ASUC Student Union Operations Committee
Agenda & Minutes
Tuesday, December 8th
8:30 - 9:30 AM, Zoom Meeting Link:
https://berkeley.zoom.us/j/92737279521?pwd=Y1RjZnJvcHo1THRWczBKT0h1N211UT09

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GA Internal Vice President</td>
<td>Liz Lawler</td>
<td>yes</td>
</tr>
<tr>
<td>ASUC Executive Vice President</td>
<td>Melvin Tangonan</td>
<td>no</td>
</tr>
<tr>
<td>ASUC Senator</td>
<td>Liam Willingham</td>
<td>no</td>
</tr>
<tr>
<td>Professor of Nutritional Sciences &amp; Toxicology</td>
<td>Gregory Aponte</td>
<td>no</td>
</tr>
<tr>
<td>SU Director of Facilities</td>
<td>Sharay Pinero</td>
<td>yes</td>
</tr>
<tr>
<td>ASUC Undergraduate Rep.</td>
<td>Lydia Zhong</td>
<td>yes</td>
</tr>
<tr>
<td>ASUC Spaces Director</td>
<td>Elif Sensurucu</td>
<td>no</td>
</tr>
<tr>
<td>SU Director, Marketing &amp; Creative</td>
<td>Katelyn Nomura-Weingrow</td>
<td>yes</td>
</tr>
<tr>
<td>Director of Real Estate and Acquisition</td>
<td>Michelle De Guzman</td>
<td>yes</td>
</tr>
<tr>
<td>ASUC Undergraduate Rep.</td>
<td>Kevin Yi</td>
<td>yes</td>
</tr>
<tr>
<td>SU Events Director</td>
<td>Tiffany Perales</td>
<td>yes</td>
</tr>
<tr>
<td>Ex-Officio Members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SU Executive Director/Associate Dean of Students</td>
<td>Bahar Navab</td>
<td>yes</td>
</tr>
<tr>
<td>SU Board Chair</td>
<td>Brian Zhou</td>
<td>no</td>
</tr>
</tbody>
</table>
I. Meeting called to order at 8:41 PM

II. Approval of the Agenda 1 min
   A. Michelle moves to approve
      1. Kevin seconds. No objections.

III. Public Comment 5 min

IV. MLK 4th Floor
   A. Review alternatives: event space, leaseholder, or campus partner.
   B. Event Space
      1. If event space, (conservatively) estimated revenue would be $75,000 - costs
      2. Groups would be charged directly for custodial, and so would help cover costs
      3. This would make Pauley a more attractive conference space
      4. RSOs / student groups could also book it
      5. Space: ~3,000 sq ft. 5-6 rooms of various sizes; external lounge space
      6. Very flexible in terms of timing (putting other business or campus partners in the space)
      7. Update costs would be minimal: would potentially need to buy a little bit more furniture, would need to update signage
      8. Space is “charming” and “campy”?
9. Security:
   a) Could staff with professional or student staff. Additionally, furniture could be cleared out in between reservations

10. Would costs include new staffing?
   a) Only additional staffing would be if we needed to monitor the floor

11. Bridges & QARC will still be in the space until 2022

C. Latinx Resource Center
   1. Renovation costs seems low
   2. Full scope of renovation wasn’t clear
      a) Need clarification of funds and costs
   3. Floorplan didn’t give clear allocation or description of programmatic schedule
   4. Proposal mentioned staff positions staffing the space - are these funded or are they waiting for funding?
   5. Ask for full plan of renovations and in consultation with campus contractor to get a more solid quote
      a) Caveat: there is cost assigned with asking for a bid; timeline is a few months process
   6. Ask for 1-2 rooms for graduate students? Or assign specific times for graduate students

D. Decision needs to be made in January for operations and budgetary
reasons

E. Need to make a recommendation, or give opinion to the Board

V. Potential vendor spaces: 1st floor Esh, former P&R space, etc.

A. MLK 1st floor

1. Food pantry is working with capital strategies and paying to spec the space

B. Consider broker vs other process?

1. Spaces:
   a) vending location in lobby floor of Eshleman - mostly front of house location (w/o full kitchen)
   b) Pinky & Red's free standing space - full kitchen and front of house, full seating area, *no* oven
   c) Small front of house space in MLK 1st floor
      (1) Could be commuter kitchen
   d) Two kitchen spots with adjoined store fronts and shared back of house
      (1) Current proposed offering space to the food pantry
   e) 1951 coffee space on MLK 2nd floor
      (1) Unclear if they can have a lease extension or would be subject to the new UP employment process

2. Broker vs. RFP & reach out to new vendors
a) What are the expected cost of working with a broker vs. cost of working individually (including SU staffing hours)

b) Brokers are paid based on commission (pay ½ when vendor is signed, and ½ when they start paying rent)

   (1) Typical percentage: 6% of base rent for first 60 months and then 3% of base rent for next 60 months

c) Broker spends time marketing space and working with people - will give initial letters of interest

VI. Recommendations to the Board

   A. Kevin moves to recommend to the board to pursue using a broker.

      Katelyn seconds.

      1. Caveat: SU needs to be mindful of the model of broker that we pursue.

   B. Ops Committee has follow-up questions regarding 4th floor MLK and would like more time to consider follow-up information

VII. Adjournment