

University Union Advisory Group Meeting
September 12, 2014
Valley Suite, University Union, Sacramento State

MINUTES

- 1. Call to order**, the meeting was called to order in the Valley Suite at 3:00pm.
Present: Terri Castaneda, Beth Lesen, Tony Lucas, Carly Preston, Justin Yee, Brandon Fields, Ronnie, Escorpiso, Leslie Davis, Rebecca Dietzler, Krista Knifsend, Bill Olmsted, and Zenia LaPorte, Norma Sanchez, and Dean Sorenson.
- 2. Welcome and Introductions**
 - I. Everyone introduces themselves as well as their title and department.
- 3. Activity Report: Facilities and Administration-Olmsted**
 - I. ASI Student Engagement Center, ASI Marketing Department, and KSSU are all now on the first floor.
 - II. The State Hornet has been moved to the first floor in the back of the building and the State Hornet Advertising has been moved to the second floor on the other side of the meditation room.
 - III. SOAL is moving into the old State Hornet space on the second floor.
 - IV. Currently working on the Union WELL expansion project. We are working through the plan right now and should know by late spring if we are to move forward.
- 4. Review, Orientation to Union Advisory Group purpose, process, agenda items.**
 - I. The role of the University Union Advisory Group is to become familiar with, and provide guidance regarding, matters pertaining to the University Union's operating policies, facilities, strategic plan, budget, programs, and services offered.
 - II. Recommendations and direction by the Advisory Group are given to the University Union Director and management team, the Facilities & Administration Director, as well as the Union WELL Inc. Executive Director, and actionable items are formally considered for adoption by the Union WELL Inc. Board of Directors.
 - III. The Union Advisory Group meets 4-8 times per year during the academic year. Decision-making and recommendations that will be forwarded to the Board of Directors are arrived at by a majority of all members in attendance. The voting membership itself is a significant student majority. Most of the work done by the Advisory Group is of a consultative nature, there are typically few "actionable" items on the agenda.

IV. The Strategic Plan and the Union Well Inc. Board of Directors Manual and other pertinent documents and information are available at the Union corporate website at <https://unionwellinc.org>

5. Formal Recommendation of Advisory Group members Tulane and Casillas to serve as appointees to Union WELL Inc. Board of Directors

I. Motion unanimously approved, no abstentions.

6. Activity Report: Union-Sorensen

I. A completely re-designed Union website was launched on May 30 and Public Affairs is pleased with the result. It is also much more content management-friendly and a big improvement in several other ways. Our old URL still redirects to it, but our new URL, created for business continuity, is www.theuniversityunion.com. Joe Gengler from Union WELL IT, Kyle Marks from the Union's Design unit, and Zenia LaPorte headed the project, but it has been a big team effort.

II. Phlagleblast 15, the Union's annual open house, took place on Wednesday, September 10 from 8 am-2 pm. By 8:30 am, it was a very busy building, already. We had record attendance and participation. Estimated building traffic between 8 am-2 pm: 33,767 (up from 27,982 last year) Completed game cards: 3,249 (up from 2,562 last year) Next year's Phlagleblast scheduled for Wednesday, September 9, 2015.

III. Amazon Lockers are scheduled for installation on September 18, to the left of the doors along the Games Room outer wall, near the vending machines. In addition to generating a small amount of additional revenue for us from Amazon, we hope to provide a popular and convenient service to the campus community

IV. UNIQUE Programs, our student programs board, has had a successful start to the semester. In addition to recruiting new volunteers over the summer, they held a successful June retreat and participated in a successful August band research trip at the Outside Lands festival in San Francisco. Their Fall calendar includes many exciting and collaborative programs, including a lecture by United Farm Workers co-founder Dolores Huerta next week. Events thus far have been very well attended, including two outdoor movies, a nooner and last night's comedy show with Natasha Legero.

V. UNIQUE received an ASI External Grant in the amount of \$33,000. That's \$1,000 more than the past few years.

VI. The Games Room has had a "graphic facelift", including new paint color scheme and vinyl decals. Traffic in the room has been robust this semester, especially on the billiards tables.

VII. A regulation Foosball table was purchased and put into use in the Games Room in response to customer requests and as an additional revenue stream.

VIII. The Information Desk is participating in a campus social media campaign encouraging students to pick up brochures there to get the word out on Title IX and sexual violence prevention/awareness and for "Bicycles on Campus" with information on the new paths, rules and parking areas

WOW has been fully supported with publicity and activities from our programs and team. Zenia La Porte is currently serving as head of the campaign's marketing. Union Designer Erin Umipeg created this year's logo.

IX. Event Services has successfully hosted several major events in the Union over the summer, including the largest New Student Orientation ever and the return of the CSU Chancellor's Office program, Feria de Education.

X. The Union Gallery has a successful current opening show, "Not Rocket Science", and attracted attendance of over 250 people to the artist reception on the first Thursday of the Semester.

XI. Our "Old Gallery" is now part of the general 2nd floor lounge area, will be increasingly utilized for exhibits with a wider variety of content than professional-quality "art" and with a low financial value/investment. Previous displays included an update on the Union's physical improvements and artwork completed by the ASI Children's Center. For example, this Fall, the First Year Experience Program will present the *Happiness in the First Year Photo Show*, an exhibit of photos by Sacramento State students that picture what made them happy during their first year on campus.

XII. 4 different groups of RAs toured through the Union on August 14 and all of the groups were given individual 5-minute presentations by 11 Union-house offices, programs, and services (e.g. ASI, SOAL, Union Gallery)

XIII. The Union Services window storefront on the first floor was re-branded to better emphasize our fee-based design services, The Lab. Our student desk is now staffed with "Print Assistants" who possess some design and production skills to assist with quick print jobs.

XIV. New Design Student Interns are picking up the slack caused by the loss of one of our full-time designers. Last year's graduating interns are all gainfully employed.

XV. Nearly one dozen lounge 2nd floor chairs that we purchased last year were re-upholstered by Keller without charge, to deal with some fabric defects. They are now back in service and look great. We also have two additional chairs, free besides the cost of re-upholstering.

XVI. 26 additional rolling chairs have been added to our lounge furniture inventory, for increased seating and greater flexibility in utilizing our tables.

XVII. We have another round of AED/CPR/First Aid Training scheduled for Union staff in October. We are also promoting the "Hornet Heartsaver" effort to encourage more of the campus community to be trained.

7. Review and Approval of regular meetings schedule

Fridays, 3 pm-4:30 pm - Valley Suite

October 17, 2014

November 21, 2014

February 13, 2015

March 13, 2015

Motion unanimously passed, no abstentions.

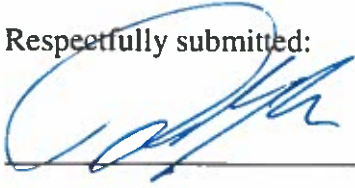
8. Additional meetings scheduled:

April 15th, 2015 7:30 Advisory Groups Board Meeting

May 1, 2015 11:30am-1:30pm Joint Advisory Groups Board Luncheon at Clark's Corner

9. Adjournment: 4:34pm

Respectfully submitted:



Authorized Signature

10/17/14

Date