

**ASSOCIATED STUDENTS UCLA
BOARD OF DIRECTORS**

Regular Meeting

March 13, 2015

12:00 p.m.

Kerckhoff Hall Staterooms

PRESENT: Mike Anderson, Carly Calbreath, Kevin Eagan, Precious Elam, CJ Gabbe, Karleen Giannitrapani, Monet LeMon, Katrina Vō, Agnes Warren, Bob Williams, and Jordan Wong

LATE: Denea Joseph and David Zeke

ABSENT: John Bollard

MANAGEMENT: Donna Baker, ASUCLA Financial Planning and Treasury
Cindy Bolton, ASUCLA Director of Food Operations
Roy Champawat, ASUCLA Student Union Director
Sandi Gillespie, ASUCLA Association Affairs Manager
Patrick Healey, UCLA Store General Manager/Director
Apparel/Accessories/LuValle Commons/Health Sciences Store
Karen Noh, ASUCLA Special Projects Director
Lisa Perez, ASUCLA Marketing Director
Neil Yamaguchi, UCLA Store General Manager/Director of
Academic Support

CALL TO ORDER

Mr. Wong called the meeting to order at 12:07 p.m.

APPROVAL OF AGENDA

Mr. Wong called for consent to approve the Associated Students UCLA Board of Directors March 6, 2015 Regular Meeting Agenda. There being no objections, the motion was approved by unanimous consent.

APPROVAL OF MINUTES

Mr. Wong called for consent to approve the Associated Students UCLA Board of Directors February 27, 2015 Regular Meeting Minutes. There being no objections, the motion was approved by unanimous consent.

EXECUTIVE DIRECTOR'S REPORT

Mr. Williams updated the Board of the following topics:

February Financial Summary

Overall financial results for the Association in February were strong and work has started on several important projects and initiatives. Several capital projects designed to upgrade register systems, building systems, and new services initiatives are underway.

Nursing 171/Public Health Class

The Nursing 171/ Public Health class conducted a wellness survey connected to campus restaurants and the results were presented on Thursday, March 12.

Shut Out Trafficking Week

UCLA has been selected as 10 schools/athletic departments around the country to support *Shut Out Trafficking* week. The Association will be partnering with Athletics and various student groups to participate in scheduled activities and will be providing Fair Trade products.

Lab Coats

The Store has added the required protective lab coats and goggles for sale at both HSS and Ackerman Union.

Bruin Day

Bruin Day will be held on April 11 and ASUCLA will have an informational display set up on Ackerman Union A-level and will table several events in Dickson Plaza. The UCLA Store will have a 20% off coupon featured in the Bruin Day program.

FY- 15-16 Budget Process

The budget process is progressing and the Board will be approving the final assumptions today, March 13.

Global Viewpoint Lounge Project

Management will be meeting with the leadership in Admissions on March 19 in an effort to finalize a Global Viewpoint Lounge strategy. The Services Committee looked at some proposed chairs for the room but has asked for additional options.

Engineering Construction

Management is in the planning phase for the changes within the loading dock and receiving area when the new tunnel opens.

Kikka Sushi Project

A set of fully updated blueprints were submitted last week. The plans are currently with the Fire Marshal and once approved, will go to Capital Programs for their approval.

Panda Express

Panda Express will be replacing their steam table with induction heating. They are projecting it to take only one day and it is scheduled during Spring Break.

TOM Shoes

Fast Track has recently added Tom's Shoes to its product assortment as well as TOM's sunglasses.

Composting

Composting is an important strategy required to meet the UC mandate for 95% diversion by 2020; therefore, Management presented a proposal to expand composting at UCLA restaurants facilities at the March Services Committee meeting. The committee wants to look in more detail at a plan to expand composting in a limited manner with a pilot program at LuValle Commons. A review of the associated costs will be presented to the Finance Committee in April.

Microbeads

A group of Honor Collegium students presented a proposal at the Services Committee meeting to eliminate products with microbeads from the UCLA Store. The concern is that these plastic additives cause pollution in lakes and oceans. Services Committee has asked store management to research alternate products and cost impact, which will be presented to the Finance Committee in April.

Donation Box

Management is currently creating specs for a final design of the Donation Box. The box will have the "Greater Good" messaging and will include pieces to create a pinball effect. Final designs will be presented to the Services Committee in April.

YouTube Channel

New "Straight from the Board" videos are being developed for release.

Support of ASUCLA Entities

The Finance Committee had a very productive meeting with members of the Communications Board and their Finance Committee members. Discussions centered on the financial components and efficiency metrics of various areas of Student Media.

EXECUTIVE COMMITTEE REPORT

Mr. Zeke state the committee met on March 3 and discussed the ASUCLA Social Responsibility Policy and created the Board meeting agenda.

FINANCE COMMITTEE REPORT

Mr. Gabbe stated the committee met on March 6 and approved the final budget assumptions. The committee also approved to build an all-gender restroom and a capital expenditure to replace

the chilled water controllers. The committee had a productive meeting with the Communications Board Finance Committee which provided the group with financial operating costs and analysis.

SERVICES COMMITTEE REPORT

Ms. Võ stated the committee met on March 6 and heard a presentation from the Honors Collegium students regarding eliminating products with microbeads from the Store and Ms. Noh provided the committee with a proposal for composting.

