



# ASUC Student Union Board of Directors Agenda & Minutes

*Friday, January 15, 2021*

*9 AM | Virtual Meeting via Zoom |*

<https://berkeley.zoom.us/j/96835755368?pwd=N1RrZC9ud2V3UmpqTXB5MGRHUDdTZz09>

Title	Name	Present
<b>ASUC Student Union Board Members</b>		
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	Yes
<b>ASUC Student Union Executive Director</b>		
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 9:05 am*

- |      |   |         |
|------|---|---------|
| I.   | Approval of the Agenda and Minutes  | 1 min   |
|      | A. Kevin moves to approve agenda; Martin seconds  |         |
| II.  | Public comment  | 5 mins  |
|      | A. Carolina Flores: Here to vocalize Latinx Caucus' support of the LRC proposal on the 4th floor of MLK   |         |
|      | B. Ana Medel: 1st Gen student who struggled and couldn't find a place where they belonged. Tries to be a resource for current first years, but believes there needs to be institutional support |         |
| III. | Chair updates   | 3 mins  |
|      | A. Conversation about broker models. No other major updates. Have not received updated versions of proposals that are up for consideration.   |         |
|      | B. ASUC and GA waived the \$250k that is typically collected from the ASUC Student Union  |         |
| IV.  | Executive director updates  | 15 mins |



A. [Director Updates](#) - New format (see attached)

1. This is a place for Directors to add updates and share highlights, concerns, etc. Will be shared out to the Board in advance in case there's anything the Board wants to discuss in the meeting.

B. Event space models

1. One of the options for the 4th floor of MLK is to convert it back to event space. There are two different models for what it would look like to make the 4th floor event space again that have been shared with the Board. We will also be presenting a new events pricing model in the upcoming months. Both models presented show what reservations would look like if we gave student organizations the space for free but limited the amount of time groups could have the space, or if we charged for staffing costs and didn't limit the amount of RSO bookings. Estimating a minimum of \$60k revenue to continue to fund Events Team and free resources for students. Bahar recommends converting the 4th floor to event space. It serves over 1400+ RSOs, allows for more flexibility in a few years if the Board wants to change what the space is used for, and also helps us generate revenue in the meantime.
  - a) Fabrizio: When it was previously event space- did it generate positive revenue flow?



- b) Kirsten: To her knowledge, the Student Union was not tracking that data by individual spaces when the 4th floor was an event space, so it's hard to track that data.
- c) Kevin: With either option A or B how will we prioritize the annual reservations for students/outside reservation if we'd also like the 4th floor as an available option for those reserving pauley as potential breakout space
- d) Tiffany: We currently do this in our model, and try to collaborate with the LEAD Center and have policies to make our event spaces more equitable. Examples include working with groups to book spaces in advance, and also our 5-2-1 policy that helps more groups get space.
- e) Bahar: Also taking into consideration our current financial situation, this model also allows for us to better fund our Events Team, and they primarily serve student groups.

### C. Security Model Shift

1. We are re-examining our safety and security models. We are a very public building and attract all sorts of visitors. Our immediate response had been to increase our CSO and SPO presence. That model has its own drawbacks and concerns and so we are exploring with UHS a partnership to have social workers rather than relying on UCPD. We're still in the planning stage, with



hopes to implement in upcoming year(s).

D. Broker Engagement

1. Find vendors for our spaces in Eshleman and MLK. Have a couple brokers we are exploring. We do still have a vendor interested in Eshleman.

V. Budget updates 5 mins

- A. Kirsten: We have been working on a timeline where we thought the budget would be due by the end of January. However, we know that timeline is going to be pushed back fairly significantly, probably to sometime in March. We will be revising our timeline accordingly for FY22, and that will be shared with the Board once we have the confirmed dates. The Board, Finance Committee, and the LSP Committee all need to approve before it can be submitted.

VI. Reports and recommendations from committees 5 mins

A. [Organization & Governance](#)

1. No current updates; did not meet since end of last semester

B. [Business & Finance](#)

1. Did not have a formal meeting, but have not received any updated versions of the PMC or LRC proposals, so any vote that takes place will be based on the proposals linked in the agenda

C. [Operations & Facilities](#)

1. Did not meet in January; no update.



VII. [PMC proposal](#)

10 mins

- A. Bahar: This was tabled from the previous two meetings.
- B. Katelyn: We are proposing that the Publications and Media Center's student employees (who manage rental equipment and other projects) report to the Creative Programs Department within the Student Union, rather than continuing to report to the LEAD Center. This was delayed so we could get feedback from the PMC, but as far as I know, we haven't heard back. A decision needs to be made soon though in order to account for budgets.
- C. Megan: Some folx within the ASUC reached out and I believe they did not hear back either. This doesn't change the function or structure of the chartered program, just the student employees and who they report to.
- D. Melvin: A couple questions about how the Student Union would pay the student staff, and how student governance will remain with the student publications.
- E. Katelyn: Paying the student staff would come out of our operating budget, but we don't plan to change the structure of the Publications and Media Board; it just changes who the Publications and Media Center report to.
- F. Bahar: Important to note this doesn't change anything about the chartered program, just the reporting lines for the student staff.
- G. Liz: Does this help the LEAD Center as far as costs and staffing time?
- H. Kirsten: The PMC has \$15k funding allocation from CACSSF to pay for



student staff positions, but it would certainly help the budget and staffing time for the LEAD Center.

