

**WYOMING UNION BOARD
MINUTES OF THE MEETING
Monday, September 26, 2016**

PRESENT: Zafft, Axelson, Collins (for Mai), Nisley, Hanson, Wolfgang,

NOT PRESENT: DeTienne, LeFebvre, Rubio-Wallace, Adimoraegbu

ALSO PRESENT: Jennifer Kirk, Richard Raridon, Eric Webb, Reggie Conerly, Marta Givens, Misty Eaton, Cary Berry-Smith, Thomas Garvie, Bailey Quick, Jesse Ballard

MEETING CALLED TO ORDER: Hanson called the meeting to order at 4:02 p.m.

INTRODUCTIONS: Because there was a new student member and a new staff representative, Hanson asked everyone to introduce themselves.

MINUTES APPROVAL: Hanson asked for a motion to approve the minutes from the April 11 meeting. Wolfgang **made a motion**. Nisley **seconded the motion**. The **motion carried by a show of hands**.

DIRECTOR'S REPORT: DeTienne was not in attendance, Webb and Zafft reported on her behalf. Webb informed everyone that DeTienne is out for an uncertain period of time. The meeting was partially called to set the dates moving forward for the board meetings this semester. This meeting was also called to talk about the budget challenge at hand. With that said, there are positions that have been put on hold and/or reassigned. The Union vacancies include two custodial positions, one CAC position, the marketing position, and there will be a position in SLCE. Zafft is temporarily working in RLDS and Ryan O'Neil is working in the Dean of Students office. Webb informed everyone that we don't have every answer as to how the pieces are covered but we do want to make sure people understand what is happening.

Zafft reported that in response to the staffing changes the Union has cancelled the Holiday Market this year as well as Safe Treat. Since the custodial crew is short-staffed we have eliminated office cleaning except for the Copy Center, resource centers, and the University store. The good news is the Union has been given approval to hire one new fulltime custodial staff member.

Webb told everyone that Jan Whitbeck, RLDS, has taken on some additional responsibilities. She is now supervising the student graphic designers in RLDS and the Union. Jan will also be leaving UW this fall and we have approval to fill that position since it is pulling double duty. That position will continue to oversee both operations.

Axelson asked to explain why the Holiday Market and Safe Treat have both been cancelled. Webb said that both the events are planned by the Events staff and they are short one full time position. We have also looked at how we are using student fees and the staff and want to focus on programs that target students. Student related programs are our core mission. When you look at the Holiday Market it just isn't part of our core mission and as our staffing decreases we have to make these difficult decisions. Same story with Safe Treat. We are working on some messaging to get out to schools, daycare centers, etc. to notify them that we will not be hosting Safe Treat here, but there are some other options in the community. Additionally, we have reallocated those resources to student related events for Halloween weekend, so we can make sure we have plenty of good, fun, and safe events for our students. Zafft added that with the Holiday Market that it is a very time consuming event and labor intensive in terms of planning and the day of the event. It also has an impact on the building cleanliness. There were many angels in how these decisions were made and it wasn't easy. Staff Senate is pursuing holding the Holiday Market elsewhere on campus. Collins asked if Staff Senate has

reserved another space for the event. Webb responded saying that he hadn't heard if they were looking at the Gateway Center or the Conference Center. Zafft commented that they were not looking at those but instead the education gym or the field house. Staff Senate has a little bit of money to put towards it and they are worried about staff morale. Webb said that they talked with Rachel Stevens about it and how labor intensive it is working with all 60 vendors.

ASSOCIATE DIRECTOR'S (OPERATIONS) REPORT: Zafft reported that the Union is working towards completing its reflection room on the second floor. This is next to room 203 and across from room 202. It is usable now, there are new blinds in the room, it's been painted, carpets have been cleaned, and a new lock has been added. We still need to get a new sign that says reflection room as well as some marketing. We need to let people know that this room exists. The idea is a room that you can use for some type of meditation or prayer. There will be some way to indicate occupied/unoccupied. Ballard asked what the security detail on it will be. Zafft replied that there have been issues with the gender neutral bathroom which have the same lock mechanism. The Union does have Building Managers that keep an eye on the bathroom. Most places have not had problems but it is something to discuss. Ballard added that maybe a security camera could be installed. Zafft said that there would be concern with privacy issues. Axelson commented that we need to look into it, not necessarily the security camera, but other unions and how they deal with safety. Webb added that CSU has rooms like this without cameras and they seem to work just fine. If a camera were to be added it would need to be outside the room. Zafft said that fortunately, the events office is right down the hall and able to keep a little bit of an eye on it.

