finances?
- Coop Members: Each coop has subcommittee for accounting.
- Leonard: Do coops have faculty advisor?
- Coop Members: CSI Faculty advisor, but limited interaction.
- Emily: Open to having community advisor?
- Coop Members: Would love to have one.
- Tristan: Would consider closing one coop?
- Coop Members: Closing of one coop would not necessarily shift resources.
- Michael: Change model like turn Groundworks in to Thrift Store?
- Coop Members: There is desire to shift Groundworks in to resource center for students.
- Allison: Groundworks making profit, but why not paying rent?
- Coop Members: Groundworks still has a lot of non-university debt to vendors. Reduced it by half last year.

**Chair Report, *Albert Trujillo***

- Coops Update
  - Committee for coop to meet to discuss rent. Email for availability will be sent out.
- Referendum Update

- Waiting for it to come back from UCOP. Requests to include Crafts Center further in the referendum. Must discuss with UCAB to include in referendum.
- At-Large Position
  - Bring in candidates this week. Tristan and Jason reviewing some applications.
- Strategic Planning
  - Three colleagues from Sharon's course on strategic planning and Sharon would work with UCAB and UCEN management team to identify necessary foundations to begin a strategic plan. I.E. Identify gaps and fill in gaps on things like surveys or interviews with stakeholders. Most organizations would pay \$5000 to get graduate students to consult, but this would be free.

**Vice-Chair Report, *Jessica Hsi***

- Space Allocation
  - Last week was first space allocation committee. Another meeting today at 5pm in Sixth College Room PC East. Want primary usage of offices to be office space, but there is need for storage usage.
  - Will also discuss key policies like decreasing points in application process for not returning keys. Unable to charge currently because lack infrastructure to track keys. Would cost more to track than to charge keys.
  - Emily: Charge Student Orgs for keys the same way fire extinguishers do. If not returned, student org is billed. Key Database is being created.
  - Current key policy charges \$100. It is about \$15 to be cut. May have stopped charging fees due to high charge on orgs.

**Director Report, *Sharon VanBruggen***

- Coops Support Campaign
  - Coops generally shared information on student support for coops.
- Facility Needs Tour
  - Let councils know they can set up a tour with Sharon to go over the facility needs.

**New Business**

- Digital Film Festival. Michael moves to fund for \$137.50. Tristan seconds.
- Pre-Pharmacy Society. Tristan move to fund for \$100. Michael seconds.
- Tech Fee Balance: \$4,462.50
- Emily: Send out email to encourage student orgs to use tech subsidies?

**Old Business**

**Member Reports**

**Announcements**

- Jessica has pouch that was left behind at last meeting. Whoever's it is should contact Jessica!

### **Open Forum**

- Tristan: Will all numbers be available to vote on the student rent next week?

### **Roll Call**

- All still present

### **Adjournment**

- Meeting adjourned at 3:08pm