- I. Bahar: Daniel Choi (LEAD Center Director) and Marissa Reynoso (current PMC supervisor) both support this transition
- J. Fabrizio motions to approve this proposal; Kevin 2nds
- K. 7 yes votes; 4 abstain
- L. Fabrizio motions to go back to budget updates; Brian seconds
- M. Fabrizio motions to add 5 more minutes to public comment; Luis opposes; 6 yes votes
  - 1. Brian acknowledges Fabrizio to speak before public comment
  - 2. Fabrizio: Wants to recognize the situation we have been put in of either supporting revenue generation or the LRC proposal, and a lot of people support LRC and this is a really difficult and unfortunate situation

VIII. Public comment

5 min

- A. Ana Medel: Wanted to take time to speak on behalf of her RSO who has frequently struggled to find space. Turning the 4th floor of MLK into an event space would still make it difficult for her group to find space.
- B. Nick Araujo: This has been on the agenda for several weeks, and we don't want to frame this as a burden on the SU. This is something we have worked on for several years and worked with multiple partners and found that this was the ideal space for the LRC proposal. The space



would allow us to serve Latinx students immediately, and also gives us time to find a more permanent solution. I'm concerned that this fall as we're coming back to campus, we will have the largest Latinx population on a campus that does not have space for them. We are ready to pay for the maintenance costs and work to have a shared relationship with the Student Union on this project. We have worked on everything the SU has asked us to provide, and we are hoping to be able to move forward with this proposal. If there is still debate and discussion that needs to happen, I ask we delay the vote again for another month in order to have those discussions.

IX. Budget updated continued

5 min

- A. Bahar: The binding agreements talk about how campus departments who are housed within the ASUC Student Union pay for their space. The MOUs say that departments should be paying for their own facilities and maintenance costs, and we have currently been covering those costs. We are looking at how to get funding for those costs, rather than the Student Union continuing to pay those costs.
- B. Kirsten: The term of revenue generation in regards to the 4th floor. The use of the 4th floor as event space will generate revenue compared to the LRC proposal, it doesn't create additional revenue that could be used at our discretion, but rather that money would be used to cover the costs of the Events Team since we currently do not have the money fully fund the





team and event spaces for students.

- X. Direction on 4th floor MLK (vote required): 10 mins
- A. Greg: Wants to reiterate Fab's point but also wants to say it is an unusual position to be placed in. Agree in principle with having this organization represented. The problem is that this cannot be a compartmentalized position; we have to look at it within the context of campus. Campus has avoided making a decision by placing this on students to lobby and on us to make the decision for campus. This puts us in a difficult place because there are other obligations that we need to meet. Is there a way to make this decision in a way that is connected with campus, and not an isolated decision.
  - B. Bahar: I appreciate that comment, and there's also an opportunity here with the pandemic and seeing how people are able to work from remote locations, and how can we think creatively about space?
  - C. Luis: How much of a deficit are we in now based on not charging student for events?
  - D. Bahar: The events team is not funded generally speaking - we have patched it together in part by asking Lower Sproul to temporarily cover the cost and partially by covering it through other revenue sources. We have covered \$400-\$600k in events costs from other sources for the last 3-4 years
  - E. Michelle: I primarily deal with real estate, not space allocation, but I will



say that I support having more space for affinity groups on campus. I also think once we are able to come back to campus, people will want those in person interactions and I feel like it is less likely that people will want to keep working remotely. We're also looking at which spaces on campus are seismically safe which means more spaces will be brought offline. I don't think there will be relief on the space crunch in the near future.

- F. Luis: I think the value of having separate conversations with administrators is really important. When I try to talk about community space, I get pointed to different people who oversee different aspects of space allocation and providing services. It makes sense to have a meeting with every stakeholder to be in a single space to talk about the processes. I think having that meeting would be in everyone's interest
- G. Brian moves to extend time for discussion by 10 minutes; Martin seconds
- H. Greg: Is there a time when campus brings everyone together into one room to talk about how to best utilize space?
- I. Michelle: It's very diffuse. There are groups that look at spaces on campus, a capital project committee, and SACI. Decision making is spread out.
- J. Greg: Should this be taken to CAPRA to talk about space allocation and long term planning for space utilization?
- K. Bahar: I think it's also important to note that we can support or encourage admin to be responsible for finding LRC space and emphasize the values



we believe in and we should, but it's also not the SU's responsibility to play the role of space accountability for University admin - we should be advocates

- L. Liz: If the Board says no to having the LRC proposal be approved, can the ASUC go to campus and override the decision?
- M. David Robison: No, the ASUC and GA have agreements with campus about how space is used and allocated, and one thing that could come up would be changing that allocation by changing the 4th floor into a student programming space rather than a commercial revenue space. It would be more complicated than simply overriding a decision, but they would have to consider how that decision would impact that financial status of the Student Union.
- N. Luis moves for the plan for the 4th floor of MLK to be used as an event space as recommended by the Executive Director; Victoria seconds
- O. Liz moves to table this vote until February in order to give the Board more time to review the Event Services model; Melvin seconds; Greg objects
- P. Greg: If we postpone this, there need to be concrete things we need to decide upon so that it doesn't just keep getting pushed back. We need to be able to support the unit as well as students.
- Q. Victoria: For me, I don't think we should postpone the vote based on conversations I've had with administrators. There isn't an institutional framework to have these conversations. I also want to remind folks that



this is bringing up a lot of larger conversations at the university but also want to bring people back to our duties as Board members. It has been hard for me to balance this as a member of the ASUC, a student, and a Latinx student too.

R. Brian: It feels like the Board has been put into the position of being the “bad guy” here, but it’s really a failure on the institution’s part to make these decisions themselves.

S. Liz retracts her motion.

T. Luis moves for the plan for the 4th floor of MLK to be used as an event space as recommended by the Executive Director; Emily seconds; Fabrizio objects

U. Michelle: I think it’s unlikely that the commitments we would like from the university will not be done by the next Board meeting

V. Emily: It seems like every Board member supports this proposal, but we are struggling with the actual allocation of space.

