

UNIVERSITY CENTER GOVERNANCE BOARD
MEETING MINUTES
Wednesday, January 22, 2025

Voting Members Attending: Alejandro Ordaz Gutierrez, Erika Cortez, Bedlam Oak, Mina Santamaria, DeAnna Rodriguez, Kaustav Barnejee.

Voting Members Not Attending: Skylar Burke, Daniella Milowski, Jazmyne Gates,

Ex-Officio Members Attending: Louis Reynaud, Willie Brown, Nestor Covarrubias, Nicholas Engebrits

Ex-Officio Members Not Attending:

Advisors Attending: Megan Lee, Kris Ehrman.

Advisors Not Attending: Afiya Browne, Farid Hadj, Joaquin Becerra.

Additional Attendees: Arlene Contreras

1. Meeting Called to Order by Alejandro Ordaz-Gutierrez at 11:05 am

2. New members introductions: There are no new members to introduce at this time, but the recruitment process is underway.

3. Motion to approve and vote on previous meeting minutes: The previous meeting minutes were approved. There is a quorum today.

4. Project Updates: Louis announced that Parsons Company will be conducting an assessment of the UCEN facilities. They will evaluate any issues and identify areas that require upgrades. The assessment will take place over three days. Once the report is completed, Louis will share it with the board.

Nestor added that the goal of the assessment is not only to identify issues but also to provide a rough order of magnitude budget for each item, a priority list,

and a year-over-year plan. Once the report is complete, the aim is to use it to make informed decisions on spending and resource allocation. Additionally, the intention is to share the findings and ensure alignment to bring the facility back into optimal condition.

Louis mentioned that Arlene has developed a 40-page preventive maintenance manual, complete with photos, which will be submitted to WebTMA by the end of the month. Arlene will share the manual with the group during the next meeting. Louis also noted that significant progress has been made on this project, and the team is one of the few groups on campus to have a comprehensive preventive maintenance manual.

Nestor pointed out that some preventive maintenance tasks are already scheduled on a weekly, monthly, and annual basis, with some handled by the custodial team and others by the skilled trades mechanics team.

He also noted that a superintendent in the building conducts ongoing assessments, with issues being reported via work orders. However, to his knowledge, a comprehensive full inspection of the entire building has never been conducted.

Louis mentioned that there has never been a superintendent in the building and that the UCEN has never been part of WebTMA. However, both the Events Center and UCEN are now included in WebTMA. Louis added that we have been conducting daily walkthroughs and taking pictures of all three floors as part of the daily and weekly preventive maintenance efforts.

Arlene reported that she has been working with the superintendent in adding some of the preventive maintenance tasks on WebTMA, as the chillers. She announced that the preventive maintenance process will be implemented and submitted in WebTMA as scheduled.

Alex shared that the game room's flooring was completed last year. The next step will be painting the room next month. After that, games will be added by the end of the quarter to have the room ready for spring. Alex shared the idea of creating a survey to distribute to students to gather input on the types of games they would like to have in the room.

Louis explained that the chair had created a QR code, and about 5,000 students responded, providing input on the types of games they wanted. This project is three years old, and the responses are already available.

5. Committee Updates:

- **Allocations:** Louis reported that he has been working with associate students on space allocations for the third-floor disabled students project. An update will be shared next week. Additionally, there will be an update on the allocation next to the food bank storage on the third floor at the next meeting.
- **Budget and Finances:** Louis shared that they are in the process of hiring a new financial analyst for the UCen and Events Center, with the hiring expected to take place in February.

6. Future meetings: February 5, and March 5.

Adjourn Meeting: At 11:28 am