

## University Memorial Center Board Minutes

Tuesday December, 2013

UMC 245- 5:30 pm

Attendance: Tyler R. (v), Danielle V. (v), Joseph S. (v. proxy for Isra S.), Matt R. (v), Ginni M. (v), Lily A. (v), Ben P. (v), Mitch F. (v), Debbie C. (v), Javier G. (ex-o), Desiree W. (ex-o), Kellie L. (ex-o), Anna L. (PC ex-o), Shane H. (CUNR ex-o), Will S. (FB ex-o), Robin M. (ex-o), Carlos G. (ex-o), David Schafer (Oz Architecture guest), Andrea Zelinko (guest), Jimmie Baker (guest), Roxane Ruggles (guest), Kristen Salo (guest).

### **I. Call to Order –5:39 PM**

### **II. Approvals**

- a. Tuesday November 19th, 2013 Minutes
- b. Tuesday December 3rd, 2013 Agenda
  - i. Minutes and agenda bundled and approved by acclimation

### **III. Open Hearing - none**

### **IV. Chair's Report**

- a. Introduce Representative Mitch Fenton from Leg Council

*A senior political science and psychology major from Connecticut. He is appointed to the UMC Board from Leg Council. He is excited to be involved with us. He is replacing Kelsey Cody. Welcome to the Board, Mitch!*

- b. Space renaming committee update

*Because two of our committee members will not be here next semester, we would like to have more members become part of the committee. Ginni has volunteered.*

### **V. Director's Report**

- a. GMBR Update

*We have invited Dave Schaeffer of Oz Architecture, head of the design team and lead architect to give us a presentation on the progress of the Glenn Miller Ballroom. Bidding starts in April of 2014 and construction will start over the summer, starting in May 2014.*

*- Project goals: improving aesthetics, functionality, service & support, and reflecting student values.*

*- The project is primarily focused on the catering area, the stage, storage, and entrance.*

*- Architects are proposing to expand to the north to add more storage. This is due to the rejection of taking out historical windows.*

- *Storage strategies: need to do structural upgrades to reduce the weight of the walls. Use aluminum pieces for some support.*

- *Dave will be going to the Design Review Board tomorrow for more discussion and will be doing a presentation next Friday (12/13) to the Design Review Board about the storage idea.*

- *Design Plans and Ideas:*

*Ceiling: creating coves with ceiling panels*

*Stage: using some wood accents. More wood pieces will help to improve acoustic.*

*West Wall: Giving more rhythm to the walls and making them be more cohesive with the rest of the room.*

*Glenn Miller Tribute: Adding “super graphics” (large murals). One will be added to a wall.*

*Glenn Miller Signage: Looking at different fonts to use to represent the ballroom better (rather than the standard font that we have now).*

*Doors: Put some frosted glass to allow for more texture to the room and could allow for more signage.*

- *We are looking at the design of the ballroom in a “Leed” program (started in 1990) standpoint (using Leed 2009 for Commercial Interior [project checklist]). We want to keep the building sustainable. With all the improvements that will be made, we would be able to achieve the silver medal in sustainability under the Leed program checklist.*

- *The benefit of a silver or gold medal is for PR and political purposes. A gold medal is not feasible for the UMC because of the landlord and tenant relationship.*

- *There is also a cost to certification. The price is around \$30,000.*

## **b. Budget and Capital**

*There were no changes for enhancements. Carlos has edited and revised the budget with what we have voted on last meeting. He has also added in the funding for a gender neutral bathroom which has changed the bottom line numbers in the capital budget.*

***Motion to approve the bundle (capital and enhancements) as is, made by Ben. Motion passes by acclimation.***

## **c. 5 year strategic plan update**

*We have created the Five Year Plan (2014-2019). Andrea has put together a power point to give a synopsis of the goals. In Spring of 2012 UMC staff did a CAS (Council for the Advancement of Standards in Higher Education) review. Fall of 2012 was an external CAS review.*

*Long Term Needs: Capital Project list, increased programming and staffing program and business operations (including nutritionist for Food Service), deferred maintenance in aging building, and expansion of UMC by at least 60K square feet, review of Connection space and revenue generation, and reconfiguring the loading docks to meet safety and security needs.*

*Our Five-Year Goals:*

- 1.) *Update the UMC Mission Statement*
- 2.) *Create a facility master plan (review and update the capital plan and include expansion feasibility study)*
- 3.) *Create a strategic marketing plan with the primary focus of increasing traffic and retail sales*
- 4.) *Increase student orgs and leadership development*
- 5.) *Develop and implement organizational leadership and development plan for professional staff*
- 6.) *Incorporate student learning outcomes (objectives; things we want people to gain on top of their paycheck [i.e. leadership skills]) into student job and volunteer position descriptions (also include UMC-led student training for employee and student leaders along with student staff evaluations)*
- 7.) *Promote and continue safety programming (CU NightRide and alcohol-free programming) which supports the health and well-being of students*
- 8.) *Create and maintain an inclusive atmosphere at the UMC (this is one of our values that is also mentioned in our mission statement)*
- 9.) *Ensure continued commitment and implementation of sustainability practices and strengthen current practices where feasible*
- 10.) *Continue to evaluate UMC services to ensure they are providing the most effective and efficient high-quality services to the population in our facility*

*- EMT directors have reviewed the plan. It will be formally shared with the UMC Staff and Student Affairs division after the approval of the UMC Board's approval of the Five-Year Goals.*

*- We really want to improve programs for our student and staff to better their leadership skills*

*- With a few adjustments, we are on the right track*

## **VI. CU NightRide**

*The last staff meeting will be this Friday. Just a reminder to all that NightRide is open until 2 AM on Friday, Saturday, and Sunday. All vehicles have snow tires now! Shane likes the idea of the electric vehicle but in some ways it is not feasible (i.e. maintenance is more costly). They will be getting a van for their next vehicle.*

## **VII. Student Veteran's Association**

*There will be a big graduation 2 weeks from now. Many of the ROTC cadets will be graduating (held in the C4C).*

**VIII. Food Service**

*Doing very well. The weather helps and hinders them. These next few days are the busiest for them. There will be a big catering weekend this weekend. Coldstone will be open hopefully next week. Panda Express is moving along nicely.*

**IX. CU Gold**

*We are now enrolling for Spring 2014 leadership program. We are also enrolling for another program (Core Leadership Program [CLP]) but that is filling up quickly.*

**X. Environmental Center –none**

**XI. Program Council**

*There will be a concert (Captain Earth and DropSwitch) in Club 156 only \$5. Still hiring for front desk.*

**XII. CUSG**

*We are doing budget training soon so that means that budget season is soon. During budget season, there is no legislation being passed.*

**XIII. Feedback -none**

**XIV. Old Business -none**

**XV. New Business**

**a. Next Week’s meeting in Gallery**

*We will sadly have to say goodbye to Danielle who will be going to London. Vice Chair position will be open! You have to be a voting member to enter the position and an ex-officio position will be open.*

**XVI. Adjournment – 6:55 PM**

**Robert’s Rules**

Motion (to approve...)

2<sup>nd</sup>

Call to Question

Acclimation (All in favor)

Any Objections?

No (Motion Passed)

Yes