W. Vote: 7 yes votes; 5 no votes; motion passes

XI. Closed session 15 mins

A. Fabrizio moves to support Pepsi contract extension; Kevin seconds; motion carries

B. Martin moves for the Board to sign the statement in regards to Pepsi contract extension; Fabrizio seconds; motion carries

Useful links for today:
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ASUC  
Student**Union**

102 Sproul Hall MC #2430  
Berkeley, CA 94720-2430  
510-642-4641

University of California, Berkeley  
asuc.berkeley.edu

[Minutes from SU Board vision meeting](#)  
[PMC Letter of Intent](#)  
[LRC Proposal](#)

# ASUC Student Union Organization & Governance Committee

## Agenda & Minutes

*Monday, March 15th*  
**12pm-1pm**

<https://berkeley.zoom.us/j/92479168489?pwd=MjU2MG9ONzINEkVFeMhFRHB4Tm5sZz09>

Title	Name	Present
<b>Committee Members</b>		
Board Chair	Brian Zhou	Abs
ASUC President (Chair)	Victoria Vera	Here
GA President	Luis Tenorio	Abs
ASUC Chief Legal Officer	Athalia Djuhana	Here
ASUC EVP Chief of Staff (Vice Chair)	Jedidiah Tsang	Abs
ASUC Senator	Rebecca Soo	Here
ASUC Undergraduate Rep.	Mia Villamayor	Abs
University Representative (Equity and Inclusion)	Fabrizio Mejia	Abs
SU Experience Director	Monica Duran	Here
SU Executive Director	Bahar Navab	Abs
SU Executive Assistant	Nikou Shafghagi	Here

I. Check-in

A. Describe your day/week using weather descriptors (sunny, partially cloudy, gloomy, etc.)

II. Approval of the agenda 2 min

III. Public comment 3 min

- IV. Review of Org & Gov Subcommittee Recommendations 50 min
- A. Other useful resources for this item:
1. ASUC SU 2020 Board Bylaws Review Memo
    - a) Note: Contains hyperlinks to current board bylaws, review copy with all initial amendments made by org & gov last year, and current SU Board Charter.
- V. 4th Floor Event Space Discussion 10 min
- VI. Wrap-up
- A.



# ASUC Student Union Operations Committee Agenda & Minutes

*Friday, February 12th*

**10:30 am - 11:30 am, Zoom meeting link:**

<https://berkeley.zoom.us/j/99984323347?pwd=RHRra2Y1Z0syU0Eyekw0TElyK05OZz09>

Title	Name	Present
<b>Committee Members</b>		
GA Internal Vice President	Liz Lawler	yes
ASUC Executive Vice President	Melvin Tangonan	no
Professor of Nutritional Sciences & Toxicology	Gregory Aponte	no
SU Director of Facilities	Sharay Pinero	yes
ASUC Undergraduate Rep.	Lydia Zhong	no
ASUC Spaces Director	Elif Sensurucu	yes
SU Director, Marketing & Creative	Katelyn Nomura-Weingrow	yes
Director of Real Estate and Acquisition	Michelle De Guzman	yes
ASUC Undergraduate Rep	Kevin Yi	yes
SU Events Director	Tiffany Perales	yes
<b>Ex-Officio Members</b>		
SU Executive Director/Associate Dean of Students	Bahar Navab	
SU Board Chair	Brian Zhou	





- I. Meeting called to order at 10:37 am
- II. Approval of the Agenda 1 min
  - A. Motion to approve by Kevin
- III. Public Comment 5 min
  - A. No public comment
- IV. Items of Business
  - A. Retail Broker Update
    - 1. SU Board email voted to move forward with Gordon Reality as a retail broker for the SU
  - B. [Criteria/rating sheet](#) for potential vendors
    - 1. Katelyn and Sharay have met with Brokers - hoping to have expectations clear up front
    - 2. Broker contract not finalized yet
    - 3. Broker timeline - proposal coming through and being able to evaluate
    - 4. Timeline - by next Month
    - 5. Brokers are limited on what they can limit/say to customers
    - 6. Rubric should internal
    - 7. Can broker fill out an evaluation sheet on their own with the potential vendors they meet with?
    - 8. Boil it down to things we're interested and looking for
    - 9. Listing clear parameters for potential vendors



10. Ops Committee will review by 2/19 and submit to SU Board for review with idea to finalize 2/26

11. Finance Subcommittee - reach out for their input

C. Inclusive Access (for textbooks)

1. Students could access textbooks for courses digitally instead of buying textbooks
2. Could potentially save textbooks - currently requires lecturing faculty to opt-into IA for their course
3. UCB can get lower rate if not in an opt-in model -> can negotiate with the publishers
4. UCB is only UC not using IA
5. UCB Student store textbook sales have been dropping
6. IA could have a large impact to Student Store sales
7. Software used to access textbook depends on the type of course material
  - a) Bookshelf is one of the platforms for digital books and is interactive (highlighting, underlining, etc.)
  - b) Pearson has stopped producing physical materials from 2021 onward
8. Will go to ASUC, SU board, Dean of Students, and more partners

D. Basic Needs 1st floor

1. Preparing to propose to SU Board about MLK 118 (where Girl



named Pinky was located) to run programming

- a) Kitchen is self contained and has its own door
- b) MLK 114, 112 is the large standalone kitchen; 107 is a smaller standalone kitchen

2. Working with an architect for schematics - they are paying for

3. Proposal would only cover costs for the space

4. Would be an MOU between Basic Needs and SU

5. Planning on proposing narrative to SU Board on 2/26

- a) Hoping to have food pick-up and potential teaching about cooking and food education

6. Holistic offering that would support many students

7. Basic Needs Center would cover any capital improvements involved with the project

8. Ops Committee could be interested in understanding alternates use of the space in question

- a) Likely would be leasing out to retail - but not an ideal space for vendors

9. .

