

## University Memorial Center Board Minutes

Tuesday, September 1<sup>st</sup>, 2015

UMC 245-5:30pm

Attendance: Joseph S. (CUSG ex-o), Austin Rugh (Leg Council v), Zach Withrow (CU Night Ride ex-o), Shambhavi Srivastava (ex-o), Diane Pham (v), Carlos Garcia (ex-o), Emily Breidt (v), Minuri Gamage (CSI ex-o), Vincent McGuire (v), Chris Welch (SVA ex-o), Kylee Thomas (v), Hannah Velte (ex-o), Debbie Cook (v), Andrea Zelinko (guest)

**I. Call to Order - at 5:30pm**

**II. Approvals**

I. Tuesday, April 28, 2015 Minutes

i. *Approved acclimation*

II. Tuesday, September 1, 2015 Agenda

i. *Approved by acclimation*

**III. Open Hearing - None**

**IV. Chair's Report**

a. Meetings for this semester: 9/1, 9/8, 9/15 (interviews), 9/22, 10/6, 10/13, 10/27, 11/10, 11/17, 12/1, 12/8

i. Emily: Applications are due next Friday and the next Tuesday

b. Construction update meeting: Wednesday, 9/9 at 5:30pm in UMC Aspen Rooms

i. *HandPrint Architects will present design schemes during CSI Board time and UMC Board will join them at this time*

c. Board membership

i. Removed positions: CU GOLD rep, Program Council rep & UMC Food Service Director

ii. Added positions: CSI rep & CUSG Diversity Director or equivalent

1. *Minuri: first CSI Board meeting is tomorrow and I will have more information next week. I am a junior and studying IPhy and neuroscience, started board last year and is excited to be here*

iii. Appointment from UMC Board to CSI & HDS UMC Food Committee

1. *Aaron: I am fine being on CSI board for UMC*

2. *Diana has been serving this role: Diana →we merged UMC FS and HDS. The committee has met over the summer and has been asked about sustainability practices and discussed that marketing these is important and they are doing stuff with their websites and posters. They are looking for a food donation program and they want to reduce food waste by impacting program "LeanPath"*

3. *Carlos: this is a program where you weigh your waste so you can be more aware of what you are doing and you can be more aware of what you are disposing of*

4. *Emily: can you still serve as this?*

5. *Diana: yes!*

iv. Review of member attendance requirements as per bylaws

1. *Emily: if you miss more than 5 meetings your membership has to be reviewed.*

2. *Shambhavi: I was taking 2 classes at Front Range CC and unfortunately I didn't know that these classes conflicted with this obligation. I will be able to attend from now on though and I apologize*
  3. *Emily: thank you, Diego falls under that category as well, and he is not here and I have contacted him we need to think about a next step.*
  4. *Carlos: He made a couple meetings last semester, but you can decide today or next meeting and see if he should still have his voting slot. He can perhaps be offered an ex-o spot but he should at least be here to talk about it. If he continues to not show up, you will have your answer.*
  5. *Emily: comments?*
- d. New member applications and process
1. *Emily: these are due **next Friday and interviews will be on the meeting after that.** Please tell people to apply and we have 3 voting spots open and a few ex-o. We were at Student involvement fair and handed out all flyers. We have one application so far.*
  2. *Carlos: We should get an email sent out Andrea? - Yes*
- ii. Vacancies
1. *3 voting, 3 ex-o (more possible)*
- e. Student Involvement Fair
1. *We were at Student involvement fair and handed out all flyers. We have one application so far.*

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

- a. New changes in UMC responsibilities
- i. Taking on support for smaller CUSG cost centers
  - ii. Alcohol Agent management
  - iii. UCSG Office staff oversight
    1. *Carlos: we have taken on more responsibilities and we have asked to take on the business, HR, and IT management of the smaller cost centers. We are filling in for what SOFO used to do in this respect and are in the process of hiring account tech to help us with this process. Campus has a position of alcohol agent and that was reporting to student affairs and has now been moved to reported to UMC and is paid for by student affairs so no additional burden besides supervisory to UMC. There are 3 full time staff at CUSG and they also help coordinate all CUSG needs and those positions previously reported to SOFO and I have been asked to now oversee those. This doesn't impact our budget and is more about my time overseeing these areas.*
- b. Status of FS MOU
1. *Carlos: when you voted to transfer services to HDS this has been developed and we are in the process of getting this signed. We had original goal of July 1<sup>st</sup> and are still working on it. As soon as we get that signed we will let you know. Carlos: HDS staff as well as Christina Gonzalez*

