

Carolina Union Board of Directors
Meeting Minutes
Wednesday, January 14, 2015

Attendees

PRESENT:

Gabe Chess	President of the Carolina Union
Crystal King	Carolina Union Director
Kyle Villemain*	Sub for Student Body President
Marissa Rose*	Student Congress Appointee
Jake Bernstein*	CUAB appointment
Zachary Smathers*	Carolina Union Employee Forum
Keegan McBride*	Campus Y
Olivia Branscum*	WXYC
Shamira Lukomwa*	Muslim Students Association
Taylor Bates*	President of the Residence Hall Association
Kyle Reeves*	Sub for GPSF President
Justin McNabb*	GPSF
Jeffrey Birsong	Assoc. Director of Business and Finance
Scott Hudson	Carolina Union Senior Assoc. Director, Operations
Robert Kunstman	Sr. Assoc. Director for Student Life and Leadership
Megan Johnson	Assoc. Director, Comm. and Creative Sciences
Joe Singer	Sr. Assoc. Director of Events Management
Becki Santiago	Student Development Specialist

ABSENT:

Jacob Hinton*	CUAB – Union President Appointment
Ivy Hardy*	Speaker of Student Congress
McKenzie Folan*	Executive Branch
Harold Woodard*	Faculty Member Appointment
Wendell Gilland (Business)*	Faculty Member Appointment
Tommy Koonce*	Faculty Member Appointment
Lindsey Wallace*	GPSF
Antonio Serrato-Capuchina*	GPSF Appointment
Nicolas Hanna*	At-Large Student

PRESENTERS:

ColeJenest & Stone

* Voting Member of the Board



Meeting Summary

The following points were addressed by the Board on January 14, 2015:

1. ColeJenest & Stone and Facilities Management proposed the Pit Construction Project for the Board to discuss and vote on in the future. A comprehensive discussion was opened on the concerns and ideas that the Board has for the project. No current action is required of the Board.
2. Updates on current and past initiatives were presented to the Board including the Appreciation of the Office of the Dean of Students, the CUAB President Selection Process, the Student Life Furniture Installation, and the Alpine Renovation Project.
3. Informational sessions were brought to the Board about the Union's Internal Review, the Holiday Card for Chancellor Folt, and the installation of AEDs and Water Bottle Filling Stations.

Call to Order

President Gabe Chess called the January 14, 2015 Union Board of Directors Meeting to order at 5:30 pm.

Old Business

Approval of the December Minutes

President Gabe Chess moved to approve the December 3, 2014 meeting minutes that were sent out to the board members for review. With no corrections to the minutes, the motion was seconded and the December 3, 2014 minutes were approved with no additional changes.

New Business

Pit Construction Project: ColeJenest & Stone

President Gabe introduced the Pit renovation project and the presenter, Dave Toms from ColeJenest & Stone. Gabe informed the Board that the Pit renovation was brought to the Board's attention because the Union facilitates much of what goes on in that part of campus. Gabe indicated that no action was necessary at the current stage of the renovation, but the project should be on the Board's radar.

Dave will be the project designer for the renovations, and he introduced the project manager, Scott Hazard along with staff members Gao Di (Designer) and Sean Gleason (Senior Engineer). Dave indicated that concerns involving the Pit include poor drainage, loose brick, and uneven ground. ColeJenest & Stone's aim will be to maximize the space through public input and feedback. Dave informed the Board that although they have not done any designing yet, their vision is to keep the Pit the social epicenter of the University. Receiving feedback will be the first step; ColeJenest & Stone plans to begin that stage soon. Dave then briefly reviewed the schedule of the project with the Board, indicating that construction will ideally begin sometime in early 2016.

Joe Fenton from Facilities Services added that the budget came from the Open Space fund. The University has allocated and reserved around \$1 million for the project. If the design costs more than that, it may have to be done in phases. However, big ideas are welcome in order to plan for the future.

Marissa brought up the suggestion of doing construction during a slower time on campus because the Pit is vital to student life. Dave responded that ColeJenest & Stone originally planned to do the entire project over the summer, but realized the impracticality of finishing everything in just three months. His solution is to do the project in phases and try to minimize the negative impact as much as possible.

Jake indicated his concern with the big machinery that will be present in a central part of campus which can be intimidating to students. Dave presented a possible solution of doing most of the heavy machinery work during a slower time in order to minimize impact.

Gabe thanked ColeJenest & Stone and informed the Board that on February 9th, there will be a stakeholder's session (3:00pm – 5:00pm) and an open session (1:00pm-3:00pm) to continue this discussion with students. All Board members are welcome at any point during those sessions.

Appreciation to the Office of the Dean of Students

Gabe presented Zachary Smathers, the CUEF President, to inform the Board about the Appreciation to the Office of Dean of Students. Zach was approached by Crystal to spearhead an appreciation project on behalf of the Board. He went to Southern Seasons and bought gift baskets for all employees (six total) along with candy trays. The large wooden baskets along with the pails were customized and Marketing and Design helped beautify the presentation. The budget for this project was \$600, and the actual spent was \$555.47.

Zach informed the Board that he brought a group of student employees along with the gift baskets down to the Office of the Dean of Students to present the gift and to let the Office know how much the Union and the Board appreciates them. Zach indicated that if the Union is the “heart” of campus, then appreciation was due to the “muscle” which is the Office of the Dean of Students. Zach told the Board that the Office has a lot of knowledge and resources and building a strong connection with them will give the Union an opportunity to do more in the future.

