

University Memorial Center Board Minutes
Tuesday, September 8th, 2015
UMC 245-5:30pm

Attendance: Austin Rugh (Leg Council v), Aaron Chesler (v), Zach Withrow (CU Night Ride ex-o), Shambhavi Srivastava (ex-o/proxy for Emily B.), Diane Pham (v), Carlos Garcia (ex-o), Vincent McGuire (v), Chris Welch (SVA ex-o), Kylee Thomas (v), Debbie Cook (v), Andrea Zelinko (guest)

- I. **Call to Order (5:32PM)** →start with group photos
- II. **Approvals**
 - I. Tuesday, September 1, 2015 Minutes (*passed by acclimation*)
 - II. Tuesday, September 8, 2015 Agenda (*passed by acclimation*)
- III. **Open Hearing - none**
- IV. **Chair's Report**
 - a. Board meal discounts
 - i. *Diana: handed out board discounts*
 - ii. *Carlos: we were able to continue these board meal discounts and I want to remind everyone that these are valid for the night of the board meetings and only one meal per visit. We made a commitment to not abuse this benefit and this is only for us and not for our friends or family. Everything above \$10 is 100% on you. We are also thinking of a new system with HDS to make it more modern. Next semester we might use buff one cards or some other system.*
 - iii. *Aaron: can card be used in combination with munch money?*
 - iv. *Carlos: I don't know right now but I will find out.*
 - b. Construction update meeting with Handprint Architecture:
Wednesday, 9/9 at 5:30pm in UMC Aspen Rooms
 - i. *Diana: we have this tomorrow in the Aspen rooms and I encourage everyone to attend if they can. This will be our first formal introduction with CSI board.*
 - ii. *Carlos: we will also be providing finishes advice to architects*
 - c. Applications
 - i. Number received
 1. *Diana: these are due this Friday and we don't have enough right now. Spread the word through social media.*
 - ii. Next meeting just for interviews and board membership
 - iii. Advertised through social media- spread the word!
 - iv. Interview questions
 1. *Diana: we also have a list of questions from last year and, if you have suggestions or modifications we can do so now. We also are adding questions about diversity and the board*
 2. *Chris: How would you bring the student's voice to the board? How would you seek out input from students for the board?**
 3. *Shambhavi: how will this board help you enhance your leadership skills?*
 4. *Carlos: last question is kind of like that, maybe we can refine the question to be more specific to leadership skills.*

5. *Shambhavi: yeah make it more specific?*
6. *Austin: why would this be important to have?*
7. *Shambhavi: it helps you gain a much better perspective to what you can gain. It can be fit into the last question.*
8. *Chris: maybe highlight it as something we are looking for?*
9. *Carlos: so if they don't mention it in the last question we can bring it up in a follow up*
10. *Zach: Why have the animal question?*
11. *Diana: It is a fun question to access the creative side and its cool to think about. We could change it to be different but still go after the same idea.*
12. *Chris: its something they ask at med school interviews and it shows personality and creative thinking on your feet*
13. *Carlos: it also diffuses tension or anxiety during the interview process*
14. *Aaron: Talk about the M in the UMC and what does it mean to you?***
15. *Kylee: it is a question about what does this place mean to you and a connection to the mission that we have.*
16. *Chris: prompt with information about it?*
17. *Kylee: certainly and we can broaden it to engage the many missions that we have.*
18. *Carlos: it also shows if the student has done any research before the interview and if they know about what the initials in the UMC mean.*
19. *Austin: Will it be distributed as this?*
20. *Carlos: These are the in person interviews so the questions are not sent out to the candidates.*
21. *Debbie: how long will the interviews take/how much time will each get?*
22. *Diana/Carlos: around ten minutes and it is also driven by the amount of candidates. We are thinking of sharing the filled out applications to give perspective on candidates before hand.*
23. *Diana: we will look into that*
24. *Debbie: I thought 8 minutes is okay and 10-15 seems too long and we will be waiting for the next meeting. Usually they don't take that long.*
25. *Carlos: 10 minutes seems more than enough.*
26. *Kylee: I would enjoy being able to see the applications and if we just want to go off the interviews I think it would be interesting to ask a question about why they want to be part of the board. It would be nice to have this general catch all question.*
27. *Carlos: in the past the intro question has been like that
make sure we have intro question ask "What made you interested in the board"*

d. Space Allocations Committee

- i. *Diana: not forming this right now but keep this in mind and think about if you want to be part of this.*
- ii. *Carlos: we definitely want to ask new members if they want to be on this sub-committee as well*

