

Carolina Union Board of Directors
Meeting Minutes
Wednesday, February 4, 2015

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| Attendees |
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PRESENT:

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| Gabe Chess | President of the Carolina Union |
| Crystal King | Carolina Union Director |
| Jacob Hinton* | CUAB – Union President Appointment |
| Kyle Villemain* | Sub for Student Body President |
| McKenzie Folan* | Executive Branch |
| Marissa Rose* | Student Congress Appointee |
| Harold Woodard* | Faculty Member Appointment |
| Wendell Gilland (Business)* | Faculty Member Appointment |
| Tommy Koonce* | Faculty Member Appointment |
| Zachary Smathers* | Carolina Union Employee Forum |
| Keegan McBride* | Campus Y |
| Olivia Branscum* | WXYC |
| Shamira Lukomwa* | Muslim Students Association |
| Kyle Reeves* | Sub for GPSF President |
| Justin McNabb* | GPSF |
| Nicolas Hanna* | At-Large Student |
| Jeffrey Birdsong | 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 |
| Merrick Osborne | CUAB President Elect |

ABSENT:

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| Ivy Hardy* | Speaker of Student Congress |
| Jake Bernstein* | CUAB appointment |
| Taylor Bates* | President of the Residence Hall Association |
| Lindsey Wallace* | GPSF |
| Antonio Serrato-Capuchina* | GPSF Appointment |

PRESENTERS:

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| Merrick Osborne | CUAB President Elect |
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* Voting Member of the Board

Meeting Summary

The Board addressed the following points on February 4, 2015:

1. Merrick Osborne, the CUAB President-Elect proposed a new structure for CUAB in order to promote fluidity and productivity.
2. The new furniture in the CUAB and Student Government Suites were approved with a \$10,000 over-budget price.
3. Kyle R. introduced the process of the Union Master Plan that the Board will be actively engaged in over the course of the next year.
4. The Chair of the Board of Directors will open on February 19, 2015 and will close on March 8, 2015. The Board was encouraged to nominate two applicants for the position.
5. Kyle V. opened up a discussion on the issue of diversity across campus and encouraged the Board to share any thoughts, comments, and ideas with him.
6. The Board approved the repurposing of two TV monitors for promoting the sustainability efforts in the building.

Call to Order

President Gabe Chess called the February 4, 2015 Union Board of Directors Meeting to order at 5:33 pm.

Old Business

Approval of the January Minutes

President Gabe Chess moved to approve the January 14, 2015 meeting minutes that were sent out to the board members for review. With no corrections to the minutes, the motion was seconded and the January 14, 2015 minutes were approved with no additional changes.

New Business

Updates from CUAB President-Elect

President Gabe invited Merrick Osborne, the CUAB President Elect to present about the work he's already done and his plans for next year. Merrick provided the Board with a defined list of proposed roles and structure change for CUAB. He informed the Board that due to a few redundancies in this past year, the proposed structure would be better suited for CUAB. His structure included the addition of a distinct Vice-Chair of Programming, a Vice Chair of Finance, a Vice-Chair of Outreach, and a Design Assistant. In addition, he proposed changing the CUAB members to be theme-based (i.e. music, comedy, arts, etc.), location-based (i.e. South campus, the Pit, etc.), or challenge-based (i.e. First-year engagement, graduate student engagement, etc.).

Merrick indicated that the Board has struggled with generating outside engagement for CUAB. The challenge-based structure would encourage involvement from specific groups of students who are invested in specific causes. The proposed structure is set up to promote growth and development through yearly involvement. For example, an individual can begin as a Board Member, and then become a Vice Chair, and eventually potentially the President.

Merrick clarified that ideally, the Vice Chair of Finance would be as transparent as possible, and not the sole manager of financial decisions within CUAB. However money allocations processes have yet to be determined. Kyle Reeves suggested a “bid” process, where a proposed budget for a program would be brought to the leadership and reviewed. A vote would either approve or reject the proposed budget. McKenzie suggested that each Vice Chair will make a proposal to the leadership to be reviewed. Keegan suggested reviewing past years’ expenditures to model and evaluate new budgets.

With respect to the Design Assistant, suggestions were brought up to introduce a PR Committee to share the burden. Tommy indicated that in the past, one Design Assistant may be too much for one person, and regulations may have to be set to when and how requests are due. Tommy also suggested a collaboration of the various Board Structures (theme-based, location-based, and challenge-based), which would not limit the Board to one specific group.

Vote: Student Government and CUAB Furniture

President Gabe directed the Board’s attention to Bobby’s presentation of the new furniture for the CUAB Suite and the Student Government Suite.