Gabe thanked Zach and informed the Board that the Office of the Dean of Students deals with a variety of tasks and confidentiality doesn't always get celebrated. Crystal asked whether the Board wanted to continue appreciation and recognition in the future. Gabe suggested bringing various departments to the Union and hosting an event to recognize them. Zach inputted that it was a really beneficial experience and the Office of the Dean of Students seemed to feel really appreciated by the Board's gesture. Kyle V. inputted that hosting an event in the building might add to the departments' commitments, but appreciation is always a good thing. Crystal indicated that she would budget for similar projects in the future in order for the Board to have that money if needed.

CUAB President Selection

Gabe directed the attention of the Board to the CUAB President Selection process. Applications for the CUAB President were due January 14, 2015 at midnight. The Board will be heavily involved with choosing the new CUAB President. Gabe indicated that there will be three interviews, therefore the Board should block off time to conduct interviews and make a decision. Gabe then ran a poll to see who was available during the week of January 19, 2015.

In addition, Gabe also informed the Board that the Union President application will open in February.

Student Life Furniture Installation

Gabe presented Bobby Kunstman to talk about the Student Life Furniture. Bobby reminded the Board that the furniture was previously voted on, and has already arrived. The furniture was scheduled to arrive in May, but is now five months early. Scott Hudson and his team were able to remove everything from the suite and install all of the new furniture within 48 hours. The new furniture includes chairs, a conference table, a new welcome desk, and cabinetry. Bobby informed the Board that the idea is to have a welcoming space for any students to come work in.

Kyle V. asked about the degree of mobility in the suite because a lot of the furniture is large in size. Crystal responded that the furniture is set to be mobile, but strength will definitely be necessary. When the space was designed, the staff indicated that the space is really activated by students. The space is versatile and allows for students to nap, for furniture to be cleared out for activities, and for private group meetings with the use of partitions. The furniture is indeed very heavy, but it is made to be industrial and long-lasting.

Zach questioned how easily the furniture could be cleaned or maintained. Crystal answered that all furniture gets steam cleaned, but with time they will show some wear. The furniture selected for the space is stain-resistant and has a high “Butt-Rub Test” result. Marissa asked who selected the color scheme and design of the furniture. Crystal responded that everything was picked by students and staff. Kyle R. asked what the expectations are with the space since the furniture showed up early. Crystal answered that the offices are staying until their scheduled move, but the space is open for use.

Gabe indicated that there will be proposals for the new CUAB suite and the new SAFO suite coming up for the Board’s approval.

Informational Presentations

Director’s Report

Gabe gave the floor to Crystal for her Director’s Report. Crystal first asked the Board to look at the wider context of the Pit renovation project. The University reached out to the Board because it views the Board as major stakeholders in the space and she encouraged the Board to be engaged in this project.

Kyle V. asked who is spearheading the project and Crystal responded that Facilities asked the Board to be involved. Kyle V. then indicated his interest in opening up further discussion with Facilities because to him, 10 months of construction and \$1 million is a lot to commit to. Marissa was also hesitant because students were extremely unhappy with the construction in the quad, and she anticipates the same uproar with the Pit.

Crystal informed the Board that the main issue is fixing the drainage problem, but the project can include renovations to make the space better for students. The architects will come up with a few proposals to be voted on and discussed by the Board. There was continued discussion on the hesitations of the Board, and the impact of the project for future generations. Crystal suggested that it is vital that the Board be engaged in this process in order to input their concerns and ideas.

Alpine Bagel Renovation

Crystal directed the Board's attention to the renovation of Alpine Bagel. The design of the renovation was carefully selected to appeal to the students. Alpine Bagel was extremely accommodating in the process and the space has been made intentionally to look more student-run. Crystal encouraged the Board to spread the word and let students know about the renovations.

Union Internal Review Process

Crystal introduced Becki Santiago to inform the Board about the assessments efforts within the Union. Becki has come up with a method to comprehensively assess and look at the various departments in the building. Each year, three departments will be under intensive review for the duration of the year, under a three year cycle. The review includes strength and weakness analysis along with a thorough questionnaire. The internal review reports were sent to the Board.

In the spring semester, an external committee will be compiled to review the reports and be given feedback through discussion. The Union is currently the only department on campus involved in a review process, therefore this process will set the precedence for all other departments. Becki informed the Board that the initiative is very cost effective, and projected costs mainly involve hospitality efforts for the external review committees.

Chancellor Folt Holiday Card

Megan Johnson introduced the project to create a Holiday Card for Chancellor Folt. The project was a huge collaborative effort between Events Management and Marketing and Design. The Chancellor really enjoys the Union and Student Affairs was really appreciative of the Union's efforts involving this project. The video can be found at this link:

<https://www.youtube.com/watch?v=MLPHvtdi4Gw>.

AED and Water Bottle Filling Station Installations

Richard Watt informed the Board that the new Water bottle Filling Stations have been installed as approved by the Board. The project was budgeted at \$10,000, and the actual cost was a little over \$7,100. In addition, new AEDs were installed in the building over break and are ready for emergency use. The project was budgeted at \$3,000 and the actual cost was around \$2,900.

Continued maintenance of the two AEDs will be around \$500 for five years. Richard is currently collaborating with Rescue Squad to provide full-time staff with emergency training.

Addition Discussion Items:

Crystal checked with the Board about the current meeting structure of the Board meetings. She brought up that some of the informational presentations may not need to be brought to the Board, and indicated whether meetings should be more frequent in order to make time for all discussion items. The general consensus was that all informational presentations are valuable, but discussion usually does take a long time. The Board agreed that as long as they are informed about having longer meetings, they would like to be stay informed.

Adjournment

Having no other business, President Gabe Chess adjourned the meeting at 6:55 pm.