



BCU PARDALL CENTER GOVERNANCE

BOARD MINUTES

Associated Students

DATE: *November 20, 2020*

LOCATION: Remotely Minutes/Actions recorded by: Nhung Tran (Vice Chair)

CALL TO ORDER: 12:07 PM by Pauline Her, Chairperson

A. MEETING BUSINESS

A-1. Roll Call

Name	Note: absent (excused/not excused) arrived late (time) departed early (time) proxy (full name)	Name	Note: absent (excused/not excused) arrived late (time) departed early (time) proxy (full name)
Pauline Her	Present	Alex Young	Present
Nhung Tran	Present	Sabina Menzhausen	Absent - Unexcused
Tamela Harris	Present	Daniel Segura	Present
Erika Ramos	Absent - Excused	Angel Diaz	Absent - Unexcused
Shannon Sweeney	Present		
Jessie Liao	Present		

A-2. Acceptance of Excused Absences

MOTION/SECOND: *Young/Segura*

Motion Language: Motion to excuse Erika from today's meeting.

ACTION: *Vote: Consent*

Motion Passes

MOTION/SECOND: *Sweeney/Young*

Motion Language: Motion to excuse Jessie for departing early at 1:15PM.

ACTION: *Vote: Consent*

Motion Passes

A-3. Acceptance of Proxies

N/A

B. PUBLIC FORUM

- N/A

C. EXTERNAL REPORTS

C1. Executive Officer's Report(s)

- a. N/A

C2. Group Project/Member Report(s)

- a. Chairperson (Pauline Her)
 - i. Attended Senate Meeting for PC Gov Board
 - ii. Statement of Intent for Pardall to be Distribution Center
 - iii. Became Authorized Signer
 - iv. Chair Evaluation for Honoraria
- b. Vice Chair (Nhung Tran)
 - i. IVCRC Light Show for Discussion
- c. Student Staff Representative (Tamela Harris)
 - i. N/A
- d. Student Representative-at-Large (Erika Ramos)
 - i. Absent
- e. Student Representative-at-Large (Shannon Sweeney)
 - i. N/A
- f. Treasurer (Jessie Liao)
 - i. Became Authorized Signer
- g. IVTU Representative (Alex Young)
 - i. Worked on the **PC Statement of Intent** w/ Pauline & Sabina
 - 1. <https://docs.google.com/document/d/1gKigmbPqKSRAyOxaxUcckoEnYQYj7GwSBMGI709OAg8/edit?usp=sharing>
- h. LRC Representative (Sabina Menzhausen)
 - i. Absent
- i. EVPLA Representative (Daniel Segura)
 - i. Attended chairs meeting on Tuesday - **several BCUs interested in being a part of AS in IV**
 - ii. Young: PC Gov Board relation with AS in IV?
 - 1. Segura: Obvious overlap, working on legal code with Diaz to correct changes. May work as a conversation council/coalition. Needs to discuss with all of the entities. EVPLA office topic.
- j. Senate Liaison Off-Campus Senator (Angel Diaz)
 - i. Absent

C3. Advisor's Report (Savannah Lee)

- a. Associated Students
 - i. Special Election for AS President
 - 1. Special Elections Timeline: Declaration of Candidacy Due: Wed. 12/2/20 @11:59pm
 - 2. Candidate Meeting: Thursday 12/3/20 @4pm on Zoom
 - 3. Candidate Statement Due Sun 1/3/21 @8pm
 - 4. Virtual Campaign Begins Sun 1/3/21 @8pm
 - 5. Candidate Forums: TBA
 - 6. Voting Period: Mon 1/11/21 @8am- Thursday 1/14/21 @4pm
 - 7. Results: Thurs 1/14/21 evening TBA
 - ii. COC Feature Videos for Entities
 - 1. Submission?