E. Basic Needs [garage signage](#)

1. Basic Needs hoping to increase visibility in the garage

2. Basic Needs would cover cost

3. Would be plastic and hung in wire



4. Parking and Transportation owns the garage and manages the space
  - a) P&T is currently onboard
- F. 1st floor [entry signage](#)
  1. Request for copy editing of the language
- G. Updates: Vaccination site, Lower Sproul Outdoor Activity, etc.
  1. Vaccinations are well underway
    - a) 300-340/day
    - b) Next week will be open TU 12-5, W-F 8-5
    - c) Will continue to ramp up (hopefully M-F)
    - d) Get updates about doses from UHS end of the week
    - e) Currently only SU pro-staff are working on site
      - (1) Checking folks in with symptom screener before letting folks into vaccination site in Pauley ballroom and outside balcony
    - f) Currently UCB is still on tier 1 - 75+ and frontline custodial
    - g) No update about moving onto future tiers
  2. Lower Sproul Outdoor Activity
    - a) Instruction has been greenlighted and will launch next 2/16
    - b) First reservation 2/17, other requests are coming in
    - c) Collaborating with Cal performances and community ambassadors to set up and take down



3. Continuing to hand out masks at the front desk
    - a) 9-11, 2-5 subject to be minimized
      - (1) Slowly being lessened
    - b) Some construction happening in the building (MLK)
  4. STEP is still continuing to give out laptops and hotspots
    - a) Their inventory is decreasing as well - working on an inventory basis
  5. Art Studio is still operational and Art studio sales are still continuing
  6. 3rd floor MLK Lobby flooring being replaced
  7. B north will have security doors being added to the cubicle zones
  8. CERC is having their space reconfigured
  9. Trash enclosures will have door improvements to increase security
  10. An office is being split into two in the SU
- V. Recommendations to the Board
- A. Ops Committee will review criteria for potential vendors & recruit help from the finance committee by 2/19 and will seek feedback from the SU board before 2/26. Ultimately, recommendation is for the board to have a solidified vision of what they want from vendors.
  - B. SU Ops Committee recommends to the board that the SU Board approve moving towards Inclusive Access
- VI. Adjournment



# ASUC Student Union Operations Committee Agenda & Minutes Monday, March 29th

<https://berkeley.zoom.us/j/98798481858>, Zoom meeting link:

Title	Name	Present
<b>Committee Members</b>		
GA Internal Vice President	Liz Lawler	
ASUC Executive Vice President	Melvin Tangonan	
Professor of Nutritional Sciences & Toxicology	Gregory Aponte	
SU Director of Facilities	Sharay Pinero	
ASUC Undergraduate Rep.	Lydia Zhong	
ASUC Spaces Director	Elif Sensurucu	
SU Director, Marketing & Creative	Katelyn Nomura-Weingrow	
Director of Real Estate and Acquisition	Michelle De Guzman	
ASUC Undergraduate Rep	Kevin Yi	
SU Events Director	Tiffany Perales	
<b>Ex-Officio Members</b>		
SU Executive Director/Associate Dean of Students	Bahar Navab	
SU Board Chair	Brian Zhou	



- |      |  |       |
|------|--|-------|
| I.   | Approval of the Agenda                                       | 1 min |
| II.  | Public Comment   | 5 min |
| III. | Items of Business  |       |
|      | A. Broker Contract   |       |
|      | B. <a href="#">Basic Needs Proposal</a>                      |       |
|      | 1. <a href="#">Slide deck from February SU Board meeting</a> |       |
| IV.  | Adjournment  |       |



# ASUC Student Union Operations Committee Agenda & Minutes

*Friday, April 16*

**9:00 am - 10:00 am, Zoom meeting link:**

<https://berkeley.zoom.us/j/98847797221?pwd=MHQrMngyRGlzcE1JRXFBY1FoMC9Edz09>

Title	Name	Present
<b>Committee Members</b>		
GA Internal Vice President	Liz Lawler	
ASUC Executive Vice President	Melvin Tangonan	
Professor of Nutritional Sciences & Toxicology	Gregory Aponte	
SU Director of Facilities	Sharay Pinero	
ASUC Undergraduate Rep.	Lydia Zhong	
ASUC Spaces Director	Elif Sensurucu	
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SU Events Director	Tiffany Perales	
<b>Ex-Officio Members</b>		
SU Executive Director/Associate Dean of Students	Bahar Navab	
SU Board Chair	Brian Zhou	





- |      |  |       |
|------|--|-------|
| I.   | Approval of the Agenda                 | 1 min |
| II.  | Public Comment                         | 5 min |
| III. | Items of Business                      |       |
|      | A. Summer and Fall Operations Planning |       |
| IV.  | Recommendations to the Board           |       |
| V.   | Adjournment                            |       |



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# ASUC Student Union Board of Directors Agenda & Minutes

*Friday, February 26, 2021*

**12PM | Virtual Meeting via Zoom |**

<https://berkeley.zoom.us/j/95278832185?pwd=cDl6VEUrK2gwS0dXVGVVUTRhWWZoUT09>

Board website [link](#)

Title	Name	Present
<b>ASUC Student Union Board Members</b>		
Title	Name	
Chair	Brian Zhou	Yes
Vice Chair	Michelle De Guzman	Yes
ASUC President	Victoria Vera	Yes
ASUC Executive Vice President	Melvin Tangonan	No
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
<b>ASUC Student Union Executive Director</b>		
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 12:07pm.*

