

**Union Board of Directors
Minutes
August 31, 2022**

Members present: Bella Armenta, Satish Devarasetty, Em Stuber, Jenny Kernodle, Jermaine (JT) Turner, David Munoz-Sarabia, Daisy Pulliam, Santana Pardo, David Brady, Jeffrey Britain, Christa Coffey, Kaili Fatta, Wendy Denman, Pam McDonald, Mike Flores, Molly Orr, Richard Owens, Kristina Sesay.

Members not present: Greek Council Student Representative still to be named.

Guests present: Denise Akpan, Design Works, Union Marketing

Wendy Denman, Executive Director, called the meeting to order at 11:44am and thanked everyone for attending and gave an overview of UBD.

Wendy welcomed all members and asked everyone to go around the room to provide a self-introduction. She continued the meeting by providing an explanation of the meeting procedures that are followed in the UBD meeting which includes a lenient form of Roberts Rules of Order whereby a motion is made, it is then seconded and a vote is taken. An explanation of the voting process for UBD was provided which includes the Chair, Vice Chair and Executive Committee Member. Wendy advised that the lenient form of Robert's Rules is to help not to hinder and the Bylaws outline what takes place in the meetings and the Constitution outlines the membership.

The meeting continued with the election of the Chair. Nominations included Bella Armenta and David Munoz-Sarabia. The candidates gave a brief explanation as to why they would fit the position and were then asked to step out of the room while the vote was taken. JT Turner moved to discuss the candidates, David Brady seconded and a short discussion followed. Christa Coffey moved to vote and it was seconded by David Brady. With a show of hands, the vote was taken and the candidates were asked to return to the room. Wendy thanked both candidates and announced Bella Armenta as the Chair for the Union Board of Directors.

Wendy continued with the election for the Vice Chair position. David Munoz-Sarabia nominated Em Stuber who declined. Bella Armenta nominated David Munoz-Sarabia and with no other candidates nominated, David was named Vice Chair of the Union Board of Directors.

Wendy then called for nominations for the Executive Committee Member. Nominated were Santana Pardo – accepted, JT Turner – accepted, Em Stuber – declined, and Daisy Pulliam nominated herself. All nominees gave brief overviews as to why they would fit the position. The candidates were then asked to step out of the room. Christa Coffey moved to discuss the candidates, David Brady seconded. A brief discussion took place and David Munoz-Sarabia moved to vote, David Brady seconded. A vote was taken with a show of hands. The candidates were invited back into the room and it was announced that Daisy Pulliam was elected as the Executive Committee Member for the Board.

Wendy announced that the Minutes for the April 20, 2022 meeting will be approved at the next UBD meeting since they (Minutes) were not sent out in advance.

The meeting was then taken over by Chair, Bella Armenta, who called on the Area Representatives for their reports.

Area Representative Reports

Facilities

Mike Flores introduced himself and explained that he oversees all projects in the building. Mike provided an update with photos of the current Eagle Post Renovation project. Approximately 5500 mailboxes were removed and taken to Surplus. Within a short amount of time the boxes were sold. Mike explained that a construction wall has been put up to shield the construction taking place where the mailboxes used to be. The new area will house more Smart Boxes and storage cages to be used by various departments within the Union. The current Smart Boxes are working well and are being used continuously throughout the day due to the enormous number of packages coming into Eagle Post. Students can request boxes on the lower levels of the Smart units if needed. Keys to the old mailboxes are to be returned to Eagle Post and emails were sent out to all students notifying them.

Finance

Kristina Sesay provided a printed copy of the UBD budget and gave a quick overview.

Kristina also provided information on the Union Scholarships to be given out to three (3) student UCE employees. The scholarships are \$500 per semester, \$1000 for the year. Information is being sent next week to the student supervisors with a list of the eligible students who meet the criteria of a 2.5 GPA, 500 hours worked, and be a UCE student employee. An application is required to be completed by the students. A committee will be formed to review the scholarship applications to decide who will receive the funding. Scholarships can be awarded to Seniors provided they are enrolled for the Spring 2023 semester.

Programs

Molly Orr gave out the new Fall 2022 event calendar to everyone and advised if more are needed to see her. She also handed out the Fine Arts Series calendar. Events are included for the Union as well as Frisco. Molly reported that the jazz band will start the week of September 13th and go through the end of November in the Syndicate. There is a reception in the Art Gallery on September 1st and the art in the gallery is rotated out every two (2) weeks.

Molly also reported that the UPC Membership is accepting applications and they are due September 5th. She advised that Mike Fleming is out until November 1st so she is overseeing the Art Gallery if there are any questions pertaining to it.

Conference & Event Services

Richard Owens reported that the Union House Guidelines have been reviewed and revised with a few minor changes. The committee met over the Summer to review the guidelines and made some changes which were sent out to the UBD Membership via email to review. Richard advised that all the links in the document which will be posted on the website have been checked and updated. The maps that were included have now been removed. The section on Tabling has been revised along with several others.

Director's Report

Wendy introduced Denise Akpan who is attending the meeting as a guest. Denise was just hired as the Assistant Director of Design Works and Union Marketing. Denise gave a brief overview of what Design Works provides, highlighting digital signage boards and lawn signs. The goal for Design Works is to be the 1-stop promotional shop for departments.

Wendy continued with the Director's Report to include the meeting dates for FY2023. Wendy explained that the UBD meetings have always typically been the 3rd Wednesday of the month, starting at 11:30am

to include lunch. She also provided a review of events that took place over the summer which included 98 camps which our Conference & Event Services department help to coordinate. Wendy also advised that new personnel have been hired and an org chart will be sent out. Wendy reported that additional Smart Lockers will be added in Eagle Post as we grow and eventually the lockers will include white mail.

Chair & Vice Chair Reports

None

Action Items

Nominees were taken to form an ad hoc Scholarship Review Committee. Nominating themselves were David Munoz-Sarabia, David Brady, Jenny Kernodle, Daisy Pulliam, and David Munoz-Sarabia nominated Santana Pardo. All accepted and all will make up the Review committee.

Bella asked for a motion to approve the changes to the House Guidelines. Christa Coffey moved and David Munoz-Sarabia seconded. A vote was taken by hand which was unanimous, no abstentions.

Bella asked for approval of the Proposed Meeting Dates. Wendy reviewed the dates and question was asked about meeting being online. Typically they are not, depends on circumstance.

Bella asked for a motion to approve the dates of the meetings. David Munoz-Sarabia moved to vote and JT Turner seconded. A vote was taken by hand which was unanimous, no abstentions.

Other Matters / Announcements

There were no other matters or announcements. The next UBD meeting will be September 21, 2022 in Boardroom 401.

Adjournment

With no further business to discuss, the meeting adjourned at 12:51 p.m.

Respectfully submitted by Pam McDonald.