*and CUSG Execs and President of Leg Council have yet to sign and we are trying to get those quickly*

- c. Status of Starbucks
  - 1. *Carlos: Contract has been signed as of two weeks ago and we are in the design phase of the space. HDS will manage and the new Campus Dining Services will be heading this up. It will look pretty nice and if I am able to, I want to show you all as it will look pretty sharp. It has taken a little bit more time and we will probably not see January opening but more likely March. We are seeing higher construction cost but this will be covered by HDS.*
- d. Status of Gender Inclusive restrooms
  - 1. *Carlos: Contractor bids are due September 11<sup>th</sup>, but we don't want to get them started right away. We want to start the work around finals this semester so late December. This will probably take 2 months and will be online around mid-Feb.*
- e. Status of 2<sup>nd</sup> & 3<sup>rd</sup> Floor projects (&4<sup>th</sup>)
  - 1. *Carlos: We will be joining CSI Board on next Wednesday to get full updated and we have brought it within budget. We will see these solutions next week and we have not yet bid out, we are just getting the general designs and we will be getting hard finite designs soon. We will also be looking into furniture. This project will mostly happen with 3<sup>rd</sup> floor open in Feb. and the 2<sup>nd</sup> floor by the end of the spring 2016 semester.*
- f. UMC 317 to OCH&NR
  - 1. *Carlos: Student Involvement used to be in 317 so this room is now available and Off-campus Housing and Neighbor Relations is interested and is right next to it. They have made a request for it and they are now temporarily using it. Usually I could decide this allocation, but since this is connected to CSI decisions from the board, I would like us to all decide together. This is a request for the board to approve this for OCH&NR. I would ask that the board approve it.*
  - 2. *Carlos: Room 317 is 361 square foot in size*
  - 3. *Chris: so to clarify this office would be vacant otherwise?*
  - 4. *Carlos: this was vacant during the summer and it makes sense for them and they have been asking for extra space for a while. Hopefully we can meet all of the needs of costs centers in the UMC*
  - 5. *Kylee: does this get staff all in one location?*
  - 6. *Carlos: they have asked for this and it is near by and they worked with Finance Board so that we can make it contiguous because right now they aren't connected per se*
  - 7. *Joseph: move to approve this*
  - 8. *Body: approved by acclimation*
- g. UMC 353 & E-Center

1. *Carlos: This is the meeting room next to the E-Center and is used around 600 times per year. The E-Center has been asking for many years to expand into this space and we have said no because of how often we use this meeting room. E-Center has grown from 9 to 14 staff and are getting cramped. This is a chance to provide them this space. In the new 3<sup>rd</sup> floor reconfiguration we will be picking up a small meeting room and losing 325 and 335 due to the CSI change. These ones are not used by large groups but rather by small groups. Again this was a chance for the E-Center to pick up the space. They too don't have any other space to grow into.*
  2. *Hannah: would we be renovating it?*
  3. *Carlos: They could, but they could probably fit more staff in there without renovating. We can work with them to find the right configuration. They could definitely use it. We wouldn't want to hand it over until November 1<sup>st</sup>.*
  4. *Shambhavi: will we have enough meeting space without this?*
  5. *Carlos: we will have a replacement space but it will be smaller and could maybe accommodate half the usage*
  6. *Shambhavi: will it affect us?*
  7. *Carlos: The loss of the other meeting rooms will financially affect us but the only one that will have a financial affect is the loss of the Gallery. We use other spaces like the Dennis Small Cultural Center for Meetings as well. E-Center is a good partner and they provide us some funding for sustainability efforts. If we pass this we will accommodate the needs of all of the cost centers for the time being.*
  8. *Joseph: move to approve*
  9. *Austin: 2<sup>nd</sup>*
  10. *Body: approved by acclamation*
- h. Repurposing of capital funds
1. *Carlos: The UMC Capital funds were approved before we made the FS merger and some of these are now taken over by HDS and we could use around \$52,000 in funds for something else. We think the flooring for the DSCS might cost more and by adding another \$15K for 235 and DSCC we can cover these. Bamboo floors have failed form day 1 and we can replace these 15 year old floors and increasing this budget will help us. Another way of using this money is by increasing beer coolers in connection from \$10K to 15k. We have really started to make money from the connection beer sales. Another area is our two way radios. We have a temporary fix but we need to start replacing and add \$2,500 to that budger. We are also looking at additional improvements for the Aspen Room (\$15K). We could also add additional furniture for 2<sup>nd</sup> and 3<sup>rd</sup> floor projects (\$15K). We have some wiggle room to make sure that when these are open we have enough*