- |      |  |         |
|------|--|---------|
| I.   | Approval of the Agenda and Minutes   | 1 min   |
|      | A. Kevin moves to approve; Fabrizio seconds  |         |
| II.  | Public comment   | 5 mins  |
|      | A. None  |         |
| III. | Chair updates  | 3 mins  |
|      | A. Meeting with members of the LRC steering committee; nothing else extremely pressing that won't be covered elsewhere                   |         |
| IV.  | Executive Director updates   | 15 mins |
|      | A. <a href="#">Director Updates</a>  |         |
|      | 1. The Student Union has launched a Black Excellence website, created by Kalelia   |         |
|      | B. Operational updates   |         |
|      | 1. Lower Sproul is tented, designed to hold two classes or fewer for outdoor instruction. Had a few reservations so far, with another 10 |         |

coming up in the next few weeks. Vaccination site has launched in Pauley Ballroom. Over 2,000 vaccines have been distributed so far. Unclear if campus will continue to provide vaccines following changes in state guidelines. Continuing to do workrooms, Food Pantry, bookstore, and Amazon. Looking to be a venue for limited in-person activities after spring break. Groups can apply for pre-approval online. Some outdoor spaces will also potentially be available for events. Currently planning for Fall scenarios and what our event model looks like now that we have consolidated more with Student Affairs Events. Katelyn has put in a request to get pricing to add the ASUC logo on the sign in the Eshleman Lobby. Has asked to put a vinyl sign up in the meantime.

- V. Budget updates 5 mins
- A. Kirsten: Still waiting to get the call letter from campus; expected to hear back but no date has been given yet. We are still working on our budget though so that when the date is announced we are ready to go. We will also be presenting the budget to the Board once it's ready for approval
- VI. [Basic Needs Proposal](#) for 1st fl MLK 15 mins
- A. Informational item, future vote pending
  - B. [Slide deck](#)
  - C. Bahar: Exploring letting Basic Needs expand onto the first floor of MLK; next month the plan is to bring information back to the Board and either

assign the space to Basic Needs Center or not

- D. Kiyoko: Basic Needs Center Director, co-presenting with Natalia. Basic Needs Center are already tenants of the Student Union. Have learned in the past two years that our tiny kitchen space has to be multi-purpose. Students use it to heat up food, but we also use it for food recovery efforts. We realized that we need more space in order to fully support these efforts. The Food Pantry also has limited space for prepared food, so additional kitchen space would help expand what they can provide. There is a large need to support students in their basic needs, and expanded space can help with that.
- E. Natalia: The food recovery hub would serve three programs: will be space for food recovery, site for food demonstrations and nutrition education, and a provision of grab and go meals. Goal to act as a first point of access for the Food Pantry. Our space is down in bNorth so having a first floor space will give us a chance to interact with students more easily and direct them to our space in bNorth. Will be a safer space to do prepared meals and food recovery. Also a really good opportunity for campus to reach more of its sustainability goals. Leftover food can be brought to this space to be assessed and reused, rather than going to waste. This is also meant to be a resource for students, and not competition for other vendors in the Student Union. The schematic design is linked in the above proposal. Two access points, one for staff who are food safety

trained, and one for students who can come in and utilize the space. Plan on collecting data on what students are taking and prefer, and who we are serving. Can also be a spot for people to come and ask questions and learn more about BNC and the work that we do. Clientele: based on the three distinct programmatic functions, we would have distinct clientele. Grab and go food would be for students who need emergency food resources. Food recovery would be engaging with the whole community, including local businesses, campus departments, Cal Dining, etc. Food demos would support any member of the UC Berkeley community or visitor to the Student Union. Anyone could stop by and watch and take part, even if they aren't in need of a meal that day.

- F. Bahar: Since this is a campus department we'd be working with, we wouldn't be charging market rent, but covering costs. Any construction costs would be covered by BNC. Even though this is a commercial space, you would be partnering with them in a noncommercial capacity.
- G. Fabrizio: Can we get the data with a key in the future to help provide context?
  - 1. Kiyoko: Yes we will update that in the presentation so that people can see the correct information
- H. Martin: Is this in addition to the space that y'all currently have? Or would it combine the spaces?
  - 1. Natalia: This wouldn't replace the Food Pantry or BNC; it would be

an additional space. This proposal wouldn't be enough space for the Food Pantry plus the expanded programming, so the existing pantry space would stay.

I. Fabrizio: What does the scale-up look like in terms of potential outcomes?

What is the additional capacity?

1. Sharay: This is a good opportunity to share what the Food Pantry is planning.
2. Kiyoko: The Food Pantry has a small annex that is used for storage and the BNC which has a small kitchen space. The other moving parts connected to this effort would be that we will renovate the current kitchen space and increase the amount of microwaves and make the space ADA accessible. The current space really limits how many people can be there at any time. So the expanded space would allow us to build more community space.
3. Natalia: It's also really important right now with the pandemic to think about the safety of people in confined spaces. It's really important for us to redesign the pantry space to ensure we don't have to keep people waiting in long lines since there are capacity issues. The first floor space will be a lot more open and people can move through the space a lot quicker. Separating out the ready to go meals from the pantry where people take more time

and browse the food available means they can be served faster and can serve more students. Goal is to serve 800-1000 students a day with this effort. Have been working with Cal Dining to plan out scaling.

4. Brian moves to extend time by 10 minutes; Luis seconds
  5. Kiyoko: In our current space, we are also very limited in what we can receive. We were also trying to cram too many program needs in a small space. So having more space will allow us to have a more expanded service
- J. Martin: Would you have the grab and go exclusively in this new space, or continue existing spaces?
1. Natalia: We haven't strictly decided yet, but primary use of the space in the BNC would not be for grab and go, but instead for heating up food.
  2. Martin: We have also had conversations about having graduate specific spaces so that they can access these resources without potentially interacting with undergraduates they might teach or work with.
  3. Natalia: That is also a very good point that we would love to discuss more.
- K. Kiyoko: Is this design sufficient for you all, or would it be helpful for us to come back to the next meeting with a finalized design?



