

**University Union Advisory Group Meeting**

**Friday, February 26, 2016**

**3 pm, Capital Room**

**Agenda**

- **Approval of Advisory Group Minutes from September 11, 2015**
- **Approval of new Advisory Group appointees to the Union WELL Inc. Board:**
  - **Alyssa Trejo (replacing Isabela Casillas)**
  - **Kisanet Woldeyohannes (replacing Chelsea Jefferson)**
- **Permanent Art and Gallery Program Update: (Rebecca Voorhees)**
  - **Reframing, repair, and display**
  - **Self-Guided Art Tour**
- **Activities & Projects Reports and Updates**
- **Expansion Update**
- **Strategic and Budget Planning for 2016-2017**
- **Next Union Advisory Group Meeting: April 8, 2016**



SACRAMENTO  
STATE

California State University, Sacramento  
University Union  
6000 J Street • University Union • Sacramento, CA 95819-6017  
T (916) 278-6744 • www.csus.edu/union

**University Union Advisory Group Meeting**  
September 11, 2015  
Capital Room, University Union, Sacramento State

1. **Call to Order**, The meeting was called to order in the Capitol Room, University Union, Sacramento State, at 3:05pm. Present: Isabella Casillas, Terri Castaneda, Ronnie Escorpiso, Brandon Fields, Beth Lesen, Tony Lucas, Carly Preston, Justin Yee, Rebecca Dietzler, Krista Knifsend, Zenia LaPorte, Norma Sanchez, Dean Sorensen
2. **Formal Recommendation of Advisory Group member Jefferson to serve on Union WELL Inc. Board of Directors (actionable item)**
  - i. MSP: Brandon Fields/Ronnie Escorpiso
  - ii. Motion unanimously approved, no abstentions.
3. **Activity Reports, Plans, and Updates**
  - i. Dean handed out activity report. See attached Handout *University Union Advisory Group Activity Report: A Few Highlights & Updates 9/11/15*.
  - ii. Dean reviewed the Expansion project. Program planning with affected vendors, programs, and offices took place in spring.
  - iii. Everyone reviewed the plans from these meetings with enthusiasm.
4. **Adjourned at 4:30 pm**

Respectfully submitted:

  
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Authorized Signature

  
\_\_\_\_\_

Date

## University Union Advisory Group Activity Report: A Few Highlights & Updates (9/11/15)

### Corporate reorganization: (both longtime staff moved into new positions)

- Bill Olmsted now Associate Executive Director, Union WELL Inc.
- Andrew Singletary now Associate Director, Information Technology and Facilities

### Expansion:

- Program planning with affected vendors, programs, services, offices took place in spring.
- \$99 fee increase implemented in May.
- Trustees approval last week to move forward with initiating RFPs for architects and builders.

### Phlagleblast 16:

- "World of Wonders" theme was a big hit.
- 3440 Game cards completed vs. 3249 last year (many additional who played an incomplete game in both years)
- 37965 door count vs. 33767 last year

### General:

- New wall vinyls added in summer: University logo near Hornet's Nest, in Fireplace Lounge, Capital Room, Green and Gold Room; Union logo and mission statement in Administration Offices.
- 1<sup>st</sup> floor Union offices relocated to 3<sup>rd</sup> floor, in an area that includes space previously occupied by the SO&L Offices, which relocated to the 2<sup>nd</sup> floor last spring.
- New "Wellness Hub" to open in former "The Lab" space, official launch on October 7.
- "California Braille" door signage project over the coming months will address updates needed because of office and vendor changes that have taken place since 1998 expansion, as well as general improvements in our approach. We will be utilizing a low cost vendor and certified access specialist, with the blessing of the campus. Our goal is to be in good shape in this area of accessibility through the expansion construction period, at which time the entire Union may get a new set of signage throughout all areas.

### Event Services:

- Steve Tovar, our Manager of Event Services Operations, accepted a position at University of Nevada, Reno in June.
- New position of Manager, Event Services Reservations closed last Friday.
- Ilianna is our new RPTA Intern for Event Services.
- Utilizing new room diagramming software, Social Tables, that better integrates with EMS scheduling software.
- Upgrade to flat screen, new sound in Capital last spring.
- New coatracks, amplified lectern, dividers, other equipment upgrades.
- Planning to replace carpeting in Ballroom, Valley Suite this Fall.
- Planning to upgrade AV/IT infrastructure in meeting rooms this fall.
- Planning to upgrade AV in Ballroom during Spring Break.

#### Operations:

- Very well-received “Spring Bash” at the Aquatic Center in May honored our graduates and SPECS winners).
- Phlagleblast preparation was a major undertaking for the summer, especially decorations and prizes. We expanded our number of bids from T-shirts and prize vendors to hold down costs.
- The Terminal Lounge has a new, more welcoming decorative scheme, clearly inviting students to utilize their services. Visitors can listen to music, watch videos, read magazines, borrow phone chargers, and check out board games, all free-of-charge.
- New Games Rm lead is Liz Gomez, New Info. Desk and Terminal Lead is Julie Li
- Six of our seven Building Supervisors have returned for the Fall (besides our one May grad)
- Games Room electronic Room Rental request form is up and running on-line via Union/Games Room website.
- Games Room video projector/iPad procured for tournament use.

#### Programs and Marketing:

- Many items in the Union’s Permanent Art collection have been framed, reframed, redistributed throughout the building, and/or displayed for the first time. Our huge David Garibaldi “Einstein” print will be relocated to outside of the Union Admin. Office, after the current Gallery show ends.
- The Design unit’s revenue for The Lab, our fee-based design service is up significantly/early.
- 2 films shown thus far this semester by UNIQUE have drawn large crowds.
- New LED lighting installed in the Gallery.
- Now utilizing vinyl banners vs. paper, for a better look and less labor/maintenance.

#### IT updates for Union:

- IT staff are working hard to push IRT to make the University’s new printing and copying system operate in a more customer-friendly way.
- A new, “electronic” room sign has been installed outside one set of doors outside of the Redwood Room. This serves as a “test run” for technology to replace the printed event signage that we use for most other meeting rooms.

#### Maintenance updates for Union:

- New, powerful exhaust fan installed that vastly expands airflow in The Buzz has been added to alleviate heat and smoke from the grills.
- Making improvements to the original building footprint on the 3<sup>rd</sup> floor this fall with a Variable Frequency Drive motor and chill water valve automation to improve our HVAC system. The area that includes CA Suite, Summit Room, Union Admin. Offices, Event Services, Green and Gold Rm, UNIQUE Offices, and hallways should have much better control and efficiency.
- In process of acquiring cardboard baler to allow us to sell cardboard that we generate to a recycler.