



Carolina Union Board of Directors
Meeting Minutes
Wednesday, March 5, 2014

Attendees

PRESENT:

Carly Mathews	President of the Carolina Union
Jacob Morse	President of the Student Body designee
JoEllen McBride	President of the GPSF designee
Kendall Nicosia-Rusin	President of the Residence Hall Association
Connor Brady	Speaker of Student Congress
Ellen Mcdermott	Carolina Union Employee Forum Appointment
Gabe Chess	CUAB- Union President Appointment
Cora Went	Campus Y
Wendell Gilland (Business)	Faculty Member Appointment
Tammy Lambert	Assistant Director of Student Organizations
Katie Lavoie	GPSF Appointment
Callie Price	Finance and Personnel manager
Scott Hudson	Senior Associate Director of Operations
Amira Shehata	Student Congress Appointment
Marissa (stand in for Darius Latham)	Black Student Movement
Crystal King	Carolina Union Director

ABSENT:

Antonio Serrato-Capuchina	GPSF Appointment
Jake Bernstein	CUAB- Union President Appointment
Katie Savage	Advocates for Carolina
Jacob Hinton	Student Member-at-Large
Hinson Neville	Executive Branch
Lauren Scanlan	Sexuality and Gender Alliance
Tommy Koonce	Faculty Member Appointment
Harold Woodard	Faculty Member Appointment

Call to Order

President Carly Mathews called the Union Board of Directors Meeting to order at 5:30 pm.

Approval of the Minutes

President Carly Mathews moved to approve the January 22, 2014 meeting minutes. The minutes were seconded with no corrections.



Subcommittee Reports

President Carly Mathews said a few things about subcommittees. She stated that they are no longer required to meet. She found it better that the space allocation and finance updates are brought to the full board other than to a couple of members. President Mathews asked if they do meet that the minutes should be sent to her.

President Mathews told anyone interested in the Union's marketing committee to let her know if they would like more information.

Tammy Lambert spoke about the space allocation application process that happens every spring. It opened up on the 5th of February and the applications were due by the 28th. The allocation process will be happening in the next few weeks. In total there were 70 applications this year compared to 65 last year. This year, word was spread on the website, through student life, and by emailing people directly. Tammy Lambert and her department are pleased with the turn out.

- Of those applying for space, 50 are current occupants
- 54 asked for office space with storage
- 16 only wanted storage space
- 60 office spaces have been allocated but only around 35 are available
- There are 15 of the storage units that are new (On the first floor)
- There are 10 closets

Jacob Morse from the Executive Branch asked about the student government space being reflected in the categories on Tammy Lambert's slides. Tammy Lambert replied that all of the student government organizations including Safewalk are indeed listed in the statistics.

Tammy Lambert summarized the space allocation process again:

- Applications due February 28
- Preliminary allocation posted March 19 by 12 noon in Union room 2501
- Appeals due March 24 by 5:00 pm in hard copy to Union room 2501-D
- Appeal decisions sent March 25 by 12 noon by email
- Secondary appeal due March 26 by 12 noon by email
- Allocation Union Board of Directors approved March 26 by 5:30 pm in Union room 3515

Connor Brady pointed out the dates have changed because of the winter weather closings. President Mathews wanted Marissa (the stand in for Darius Latham) to let Darius Latham know that he is on the space allocations committee.



Callie Price spoke about the short reports for the Carolina Union budget. She handed out two sheets: one was a 6 month cap shot comparing the budget from 2013, as of December, to that of 2012.

According to the 6 month comparison:

- Income is up \$13,843.20, which is good because we had more student fees for 2013 than 2012
- Personnel expenditure is down \$200,483.49 because of open positions and lapsed salaries.
- Utilities was down \$40,014.91
 - In 2012 the cost was more than it was in 2013 because of the excess cold weather and maintenance could not cut off the heating.

Callie price stated that the second sheet shows the actual budget as of December 2013 to show what some of the money has been spent for.

- Personnel (salaries for EPA, SPA, faculty, and student) difference between budget and actuals is \$188,649.00 due to lapses.
- Supplies and materials (uniforms, office supplies, repairs, educational, household) difference between budget and actuals is behind \$893.00 and behind \$3,720.00 for year to date.
 - This is due to new furniture and leasing Carolina copying.
- Current services (utilities) are ahead \$2,924.00 but for year date we are behind \$15,000.00.
 - This is due to not being able to cut off unused rooms.