ASSISTANT DIRECTOR'S REPORT (ACTIVITIES/PROGRAMS): Kirk reported that the CAC is lacking a program advisor. Kirk and Jake Ostrow are tag team advising 7220 Entertainment. Kirk has also taken on the role of advising the CAC Student Marketing Coordinator. More duties have been shifted to the CAC grad student as well as the CAC office assistant Megan Cooper as far as RSO support.

With the above in mind the CAC has reduced the number of events and programs that it is offering students this year. At this time the CAC budget has not been cut but it has been decided to focus on the quality of programs and events instead of quantity. The reason for this is the CAC just doesn't have the man power to do over 100 events again this year. The goal for this year is around 60 events. The office is focusing on marketing efforts to get students out to the programs.

Kirk said that the welcome back events were very successful. The movie that was held out at the stadium had about 1000 people. Casino Night had about 1300 people and the BBQ had about 3000 people. A couple weeks ago the CAC held a Glowfest event that only had about 400 people and they were hoping for about 800. There was a short turnaround time that may have been a factor in the lower than desired turnout. The next late night event will be Halloween weekend. 7220 is going from having an event every Friday night to having multi-tier programming where multiple things are going on simultaneously. The idea is to try to engage students and keep them in the Union for an extended period of time.

ASSISTANT DIRECTOR'S REPORT (SLCE): Raridon reported on behalf of Olsen. Raridon informed everyone that the Big Event is SLCE's focus right now. It is this Saturday and there are roughly 160 different projects signed up with most of them being individual homeowners as well as nonprofits, churches, and jobs with the city. SLCE staff is working hard to do site visits right now so they know exactly what service students will be performing. Right now there are close to 500 students signed up and we need about 700 to match all 160 projects. Students can sign up on the day of the event.

Raridon explained that the Big Event is followed up by several Pokes Vote events. Monday will be the first of four candidate meet and greets with different candidates from the school board all the way up to the House of representatives. This is an informal program with no speeches or presentations, they are just hanging out.

There will be one each week throughout October. We are hoping that all four will be well attended by students. The Youth Voters Summit will be put on by the Secretary of State's office as well as Pokes Vote. It will be held at the Gateway Center on Tuesday, Oct 4th. There will be different speakers and panels, the Secretary of State and Governor will both be speaking, and then there will be a concert later on that evening. As we get closer to the election Pokes Vote will be doing a lot more tabling to get information out to students. Finally, there will be some events on election day.

Raridon informed everyone that Sagan Hunsaker will be leaving the SLCE office at the end of next week. This will affect SLCE's programming going forward this year. Spooky Sprint has already been cancelled and the number of Alternative Breaks will be scaled back from seven trips this spring to five.

FOOD SERVICE REPORT: Givens reported that there are a few new things going on this year. S'Pokes retail space has been transformed into a new retail tacorita, Los Vaqueros. S'Pokes moved over to where the hotdog place was. S'Pokes is now selling personal size pizzas and large pizzas for catering. There is also a new contractor that has come in to do the sushi. It is mostly running out of CJ's. Over the summer the kitchen upstairs has been centralized for retail food. It has helped to separate retail from catering. All the grab and go food comes out of the kitchen upstairs so meals are made fresh that morning. Givens informed everyone that the bakery cases will not look like they have in the past, due to the vacancy of the head baker there will be limited bakery items.

TENANT REPORTS:

University Store – Eaton said the University store is effected by staffing changes as well, they are down a marketing coordinator and an assistant buyer. There have been some big changes to the store. The text books are now arranged alphabetically by department, they moved online textbook orders in store to try to bring more traffic into the store and they added a text to go service to allow students to notify the store when they are there. Eaton announced there is one more big thing in the works and that is upgrading the textbook adoption process. This year there were a lot of late book requests that came in due to the change in faculty and other budget related issues. It is a new online interface that uses a single sign on, and allows faculty to search for books related to their classes as well as pricing. Eaton informed everyone that the University Store will still be having their holiday open house over a three-day period.