1. Bahar: the board would be approving moving forward in assigning the space and the financial model. The details for finalizing the construction would be done through Sharay and myself. We thought it would be good for them to go to the Operations Committee to go over this in more detail.
  2. Fabrizio: Speaking not in my Board role, but Basic Needs Center also has to report to their donor about a timeline for this. There are a lot of questions about when we will be operationalizing this project, so a timeline would be helpful.
- L. Bahar: If Board members have further questions, feel free to reach out to myself or Sharay..
- M. Brian: The goal of the discussion for the Ops Committee would be some sort of recommendation for the Board of which way to vote for the BNC proposal
- VII. Inclusive Access Presentation 15 mins
- A. [Informational page](#)
1. Katelyn: Here presenting today with Trey from the Cal Student Store. Talking about access to digital textbooks and interactive courseware platforms. This would replace physical books, with the goal of reducing the costs of course materials for students up to 80%.
  2. Trey: This is not an all or nothing program. An instructor can

decide whether to make their course an inclusive access course. If they opt in, their course materials are eligible for the program, and can all be integrated into bCourses. So when the class launches, the student will have access to all course materials immediately. They can then either stay opted-in, and will be charged for the course materials, or they can opt-out and not be charged, but they will need to purchase course materials elsewhere. Deferred payment allows students to use their financial aid to pay for materials.

3. Katelyn: Printed textbooks are really expensive, and worse for the environment. It's also becoming harder for students to resell their textbooks since more books are moving to digital. This is also very helpful for students who are waitlisted to don't want to buy a class they might not get into. Also, if you drop the class, you are not charged. The textbook industry is moving to digital regardless of if we move forward with this, so this is a chance for us to stay on trend. We are the only UC to have not adopted Inclusive Access.
4. Trey: Textbook sales are declining nationwide because students are opting for digital options. Many students are currently buying digital directly from the publisher to save money, which means the Student Store is losing those sales. So if we opt into Inclusive

Access, we can get those sales back, and also have materials available for cheaper than even buying directly from the publisher.

5. Liz: Ops Committee did talk about this during our meeting and ultimately moved towards supporting this.

6. Fabrizio: What have the conversations been with DSP to make sure these materials are truly inclusive for students?

a) Trey: The best thing we would do would be to connect our vendor with distributors of digital course materials to get that information about how these materials are accessible for students and meet the needs of the DSP office.

7. Fabrizio: From a financial aid perspective, how would this potentially impact how much aid students receive, if the book budget is decreased? I would recommend connecting with Financial Aid about the potential impact of this.

a) Katelyn: Yeah our plan is to work with as many campus partners as possible. We were waiting for Board approval before moving forward with those conversations, but that is a great idea.

b) Bahar: We can also talk to other UCs to see how this was implemented.

B. Vote required

C. Greg moves to endorse this proposal and have the Student Union move

forward with this program; Fabrizio seconds; motion passes.

VIII. Reports and recommendations from committees 5 mins

A. [Organization & Governance](#)

1. No updates but committee members should be prepared for emails coming up

B. [Business & Finance](#)

1. Have not met yet, but they will be planning a meeting prior to the March Board meeting

C. [Operations & Facilities](#)

1. In addition to recommending the Board endorse inclusive access, we also discussed standardizing how the Board grades vendors and have consistent and streamlined practices moving forward.

IX. Update on LRC-related meeting with Chancellor 5mins

- A. Brian: a number of Board members met with the Chancellor's office to talk about standardizing the process for space discussions and not defaulting to the ASUC and GA. There were no concrete commitments made by the Chancellor's office but we did also discuss best practices when wanting to use space in the Student Union, and reaching out to the Board first and not the communities.
- B. Fabrizio: For upcoming meeting with LRC, discussing collaboration and programming moving forward. Also, what are the needs of the LRC that also translate to other communities.

- C. Greg: How do we make sure this topic isn't dropped after that past meeting? And that our concerns aren't ignored.
- D. Brian moves to extend by 5 minutes; Liz seconds
- X. Broker updates and guiding criteria 10 min
  - A. [Guide](#) started by Ops Comm
  - B. Voted via email on the broker to move forward with. Meeting with the broker on Monday (3/1) to start talking about different spaces and what our priorities are. Will also look at potential commercial use of Anthony Hall, at GA's request. Depending on the vote next month of Basic Needs Center expansion, will also let our broker know if that's an additional space they have to work with.
- XI. Closed session 15 mins
  - A. Brian: Motion to move into closed session; Fabrizio seconds
- XII. Motion to exit closed session by Brian, seconded by Luis. Meeting adjourned at 1:35pm.

