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ASUC Student Union Board of Directors Agenda & Minutes

Thursday, May 6, 2021

9 AM | Virtual Meeting via Zoom |

<https://berkeley.zoom.us/j/98257101381?pwd=V0hiQllkdHpQNDhSeHlrVDZuZW5tUT09>

Board website [link](#)

Title	Name	Present
ASUC Student Union Board Members		
Title	Name	
Chair	Brian Zhou	Yes
Vice Chair	Michelle De Guzman	Yes
ASUC President	Victoria Vera	Yes
ASUC Executive Vice President	Melvin Tangonan	Yes
GA President	Luis Tenorio	Yes
GA Internal Vice President	Liz Lawler	Yes
Undergraduate Representative	Kevin Yi	Yes
Graduate Representative	Martin Siron	Yes
University Representative	Emily Liu	Yes
University Representative	Fabrizio Mejia	Yes
Faculty Representative	Greg Aponte	Yes
Faculty Representative	Jennifer Miller	No
ASUC Student Union Executive Director		
ASUC Student Union Executive Director	Bahar Navab	Yes

Community Agreements

- Everyone participates, no one dominates - share airtime
- Honor time limits; staying on schedule is everyone's responsibility
- Speak your truth without blame or judgment
- Articulate hidden assumptions; challenge cherished beliefs
- Listen for understanding - inquire (ask) before you advocate (persuade)
- Remain open to outcome and innovation
- Critique ideas, not people or actions
- Recognize participants' contributions
- Be fully present at meetings and prepared
- Have fun!

Call to order at 9:10 am

- | | | |
|------|--|--------|
| I. | Approval of the Agenda and Minutes | 1 min |
| | A. Martin moves to approve agenda; Brian seconds | |
| II. | Public comment | 5 min |
| | A. None | |
| III. | Chair updates | 3 min |
| | A. No major updates other than re-opening plan that we need to be looking at | |
| IV. | Executive Director updates | 15 min |
| | A. Directors Reports | |
| | B. Getting ready for phased reopening. Emailed plans to everyone on Board and building residents. Meeting Monday at 3:30 with building residents if they have questions or feedback. Mask distribution and IWRs ending May 15. Food Pantry will close for a bit and then reopen for summer hours. After June 15th will allow for building residents on an approved access list, and limited events. July 12th, limited reopening to Cal Community on | |

one floor of MLK. BOTW will reopen too. Ramping up for a bigger opening the second week of August. Allowing residents to propose altered plans for their spaces.

- C. Finalized the broker contract. Included front of house for el meson. Includes coffee spot on 2nd floor of MLK, space in lobby of Eshleman, and 1st floor dining spaces.
- D. Also getting offices ready for staff as we return to site. By MOUs, Board can define what space is SU office space and operational space. Asked the Board if any objection for SU to continue use of Esh Rm 212 as office space while everyone is getting settled into new spaces and we have limited capacity requirements. No objections from Board.
- E. Vendor relations specialist position was posted last night.
- F. Brian: motion to move Bears Lair discussion to closed session; Emily seconds.

V. Reports and recommendations from committees 10 min

- A. Organization and Governance - Victoria Vera
 - 1. Transition of Org and Gov discussion- how to set it up for next semester.
 - 2. It has been great working with the Student Union
- B. Business and Finance - Martin
 - 1. Committee did not meet
- C. Operations- Liz Lawler
 - 1. Did not take any formal votes- mostly talked about new events

policy. Please see agenda and notes.

2. Concerns about RSOs and fee and whether there are hidden fees and how to manage them.
3. Thank you Ops committee it has been a great year. It has been a cool opportunity to influence the Student Union.

