



Carolina Union Board of Directors  
Meeting Minutes  
Wednesday, August 27, 2014

Attendees

**PRESENT:**

Gabe Chess	President of the Carolina Union
Keegan McBride	Campus Y
Jacob Hinton	CUAB – Union President Appointment
Taylor Bates	President of the Residence Hall Association
Ellen McDermott	Carolina Union Employee Forum
Jake Bernstein	CUAB appointment
Tommy Koonce	Faculty Member Appointment
Wendell Gilland (Business)	Faculty Member Appointment
Harold Woodard	Faculty Member Appointment
Shamira Lukomwa	Muslim Students Association
Ivy Hardy	Speaker of Student Congress
McKenzie Folan	Executive Branch
Kyle Reeves	Sub for GPSF President
Kyle Villemain	Sub for Student Body President
Crystal King	Carolina Union Director

**PRESENTERS:**

Becki Santiago	Events Management
Kate Kryder	CLD
Becca Conary	CUAB Chair, Union Gallery + West Lounge
Merrick Osborne	CUAB Chair, South Campus
Chantrel Reynolds	CUAB Chair, Marketing

**ABSENT:**

Antonio Serrato-Capuchina	GPSF Appointment
Priyanka Mehta	Greek Alliance Council
TBD	Student Congress Appointment
TBD	GPSF Appointment
TBD	At-Large Student



Call to Order

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

Approval of the Minutes

As this was the first meeting of the school year, there were no minutes to approve.

New Business

President Gabe reminded the Board that BoD training will occur this Friday 8/29 and Saturday, 8/30. The goal of this training is to improve the Board's cohesion. The training will feature presentations from the Union leadership staff as well as STORR Furniture Design.

President Gabe went over the remaining appointments, yet to be determined: GPSF, Student Congress, a student organization representative, and an at-large student. The business of appointments was shelved for the next meeting.

**CUAB: Gabe Chess**

In his function as President of CUAB, Gabe introduces the Board to CUAB and discusses CUAB's mission; which includes both leadership training for the student chairs and committee members and social, cultural, educational, and entertaining programming provided for students, before moving on to the structural changes:

- CUAB Chairs: changed from topical to locational with each chair in charge of a specific location responsible for the programming in that space; thus encouraging CUAB chairs to collaborate with one another
- New Employees: Graduate assistants, Brittany Clark and Ashley Rader.
- The Union has a new Senior Associate Director for Student Life & Leadership, Bobby Kunstman who oversees CUAB as well as other departments.
- The programming selection process has also been altered. It now begins with a general meeting which is open to the public. The meeting will commence with an **open call for ideas** from by both CUAB members and any interested attendees, followed by **proposals**. CUAB chairs and committee members will meet and select ideas which they are interested in pursuing and present them to the Board one week after the open call. The board will then make their selection and **create a programming schedule and budget** the subsequent week. As CUAB programs quarterly, this current quarter (which runs until Fall Break) has already been scheduled. The programming process for next quarter will begin in September.

In response to student feedback and budget concerns several CUAB-run programs have been altered. Primarily, the Homecoming concert will no longer be one large event held in Carmichael Arena, but rather two smaller concerts, both held in Memorial Hall. This year will feature a country act, Gloriana, as well as a hip-hop act, Earl Sweatshirt.



CUAB chairs Becca Conary, Merrick Osborne and Chantel Reynolds reviewed this past summer's programming. Over the summer, CUAB presented weekly events, including dinners catered by Buns and Carolina Dining Services, a trip to Jordan Lake, and "The Big Bang," the summer's capstone event, which featured a fair-like environment with caricatures, free food and a photo booth. The summer programming was determined to be extremely popular with students and very successful.

### **Carolina Union: Becki Santiago, Events & Information Manager**

Becki Santiago presented overview on the Union's student employees to provide a better understanding of their role at the Union. She reviewed in what capacity they serve and this year's initiatives. The Carolina Union currently employees approximately 160 students. The Union's student employment program goals this year are: confidence, positive attitude, a sense of connection to the University, problem solving skills, a strong work ethic, preparation for management/supervision positions in the future, and an out-of-classroom learning environment.

Highlights include A revised evaluation process for student employees with once per semester evaluation in the following areas:

- Efficiency
- Responsibility
- Critical Thinking
- Technical Proficiency
- Interpersonal Skills

Methods used by the Union to further its goals include:

- Mandatory fall and spring training for all employees
- Semester evaluations
- Mentor programs (pairing with more experienced employees to receive feedback)
- Project Union events.

Becki introduced the Quest for the Union Cup initiative, which encourages students to work together while increasing opportunities for performance recognition and community building. This year's theme is Hunger Games, which divides student employees into 8 randomly assigned districts and engages in friendly competition with the goal of winning the Union Cup. Components include: FallFest (which all student employees worked at least a part of), mid-year competitions, Project Union, the Tribute of the Month program (renamed from Employee of the Month) as well as the end-of-year banquet. This banquet will occur on April 29, 2015, and all Board of Directors members are invited to attend.

### **Carolina Union Employee Forum: Ellen McDermott**



Carolina Union Employee Forum (CUEF) and its structure were introduced. This year's chair is Zach Smathers who has appointed Ellen McDermott as his BoD representative due to a time conflict. CUEF's purpose is to serve as a voice for student employees; it consists of 15 members from every department of the Union and is divided as follows: Chair, three Cabinet Officers, and eleven General Representatives.

Project Union has been restructured; formerly it was several small events planned by groups of 4-5 students. It now consists of 8 large events, approximately one per month, carried out by each of the eight districts into which students have been divided. Project Union's mission is to encourage collaboration between student employees of all departments and to strategically and creatively plan events so as to take advantage of lesser-used Union spaces. The first Project Union event presented by District 1 will be Cupcakes & Karaoke in the West Lounge on September 9<sup>th</sup>. All Board of Directors members are welcomed and encouraged to attend.