Useful links for today:

[Board website](#)

[Basic Needs proposal](#)

[Basic Needs slide deck](#)

[Inclusive Access](#)

[Broker-tenant priorities](#)



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# ASUC Student Union Board of Directors Agenda & Minutes

*Tuesday, March 30, 2021*

*5 PM | Virtual Meeting via Zoom |*

<https://berkeley.zoom.us/j/93602927105>

Board website [link](#)

Title	Name	Present
ASUC Student Union Board Members		
Title	Name	
Chair	Brian Zhou	Yes
Vice Chair	Michelle De Guzman	No
ASUC President	Victoria Vera	Yes
ASUC Executive Vice President	Melvin Tangonan	Yes
GA President	Luis Tenorio	No
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	No
Faculty Representative	Jennifer Miller	No
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 5:07 pm.*

- |      |  |         |
|------|--|---------|
| I.   | Approval of the Agenda and Minutes   | 1 min   |
|      | A. Kevin moves to approve, Martin seconds  |         |
| II.  | Public comment   | 5 mins  |
|      | A. No comments   |         |
| III. | Chair updates  | 3 mins  |
|      | A. Received response from Chancellor's office acknowledging they got the communication   |         |
|      | B. LRC communication and how their needs can be accommodated better  |         |
| IV.  | Executive Director updates   | 10 mins |
|      | A. Continuing to run COVID ops in the ASUC SU. Almost 7,000 doses of vaccines administered. Individual workrooms continue after hiatus for Spring Break; return of limited in-person participatory events planned for April 6th - requires preapproval see <a href="#">Director's updates</a> for links. Many of the spaces to be available are run by the Event Services. Masks |         |

distribution continues. Basic Needs expansion convo continues. Kirsten will give budget updates. Excited about the material that Noelle created for BLM like shirts and other materials being sold and revenue being used to support art programs for Black student orgs. A lot of virtual programming is happening in the SU and Event Services is bringing alternative revenue streams through virtual event support. Events team consolidation continues in the Division, final pieces is consolidation with limited RSSP Events & Conferences is happening in July, this was approved earlier by the Board. Event Services is rebranding and updating their revenue model and will present the direction they wanna go in the upcoming meetings.

- B. Temporarily provision for RSO events is being modified and communications will go out shortly. If an event can continue virtually it should continue virtually. What is being allowed is all still very limited in size and scope. Unlikely that campus will open up more for events until after semester ends assuming PH supports that.
- C. ASUC sign on top of Student Union sign in Eshleman- the vendors have been contacted but are on extended paternity leave. Katelyn has pinged them for updated timeline and cost. ASUC SU team will continue to engage them and ensure it is getting done.
- D. GSI use of LS space- Abnormal numbers of cancelations due to bad weather. Expanding capacity to follow PH tier changes. Discussion about



turning limited outdoor space to reservable study space for RRR week taking place with campus leadership.

- E. ASUC SU Directors have been working on long term operational goals (and in turn short term goals) as well as building our budgets based on potentially having a normal upcoming Fall semester vs. other scenarios. Discussing what Fall may look like both operationally and staffing wise.
- F. Vaccines distributed is decided by UHS. It is inclusive of Cal community as they become eligible following CDC and state guidelines.

V. Budget updates 5 mins

- A. Kirsten Casebolt - still waiting to get the budget letter. We are continuing to work on our budget (non-comp and revenue). Reaching out to some of our vendors, asking Student Store what their forecast will be. Also asking Pepsi and BOTW to ensure we have the correct amount from each. We are not certain what will happen and what decisions will be made from campus so we remain flexible. We are meeting with the LSP Fee Committee to have the initial conversation and we will know how much money is available for the next year. Expect that budgets may not be due until summer.

VI. Reports and recommendations from committees 10 mins

A. [Organization & Governance](#)

1. Victoria Vera

- a) Committee met informally. Continue working on the

by-laws and we will send that to the Board for review

B. [Business & Finance](#)

1. Martin Siron

- a) Discussed the budget situation and what next year might look like. Discussed the Basic Needs proposal for recommendation to pass. Also looks at the broker proposal

C. [Operations & Facilities](#)

1. Liz Lawler- met informally and soft recommend that the Board approves the Basic Need proposal

VII. [Basic Needs Proposal](#) for 1st fl MLK

20 mins

- A. Vote required
- B. Natalia Semeraro- The final draft was sent to the Board. Excited about the back area to be open- the microwave addition is a good option for students to warm up food. There will be an opportunity for students to go downstairs to get food who might not be comfortable to get food from upstairs
- C. Upstairs hub is more for grab and go and ready to go. Pantry will be for shelf stable stuff and more produce and things that can be cooked at home.
- D. Screen shared by Bahar to show the map of space to orient all about where things are located. MLK first floor.
- E. You are being asked to agree to let the Basic Needs use the space as

outlined in the proposal, it will cover operational costs and not additional revenue. If approved a formal MOU will be generated by the ASUC SU and E&I. You are approving the use of space and the financial model.

- F. Motion by Martin to assign the space and amended to approve to assign the space with the financial model. Brian seconds. No objection, so the motion carries.

- VIII. Update on LRC-related meeting with Chancellor 5 mins
- A. Awaiting response, Martha Chavez acknowledged receipt- covered in chair update
- IX. Broker updates and guiding criteria 5 min
- A. Awaiting contract details
- B. Bahar emailed the Board the contract that was created by SA Procurement. Broker discussing terms with Procurement. Once the University and the Broker are on the same page it will be sent to the Board for approval. The sooner we can get the broker contract the sooner they can start getting vendors lined up for potentially opening for fall.
- X. Closed session 20 mins
- A. Brian moves to go to closed session at 5:35
- B. Closed session ended at 6:05pm
- C. Fab motions to approve the following HR changes (seconded by Emily, no objections:
1. STF reporting line change

2. Reclassifications:

- a) Executive Assistant 3 to Admin Officer 3
- b) Event Supervisor 2 to Events Manager 1
- c) Vacant Event Specialist 3 to Event Specialist 4
- d) Vacant Event Specialist 3 to Event Specialist 2

3. New positions or modified positions:

- a) Policy Project Analyst 3 (Vendor Relations Specialist)
- b) Marketing Specialist 2 (shared with Career Center at 50%)

D. Meeting adjourned at 6:07pm

Useful links for today:

[Board website](#)

[Basic Needs proposal](#)

[Basic Needs slide deck](#)