The new CUAB Suite (Room 2519) is a collaboration of comfort, invitation, and business. The design includes new couches, chairs, conference table, desks, TV monitors, private work stations, and additional storage space. Bobby clarified that the two offices in the new CUAB Suite (Room 2519) will be for the President and for storage, but the graduate assistants and the Sr. Assoc. Director for Student Life and Leadership will move to the new full-time staff space (Room 2501).

The new Student Government Suite (Room 3109) design promotes transparency, productivity, hospitality. The proposal includes coffee station, private work space, office assistant desk, conference table, and glass doors for the offices. The glass doors and walls provide more office space and promote transparency within the suite.

Bobby informed the Board that the cost for the CUAB Suite is \$56,000 and the cost for the Student Government Suite is \$54,000. The initial budget for each Suite was \$50,000 but there have been many designs and the current proposal is the most cost-effective. Bobby indicated that the most unexpected cost was the glass walls in the Student Government Suite, and the extra storage and the elevated table in the CUAB Suite.

Nicholas Hanna asked what Bobby what would be given up if it was a requirement to meet the budget, or if Bobby could provide a list of individual costs of the pieces in order to decide what is actually necessary. Marissa then asked, if the projects were over the budget, where that extra money was coming away from. Crystal responded that there is a Union Repair and Replacement budget for projects such as these. Therefore, the new furniture will not be taking away from another project, and will be coming out of an account for repair projects. Crystal then indicated that she is planning on waiting for the Master Plan to discuss further repair projects in the building. Gabe then proposed that if the Board is concerned with staying on budget, then the

Board can approve at the \$50,000 level and that Student Government and CUAB can decide which pieces to cut.

In response to finding another furniture vendor, Crystal informed the Board that STORR, the furniture company chosen for this project, is a vendor across campus. There are many pieces from STORR and the State has selected this company for its competitive prices. Crystal indicated that although this furniture is expensive, it lasts for a long time and can be repurposed at little cost. Crystal sees long-term flexibility with the current selection of furniture. Keegan agreed that because the furniture in the building will be used almost 24 hours, 7 days a week, they are expected to be expensive.

Kyle Reeves indicated his concern that, although some of the pieces are unique and are aesthetically pleasing, they will not be used as much or they lack the ability to be repurposed. There was a general consensus that the furniture selected will see a lot of use and the furniture will be worth their value.

Marissa questioned whether the glass walls in the Student Government Suite would be soundproof. Crystal responded that if permanent walls were to be built in order to create the office space needed in the Student Government Suite, the entire HVA system. However, she indicated that it would be private enough for interviews and meetings. McKenzie responded that in his experience, the sounds are muffled and conversations will remain private with the glass walls.

Gabe moved the Board to a vote for the new furniture with the \$10,000 over budget price. All present Board members voted to approve, and the motion was passed.

Union Master Plan

Gabe directed the Board's attention to the upcoming Union Master Plan. Kyle R. informed the Board that the committee has met and discussed the timeline as well as the scope of the project. The next steps for the project:

1. Discuss with Facilities about the necessary paperwork and logistics of the project including the timeline and the process.
2. Approach the Board of Trustees to get approval for proceeding forward.

The document that is submitted and approved by the Board of Trustees will guide the Master Plan in moving forward. The committee has revised and slowed down the process to include a campus-wide conversation about what the vision should be, and generating stakeholders into the project. The conversation will then drive the document to be submitted to Facilities and the Board of Trustees. Kyle R. informed the Board that finding the architecture firm would be postponed until after the campus-wide survey.

Kyle R. encouraged the Board to be involved in the process and in identifying potential stakeholders to the project. Justin McNabb asked whether the Master Plan was taking into consideration the other major changes on campus including the Pit, Campus Rec, etc. Kyle R. responded that part of the reason the process has been extended is to accommodate the other changes and ideally, the Union Master Plan will be developing along with the University's

Master Plan. Gabe clarified that the Union Master Plan is a process to identify areas of improvement and redundancies in the Union. The Master Plan does not necessarily entail reconstruction and will not conflict with other construction projects across campus.

Gabe added that the process will be ongoing, and although the current Board will be discussing the creation of the Plan, the next Board will be heading the execution and finding an architecture firm. Tommy indicated that the most successful initiatives have been completely fueled by student feedback, which is ideally what the Union Master Plan will look like.

Board of Directors Chair Selection Process

Gabe directed the Board's attention to the process of selecting a new Chair for the Board of Directors. The process will go live on February 19, 2015 and ends on March 8, 2015. The interviews will be on March 28, and the Board will be expected to assist in interviews. Gabe informed the Board that they are each expected to nominate two candidates. Marketing and Design created packets to be given to nominees with an invitation to apply for the position and information about the position.

The hope is to generate a campus-wide interest in the position and to receive well-qualified applications. The position will be marketed with the Student Government positions, the University leadership positions, as well as through Union outreach. The position calls for an individual who is a strong leader and a real passion for campus life and student engagement.