CAMPUS ENGAGEMENT AD-HOC COMMITTEE REPORT

Ms. Joseph stated that the committee gave an ASUCLA presentation to CSAD on February 18 and the next presentation will be to the Student Alumni Association.

STUDENT UNION SPACE INIATIVE AD-HOC COMMITTEE REPORT

Ms. Calbreath stated the committee met on March 13 and discussed the all-gender restroom and the a-level textbook space as well as the Global Viewpoint Lounge space.

FINANCIAL STATEMENTS

February 2015 Services & Enterprises Financial Statements

Gross income for the UCLA Store was \$147,000 positive to plan primarily due to textbooks and the Computer Store. Gross income for the UCLA Restaurants was \$114,000 positive to plan due to Catering and Concessions.

Gross margin for the Association was positive to plan by \$220,000 and contribution was positive by \$119,000. Net income for the Association as a whole was positive to plan by \$182,000.

In terms of cash, the Association reported a book balance of \$10,930,000 for the month. Of this balance, \$3,149,000 has been reserved for capital projects, leaving \$6,852,000 in uncommitted cash which is \$2,427,000 less than the board-required cash reserve.

Past due accounts receivables were at roughly \$160,000. This balance is much lower than last month and some of this is due to timing. Store inventories at cost were \$5,500,000; while inventory turns were at 4.6.

March Month-to-Date Preliminary Sales

Current month-to-date sales are \$9,871 positive to plan primarily due to textbooks. The LuValle Store is positive to plan by \$10,474 and the Health Science Store is positive to plan by \$47,067. The Hill Top Shop is positive to plan by \$18,266 and E-commerce is positive to plan by \$6,916.

Due to these results, management is expecting the gross margin to be positive by \$19,840.

The UCLA Restaurants are currently positive to plan by \$107,411 primarily due to Concessions and Catering as well as most third party operations.

APPROVAL OF FY 15-16 FINAL BUDGET ASSUMPTIONS

The Board briefly discussed the final assumptions noting the following revisions:

1. Additional custodial costs for off-peak cleaning
2. Additional AS&S costs for software to host the new Food Service POS

Mr. Gabbe made a motion, seconded by Mr. Zeke that the Associated Students UCLA Board of Directors approve the FY 15-16 Budget/Five-year Forecast Final Assumptions.

Mr. Wong called for a vote. The motion was approved by a vote of 9 yeas and 0 nays.

ALL-GENDER RESTROOM

In 2005, the UCLA Student Union converted two restrooms on Kerckhoff Hall Fourth Floor to all-gender restrooms to respond to a growing expression of need for these facilities from our student community along with the sense that our community wants to explicitly support the transgender community.

To this end, the Student Union Space Initiative Ad Hoc Committee believes there is a need for a second all-gender restroom. As the Kerckhoff restrooms are located amongst undergraduate student government offices, they may be invisible to the public at-large. A restroom on Ackerman A-Level would be a highly visible location, accessible during Ackerman Union Open Late's extended hours. The proposed location is directly across from the public restrooms on Ackerman A-Level which serve as the primary restrooms for the UCLA Store and all services and restaurants on A-Level. Any visitor or student directed to the restrooms will easily find the proposed all-gender restroom.

The proposed all-gender restroom would include lavatory equipment (toilet and basin + faucet) for one person.

Mr. Gabbe made a motion, seconded by Mr. Eagan Associated Students UCLA Board of Directors approve a capital expenditure of \$150,000 to construct an all-gender restroom in Ackerman Union

Mr. Wong called for a vote. The motion was approved by a vote of 9 yeas and 0 nays.

CHILLED WATER CONTROLLERS

The set of chilled water pump controls for Ackerman and Kerckhoff were installed during the comprehensive renovation of these facilities that was done in the mid-1990’s and are five years past their normal operating life. Chilled water is the method used in these buildings to cool them. The cold from the chilled water system cools air and electricity is used to power the fans to move the cooled air.

Management proposes to replace these chilled water pump controls with new units.

Mr. Gabbe made a motion, seconded by Mr. Zeke that the Associated Students UCLA Board of Directors approve a capital expenditure of \$100,000 for the replacement of the chilled water controllers.

Mr. Wong called for a vote. The motion was approved by a vote of 9 yeas and 0 nays.

EXECUTIVE SESSION

Mr. Wong called for consent for the Associated Students UCLA Board of Directors to enter into Executive Session and include Donna Baker and Sandi Gillespie. There being no objections, the motion was approved by unanimous consent.

The Board entered into Executive Session at 1:05 p.m.

Mr. Wong called for consent to exit the Associated Students UCLA Board of Directors Executive Session. There being no objections, the motion was approved by unanimous consent.

The Board exited Executive Session at 1:55 p.m.

ADJOURNMENT

Mr. Wong called for consent to adjourn the Associated Students UCLA Board of Directors March 13, 2015 Regular Meeting. There being no objections, the meeting was adjourned at 1:56 p.m.

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Pursuant to Bylaw 3, section 3.6(d) of the ASUCLA Board of Directors Bylaws, I have reviewed these Minutes and hereby attest to their accuracy.

John Bollard
Board Secretary and Administrative Representative