



California State University, Sacramento  
University Union  
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**University Union Advisory Group  
October 20, 2017  
2 pm, Capital Room**

**Agenda**

1. Welcome and Introductions
2. Public Comment
3. Approval of Minutes from March 10, 2017 meeting
4. Review of Union Advisory Group Charge, Membership, Schedule
5. Election of Advisory Group Chair for 2017-2018
6. Union Activity Report
7. Status Report on Union North Expansion Project (including walk of job site)
8. Adjournment

-Next scheduled meeting, Friday, December 1, 2017-

## Union Activity Report: a Few Highlights for Union Advisory Group Meeting, 3/10/17

- At their February, the Union WELL Inc. Board approved the expenditure to overhaul AV in the Ballroom. The scope of undertaking this is along the lines of a major construction project because of the complexity and variety of room uses, configurations, and multiple combinations of rooms offered. As such, it requires eight weeks of Ballroom downtime. The period of Jan 29-March 25, **2018** was selected as having the least impact to the campus and essential student events, such as New Student Orientation.
- We are having a major failure of our heating system that works off of the steam provided by campus and are exploring the possibility of installing our own boilers and getting off of the campus system.
- Meditation Lounge has been relocated next to Forest Suite (in a former servery) and Mother's Room has been relocated next to Valley Suite for the duration of construction.
- We had an excellent turnout at the "More than Just Scribbles" Gallery reception- 332! Rebecca said the other room had a line waiting for the doors to open. Lots of kids and families enjoyed the exhibit and most especially the art activities that were hosted by the ASI Children's Center and the Crocker art Gallery in the Orchard Suite. President Nelsen and Jodi Nelsen came and mingled for a bit!
- Finished re-"building" the Expansion website to make it current and easy to update.
- Successful blood drive mid-February, collecting 659 pints of blood and registering 89 for the "Be the Match" bone marrow registry. The next blood drive is April 24-26.
- Vagina Monologues went well, sold 1021 tix. Event attended by President Nelsen. The event will be held in April next year, due to Ballroom closure in February and March for full-scale AV retrofit.
- Concert by "The Maine" was held on March 9, with 517 tickets sold. Just contracted a concert with Adrian Marcel and Mark E. Bassey on April 20.
- Tavis Smiley just confirmed for both midday and evening lectures at an October 16, 2017 commemoration of the 50<sup>th</sup> anniversary of Dr. King's speech to Sac State. This includes his permission to broadcast the midday lecture throughout campus.
- 2 new Building Supervisors and several Event Services Supervisors and staff have been hired and trained to replace departing students.
- Green and Gold Gala taking place in the Ballroom on March 24, with significant involvement of Event Services staff.

- Adding two new water bottle filling stations: one across from Round Table and one near the Forest Suite. Hopefully, both will be completed this Spring.

**Union WELL Inc.  
Board of Directors  
Committee and Advisory Group Charges and Assignments:**

**Purpose of all Committees and Advisory Groups:**

- Provide the best possible service to the University community;
- Seek continuous input from the campus community to define needed services; and
- Keep the Union and the WELL responsive to those needs of the students, faculty, staff and alumni who make up the campus community.

**Committee and Advisory Group procedures:**

- Members of all committees and advisory groups shall be appointed by the Union WELL Inc. Board of Directors (BOD). Due to timing issues, staff or the Executive Committee will recruit Committee members, and have their seats confirmed by the BOD at the next meeting of the BOD.
- Committee and Advisory groups must consist of, at minimum, the members listed below, but may, at the chair's discretion, have more members.
- Meetings will be scheduled based on the availability of most committee and advisory group members. Occasionally, that limits an individual's ability to participate. Those individuals should communicate the time conflicts to the Chair and ask to be replaced on the committee or reassigned to another committee.
- Each committee or advisory group shall select its own chair at the first meeting of the year. However, the Secretary –Treasurer of the BOD is automatically the Chairperson of the Budget and Finance Committee.
- The committee or advisory group chair, in collaboration with the staff designee, is responsible for establishing the agendas for meetings. An agenda, together with relevant materials, will be sent to committee and advisory group members in advance of each meeting. The committee and advisory group maintains and approves minutes of all of its actions.
- Written notice of upcoming meetings will be e-mailed, mailed if requested, to members at least seven (7) days before a meeting.
- Member's terms of office shall be for one year, with unlimited renewals as deemed mutually beneficial and meets the criteria for the position on the committee or advisory group.
- Meetings shall occur at a minimum of twice per semester, but work demands may require additional meetings. The Audit Committee is exempt from the policy, and must meet once per year. A meeting of the advisory groups for the Union and The WELL, called the Joint Advisory Group, is also exempt from the policy and must meet once per year for the presentation and recommendation of the budget to the BOD. The process of approving the minutes from the Audit Committee and Joint Advisory Group annual meetings is delegated to the BOD.
- To conduct business, quorum is required, which consists of 50% plus 1 of the seated members. In the event quorum is not attained, the meeting of a committee or advisory group may continue as information only and noted in the minutes as such. No official business may be conducted without quorum.