Scott Hudson said that utilities are the biggest expenditure after personnel. There is a total budget of \$607,000.00. Scott Hudson said that he is not worried about being \$15,000 down because of the weather that has not benefited us in regards to the other setbacks. Scott Hudson said that in the last 10 years he has met his projection for utilities, so he predicts that the Union will be at or below the budget. He further stated that it is a tough budget to predict for.

- Fixed costs (maintenance and insurance) have \$534.00 as of December and overall the Union is ahead \$5,021.00 for 2013.
- Capital outlay (WiFi, IT projects) has an upcoming WiFi project that is going to be budgeted at \$30,000.00 that Callie Price states will be spent eventually.
- Overall the Union is ahead of the budget by \$325,237.00 for 2013.

Scott Hudson stated that the data entry for January has been finished and the numbers will be out by the end of the week with updated numbers. He further said that the Carolina Union Financials are looking good from the past 6 months. However, the \$325,237.00 ahead of budget does not mean that the budget is encumbered somewhere because there are projects in the future that the Union has not been billed for yet. He states that the WiFi project and other IT project costs have not shown up in the finances so far.



Scott Hudson added that looking at what the Union spent last year versus what the Union spent this year the Union is doing better. He praised the Union for being “great stewards” of the finances this year.

President Carly Mathews asked the Board what the difference between EPA and SPA salaries were. Callie Price replied that directors are a part of EPA non-faculty and that the people who work in the offices are a part of SPA. Wendall Gilland added that professors are in a separate category of faculty. Scott Hudson further added that SPA employees follow the State Personnel Act and that they make up the majority of employees. Crystal King then stated that there are around 4 EPA employees in the Carolina Union building and that they follow the will of the institution.

Jacob Morse inquired if anything was under budget that goes to the fund balance. Scott Hudson replied that he could soon provide a 7 month detail that would show the budget areas that are behind or ahead. He further added that it is too early to make a projection about finances but there is a good chance there will be some surplus funds to add to the Union fund balance up. He stated that the fund balance needs to be brought up to 3 months operating expense which equaled \$1,050,000.00 last year.

Jacob Morse Further inquired about what in the budget is discretionary. Crystal King answered that Decision making regarding budgets is a team effort in the Carolina Union. She stated that in each department determinations about budget spending are made. She added that Scott Hudson holds monthly budget meetings to stay on track with spending. If there is a big amount being spent, Crystal King noted that she goes to Scott Hudson to decide if the enhancements are worthwhile investments. She brought in the case of the WiFi project that has been split into two installments in order to provide the standard needed for new student orientation in an affordable way. Crystal King further added that she consulted with Callie Price about a dollar amount that the Union can implement for the staff to spend that she will sign off on.

Scott Hudson Stated that there will be a lot of lapsed hours and open positions that will help the Union budget a small amount this year because the Union is spending more this year than it did last year. He noted that the salary portion of the budget is hard to control and factor into the projections.

Carly Mathews inquired about what Utilities covers. Scott Hudson replied that utilities cover water, sewage, electricity, and more.

Marissa (Darius Latham’s stand-in) asked about how Wendy’s new hours will affect the Carolina Union budget. Scott Hudson replied that the new closing hours will not help the Union from a labor standpoint because the South Wing is committed to being open at all hours. He added that there will be some utilities savings. Crystal King inquired if Wendy’s is metered separately and Scott Hudson replied that it is. He stated that CDS pays for Wendy’s metered expenses. Crystal King added that the new Wendy’s hours will not impact the

Union budget very much because not a lot has changed. Scott Hudson said that he can only see the possibility of some utilities savings.

Scott Hudson said that the Union is currently in the process of doing the budgets for next year. Every department of in the Union was required to do their own budget and turn them in to the business office by the 21st of February. He stated that they hope to have a first draft by Friday (March 7). He also stated that they are adding fringe benefits into the salaries. They plan to see how close the Union is with revenue versus expenses (Round 1). He further stated that there has only been one year that they have been able to go with round 1 because usually the Union spends more than it brings in. The board can expect to hear about the process progress after spring break.

Student Organization Updates

President Carly Mathews called the Board's attention to the student organization updates. She stated that that the new CUAB president Gabe Chess was originally going to speak first but instead will speak last because he is preoccupied by his first meeting as president.

Executive Branch: Jacob Morse

Jacob Morse announced that the executive branch is in a transitional period because it is post-election time. He stated that the branch is in the middle of interviewing for the next executive branch officers (vice president, secretary, treasurer, director, external relations, senior advisor, chief of staff). He added that some of the positions have to go through congress while others don't with an interview process for each candidate.

Jacob Morse stated that the executive branch is finishing up its last projects but choose to forgo telling the details of what exactly is going on.

