

University Memorial Center Board Minutes
Tuesday, November 15th, 2016
UMC 245-5:30pm

Attending Members: Andrea Zelinko (UMC Dir.), Emily Breidt (v), Emma Rae Langdon (Nightride Rep), Hannah Velte (v), Minuri Gamage (CSI Board Rep), Ayushma Thapa (v), Jason Potter (v), Austin Rugh (v), Debbie Cook (v), Anissha Raju (v), Justin Felton (v), Joshua Fader (v), Alba Gonzalez (v), Maria Wallisch (v), Luis Chavez (ex-o), Ryley Day (ex-o), Marcus Fotenos (Tri-Exec), Luke Brazil (SVA)

I. Call to Order

5:32pm

II. Approvals

- a. Tuesday, November 1st Minutes Approved
- b. Tuesday, November 15th Agenda Approved

III. Open Hearing

IV. Chair's Report

- a. Diversity Training

Emily: Come see me if you haven't turned in a form and have been on board since semester's beginning. Dec 6th is due date for those that have joined board since then.

- b. January Meetings

First meeting is first day back; budgets are up right away.

- c. SECA Usage Discussion

Emily: some groups have expressed interest in reserving SECA lounge. We just turned down Q and CEBE that made requests for use of that space, and this was because it was just as the space became available. That policy has been maintained for the fall semester. There is an event upcoming for students that begin school here in spring semester. There is a request to use the space. This use does not fit the standard conception of the space's purposes.

Andrea: we have found that there is not the interest in using the SECA space coming from groups, while this was part of what we intended in creating the space. The space is presently being used entirely as a study space. We think marketing of the space may be falling short. We want to honor the original intent of the space, and want the board to be aware and thinking about what we want to do about space usage options going forward.

Debbie: CSI told student orgs about this space and how it works?

Andrea: we believe it did, but we can't be sure all of the many student orgs heard about it, or understood it, or took this information out to their members, etc. I think we did a less than good job of marketing the space on our end.

Andrew: We put the policy in place October 17. Since that day there have been no reservations. When I've been approached about use of the lounge, I have said the purpose of the space was otherwise.

Austin: What did CEB and Q want to do in the space?

Andrea:

Luke: Are they saying the meeting rooms are too small to serve their purposes?

Andrea: I have not heard this. We just are not getting any reservations. They are not using the space as the board envisioned. I wonder what the board thinks about this situation.

Austin: Everyone I've spoken to really likes the space just as the study space/relax space it is presently being used for. They like that.

Emily: other comments, q's?

Marcus: What about this Winterfest?

Andrea: The request is coming from CSI regarding Winterfest because they are taking lead on that event.

Hannah: If we want to move forward to let more people use it, could we specify others could use it so long as their use/activity in the space overlaps with the diversity objectives of its intended purpose?

Emily: The Board typically doesn't micromanage space use at that level.

Debbie: Maybe this is because the student orgs are just getting themselves organized at this stage in a new semester. It takes awhile to get things organized. My impression is that there is more being done by student org's in spring than in fall.

Emily: thanks everyone. Please keep thinking about it, talk to your peers, etc.

d. Goal Setting

Emily: I will be sending you all an email regarding how to proceed to do some goal-setting at our next meeting, right after T-giving break. I would like to have those goals together before we are coming back. If all of you could send me a couple of goals you have in mind by responding to that email when you receive it.

e. Room Check Data

Jimmy: each fall and spring we do room checks to see how rooms have been used over the course of three weeks, M-F. What you see on this list shows the groups that were in their offices this semester. In the spring we will do another check and combine the results of the two checks. In spring all groups will have to reapply for rooms. Groups that have performed poorly vis-à-vis room use will be asked to come in to discuss the situation. UMC Room Allocation Committee will then make a decision about room allocations for the coming year.

Emily: questions?

Emily: I notice there were quite a few groups that fell below 20%. We discussed contacting these groups, but we never decided who should contact them.

Debbie: this information suggests that these groups are in trouble, and CSI might be the perfect, now available organization that could take upon this outreach.