**Committee and Advisory Group Members Responsibilities:**

- Arrive on time, not achieving quorum limits the committee's or advisory group's ability to function.
- Come prepared to discuss the business on the agenda.
- Evaluate the work of the committee or advisory group.
- Assist in developing new members of the committee or advisory group.

**WELL Advisory Group (WAG):**

Reviews operational and programmatic aspects of the WELL. WAG is also involved in reviewing expansion plans, strategic plan, Union WELL Inc. budget and need for new and improved services to the campus community. Recommends to the Union WELL Inc. BOD all WELL policies.

**Membership for Quorum:**

Alumni Representative  
Student At Large  
Student At Large  
RPTA Representative  
Student Health and Counseling Representative  
ASI Representative: (Nomination from ASI, appointed by BOD)  
Student Housing and Residential Life Representative  
Student Union Representative  
Staff Designee to Committee (Appointed through Student Affairs)  
Faculty Representative (Appointed by Faculty/Senate)  
Chief Fiscal Officer Designee (Appointed by Student Financial Services)  
Staff Designee to committee (non-voting): Director of The WELL  
***Two student members from the WELL Advisory Group must also serve on the Union WELL Inc. BOD***

**Union Advisory Group (UUAG):**

Reviews operational and programmatic aspects of the University Union. UUAG is also involved in reviewing expansion plans, Strategic plan, union WELL Inc. Budget and need for new and improved services to the campus community. Recommends to the Union WELL Inc. BOD all Union policies.

**Membership for Quorum:**

Alumni Representative  
Student At Large  
Student At Large  
Union Student Assistant  
UNIQUE Representative  
ASI Representative: (Nomination from ASI)  
Faculty Representative  
Student Affairs Staff Representative  
Staff Representative (non-Student Affairs)  
Staff Designee to committee (non-voting): Director of University Union  
***Two student members from the University Union Advisory Group must also serve on the Union WELL Inc. BOD***

**Budget and Finance Committee:** The Budget and Finance Committee is responsible for overseeing financial matters of the Union WELL Inc. and recommends to the BOD all Union WELL Inc. fiscal policies, financial statements, investments, annual operating and capital outlay budgets, repair and replacement fund items and Union WELL Inc. reserves. The Secretary –Treasurer of the BOD is the Chairperson of the Budget and Finance Committee.

**Membership for Quorum:**

- Alumni Representative BOD Member
- Student BOD Member: Secretary-Treasurer of the BOD
- Student At Large
- ASI Representative: (Nomination from ASI,)
- Campus Budget Office Representative
- Staff Designee to Committee (non-voting): Director of Financial Services

**Audit Committee:**

The Audit Committee recommends to the BOD of Union WELL Inc. the retention and termination of the independent auditor. It confers with the auditor to assure the financial affairs of Union WELL Inc. are in order, determines whether recommend acceptance of the audit to the Union WELL Inc. BOD, and assures that any non-audit services performed by the auditing firm. This committee helps meet the goals of transparency called for in the federal Sarbanes-Oxley Act. Committee members may not be a current member of the BOD or a current employee of Union WELL Inc.

**Membership for Quorum:**

- Alumni/Community Representative
- Student At large
- Student At large
- ASI Representative: (Nomination from ASI)
- Campus Budget Office Representative
- Staff Designee to Committee (non-voting): Director of Financial Services

**Executive Committee**

The Executive Committee consists of the officers of the Board of Directors. They shall review all agendas in advance of distribution. They also have the ability to act on behalf of the BOD in a matter of immediate concern, particularly during the summer. If an officer cannot serve over the summer, the BOD can appoint other continuing BOD members to serve on the Executive Committee.

**Membership for Quorum:**

- Chairperson of the Union WELL Inc. BOD
- Vice-Chairperson of the Union WELL Inc. BOD
- Secretary Treasurer of the Union WELL Inc. BOD
- Staff Designee to Committee (non-voting): Executive Director Union WELL Inc.

Union WELL Inc.  
Governance

**University Union  
Board of Directors**

Executive  
Committee

Budget and Finance  
Committee

Audit  
Committee

**University Union  
Advisory Group**

**The WELL  
Advisory Group**