

**TITAN STUDENT UNION SPACE ALLOCATION COMMITTEE  
MINUTES  
September 23, 2009**

**CALL TO ORDER**

Annora Borden, Chair of the Space Allocation Committee, called the meeting to order at 1:31 p.m.

**ROLL CALL**

Members Present: Borden, Kwek, Moreno, Valencia

Ex-Oficio Present: Borsting, Deering

Guests: Anthony Ragazzo

**APPROVAL OF AGENDA**

The agenda was approved as submitted. (Kwek-m/Valencia-s)

**APPROVAL OF MINUTES**

The minutes from the April 29, 2009 meeting were approved as submitted. (Kwek-m/Valencia-s)

**CHAIR'S REPORT**

Borden welcomed the members.

**NEW BUSINESS**

**ATM Bank Leases Renewals**

Borsting request the authority to negotiate the renewal of the sublease agreement with the banks for the ATMs.

Borsting stated that there are 4 ATMs outside of the TSU and one cash dispensing machine in the Lobby. All of the contracts expire on June 30, 2010.

Borsting stated that when he spoke to JPMorgan Chase they expressed interest in having more than one ATM on the campus. Borsting will meet with Facilities Management to entertain the idea of an ATM pavilion somewhere else on campus. More will be reported later.

**MAIN MOTION**

**MSC: 2-0-1 [Moreno]**

On a motion duly made, seconded and carried, the Space Allocation Committee approved sending a recommendation to the TSU Board to grant the authority to the TSU Director to negotiate the renewal of the sublease agreements with the banks for the ATMs. (Kwek-m/Valencia-s)

**Lockers**

Borden stated that the request was to assign one of the student club office spaces as a space for storage lockers.

Borden stated that last year's Committee discussed the fact that it seemed that some clubs were only using the offices for storage space. They tried to think of a way to maximize the availability of spaces for clubs; they came up with the idea of lockers.

Borden distributed a picture of the lockers that she and Ragazzo thought would be appropriate for the office space. The other piece of material that was distributed was policy suggestions. The policy would have to be developed if the proposal is approved.

**NEW BUSINESS (cont'd)  
Lockers (cont'd)**

Ragazzo stated that the proposed locker is approximately 3 feet wide by 3 feet deep and about 45 inches high. The unit has a separator piece in between which makes it two lockers. In the proposed office space, TSU-264, a total of 10 lockers (five units) would fit in the room. There would be enough space in the room to put a small table and chair.

Borden stated that to order all of the necessary components for the lockers it would cost about \$3,100.

Borsting stated that the funding could come from the unanticipated funds in the Capital Equipment budget.

Borsting stated that the lessons learned from the SRC lockers could be used with these lockers. A certain type of high quality lock could be recommended. A waiver of liability could also be developed for the student clubs to sign.

Moreno stated that the lockers looked like cages.

Borden stated this was the type of locker to install since the contents can be seen without opening up the locker. Staff can verify that the group is not violating the policy and storing prohibited substances or items.

Kwek asked if the groups would have key access to the room.

Ragazzo answered yes. The locker space would work like any other office space. Each group would have up to two keys assigned to the executive and financial officers, and the other members would have access through either the SORC desk (8am-5pm) or the Information Desk (after 5pm).

Moreno asked how big the spaces between the bars were.

Ragazzo stated that the catalog did not specify that information.

**MAIN MOTION  
MSC: 3-0-0**

On a motion duly made, seconded and carried, the Space Allocation Committee approved sending a recommendation to the TSU Board to reassign TSU-264 to be used for storage lockers, to be used by student clubs, starting the spring 2010 semester. (Valencia-m/Moreno-s)

**Update to TSU Policies –  
Student Club Office  
Deposit**

Borden stated that the request was to raise the deposit that student clubs pay for office space to a combined deposit of \$85.

Borden stated that the current deposit is \$50 for the room and \$10 for each key, up to two keys.

Borden stated that the reason for the increase is to cover the costs to rekey the office in the event that the club does not return the keys at the end of the term.

Ragazzo stated that the deposits are refundable to the clubs provided that the keys are returned and there is no damage to the space.

**NEW BUSINESS (cont'd)**  
**Update to TSU Policies –**  
**Student Club Office**  
**Deposit**

Borsting stated that there usually is no damage to the rooms.

Ragazzo stated that there may have been only one instance of damage since he started overseeing the program.

Deering asked why it cost \$95 to rekey one office and \$50 for the other.

Ragazzo stated that he would yield to Ohtomo since she manages the building keys.

Ohtomo stated that the difference in cost is usually due to the cost of labor. One door might have taken more time than the other. Both of these doors were rekeyed at the same time, and the locksmith may not have split the time evenly between the two jobs. The average cost of a rekey is about \$70.

**MAIN MOTION**  
**MSC: 3-0-0**

On a motion duly made, seconded and carried, the Space Allocation Committee approved sending a recommendation to the TSU Board to increase the deposit that student clubs pay for the student club office space to \$85. (Kwek-m/Valencia-s)

**Fill Vacancies in the**  
**Student Office Spaces for**  
**the Fall 2009 Semester**

Based on the rating sheets completed by the Committee members, the ranking of the student club applications were as follows:

1. Future Business Leaders of America – Phi Beta Lambda
2. Panhellenic Council
3. Entertainment & Tourism Club
4. AKD International Sociology Honor Society
5. Society for the Advancement of Management (SAM)
6. Cambodian Student Association
7. Golden Key International Honor Society
8. Iranian Student Association

Borden stated that there were three spaces available in TSU-271.

Kwek stated that she thought Panhellenic had space.

Borden stated that they did not finish the process but were given the opportunity to reapply.

Ragazzo stated that all of the student clubs that are granted office space must go through orientation. Panhellenic failed to attend the orientation prior to the completion of this application cycle.

**MAIN MOTION**  
**MSC: 3-0-0**

On a motion duly made, seconded and carried, the Space Allocation Committee approved sending a recommendation to the TSU Board to fill the vacancies in the student office spaces for the fall 2009 semester with the Future Business Leaders of America-Phi Beta Lambda, Panhellenic Council and the Entertainment & Tourism Club in TSU-271 with AKD International Sociology Honor Society as an alternate. (Kwek-m/Valencia-s)

**MEMBERS' PRIVILEGE**

Borsting stated that last year's Board approved to move the Yum into a larger location, which is the current vending area in the Food Court. The microwaves ovens and vending machines will have to be

**MEMBERS' PRIVILEGE  
(cont'd)**

relocated. Outdoor locations were identified to move the microwave ovens. An experiment was conducted where the microwaves were moved to the outside locations. The experiment was a disaster. One of the outdoor locations was near the Bank of America ATM. The face of the ovens is aluminum. In the sun, the microwaves were hot to the touch. Also, it was difficult to read the dial. Borsting met with the Building Engineering staff. The microwaves were returned to their former location. It will be determined where to move the microwaves later. Borsting met with a reporter from the Daily Titan. There will probably be an article in the paper soon.

Deering stated that there was an item about renewing the sublease with CampusLink in the minutes from the last Space Allocation Committee meeting. Deering stated that the Committee needs to find other locations in the TSU for the center where it wouldn't obstruct traffic.

Borsting stated that CampusLink has an information center located in the seating area in front of the Pub. Last year's Board authorized the Director to renegotiate a one-year renewal with CampusLink. The efforts were started and haven't been completed yet.

**PUBLIC COMMENTS**

None.

**ADJOURNMENT**

The meeting was adjourned at 2:11 p.m.

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Deserita Ohtomo, Recording Secretary

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Annora Borden, Committee Chair