[Broker-tenant priorities](#)



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**ASUC Student Union Board of Directors**  
**Agenda & Minutes**  
**Tuesday, April 20, 2021**  
**10 AM | Virtual Meeting via Zoom |**  
**<https://berkeley.zoom.us/j/91368009969>**  
Board website [link](#)

Title	Name	Present
<b>ASUC Student Union Board Members</b>		
Title	Name	
Chair	Brian Zhou	Yes
Vice Chair	Michelle De Guzman	Yes
ASUC President	Victoria Vera	Yes
ASUC Executive Vice President	Melvin Tangonan	No
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GA Internal Vice President	Liz Lawler	Yes
Undergraduate Representative	Kevin Yi	Yes
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University Representative	Fabrizio Mejia	No
Faculty Representative	Greg Aponte	Yes
Faculty Representative	Jennifer Miller	No
ASUC Student Union Executive Director	Bahar Navab	Yes

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- 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 10:10 am*

- |      |  |        |
|------|--|--------|
| I.   | Approval of the Agenda and Minutes   | 1 min  |
|      | A. Martin motioned to approved and Liz seconded  |        |
| II.  | Public comment   | 5 min  |
|      | A. None  |        |
| III. | Chair updates  | 3 min  |
|      | A. Two open undergraduate positions and a couple of applications.  |        |
|      | B. Appointing the new chair should be done from the pool of applicants of undergrads we have   |        |
| IV.  | Executive Director updates   | 10 min |
|      | A. <a href="#">Updates from SU Directors</a> - please read about each of the departments and get more detailed updates and ongoing challenges if you are interested.   |        |
|      | B. Currently planning for what the summer will look like. As of June 16 the building will become "open". We will roll out what that will look like. We are working with Facilities closely. July 12 is the return to site for most |        |

staff. BOTW will be open likely. Essentially will be a soft opening. We will have more details on what fully open for our operations looks like for the second week of August (Fall Semester). We are working with our vendors to get them up and running. Mask wearing and other pro

- C. Bahar's plan is to send out the broker contract and ask you to approve via email. To start filling the vendor slots for fall.
- D. Still waiting on campus budget letter- kirsten continues to work on our budget model
- E. SU team has been working on the organization's operational goals for the next 5 years. Feedback is welcomed

### **1. Student Union Strategic Goals 2021-2026**

- 1. Position the Student Union for ongoing financial stability and continued investment in our organization. Foster mutually beneficial relationships that generate additional commercial revenue. Update the model of our financial support to our partners.
- 2. Be a vibrant Student Union that is a welcoming space for the Cal Community and truly embodies inclusivity and belonging. Utilize space in a manner that allows for flexibility and anticipates the needs of current and future students.
- 3. Leverage our expertise to build relationships, increase revenue, and expand on our services. Continue to build the Student Union family of brands and awareness of our new services.
- 4. Have a comprehensive customer service model used by all units within the Student Union. Through training and team

building, create a culture in which all staff members feel like ambassadors of the Student Union.

5. Distinguish the ASUC and Student Union as two separate entities and brands across campus. Ensure the ASUC, our staff, and Board of Directors understand their roles and scope relative to the Student Union and its finances, spaces, and services.

F. Events update

G. Now through 6/14 everything will stay the same.

H. Limit in person activity in the selected venues. If in-person participation is required they can submit the form

I. After 6/14 focusing on re-staffing events staff to be operational for the fall. We anticipate the State to lift most of the restrictions. Masks will likely be required

J. These decisions are preliminary and will depend on vaccination rate

K. RRR - Lower Sproul is open as an outdoor space for study space with symptoms screener and Cal ID.

V. Reports and recommendations from committees 10 min

A. Org and Gov- Victoria

1. Committee met unofficially - we would like to bring the bylaws for the Board consideration. Please review and the Board will vote on it next time.

B. Business and Finance - Martin

1. Committee met officially- review contract and briefly discussed the budget situation

C. Operations committee - Liz



1. Discussed transition back to summer fall. No recommendations for the Board at this time

- VI. Chancellor's office update 5 min
  - A. Approving new ppl- it seems that it won't be done immediately
  - B. Email sent to the Board
- VII. Bear's Lair rent agreement 10 min
  - A. Bears Lair has been open for a while- we have been talking about reopening this summer. We have been talking about reduced rent agreement for this summer given the low number of attendance on campus. Popsaing 20% of rental agreement for the month of July. 50% for August rental agreement since students are not fully back until the last part of August.
  - B. Questions: Have there been a justification for reduced rent ask? It is a guessing game of how much food and staffing they need given the uncertainty of the pandemic. They offered 10% of sales but we need a more consistent financial commitment hence the 20% of rent.
  - C. Does the July and August reduced rent agreement impact the Sep and Fall rent? No unless Fall plans and return to campus changes
  - D. Liz motioned to approve this rental agreement and give Bahar discretion to adjust as needed as long as the modification doesn't go below what it costs to cover. Brian seconded the motion. No objections. Motion carries.
- VIII. Closed Session
  - A. Brian motioned to move to closed session at 10:31 am and Martin

seconded. All non-board members but Kirsten leave. motion carried.

B. Came out of closed session at 11:04.

IX. Re-org vote:

A. Motion to approve the reorganization as proposed (approval of the new org chart in its entirety including reporting line changes, new positions created and eliminations)

1. Motioned by Brian and seconded by Liz. No objections.

Unanimously carries.

B. Motion to waive recruitment for the Fac Supervisor 1 position

a) Motioned by Liz and seconded by Greg. No objections.

Unanimously approved.

C. Motion to start the hiring process for the other approved positions and vacancies.

a) Motioned by Liz, seconded by Brian. No objections.