VI. [Events rates and policies](#)

20 min

- A. Vote required
- B. Convo - This has been ongoing discussion with the Board for the last year. We need to examine our room rental rates, see how it compares to market rates, and think about what is free and what has a cost to us to prepare the room or clean it. For example there is a lot of work involved with Pauley ballroom like set up and clean up. Also conversations about standard set ups so we don't have to flip the room for each meeting/event and instead can maximize bookings in those room. The events team is not support by LSP fees so needs to generate enough revenue to fund our staff so that we can continue to offer free and discounted rate to students.
- C. Tiffany - [please see](#) this draft.
 1. On the bottom you can see what the room rental fee covers. WE include full transparency with those fees. We have eliminated the concept of hidden fees. Event planning services, set up and breakdown, all audio/visual support/AV, standard custodial services will be included. Parking and additional costs won't be

included in the rate. \$0 rental fee rooms will require a standard set up and if a change is made in a standard set up room, they will be charged a 50% discounted rate.

2. Outdoors space will include planning, permit and space rental only.
3. Since Tiffany's team has merged with the SU, there have been a lot of conversations about these rates and Tiffany's team has access to other Student Affairs spaces on campus.
4. We need to have the rates to be able to charge appropriately what the rate policies are for the Fall event. This would be the rates until the Board approves another rate.
5. Overall the rates for non-campus affiliates are minimally higher 3-5% increase for Student Affairs and campus affiliates. Another change is the elimination of hidden fees.
6. Question from Liz- will the next Board have a chance to meet in summer? Would the ASUC like to have more interactions to be hashed out in the summer?
 - a) Bahar- The Board will meet in summer- probably not in June as ASUC hasnt appointed new members and all the student officers are transitioning. These rates are to become effective in July. ASUC and GA may want to grant buckets of grants to cover some costs as an offer to their constituents. We are not making a revenue off of those but

making sure we cover our costs.

- b) Tiffany- we are in recovery mode- we would love to have the rates voted on so we can begin to book events for fall.
- c) Martin- why the SA as a campus affiliate get a big discount? Bahar- Our SU team serves the entire division of SA- we are looking at ways to show things we can do so we may not have to pay the tax to the division every year. SA also helps pay for the staff in the Events tea, recognizing with the discount because they are helping fund the staff.
- d) Tiffany- a lot of dept on campus were going off campus and by discounting we are able to keep the business in house
- e) Kirsten - this will put us in a better position to get better rates in the future in CK and other spaces.
- f) Brian - I am not sure we can vote and approve the vote today.
- g) Bahar- There is an option to adopt this or in part adopt this and re-evaluate if we think we need adjustments- we can't operate on what rates we have and meet revenue targets - we have been going to LSP committee every year and asking to cover the holes for Events Services and we can't move forward doing it.

- h) Melvin - concerns about how expensive the rates can get for RSOs- it is hard for me to make a decision if I can't see if the model is increasing prices for students on campus. Can we get access to the fees prior to this proposal. This is coming from the student perspective.
- i) Tiffany- it is challenging because those different hidden fees would vary so it is hard to determine the fees
- j) Liz- pre-pandemic- how would I go about finding how much an event would cost?
- k) Bahar- you would have to look at the invoice-
- l) Liz- would we know what an event would cost compared to the past
- m) Tiffany- I can speak to the new model- you can sign a contract with clear and accurate rates with standard itemized invoice.
- n) Gabby - In the past after the reservation was made the team learned gradually what extra things were needed the prices grew- with the new model you can see the charges upfront. Another problem we saw the students would put holds for events that would not go forward- we now need a small fee to secure the reservation.
- o) Liz- maybe it is helpful to move forward with a list of what fees can be included.

7. Liz makes a motion to approve these rates- Martin seconded, and Michelle seconds. Liz: yes. Martin: yes. Kevin:no. Luis:yes, Michelle: yes. Greg: yes. Emily: yes, Brian: no. Victoria: abstain
 - a) 6 yes votes, the motion carries.

VII. Closed session 10 min

- A. Motion to keep Sharay, Tiffany, Kirsten in the closed session. Brian seconds.
- B. Closed session ended at 10:08

VIII. Bear's Lair rent amendment 5 min

- A. Vote to approve amendment (final offer) to Bear's Lair:
 1. 20-25% of base rent for August, 50% for September, 100% Nov and October.
 2. Liz motioned to approve, Michelle seconded, no objections.
Motion carries.

IX. Thank you to Brian and all our graduating students.