Emily: Good idea, but it is ultimately up to us to get this done.

Hannah: In the many emails they get about room checks could be used to try to inquire about the situation vis-à-vis room use from the group's own perspective.

Emily: I'll reach out to CSI to see if they want to do outreach to low-performing groups. What percentage should be set as the 'signal' of a problem?

Jason: what percentage?

Emily: What number? 30%

Hannah: I think 50% is a good goal.

Jason: Maybe ask, during the outreach, why groups are not using the space more, even groups that are using closer to the 50% goal.

Justin: could this be a function of the absolute size of a given group's membership?

Emily: The number of members does seem to correlate with room usage.

Emily: To be an RSO (Registered Student Organization) you must fill out a form and attend training. If all the groups get these forms sent in, all is well, but if not, we will need to decide what to do about groups not completing this requirement. There is one group that has not completed this requirement and I will have more information in Dec. 6th.

Andrea: The original deadline for this registration form is September 30th. All of these groups have received emails explaining this requirement.

V. Director's Report

a. Finance Board

Andrea: We did go to FB two weeks ago. We did bring the proposal for increased staff pay, and that was approved. We are going back tonight to request funds based on conversations with facilities management about the roof replacement project, this time asking for 125 thousand rather than 1.9 million. We can go back to them in January when we have a clearer idea of how much it will cost, and why. Finally, we are giving our first quarter reports to FB. Since 1st quarter is July-August-September, it is not much of a report. Peggy Tucker Ortega is here to take us through the budget process since early in January we will begin to review and assess our budget. It has to be approved by the board before it goes to Finance Board and Legislative Council.

b. Budget Training

See slideshow.

c. Building Construction Update

Andrea: starting late this week you will see new carpet and dining furniture, and this is partly to increase the number of seats available. Housing and Dining have spearheaded this effort. The furniture samples you saw earlier this fall will begin to appear. UMC 235 and the DSCC will get new flooring that should last longer. You will also see off-campus housing will be moving up to 415-417 until late February while we renovate their space (they are presently in two rooms separated by a wall). E-Center will be moved in 358 once renovations are complete.

d. UMC Programming

Winterfest is happening, Thursday, January 18. Like FallFest only smaller. Is meant to be a Welcome Back event, and partly to increase usage of the UMC. If we need volunteers, we'll let you know.

VI. CU NightRide

We are still hiring. If you have friends who might be interested please let them know.

VII. Student Veterans' Association

Luke: We're trying to get ready for break and for the new semester.

VIII. Center for Student Involvement

Hannah: All the lockers are now filled. We will be looking to see how those locker spaces are being used. Our Secretary became of Vice Chair, so we now need a new Secretary. We also discussed the Fair Labor Standards Act.

IX. Environmental Center

X. CUSG

I. Executive

Marcus: We should give Emily, Andrea and staff a hand for the Veterans Day event. It really did serve its purpose. Please give them a hand. When we get back from break, there is a Student Leaders' Banquet. You should all be getting an invitation. We are going to cap the event at 250-275 students. Sign up soon, as we already have 235 signed up.

II. Legislative

Austin: We got three new representations. We elected new president, vice president, treasurer. Legislatively, all we've done is approve a job description for executives.

Ratification will come before us next week.

III. Freshman Council

XI. Feedback

XII. Old Business

Emily: The Student Art Program is presently accepting nominations. If anyone knows an artist, please send them to us.

Hannah: when will the scholarship committee be meeting, and who is maybe interested in volunteering? We have money that we can use to provide scholarships to students who work at the UMC. We have to decide how many scholarships of what size. We need at least one meeting about the scholarship apps. Next year we would look at the applications and another meeting, fairly long, to decide finally whom we will give scholarships.

Heather: we have roughly \$20K to give this time around.

Emily: if you are not going to be here for any meeting, and you are a voting member, please warn me by email so I can be sure we have a quorum.

XIII. New Business

XIV. Adjournment

6:37 pm