

**University Centers Advisory Board
Meeting Minutes, October 29, 2012
Warren College Room**

Call to Order

Meeting called to order at 3:03pm

In attendance: Albert Trujillo (Chair), Jessica Hsi (Vice Chair), Sharon Van Bruggen (Interim Director), Jason Thornton (Alumni Rep), Allison Khoe (At-Large), Michael Porter (GSA Rep), Michael Yu (GSA Rep), Meryam Kamil (SAAC Rep), Leonard Bobbit (Warren Rep), Tristan Britt (Marshall Rep); Emily Marx (Staff Association Rep.),

Absent: Khanhly Nguyen (Revelle Rep), Vacant (AS Rep), Daniel Ornelas - excused (At-Large), Elyssa Droge (Roosevelt Rep),

Approval of Minutes

- Approved by Jason Thornton
- Seconded by Allison Khoe

Public Input

No public input

Special Presentation

- Napkin Presentation
 - QR Code on napkin dispensers advertising special deals for students. can advertise student events via these napkins as well.
 - Napkin project requests to extend their contract for the year, with the capability to advertise who they want, and to have University Centers Night Crew refill napkins. They are offering no compensation to University Centers other than free napkins and ability to advertise events.

Icebreaker

Roll Call

- Sheet being sent around

Chair Report, *Albert Trujillo*

- KSDT Mold Remediation
 - \$8000 to fix
- AS Meetings
 - Be sure to Report back to respective councils and bring back to UCAB
- Upcoming Meetings
 - Respond to doodles for 2-on-1 meetings
 - Executive Advisory Cmte
 - Once a quarter meeting on strategic planning and budget
 - AS Executives

- Cooperatives
 - Coops updating with new info from principal members

Vice-Chair Report, *Jessica Hsi*

- Space Allocation
 - Thai Culture Club and VSA space allocation issue resolved
- Tech Fee Subsidy Language
 - Must bring copy of event budget and University Centers quote from tech services and sample marketing material which shows University Centers logo -Approved unanimously

Interim Director Report, *Sharon Van Bruggen*

- Vandalism
 - Following Up on, using video camera
- Level 4 Conference Room Name
 - Priority for GSA, needs new name
- Update on Set-up/Usage Fee
 - Flat rate for equipment setup in event spaces in student centers
- Analysis of Coops Potential Rent
 - Determine rent price in consideration of sales
- Survey Update
 - 8000 randomized student survey

New Business

- Tech Fee Balance: \$6,712.50
- Napkin Project
 - Small Subcommittee to explore advertising, staffing, and business concerns
 - 4-2-1 Vote on voting today
 - End trial run: 3
 - Approve of continuation of napkin project as presented by group: 0
 - Edit contract with napkin group to address concerns about what can be advertised: 3
 - Open advertising of napkin dispensers to project vendors: 2
 - Final Vote-Project End vs Project with editing contract: 3-4
 - Tabled to next week until more college representation
- Name of 4th floor conference room tabled

Old Business

Member Reports

Announcements

Open Forum

- TMC Rep Tristan Britt intro

Roll Call

- Allison Khoe excused exit at 3:44pm
- Leonard exit excused exit at 3:50
- Emily Marx excused arrive 3:55pm

Adjournment

- Meeting adjourned at 4:16