Dean of Students Office – Berry-Smith said the Dean of Students, Student Media, and Stop Violence is trying to coordinate a pancake breakfast downtown Halloween weekend. Not sure of the location yet but there are a few businesses interested in hosting. The initial plan is to have it from midnight to 3AM. Dean of students is also hosting Dr. Lee Bird who is an expert in the first amendment and student rights. She will be here Oct 17th at 9AM in the Union. The Dean of Students also has employee cuts.

First Interstate Bank – No representative was in attendance.

Copy Center – No representative was in attendance.

ASUW – Wolfgang said Danae Davis, Project Coordinator for ASUW, has moved over to the Dean of Students office to fill another vacant position. With being down a position Senate has decided to get a freshman student advisor for freshman senate. Nontrad student council was not active last year and it was decided that an advisor was also need for it to function. President Rotellini and VP Wolfgang are working on their platforms such as SWAB (Student Wellness Advisory Board) and Student health button plan which is a way to get resources out more effectively. ASUW members were just trained on Stop Violence, Gatekeepers, and Safe Zone. ASUW is working on a resolution to make sure that all the valuable information with cuts and threats to Wyoming are being communicated to everyone in an efficient manner. Senate is also working on alcohol sales in the stadium,

gender neutral revisions to all the bylaws, and legislation on the ASUW endowment fund. They want to make sure the endowment fund is only used on big projects.

NEW BUSINESS:

- a. Space Visioning Project - Webb said when it started we weren't facing the budget challenges we now face. We were looking at our need ten years out and what short term changes can we make that are low cost the would make the Union more efficient. This Union, given the campus population, is relatively small. There are also some other services spread around campus that probably should be in the Union. We received a final report with recommendations from alm2s, the architect on this project. We no longer have the budget to move forward with most of it. If we do move forward we will have some open forum sessions so people fully understand what it means. Anytime you work with space it is hard, everyone is holding on to their space and believe that their piece is extremely important to the mission of the Union. Axelson added that we obviously have more discussions that need to take place. By the time we received the recommendations in the spring we were deep into budget discussions and didn't have time to address the matter. It is good that we are moving ahead with the reflection room and phasing out the computer lab. We look forward to the day that we can implement more of the recommendations, but there is a need for more discussion beforehand.
- b. Approval of new Staff Representative – Zafft informed everyone that Jim Kearns, our Staff Representative, has retired. In brainstorming who may be a good replacement, and looking through the UniReg 2-245, Jesse Ballard came to mind. He was invited to this meeting to see what it is about. In the UniReg 2-245 it says that the position needs to be appointed by the President of the University, the Vice President for Student Affairs, and the Vice President for Administration. Zafft added that Ballard would be great because he has been helpful in the past with projects, such as the digital signs and the computer lab. Axelson said that it would be awesome to have Jesse on the Board and we will work through the approval process for the next meeting.
- c. Meeting Dates – Hanson said that this is the fourth Monday of the month and thinks we did the third Monday last year. Quick added that Darcy had the meeting dates on a random schedule last year. Webb informed everyone that with the fourth Monday we may be running into some holidays so the third might be better. Hanson said we can go ahead and meet the third Monday of the month which would be October 17th, November 21st, and December 19th. Kirk added that December 19th was after finals. Hanson suggested we change it to Dec. 12th. Zafft said that in the past if there was no need to have a meeting it would be cancelled. Hanson asked if there were any more questions or comments, and upon hearing none, asked for a **motion to approve the meeting dates**. The meeting dates passed by a show of hands.

OLD BUSINESS:

- a. None

OPEN FORUM: Wolfgang asked if Zafft was in contact with ASUW's Director of Diversity regarding the reflection room. Zafft responded no but she could be. Wolfgang said he could possibly help with the sign and wondered if the Union was looking for a logo. Kirk added that it is just a normal room sign they are looking for.

Zafft informed everyone that Quick, Shelby Garstad, and Justin Flori have been doing a great job picking up the extra slack and the Union is very appreciative.

ADJOURNMENT: Hanson adjourned the meeting at 4:53 p.m.

Respectfully submitted,

Kim Zafft, in lieu of Darcy DeTienne