Becki Santiago discussed the desire for more interaction and communication between CUEF and the BoD. She encouraged the Board to attend monthly meets, events planned by CUEF and open to all student employees. The first monthly meet will host a cookout and volleyball game and will be 9/10/14 in Grimes volleyball court.

There is a new Monthly Newsletter showcasing all upcoming events at the Union which will be distributed to all BoD members via-email; the first issue will be sent out on September 3<sup>rd</sup>. Board of Directors members are reminded that they are welcomed and encouraged to attend all the "Employee Appreciation Week" events.

### **Carolina Leadership Development: Kate Kryder, Assistant Director**

Kate Kryder from CLD gave a presentation regarding FallFest 2014. The August 17<sup>th</sup> event was well-attended and a huge success. Highlighted changes this year included:

- Relocation of the bulk of the event from South Road to Hooker Fields
- Downsizing from 2 stages to 1; providing a centralized location for student performances
- Addition of several information stations
- South Road and the School of Government parking deck were still utilized
- South Road housed the food vendors
- SOG parking deck housed academic departments and a few large organizations
- Campus Rec also utilized Hooker Fields 1 + 2 for games and informational tables

A large amount of positive feedback was received regarding the changes made to FallFest 2014. Other highlights include:

- Hundreds of student PIDs were collected
- The Carolina Union gained many new followers via social media
- 200 student organizations held tables at the event
- 28 food vendors



- 23 sponsors
- 18 campus departments
- 15 performances
- 7 giveaways; prizes included a meal with the Chancellor and a gift card to the Bull's Head Bookshop

A time-lapse video highlighting the start of the new school year, which featured scenes from FallFest and can be viewed at: [https://www.youtube.com/watch?v=enTXig3\\_V\\_I](https://www.youtube.com/watch?v=enTXig3_V_I)

### **Carolina Union: Crystal King, Director**

“Who are the Board of Directors and what do we do?” The goal was to familiarize new members and remind returning members what the “Board of Directors” is and its goals for the year. This year, the BoD hopes to become more cohesive and organized and focus on strategic planning. President Gabe explained that the discussion of what the Board is and what its goals are for the year will be continued at the upcoming Board of Directors training.

Crystal presented a plan for updating several spaces in the Union and moving several departments into more suitable locations. The Board is required to vote on all expenses over \$10,000 and therefore the plan required voting at this meeting, although it would be discussed in greater detail at the upcoming Board training.

The location shifts proposed were:

- Student Government will move from its current location of Rm 2501 to the larger suite in room 3109 (Currently CUAB).
- CUAB will move from 3109 to the current SAFO location, 2519, in order to better facilitate student access to their suite and improve communication between CUAB and the student body
- SAFO will move from their current location to the current Carolina Leadership Development location, 3505. This is a more location for SAFO, which utilizes money and secure/confidential documents on a daily basis.
- CLD staff and professional staff currently located in the CUAB suite will move to the current Student Government/Student Organization location, 2501

Director Crystal explained that this move would be beneficial for a number of reasons: all departments that compose Student Life would be centralized in one location, CUAB will have a more student-accessible and location and SAFO's location would be more secure. She explained that this move would take place gradually, and would not be completed until next school year. Student Government/Organizations, CUAB and SAFO will continue to operate out of their current locations for the duration of the 2014-2015 academic year.

This proposed move will also involve an update of open/public spaces within these areas. Director Crystal explained that Union funds are not allotted to updating private offices, but will focus entirely on making open spaces more accessible to students. This update is being

collaborated with Student Government and CUAB, who will have input in designing the layout of their new locations.

Each member of the Board received a folder from Storr Office Environments, containing images of the proposed layout for the open areas of the current Student Government/Organizations office. The update of this location was chosen as the first phase of the project because the completed area will be of great use to student organizations. Fabric samples of the furniture in the new location were passed around and a Japanese-styled chair which was being considered for installation in the public area was also present for the BoD to view and try out. The chair, besides being functional and comfortable, is capable of reclining and would allow students to plug in iPods and other devices. The proposed furniture fulfilled two goals: utilizing a diverse variety of furniture from many different areas, and accommodating the varied learning needs of students. It is entirely mobile and allows students to work and sit in a variety of positions with both furniture and fabric being selected for durability, as they are intended to last a long time while supporting a high volume of use.

The goal of the updated location was to create a variety of different environments for students to learn in as well as multi-functional spaces in which student groups and organizations can meet. Ms. King explained that only a small amount of the furniture currently located in that area would be sent to University surplus; with the majority reupholstered and remain on campus. Historical pieces or pieces of significance will remain in the Student Government suite. She reiterated private offices would not be updated and the furniture in those rooms would remain unchanged, with the exception of new whiteboards (priced at \$1200).

The current projected cost of this updated open area is **\$54,462.65**. The matter was brought to a vote at this meeting so that the furniture order could be placed in time to secure an installation date over the holiday break in December, when students were not using those spaces.

- Before the vote, Director Crystal took questions and recapped:
- Student Government's relocation scheduled for approximately June, 2015.
- Images shown were only for the current Student Government location; new Student Government and CUAB locations would be designed by members of those organizations
- Plans for these locations to be presented at later meetings once the organizations have made their requests
- No changes planned for private offices
- Reupholstered furniture may be used in private offices, but none of the new furniture
- Reupholstering of current furniture will occur after Student Government's move
- Members of Student Government will continue to have 24-hour access to their current location throughout relocation process.

The matter was brought to a vote, and was approved unanimously.

Adjournment

Having no other business, President Gabe Chess adjourned the meeting.