McKenzie indicated that nominations by the Board would ideally generate a wide range of candidates. The nominee doesn't necessary have to be someone who is highly involved in the Union, but rather someone who is enthusiastic and will take initiative to develop student engagement.

A discussion was opened about the screening process of applications. Marissa indicated that experience is important. She would like to see a candidate that has some experience with the Union, whether it is involvement in events or experiences in operations. Gabe clarified that the screening will be from an initial reading of the application, and not based on a checklist of characteristics the candidate must have. Crystal added that the Board can add questions that are important to the Board to filter out the candidate that is ideal for the position.

The Board discussed potentially adding a confirmation signature or a quiz to ensure the applicant has read and understood the position description and the information about the Union. Marissa indicated that interviews will be good indicators of the applicants' knowledge of the information provided and therefore a confirmation quiz would not be necessary.

Olivia indicated that she would like to see a question asking why the applicant wants to have this specific leadership position in the Union, and how the applicant's skill set can be applied to the position. Tommy suggested asking the applicants to illustrate cross-campus leadership successes or to give a teamwork experience. McKenzie suggested asking a question that details why the Union matters that would indicate the applicant has done research on the Union's mission,

activities, and initiatives. Crystal suggested asking for an involvement resume as well as three experiences that indicate involvement.

Gabe thanked the Board for their feedback and indicated that an application would be created for the Board to review.

Diversity Discussion and Saunders Renaming

Gabe introduced Kyle V. to talk about the various diversity issues across campus including the Saunders renaming. Kyle V. asked the Board what they thought about how diversity can be improved around campus. The Chancellor is interested in what action steps can be taken to promote diversity in the present as well as in the long-term. The University Administration invites the Board to make suggestions about what the University can and should be doing.

Keegan indicated that, even though everyone has extremely busy schedules, there is very little presence from staff and faculty across campus for rallies and events. He doesn't expect participation from staff, but at least their willingness to listen and take in what the students are protesting. Marissa informed the Board there needs to be more diversity in various areas of campus.

Shamira added that a lot of these conversations are happening outside of student organizations, and reaching out to groups that are recognized for promoting diversity will encourage their involvement. Olivia differentiated between attending sanctioned discussions on diversity and self-organized campaigns across campus. The self-organized campaigns should really be listened to and their ideas should be recognized.

Crystal asked the Board what their role is in reaching out to the campus and promoting diversity. The Union is happy to support the cause, as evident by the rallies in the Pit when Events Management had to clear the schedule and the space on short notices. She challenged the Board's to get their voice heard and to make a difference on campus. Nicholas responded that the Union is happy to help, but the Union should promote groups to ask the Union for help. Zach countered that most of these rallies and events are unplanned with the purpose of disrupting everyday activity.

Kyle V. asked the Board how they would insert Administrators and their presences without disrupting the events' message or influencing what the cause has to say. Shamira indicated that for public events, they should just show up but for closed meetings and discussions, they should ask about whether it would be appropriate for them to attend.

Bobby added that the purpose of the Union is to create dialogue and to encourage student movement. He asked the Board how the Union can be a space that promotes conversation and enacts change. Bobby introduced the pins that were created to encourage students to act and to spark conversation.

Kyle thanked the Board for their feedback, and welcomed any additional comments, suggestions, and ideas in the future. He encouraged the Board to think outside the box, and to share any and all ideas.

Sustainability and Board Video Game Center TVs

Gabe presented Scott to update the Board on the sustainability efforts and the repurposing of TVs. Scott informed the Board that the Union is moving toward solar energy. 120 (230 amp) solar panels were donated and will be installed on the roof within the next 90 days. The new water bottle filling stations have saved 50,000 thousand bottles this semester.

The new software package, called Events to HVAC, will automatically shut off air handler to that area to save on air conditioning and heat. The Union is the only building on campus in conjunction with energy management to use this software.

New recycling containers, made from recycled milk containers, have been added to the building. The new bins are now receiving batteries, plastic bags, and e-waste. In order to promote these efforts, Scott asked the Board for permission to repurpose two TV monitors. Ideas include presenting how much energy is saved from the solar panels, the Events to HVAC, and to advertise recycling.

A discussion was opened whether the Board would rather have a video gaming station for students or repurposing them. The video game initiative was a past Board's action that never came to life due to new staff coming in. Tommy encourages the Board to repurpose the monitors because screen time is the leading cause of weight gain in college. If there is no demand for them, the Board is comfortable repurposing two out of three of the monitors. In addition, Crystal agreed to continue research into reactivating the video game initiative.

Informational Presentations

Director's Report

Crystal informed the Board that the financial report will be presented in the next meeting.

Adjournment

Having no other business, President Gabe Chess adjourned the meeting at 7:15 pm.