- 2. Deadline: November 30th
- iii. Internal Liaison for Entity Newsletter
 - 1. Amazing if we could submit something
- b. Program Updates
 - i. AS Facility Access Process
 - 1. How to submit proposal for on site activity
 - ii. Beloved
 - 1. Says thank you for the funding
 - 2. Student staff will be filling out Doodles for shifts and have their drivers training in December
 - iii. Holiday Operations
 - 1. Staff required to work during finals
- c. Finances
 - i. Met with Pauline, Jessie, and Nhung to discuss budget in detail
 - 1. Information available in our drive
 - 2. Authorized Signers, should remove a few
 - ii. Minutes for Finance Admin
 - iii. Young: IVTU discussion, would student staff on the 2nd floor go home for the holidays?
 - 1. Lee: Travel Advisory - University recommends to stay home if going home. Would be cutting the schedule the week after Thanksgiving then. Will learn more during the staff meeting today.
 - 2. Young: Likely to have no changes to services?
 - 3. Lee: that's the goal!
- d. Advisor Business
 - i. Honoraria Application Out
 - ii. Facility - Roof Inspection
 - 1. missing roof tiles blown off by wind
 - 2. concerning for winter season, possible water damage
 - 3. has let staff/maintenance know
- e. Staff Updates
 - i. N/A

D. ACCEPTANCE of AGENDA/CHANGES to AGENDA

E. CONSENT ITEMS

- A) Approval of our Action Summary/Minutes from *11/06/2020*
 - i. **MOTION/SECOND:** *Young/Sweeney*
 - ii. **Motion Language:** Motion to do approve minutes from *11/06/2020*
 - iii. **ACTION:** *Consent*
 - iv. *Motion passes*

F. ACTION ITEMS

F-1. Old Business:

A) N/A

F-2 New Business:

A) N/A

G. DISCUSSION ITEMS

A) *IVCRC Holiday Light Show*

- a. Lee: One of many requests for students to go onto university property, what services should be allowed? Clearance for entry to Pardall currently. One time event? Submitting proposal for Facility Access Process. It's work for a good cause. Covid safety plan for students and community members? Requirements for masks and touching things? Marisela for approval.
 - i. <https://www.as.ucsb.edu/facilities-access-process/>
- b. Young: Is IVCRC students themselves putting up lights? Or Maintenance?
- c. Her: Need to ask further questions.
- d. TABLED

B) *Authorized Signers*

- a. Young: Does not care about being authorized signer or not, simply added in PC Gov Board when applying.
- b. Her: Have Her, Liao, and Harris as authorized signers.

C) *Pardall Center Services*

- a. General resources, printing, covid resources
- b. Young: General resources would be information, pamphlets.
- c. Lee: **On Site Access Expectations Important**
 - i. <https://www.as.ucsb.edu/facilities-access-process/>
 - ii. *Need a narrative describing which services would be provided & an argument for why they should be considered essential*
 - iii. Questions
 - 1. Objective/Key Goals of each service
 - 2. How/Which parts fulfill Pardall's mission?
 - 3. Observed Impact intended by providing the service
 - 4. What types of access requests have already been received from the community?
 - 5. What can be done remotely/online, and what cannot?
 - 6. Frequency- is it a one-time thing, or regularly scheduled?
 - iv. Sub committees to visualize what services
 - 1. Printing Services Example
 - v. Young: How long does a proposal take to get approved?
 - 1. Lee: Really depends, 2-3 weeks for Associated Students
- d. **Three groups for proposal discussion:**
 - i. **On site distribution of masks and thermometers**
 - ii. **Printing distribution**
 - iii. **Other Resources - Information distribution**

H. REMARKS

- Lee: Next Thursday and Friday are Holidays. Proposal Plans?
 - Tran: Compiling the three groups information to combine thoughts.
- Young: What does a proposal look like? Examples?
 - Lee: Steps are how/expectations, detailed plan, and why/goals.
 - → narrative, argument for essential services, key goals, impact.

I. ADJOURNMENT

MOTION/SECOND: *Young/Harris*

Motion Language: Motion to *adjourn meeting*.

ACTION: *Vote: Consent*

Motion passes.

12:54PM