

University Union Advisory Group Meeting
October 17, 2014
Valley Suite, University Union, Sacramento State

MINUTES

1. **Call to Order**, The meeting was called to order in the Valley Suite, University Union, Sac State, at 3:05pm. Present: Tony Lucas, Allison Pokorny, Carly Preston, Isabella Casillas, Brandon Fields, Ronnie Escorpiso, Leslie Davis, Rebecca Dietzler, Krista Knifsend, Zenia LaPorte, Bill Olmsted, Norma Sanchez, Dean Sorensen.
2. **Approval of September's Meeting Minutes**
 - i. MSP – Allison Pokorny/Brandon Fields
3. **Presentation of branding ideas by Design Interns for special exhibit space in 2nd floor lounge “Original Gallery” area**
 - i. Rebecca V. discusses the 2nd floor gallery area. There are four shows per semester that displays student artwork as well as programs on campus. The area hasn't had a specific name or brand, so it is the objective of the Design department to change this.
 - ii. Rebecca V. has tasked the design interns with creating a brand name and logo for this area. Each design intern presented their name as well as logo and the image they were trying to convey. A sheet was handed out in the end of each image, so that we could send our feedback.
4. **Review and Recommendation of Proposed Event Services “Late Changes” policy**
 - i. Rebecca D. presents a suggestion for when people make late changes to existing space reservations. She makes the distinction that this does not include minor last minute changes to set ups such as adding an extra table or a few chairs. Rather it includes changes to existing reservations that are requested less than 3 full business days prior to *large* events or 2 full business days prior to smaller meetings. Determining the degree of the request may also be on a case by case basis.
 - ii. The change to the proposal is that *all* event information must be received 3 full days prior to the event start time for large events taking place in the University Ballroom, Redwood room, or a combination of multiple rooms. In addition, all other meetings the Event Services office should receive final information no later than 2 full business days prior to the event start time.
 - iii. Fees assessed for late changes will generally fall within the range of \$50.00 to \$150.00. The fee assessed will be based on the scope of the change and the extent of resources needed to complete the task. Not all late changes will be possible.
 - a. Examples of late changes to Reservations or Diagrams
 - i. Multiple and/or major changes to room diagrams, providing multiple session titles for input to display screens, complete room setup change from one setup style to another, additions to multiple pieces of audio-visual equipment, or addition of food service not previously requested.
 - b. Examples of late changes on Day of Event

- i. Changing from one room set-up style to another, adding more than two tables or more than 10 chairs to a room, adding more than one piece of audio-visual equipment, changing the orientation of the room to face a difference direction.
- iv. Requests for changes should be directed to Event Services office during office hours and to the Building Supervisor on duty anytime the office is closed.
- v. Feedback on the proposal was positive. Overall, everyone agreed with the changes and liked the idea of adding an additional charge in these cases.

5. Review and Recommendation of Proposed Changes to Event Services Room Rates (*see attached 'Rate Comparison Campus Dept and University: History' document)

- i. Rebecca D. presents a suggestion for increasing room rates for on campus reservations. She starts by explaining that when campus departments book space the cost is either covered directly by the department that has booked the space or by the University. The basic rates are divided into two tiers: 4 hours or less or more than 4 hours. When the University covers the cost, they pay a negotiated rate that historically is close to the middle cost of the two tiers. University rates has begun to fall below the mid-range.
- ii. The proposal from Rebecca aims to accomplish 3 things:
 - a. The first is to bring the University charges back up to the midrange cost point between our two rate tiers. (This would increase about 14% to 20% over current costs).
 - b. The second is to increase rates for all tiers of on-campus fees by 20% to bring them more in line without increased event costs and what is being charged in comparable Universities in California.
 - c. The third is to increase rates for 'two sections of the Ballroom' and 'all sections of the Ballroom' by an additional 26% to reflect comparable fees at other institutions.
- iii. Feedback on the proposal was that it would be a large increase all at once. Suggestions to overcome this is we could offer a CPI instead. It seems to be the opinion that we should raise the rates by increasing gradually rather than all at once.