*furniture. This won't cover 100% but will help. This is a budget neutral change.*

- 2. Carlos: there are no restrictions to improving our alcohol sales and we have stayed within our stated edict for our sales. Without advertising it and by selling regular strength beer we have tripled our sales.*

- 3. Body: passed by acclimation*

**i. Student Org & CUSG Cost Center food discounts**

- 1. Carlos: there was a discussion of discounts for departments. In the past only the UMC and Student Involvement received discounts. We can actually expand this out to all cost centers and we are working with execs and finance board. CUSG entities will receive 20% discount on catering. The area that we ran into issues with were the board meal cards. We feel that we have ability to expand to other boards like VRC and Rec, etc. but we have to work out the process with Campus Dining Services. I am meeting Thursday with Dining Services to work this out. We need to get this resolved and are working on a solution.*

**VI. CU NightRide**

- 1. Zach: We are currently hiring. We want more applicants and have our replaced car (Ford Fusion). For our new dispatch system we are getting bids for this.*

**VII. Student Veterans' Association**

- 1. Chris: I will be here for this next year, excited to still see all of you. We had 1 orientation for veterans and had our welcome bbq which was a big success. SVA will have first official meeting next week and that is TBD. We already have our scheduled dinner meetings for this semester.*

**VIII. Center for Student Involvement**

- 1. Minuri: We are doing mixer soon and open house in 227 and 231 between 3-5pm in new temporary space.*

**IX. Environmental Center**

- 1. Ex-o position is currently empty, thus no report.*

**X. CUSG**

**I. Executive**

- 1. Joseph: everything is going well and I will try to send out more information to new executives. Awesome team I work with. Some things we are working on and appellate court positions are open and I can send out information to forward on if you are interested. This is great for Pre-Law students. If you are interested in being on legislative affairs commission please contact me and we will be working more on policy. CU is actually probably the most involved Student Government at the Capital and all Sexual Assault legislation decided in Denver we were part of. This is a great way to get trained on lobbying. We are holding an event for the debate but that is managed by the RNC. Last year we tried to pass affirmative consent at the capital but we got traction for sexual assault task*

*force and we will continue to work on this. On September 25<sup>th</sup> a few are looking to talk about this on the floor of the house. Please pass anyone on that is interested in this. Next week we will be presenting 2 bills, one on outreach and the other on Gender inclusive housing. We want to make students feel as comfortable as possible.*

ii.

II. Legislative

1. *Austin: we passed a bill over the summer in favor of a FS MOU and we also passed the new SOAC bylaws. Other than that it has been a slow summer but this just means we are even more ready for the year!*

III. Freshman Council

1. *Ex-o position is currently empty, thus no report.*

**XI. Feedback**

1. *Carlos: This time is for the board to provide feed back specifically so if there is anything you want to share we are here for you!*
2. *Shambhavi: we have a student leadership reception coming up during our meeting this week, is this not part of UMC?*
3. *Emily: no, this is where I will be next week.*
4. *Chris: the vets that are already here are very glad we are expanding out the lounge.*

**XII. Old Business - None**

**XIII. New Business - None**

**XIV. Adjournment**

1. *Debbie: I move to adjourn*
2. *Body: 2<sup>nd</sup> and Affirmed by Acclimation*

Robert's Rules

1. Motion (to approve...)
2. 2<sup>nd</sup>
3. Call to Question
4. Acclimation (all in favor)
5. Any Objections?