



BCU PARDALL CENTER GOVERNANCE

BOARD MINUTES

Associated Students

DATE: **April 7, 2021**

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

CALL TO ORDER: **9:05AM** 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 | Arrived late (9:07 am) |
| Nhung Tran | Present | Sabrina Menzhausen | Present |
| Tamela Harris | Absent | Daniel Segura | Absent |
| Erika Ramos | Absent | Alex Perez | Absent |
| Shannon Sweeney | Present | | |
| Jessie Liao | Present | | |

A-2. Acceptance of Excused Absences

No excused absences.

A-3. Acceptance of Proxies

/

B. PUBLIC FORUM

C. EXTERNAL REPORTS

C1. Executive Officer's Report(s)

a. /

C2. Group Project/Member Report(s)

a. Chairperson (Pauline Her)

i. Overlapping topics with Savannah

ii. AS Strategic Plan

1. there are separate meetings for this, that we probably

iii. Mission Statement

1. board's goal to complete by the end of this quarter

b. Vice Chair (Nhung Tran)

- i. Send me updates if you will be absent/late
- c. Student Staff Representative (Tamela Harris)
 - i. Absent.
- d. Student Representative-at-Large (Erika Ramos)
 - i. Absent.
- e. Student Representative-at-Large (Shannon Sweeney)
 - i. Has finished her portion of graphics for planned events
 - 1. will be speaking to Erika about finishing it
 - 2. Her: Please send your finished graphics to Slack/Email so the board can approve them.
- f. Treasurer (Jessie Liao)
 - i. Budget Rollover Request
 - ii. Question: regarding budget request for next year
 - 1. Savannah: explains timeline
- g. IVTU Representative (Alex Young)
 - i. No updates.
- h. LRC Representative (Sabina Menzhausen)
 - i. Aspiring Attorneys Movie Club (AAMC)
 - 1. <https://legal.as.ucsb.edu/aamc/>
 - ii. Proposal for outdoor legal services
 - 1. Ideas: Using back of PC area, Robin has spoke with PC staff
 - 2. Ideas: Tent, printers, laptops, plexiglass barriers outside
- i. EVPLA Representative (Daniel Segura)
 - i. Absent.
- j. Senate Liaison Off-Campus Senator (Alex Perez)
 - i. Absent.

C3. Advisor's Report (Savannah Lee)

- a. Program Updates
 - i. IVTU/LRC:
 - 1. Master Clean service was shut off due to delayed payments for over a month, and has now resumed. Follow up is happening to make sure this does not happen again. Has IVTU/LRC considered

moving cleaning to 1x monthly, or are you going to stick to every 6 weeks?

2. IVTU Reqs continuing

ii. Pardall

1. Proposal still under review by career staff. If you have any concerns/questions about its status, please contact Rodney & Ruth.
 - a. Ordering plexiglass barriers, external signs still on pause.
 - b. Focusing on updating SOP for 1st floor to have it ready by time of approval. Includes print appt scheduling, etc.

b. Finances

i. Budget Rollover Request

1. Jessie and Savannah Lee to work outside meeting to find remaining balance in preparation & update Board in later meetings

ii. Requesting Fiscal Reports to add to spreadsheet

1. LRC and IVTU please notify me if there are any other new requisitions related to shared costs & add them to the shared costs folder

c. Advisor Business

i. Good morning! Welcome back to spring quarter.

ii. Elections Spring Quarter happening Week 4 April - April 22

1. Voting Threshold 51% Approval
2. Elections board confident about meeting this threshold
3. Campaigns, entities are able to submit a pro statement

iii. Recruitment and Transition (2021-2022)

1. Timeline made by Pauline Her based on decisions made by Board.

iv. Associated Students Strategic Plan

1. Need Entity Goals
2. First Deadline: April 16
3. \$10 Honoraria Deduction for every BCU that does not participate

D. ACCEPTANCE of AGENDA/CHANGES to AGENDA

E. CONSENT ITEMS

A) Approval of our Action Summary/Minutes from 02/19/2021

MOTION/SECOND: *Liao/Menzhausen*

Motion Language: Motion to do approve minutes from 02/19/21.

ACTION: *Consent*

Motion passes

F. ACTION ITEMS

F-2 New Business:

- A) Motion to approve and submit Pardall Center Pro Statement.

MOTION/SECOND: *Liao/Sweeney*

Motion Language: Motion to approve and submit Pardall Center Pro Statement.

ACTION: *Consent*

Motion passes

- B) Motion to approve all of our projects that we have outlined in the AS Strategic Plan.