6. Activity Report: Facilities and Administration

- i. Bill begins by discussing the Union WELL expansion video project. The video shoot was last week and currently we are working on putting the video together. The goal of the video is to educate students about the expansion project. There will be a questionnaire at the end of the video, asking students their opinions of the expansion.
- ii. He also discusses the new door counters installed in the Union. The old counters were not as accurate, because if five people walked in through the door at the same time, then they would count them as one. The new counters count with thermal imaging and can more accurately count each person that walks through the door. This increased the number to about 20,000-21,000 people coming into the Union each day.

7. Activity Report: Union

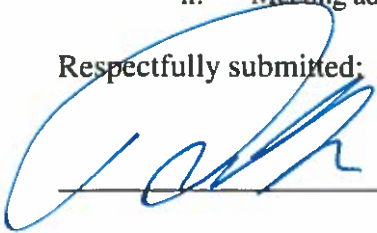
- i. Homecoming décor is displayed throughout the first floor of the Union. UNIQUE is participating in the Homecoming "golf cart parade". There will also be UNIQUE and Union representation at Future Hornet Day.
- ii. Causeway Classic Blood Drive is October 21-22 10am-5pm in the Ballroom. We are hoping to break the 3-3 tie with US Davis over the last 6 years that we have been doing this drive.
- iii. We have arranged for CPR/First Aid/AED Training for 30 employees on Thursday October 23rd and Friday October 24th. The cost is being covered by Alliant.
- iv. Causeway classic décor will be displayed in the Union from November 14th-22nd.

- vii. We have had solid numbers at all of our UNIQUE events; between 400-1000 at all of the Thursday evening ones, except 'Yoga Night' which has 160 participants. 'Yoga Night' significantly exceeded our goal for attendance. The lecture with Native American Author Sherman Alexie had 1,935 participants.
- viii. The Graphic Designer II permanent position is closed. The committee is now reviewing the 34 applications that made it through UEI's screening and will begin interviews by the end of next week or beginning of the following week.
- ix. The Union will be adding a sound, AV panel and wiring upgrade to both the Summit Room and California Suite to deal with major system failures that occurred in September. They will include HDMI connections because that has become the new standard. In addition they will come with the ability to connect to an Ethernet plug in a future run of Cat 6 cable to the rooms for remote monitoring and control. This work will be completed Monday October 20th.

8. Adjournment

- i. MSP – Carly/Passed
- ii. Meeting adjourned at 4:22pm

Respectfully submitted:



Authorized Signature



Date

Rate Comparison Campus Dept and University: History

2002 Rates					
Campus Dept Rates 2002					
Ballroom All Non-Admission	Ballroom 2 Sec. Non-Admission	Ballroom 1 Sec. Non-Admission	RWR / Auditorium Admission	Meeting Rooms Admission	WELL Terrace Suite
\$250-\$300	\$175-\$255	\$125-\$150	\$110.00	\$50.00	N/A
University Rates 2002					
Ballroom All	Ballroom 2 Sec.	Ballroom 1 Sec.	RWR / Auditorium	Meeting Rooms	WELL Terrace Suite
\$270.00	\$205.00	\$135.00	\$110.00	\$50.00	N/A

2007 Rates					
Campus Dept Rates 2007					
Ballroom All Non-Admission	Ballroom 2 Sec. Non-Admission	Ballroom 1 Sec. Non-Admission	RWR / Auditorium Admission	Meeting Rooms Admission	WELL Terrace Suite
\$325-\$390	\$220-\$290	\$160-\$190	\$145.00	\$65.00	N/A
University Rates 2007 (Union asked by campus to give a price break this year)					
Ballroom All	Ballroom 2 Sec.	Ballroom 1 Sec.	RWR / Auditorium	Meeting Rooms	WELL Terrace Suite
\$300.00	\$225.00	\$150.00	\$120.00	\$55.00	N/A

