

Union Board of Directors
Minutes
April 20, 2022

Members present: Casey Jimenez, Gracie Davis, Sophia Vomvoris, Allyson Deluna, David Brady, Jeffrey Britain, Christa Coffey, Wendy Denman, Pam McDonald, Mike Flores, Molly Orr, Richard Owens, Mariah Razo, James Parrish, Michael Savoie, Megan Wheeler, Wendy Comfort.

Members not present: Andrea Ortiz, RHA Representative, Sofia Mena-Hernandez, Natalie Crawford, Erin Malcolm, Kristina Sesay

Casey Jimenez called the meeting to order at 11:57am and thanked everyone for being there. Casey welcomed Wendy Comfort and Sophia Vomvoris to the meeting.

Minutes

Casey presented the February 16, 2022 meeting minutes and asked for revisions. No revisions were requested and Casey asked for a motion to approve. Michael Savoie motioned for approval and Gracie Davis seconded. Vote was taken, all approved, no abstentions.

Casey then asked for Area Representative Reports starting with Facilities.

Area Representative Reports

Facilities

Mike Flores reported that the Faculty Lounge, Room 294, is now open and the Ribbon Cutting Ceremony was held on April 13th attended by President Smatresk, Provost, and Faculty Senate members. The room is open from 7:00am to 7:00pm which are abbreviated hours Monday thru Friday. Doors are automatically locked. The space is marked as Faculty Lounge and the Union custodians have been asked to advise if anyone or anything is out of the ordinary. There didn't seem to be a need for a policy to be enforced on who uses the space since there is plenty of seating available in The Chat area. The use of the room will be tracked from the information given to us by the faculty members who use it and by our staff who monitor the room for cleaning needs. The room is not reservable and was designated for a faculty lounge because the space was available.

Mike provided an update on the Eagle Post renovations stating that Phase 1 is in progress. The temporary fabricated window shields will be replaced soon with sliding glass windows which have been shipped. Phase II of the project will be the area where cage units will be installed. Measurements were taken to begin the project. More storage space is needed for items that come in that require storage before departments can pick them up. Contractors will provide blueprints for approval and final layout.

Mike reported that the sliding doors on the west and east ends of The Chat have several problems and require replacement due to seven years of wear and tear. Parts for the current doors are hard to get due to the age of the doors, therefore the doors need to be replaced with doors that will be secure when closed. A Project Manager is coordinating the bids which range from \$25,000 to over \$68,000. A commercial type glass door is required so that you can see the inside space when locked and closed. Mike provided a presentation with photos and reported that hospital equipment is the lowest bid. The #3 bid from Door Systems of Texas is being considered. The bids are for both sides of The Chat and it was reported that the two highest bids require re-building the door areas. Bids #3 and #4 do not require re-building, the doors will be customized to fit the openings. The project vendor is close to being approved and installation from Bid #1 and Bid #2 would take approximately two days.

Finance

Wendy Denman provided a print out of the budget and advised that the UBD is in a good place. It was noted that the supplemental pay increased due to payroll costs and this flexes during the year as people come and go.

Programs

Molly Orr reported that positions for UPC Services Coordinator and '22-'23 UPC Executive Board positions are being finalized and they will be fully staffed soon.

Molly provided a recap of the events taking place during Student Appreciation Week including the Destress Room on May 9th and 10th, pop up banners were made listing all the UCE student employees with a note of appreciation and were put up in the Union, Coliseum, Gateway and Discovery Park. Other events included a gift of popcorn with a hand written note from their supervisor and supervisors were encouraged to celebrate their staff with a smaller activity.

Upcoming events include Finals Week in the Union. From May 7th thru May 11th there will be two meeting rooms set up as study rooms, room #338 and #339. Molly is working with the Health Center to have massage events and therapy dogs. Late night breakfast will take place May 9th and it was decided to not have extended hours for the Syndicate this year and to focus on the study rooms.

Conference & Event Services

Richard Owens reported that William Branch was promoted to Senior Audio/Visual Technical Manager. Will started as a student worker and then full time Technical Manager. His position will be filled in the near future. Another new hire on board as the Events Setup Coordinator is Valentin Lopez. Valentin was also a student worker at the Union and the Setups Staff is now fully staffed. Regretfully, Rebecca Herman, Assistant Events Director has decided to leave. Her last day was April 15, 2022. Richard will take on events at this time.

Richard also reported there are 53 summer camps and conferences scheduled and therefore we will be busy with these events as well as orientations.

Richard provided an update on the House Guidelines revisions. The committee has met and revised the guidelines which will be presented for approval.

Richard also reported that he is working on an internship with the hospitality department to bring on someone from the College of Hospitality.

Directors Report

Wendy Denman reported that Dezmond Ward has been hired as the Coordinator for Creative Services in Design Works. He will be onboard starting April 19th. She also reported that evening and overnight custodial positions are open and we are working with Pronto Staffing to help and we have hired several students as well.

Wendy also provided information on upcoming projects that are required because of the age of the Union building. The projects include replacing computers, laptop and monitors; projectors in the meeting rooms; LED lighting in the ballrooms; fabric walls in the ballroom; virtual integration in the meeting rooms to keep current with innovation; floor scrubbers; and sound system for outdoors to be updated.

Wendy expressed her thanks to everyone for serving on the board this past year.

Chair & Vice Chair Reports

Casey advised that over the next few weeks the Constitution and Bylaws will be reviewed and if someone is needed to replace Andrea Ortiz is there anyone who would like to volunteer. Sophia Vomvoris said she is interested in assisting.

Casey thanked everyone for attending the meetings and serving on the board.

Gracie Davis also thanked everyone as well.

Action Items

No action items.

Other Matters / Announcements

There were no other matters or announcements. The next UBD meeting will be in August to be determined.

Adjournment

With no further business to discuss, the meeting adjourned at 12:44 p.m.

Respectfully submitted by Pam McDonald.