MOTION/SECOND: *Young/Menzhausen*

Motion Language: Motion to approve all of our projects that we have outlined in the AS Strategic Plan.

ACTION: *Consent*

Motion passes

- C) Motion to approve Pardall Center spring quarter 2021 recruitment process.

MOTION/SECOND: *Liao/Young*

Motion Language: Motion to approve Pardall Center spring quarter 2021 recruitment process.

ACTION: *Consent*

Motion passes

G. DISCUSSION ITEMS

- A) [Pardall Center's Reaffirmation - Pro Statement in support of A.S. Constitutional Lock-in](#)

- a. by Friday, April 6th by midnight via email elections@as.ucsb.edu
- b. not to exceed 250 words
- c. Past Pro Statement created by career staff ([Past Pro Statement](#))
 - i. Lee: very simple and dry, it is what will be on the voting ballot
 - ii. Lee: Did double check with staff for limitations and goals, there is not any but this could be an opportunity to showcase new goals/visions
 - iii. Her: it does still apply to our board, but please share any discussion points
 - iv. Young: Will ballot say AS in IV, or Pardall Center?
 - v. Lee: It will be AS in IV. Pardall Center was made under AS in IV, and has solely used the budget as it shares costs with IVTU and LRC.
 - vi. Sweeney: Is it possible for the ballot to be changed to Pardall Center?

- vii. Lee: Will need to reach out to the Election Board as deadlines have passed.
- B) AS's Strategic Plan - Submit updates (required)
 - a. Her: Different tasks for different issues shown in the spreadsheet, board needs to discuss portions that are relevant to Pardall Center.
 - b. Student Health Portion
 - i. Women's Center Wellness Vending Machine
 - ii. Community Building
 - iii. Providing masks
 - c. Campus and IV Improvements
 - i. Study jams
 - ii. Renovations/ Remodeling (future plans)
 - 1. Redesigning first and second floors
 - 2. New furniture for study space
 - 3. Place that several entities meet/can meet
 - d. AS' Businesses and Services
 - i. Free printing
 - ii. AS Ownership of Pardall Center Building
 - e. Her: Will be submitting this
- C) Recruitment/Transition for 2021-2022
 - a. Timeline Plan
 - i. Lee: Important for entity = Finances (money management) and ensuring there is a board to manage
 - ii. Week by Week steps
 - iii. Seeing if any members are interested in staying in position next year, or could open up a position to new members.
 - iv. See if the structure works; if the board needs a new position, which will require change of legal code.
 - v. In the recruitment process, how much does the board want to market these positions?
 - 1. Committees on Committees (COC)
 - b. Her: current board structure/makeup comments?
 - i. Tran: None
 - c. Lee: Are there any future plans that need to be addressed?
 - i. Young: None
 - ii. Lee: could address social media coordination
 - iii. Tran: could add leading the direction of social media to student rep
 - iv. Young: How does the student rep get selected?
 - v. Lee: No formal interview yet as student rep was selected.
 - d. Her: plans for stepping down, staying, or graduating?
 - i. Her: stepping down
 - ii. Tran: staying
 - iii. Menzhausen: graduating
 - iv. Young: graduating

- v. Liao: staying
- e. Legislation
 - i. Lee: probably best if student staff rep and senate rep
- f. Outreach blurb
 - i. For anyone who is leaving their position and is not a rep, this would be used to advertise/showcase position
- g. COC contact
 - i. Lee: For other open positions, besides student staff rep, should be given to COC to advertise.
- h. Vacant positions
 - i. internal interest first, then advertising open positions
 - ii. Lee: advertising/work needs to be done outside of meetings
- i. Reaffirmation
 - i. Her: finished pro statement
 - ii. Tran: marketing/outreach materials, what should be included?
 - iii. Lee: history, what it does, and resources of pardall center
 - 1. Do and Don'ts of Campaigns - good guideline
- j. Transition
 - i. meeting during the summer to continue duties despite no honoraria
 - ii. summer timeline
 - iii. transition documents
 - iv. setting up new board for success
- k. Rest of spring quarter
 - i. Lee: everyone has access to this timeline document, but looking at our third meeting, in which we could identify who would like to schedule interviews and conduct those interviews, then we would have two weeks of interviews. Week 8 would be deciding.

H. REMARKS

I. ADJOURNMENT

MOTION/SECOND: *Liao/Young*

Motion Language: Motion to adjourn meeting

ACTION: *Consent*

Motion passes

10:30AM