V. Director's Report

- a. UMC Highlights Annual Report presentation
 - i. *Carlos: we have the end of the year highlights that we sent out in the summer and this is an abridged version of it and this is the last year we will have such a long report.*
 1. *Opened renovated Glenn Miller Ballroom*
 2. *Generated \$5.4 million in building revenue due to impacted catering*
 3. *Began planning for 2nd, 3rd, and 4th floor renovations for underrepresented students lounge, expanded veterans lounge and CSI*
 4. *\$5.4 million is self generated with \$4.1 million from student fees, \$2.4 bonds and loans*
 5. *Self generated revenue break down: 70% from food services, 19% from building operations, 8% (first time to top \$400,000) from connection, \$144,962 from Program Council*
 6. *Building operations: 41% from book store, 34% room rentals, 11% office space leases, 13% credit union and ATMs, 1% other*
 7. *Food Services: 56% Retail 39% catering, 5% vendors,*
 8. *Connection: 33% bowling, 31% group parties, 23% beer (since we changed licensing the amount has tripled)*
 9. *Program Council: 52% student fees, 34% self generated, 14% other*
 10. *Expenses: most of our expenses are salaries 50% of costs related to personnel, 17% is bonds and loans, Costs of goods sold 10%, operating expenses 11%, 7% utilities, GA/IR 5%,*
 11. *Celebrate Diversity: with DSCC 46 cultural events with 980 participants*
 12. *CEB funded 31 cultural events*
 13. *Distributed \$16,500 in scholarships, oriented 207 new student employees and engaged 2,500 students in student involvement fairs*
 14. *Fed 1,945 students at late-night breakfast programs, 4,540 students through UMC Welcome Fest, Enhanced and expanded building digital sign functionality, managed PanHellenic recruitment with 1,013 going thru the process and 728 accepting bids*
 15. *Hosted 161,080 customers in The Connection, Emailed UMC weekly, marketing manager received 2015 star award*
 16. *Provided CU NightRide service to 41,623*
 17. *Successful budget cycle with three enhancements, Campus Alcohol Agent joined EP&C office. 507 events with alcohol*

18. *Developed the wedding website and catering guide*
 19. *UMC internal policy to make things more efficient*
 20. *Program council entertained 19,750 students at events with 6 movie and television sneak peaks, earned from the Shakespeare festival*
 21. *Made zero waste events, while reducing server power by 75%*
 22. *Impressed visiting campuses, community and NACAS West Board with cleanliness and upkeep of building, completed interior painting update in the Connection, maintained and kept bowling lanes operation*
 23. *Most reserved room 425 for 708 times, set up and took down 85,351 total chairs, reserved AV 1,161, leading campus-wide events management system conversion*
 24. *166,542 inquiries at Reception Desk, with laptops checked out 8,069 times, collaborated with campus office of emergency management on table top drills for critical incidents and hosted 175 at Veterans Day Ceremony*
 25. *Assigned 30 student group offices, filled student and ex-officio vacancies, hosted annual student leadership awards and Colorado creed awards*
 26. *What's ahead: 2nd and 3rd floors, renovate restrooms to be gender neutral on 2nd floor, Starbucks on first, interior updates to Aspen, full implementation of EMS< launch new CU nightride dispatch system, used card swipes to measure student engagement and office welcoming, hosting NACAS 2016 Central and West Joint Regional Conference, AUI Region IV 2016 Regional Conference, and 2016 Pac 12 Leadership Summit*
- ii. *Chris: When we get the plans totally finalized, are we going to do a showcase?*
 - iii. *Carlos: we can, we hadn't thought about that, we are going to make posts on the website. We are finalizing the schematic design right now and we will have construction documents ready by late October. If you have any ideas to get this out, that can be a great idea. 3rd floor will be done first and we should have this done by March and 2nd floor by April or May*
 - iv. *Diana: just wanted to thank Carlos for that*
- b. **Status of Food Service MOU**
 - i. *Carlos: it has been signed by CUSG Execs and is making its way around and will likely be signed by the end of the week, hopefully.*
 - c. **OCH&NR and E-Center space update**
 - i. *Carlos: they were ecstatic to have the new space and are very happy to hear our decision about the extra space*

VI. CU NightRide

- a. *Zach: back open again after labor day but not much to report*

VII. Student Veterans' Association

- a. *Chris: we had our first meeting today and hoping for greater turn out at our first board slot meeting at the dark horse, doing a few other things to promote SVA and have t-shirt ideas. Something I forgot last week is*

*we had our golfing fundraiser last week and this was really successful.
Gave out 13 scholarships for \$1k each*

- b. Carlos: what is your budget process?*
- c. Chris: we have certain amounts set aside for each things such as events and supplies. I just know that there is an approval process for whatever they wanted to purchase and the per unit cost wasn't approve and all of this is managed by our treasurer. Allocation was how it complicated things*

VIII. Center for Student Involvement

- a. Aaron: had first meeting and ran through the process for SOAC*

IX. Environmental Center - none

X. CUSG

a. Austin:

- I. Executive - none

- II. Legislative - Austin

- i. Ratified new members to the E-Board and a couple other people that were hired for the executive staff and the same thing is going on this week. It is happening soon that we will bring forward a new outreach bill*

- ii. Diana: did send out applications for student involvement*

- III. Freshman Council - none

XI. Feedback - none

XII. Old Business - none

XIII. New Business - none

XIV. Adjournment - at 6:25pm (passed by acclimation)

Robert's Rules

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