Jacob Morse said that after spring break there will be the last Board of Trustees meeting with Christy Lambden as a Board of Trustees member. There is less than 4 weeks till Christy Lambden is out of office.

President Carly Mathews asked Jacob Morse if Andrew Powell has anything new he is pushing forward besides the interviews at this time. Jacob Morse replied that Andrew Powell is just focused on building his team. He added that interviews for Chief of Staff started today (March 5th) and tomorrow (March 6th) they are focusing on secretary, vice president, and senior advisor.

Graduate and Professional Student Federation: JoEllen McBride

JoEllen McBride announced that GPSF had just elected their new president Shelby Dawkins-Law. Shelby Dawkins-Law is currently accepting applications for the e-board that are due on Friday with a decision being made over spring break. JoEllen McBride added that



they opened up cabinet and external payment applications. Jacob Morse asked if all of their elections are in the spring and she responded that they are.

JoEllen McBride stated that University Research Day was yesterday (March 4th) and that it went well even though the campus had only been open since 11 am.

RHA: Kendall Nicosia-Rusin

Kendall Nicosia-Rusin stated that RHA has also elected a new president, Taylor Bates, who she will start inviting to the Board of Directors meetings. Taylor Bates is also opening executive position applications that are due Friday (March 7th) with interviews the week after spring break. The official transition is April 22nd.

Kendall Nicosia-Rusin stated that the recent business of the RHA is that they approved a new executive officer position that requires a special election by students on whether or not they approve of the changes to the constitution. The position is called Director of Special Projects in charge of sustainable initiatives, composting, and other projects. She added that the debate is on how much stipend the position will get.

Kendall Nicosia-Rusin stated that spring RHA week is April 3-13 when all the huge events happen.

Kendall Nicosia-Rusin spoke about the Tunnel of Oppression which is an interactive experience that talks about different types of privileges and how oppression is happening around the world. The Tunnel of Oppression will be happening the first week of April in the basement of Cobb. She asked that everybody should get together and visit the event because it was RHA's goal to have the Union more involved.

Student Congress: Connor Brady

Connor Brady stated that student congress is also working on a transition. He added that five people in the current congress will be in the next congress and the new leadership of congress will be elected April 2nd. He further added that they will be receiving the appointments from the honor court and Powell administration. Connor Brady stated that student congress is working on added some Union bylaws into their student code.

CUEF: Ellen McDermott

Ellen McDermott stated that CUEF is working on their regular events for student employees. She added that they are fairly booked so CUEF is not taking on any more events.

Advocates for Carolina: Katie Savage

Absent.

BSM: Marissa (Darius Latham)

Marissa announced that BSM is also going through a transition of leadership currently. The candidates were released as of Monday and elections will take place the Wednesday after spring break (March 19th). She added that after the main executive branch elections, BSM will elect within their own executive committee group and central committee members.

Campus Y: Cora Went

Cora Went announced that the Campus Y has also elected their new campus representatives and their names are Dinesh McCoy and Shauna Rust. One of the new representatives will start coming to the Board of Director's meetings. Dinesh McCoy and Shauna Rust are electing their executive board this week and will be done by this Friday (March 7th). Cora Went stated that Campus Y's last cabinet meeting and last executive board meeting will be tonight (March 5th). She added that the cabinet will be transitioning in mid-April.

Cora Went continued with updates. She said that the Campus Y brought Dr. Cornel West to campus on Friday (February 28th) with the help of the Union, BSM, GPSF, RHA, and CUAB. She thanked everyone for their help.

SAGA: Lauren Scanlan

Absent.

CUAB: Gabe Chess

Gabe Chess announced the new structure with the new 2014 CUAB board. He mentioned that the new CUAB board will be doing significant restructuring and revitalization. Recently the board was based on people assigned to topical areas but Gabe Chess wants to switch to chairs covering venues. He added that the marketing chair and 2 campus outreach chairs will still exist though. He stated that this reorganization is to increase the collaboration between the chairs to think of CUAB as a whole. Additionally it will hopefully create a more creative atmosphere.

Gabe Chess further mentioned that there will be a new event selection process over 3 weeks with a general body meeting for the first week and then follow-up on what is possibly to do. The following week will be market research and budget organization. In the final week the event will be brought back to the board for final revisions. Gabe Chess hopes that this process will increase the number of voices brought into the union and students who are involved.