2011 Rates					
Campus Dept Rates 2011					
Ballroom All Non-Admission	Ballroom 2 Sec. Non-Admission	Ballroom 1 Sec. Non-Admission	RWR / Auditorium Admission	Meeting Rooms Admission	WELL Terrace Suite
\$375-\$450	\$260-\$340	\$190-\$225	\$165-\$200	\$75-\$95	\$190-\$225
University Rates 2011 (Rate that should have been charged in 2007)					
Ballroom All	Ballroom 2 Sec.	Ballroom 1 Sec.	RWR / Auditorium	Meeting Rooms	WELL Terrace Suite
\$360.00	\$255.00	\$175.00	\$145.00	\$65.00	\$175.00

2015-2016 Proposed Rates					
Campus Dept Proposed Rates 2015-2016					
Ballroom All Non-Admission	Ballroom 2 Sec. Non-Admission	Ballroom 1 Sec. Non-Admission	RWR / Auditorium Admission	Meeting Rooms Admission	WELL Terrace Suite
\$415-\$500	\$290-\$375	\$210-\$250	\$185-\$220	\$85-\$105	\$210-\$250
University Proposed Rates 2015-2016					
Ballroom All	Ballroom 2 Sec.	Ballroom 1 Sec.	RWR / Auditorium	Meeting Rooms	WELL Terrace Suite
\$455.00	\$330.00	\$230.00	\$200.00	\$95.00	\$230.00

2015 Proposed Room Reset Charges for Academic Advising room \$25.00/small room & \$40.00/large room

Recap of Savings University Quarterly Billing Union & The WELL FY2012-2013 & FY2013-2014

University Union Only	13-14 Rate as billed	13-14 Rate should have been	Savings to Campus 13-14
Jul 1, 2013 to Sept 30, 2013	\$ 68,900.00	\$ 87,445.00	\$ 18,545.00
Oct 1, 2013 Dec 31, 2013	\$ 53,940.00	\$ 69,700.00	\$ 15,760.00
Jan 1, 2014 to Mar 31, 2014	\$ 31,055.00	\$ 40,145.00	\$ 9,090.00
Apr 1, 2014 to Jun 30, 2014	\$ 77,625.00	\$ 99,480.00	\$ 21,855.00
Annual total	\$ 231,520.00	\$ 296,770.00	\$ 65,250.00

The WELL Only	13-14 Rate as billed	13-14 Rate should have been	Savings to Campus 13-14
Jul 1, 2013 to Sept 30, 2013	\$ 2,375.00	\$ 2,955.00	\$ 580.00
Oct 1, 2013 Dec 31, 2013	\$ 6,340.00	\$ 7,895.00	\$ 1,555.00
Jan 1, 2014 to Mar 31, 2014	\$ 4,035.00	\$ 4,975.00	\$ 940.00
Apr 1, 2014 to Jun 30, 2014	\$ 5,020.00	\$ 6,150.00	\$ 1,130.00
Annual total	\$ 17,770.00	\$ 21,975.00	\$ 4,205.00

Total University Union & The WELL	13-14 Rate as billed	13-14 Rate should have been	Savings to Campus 13-14
Jul 1, 2013 to Sept 30, 2013	\$ 71,275.00	\$ 90,400.00	\$ 19,125.00
Oct 1, 2013 Dec 31, 2013	\$ 60,280.00	\$ 77,595.00	\$ 17,315.00
Jan 1, 2014 to Mar 31, 2014	\$ 35,090.00	\$ 45,120.00	\$ 10,030.00
Apr 1, 2014 to Jun 30, 2014	\$ 82,645.00	\$ 105,630.00	\$ 22,985.00
Annual total	\$ 249,290.00	\$ 318,745.00	\$ 69,455.00