Gabe Chess continued with introductions of the new CUAB board members with their names and years (their venues have not been chosen yet):

- Landry Brown, first-year
- Ingrid Jackson, first-year
- Merrick Osborne, sophomore



- Dashiel Mace, sophomore
- Austin Webster, junior
- Chris Martin, junior
- Becka Connarie, junior
- Chantrel Reynolds, junior
- Jesus Barretto, first year
- Ever Castro, junior

Gabe Chess mentioned that one member was not present, Onyema O. He concludes that he wants the public to share what they would like to see from CUAB.

Carly Mathews informed the new CUAB Board members that opportunities in the larger Union community are available, and anyone interested in attending Board of Directors meetings can participate because the meetings are public.

Faculty Representative: Wendall Gilland

Present but did not report anything.

Carolina Union Director Updates

Crystal King gave a few announcements to the Board of Directors. She spoke about the plaza art installation that will match the Native American plaza art by Senora Lynch that is already installed. The installation will begin in the next week (March 9-15th). Crystal King brought in samples of the art to show the board. She stated that there will be 13 seats added to the artwork. She further added that they want the Union to be done with the installation by the end of the month in order to have a celebration. She further added that a large shield that explains the purpose of the project as well as Senora Lynch's signature will be put on one of the large beams. Crystal King announced that she will make sure Carly tells everyone on the Board when the celebration has been planned.

Connor Brady asked for further confirmation of the shield's location. Crystal King clarified that it will be placed on one of the large beams with seats in groups of three under the awnings.

Crystal King also announced that the Union has been experiencing a lot of staff changes and that there are currently 5 open positions. Crystal King mentioned that Christine Routh recently got advancement in her career so Callie Price is the only full time employee in the business office with the help of a temporary staff officer named Tammy Piner.

Crystal King further mentioned a change in the mixed management area. She stated that Geoff Baldwin is no longer with the Union and so they are looking for a temporary worker to cover the events at the end of the year. The Union is currently not planning anything new because Crystal King stated that she wants to keep the performance standard up. She added that the students have been spoken with on what their concerns for the events are. She



further added that a lot of the Union's campus partners have been a great help while the Union is still without a full time employee.

Crystal King announced that Tony Patterson has elected to leave his position and his last day is next Wednesday (March 12th). She added that in the same area the position that Lauren Sacks previously had (assistant director) has been open since last semester. Tony Patterson had intended to post her position but currently no one has been hired. She mentioned that a lot of new information will be decided upon before the next Board of Director's meeting.

Lastly, Crystal King mentioned that the office manager Gail Johnson is leaving her position to pursue publishing her children's books. Gail Johnson will be leaving next Friday (March 14th).

Crystal King reiterates that we are short staffed right now and that she would like to hear any complaints in order to maintain the Union's strong service standard.

Crystal King continued by saying that Tony Patterson and Lauren Sack's positions will have a nationwide search starting soon. She added that this time of the year is a big hiring time.

President Carly Mathews asked when Tony Patterson is officially leaving. Crystal King responded that Wednesday March 12th is his last day and that there will be a going-away party from 12-3 pm.

Jacob Morse asked Crystal King about whether or not the senior associate director still has a choice in the decision of the assistant director despite the fact the Union is conducting a nationwide search. She responded that the senior associate director will be hired first so that they can participate in hiring their assistant director but the positions will be posted at the same time.

Jacob Morse inquired about the hiring process. Crystal King responded that she wants to get the positions posted so that students can be involved with the hiring process.

Crystal King mentioned that Kate Kryder has been the interim for the assistant director position and has been leading the planning for Fall Fest so that the Union does not get behind on it.

Crystal King spoke of how every year SAFO goes through an audit process. She stated that they recently moved to a 2 year process. She mentioned that this year payroll taxes were not paid on time and so the Union was charged additional charges. Crystal King was informed of these charges early on when she was hired as the Union Director. In order to figure out what happened, Crystal King said that she contacted the audit firm for 2011-12 for them to do the regular audit but then she said that she paid for additional audit service to verify where there are failures that need to be fixed. She stated that the Union is currently in that audit process and she hopes to inform the next Board meeting of the findings. Crystal King stated that she hopes to make some immediate changes to rectify the problems found. She added that SAFO will also be moved back to a yearly audit.



Lastly, Crystal King mentioned that Alpine Bagel is interested in updating their storefront in order to bring a new look to the Union next year. Crystal King stated that the construction will be modular which means it will be built offsite and assembled onsite. She added that there will also be furniture added into the west lounge.

Marissa brought a question from the operations staff in the Union. She wanted to know if there is any way to get new pit solicitation tables because the current ones are broken beyond repair. Crystal King responded that she will look into it.

Adjournment

Having no other business, President Carly Mathews adjourned the meeting at 6:28 pm EST.