2yr Savings
\$ 134,570.00

University Union Only	12-13 Rate as billed	12-13 Rate should have been	Savings to Campus 12-13
Jul 1, 2013 to Sept 30, 2013	\$ 64,230.00	\$ 84,570.00	\$ 20,340.00
Oct 1, 2013 Dec 31, 2013	\$ 35,700.00	\$ 46,160.00	\$ 10,460.00
Jan 1, 2014 to Mar 31, 2014	\$ 36,900.00	\$ 47,200.00	\$ 10,300.00
Apr 1, 2014 to Jun 30, 2014	\$ 75,640.00	\$ 96,885.00	\$ 21,245.00
Annual total	\$ 212,470.00	\$ 274,765.00	\$ 62,295.00

The WELL Only	12-13 Rate as billed	12-13 Rate should have been	Savings to Campus 12-13
Jul 1, 2013 to Sept 30, 2013	\$ 2,860.00	\$ 3,495.00	\$ 635.00
Oct 1, 2013 Dec 31, 2013	\$ 2,980.00	\$ 3,765.00	\$ 785.00
Jan 1, 2014 to Mar 31, 2014	\$ 2,880.00	\$ 3,540.00	\$ 660.00
Apr 1, 2014 to Jun 30, 2014	\$ 3,140.00	\$ 3,880.00	\$ 740.00
Annual total	\$ 11,860.00	\$ 14,680.00	\$ 2,820.00

Total University Union & The WELL	12-13 Rate as billed	12-13 Rate should have been	Savings to Campus 12-13
Jul 1, 2013 to Sept 30, 2013	\$ 67,090.00	\$ 88,015.00	\$ 20,925.00
Oct 1, 2013 Dec 31, 2013	\$ 38,680.00	\$ 49,925.00	\$ 11,245.00
Jan 1, 2014 to Mar 31, 2014	\$ 39,780.00	\$ 50,740.00	\$ 10,960.00
Apr 1, 2014 to Jun 30, 2014	\$ 78,780.00	\$ 100,765.00	\$ 21,985.00
Annual total	\$ 224,330.00	\$ 289,445.00	\$ 65,115.00

Rates that should have been charged 7-2011 to current			
	Ballroom 2 Sec.	Ballroom 1 Sec.	RWR / Auditorium
Ballroom All			
\$415.00	\$300.00	\$210.00	\$185.00
			Meeting Rooms
			\$65.00
			WELL Terrace Suite
			\$210.00

Campus Dept. Facility Fees University Union and The WELL

Proposed to begin 7/1/15

Room	Time	No Admission Charge	Admission Charge
Ballroom			
1 Section	4 hours or less	210.00	310.00
2 Sections	4 hours or less	290.00	465.00
3 Sections	4 hours or less	415.00	610.00
Ballroom			
1 Section	More than 4 Hours	250.00	365.00
2 Sections	More than 4 Hours	375.00	550.00
3 Sections	More than 4 Hours	500.00	730.00
Meeting Rooms			
2 nd & 3 rd Floor Meeting Rooms	4 hours or less		85.00
	More than 4 Hours		105.00
1st Floor Rooms			
Redwood Room	4 hours or less		185.00
Redwood Room	More than 4 Hours		220.00
Hinde Auditorium	4 hours or less		185.00
Hinde Auditorium	More than 4 Hours		220.00
Serna Plaza	4 hours or less		185.00
Serna Plaza	More than 4 Hours		220.00
UC Restaurant	4 hours or less		185.00
UC Restaurant	More than 4 Hours		220.00
WELL Terrace Suite	4 hours or less	210.00	310.00
WELL Terrace Suite	More than 4 Hours	250.00	365.00
Meeting Room WELL	4 hours or less		85.00
Meeting Room WELL	4 hours or More		105.00

Revised 1.28.15

UNION
WELL
INC SAC
STATE

Proposed University Invoice

Proposed Rates 2015-2016				
Ballroom All	Ballroom 2 Sec.	Ballroom 1 Sec.	RWR / Auditorium	Meeting Rooms*
				WELL Terrace Suite
\$455.00	\$330.00	\$230.00	\$200.00	\$95.00
				\$230.00

* Meeting rooms include each section of the Terrace Suite (3) and the Shoreline Room at the WELL.