

UNION BOARD OF DIRECTORS
UBD Meeting Minutes
September 20, 2023

Members Present: Thanuja Beeram, Stephan Aroh (sub for Dorcas Bisisi), Shelby Kennedy, David Munoz-Sarabia, Em Sessom, Isaac Hernandez, Jeffrey Britain, Michael Savoie, Skylar Redlin, Stacy Buchanan, Brittany Landau, Wendy Denman, Mike Flores, Richard Owens, Molly Orr, Kavan Ingram

Members Not Present: Bella Armenta, Rebekah Gormley, Areeba Hassan, Jeremiah Witty, James Parrish. A representative from Housing is still to be determined and was not present. Pam McDonald no longer works for the University and was not present.

Union Board of Director Executive Committee member David Munoz-Sarabia called the meeting to order at 11:51am.

David welcomed everyone and introduced two new members, Isaac Hernandez and Jeremiah Witty.

The Minutes from the August 30, 2023 meeting were presented for approval. David asked if there were any questions. Stacy Buchana moved to approve, Jeffrey Britain seconded the motion, the vote was taken by show of hands and all approved.

Facilities

Mike Flores provided an update on current projects in the Union. Two major projects, the Chick-fil-A project and DATCU project, are awaiting general contractors to be assigned so no movement is happening currently. The North Union Roof repair is still on target to be scheduled for December 2023-January 2024 as a large crane will be needed and this will be safer to do during the holiday break.

Mike also shared updates in regard to software end-of-life on two critical components - Union Building Automation Software and the Union Surveillance Software and Cameras. Mike began by discussing the Building Automation System and transitioning from our current system Continuum to EcoStruxture. The new system, EcoStruxture, allows for staff to remotely make any adjustments for the building versus needing to be onsite. This would allow staff to adjust heating/air conditioning and door automation. Currently, staff can only do this from their desktop computer in the Union which causes challenges when outside of standard business hours. Mike continued by sharing that EcoStruxture also provides analytics such as peak service times and how much energy consumption. Entech proposal was for \$87,118.00. Mike noted a meeting with other campus partners about several facilities transitioning from Continuum to EcoStruxture was had recently. Michael Savoie asked if there was a service agreement. Mike responded that there would be a campus agreement.

Mike then discussed the Union Surveillance Software and transitioning from Pelco Surveillance Software to Genetec VMS Surveillance System. Mike began by discussing the importance of our surveillance system and its critical role for the Union and UNT Police. The current system, Pelco, is being discontinued. The new option, Genetec VMS, is a software that is currently being used at the Texas Rangers Stadium. Genetec can be incorporated with equipment and card swipe. The proposed system allows for 260TB which doubles current storage. This allows for 30 days of storage versus our current 2 weeks. The cost would be \$295,245.00. The new system also has the additional feature of motion detection. Michael asked about ongoing maintenance and Mike responded that he would be looking into an annual service agreement. Wendy Denman added that the software would most likely come with an initial service package and we would look to extend.

Mike continued by discussing the increase in enrollment this fall which is translating to increased traffic in the Union. He is expecting the traffic on level 1 to increase when the new Chick-fil-a opens. The Union will be adding a custodian from 10am-7pm to ensure we have a custodian that can focus on level 1 including the Chick-fil-a seating and the new individual restrooms. Michael asked if Chick-fil-a leased space so therefore would reimburse for this

expense. Wendy clarified that UNT Dining does a cost share with the Union and that was increased this year to cover this expansion.

Finance

Kavan Ingram reviewed the current Fiscal Year (FY) 2024 budget and that we are 5% into the FY. He asked if there were any questions on the budget that was provided to each member.

Kavan then gave an update on the Union Scholarship. He noted that he sent fliers to eligible student employees who met the qualifications. The deadline is September 25, and he has already received some completed applications. He will be compiling all the applications and sending them to the Ad Hoc Committee for a blind read of the applicants. He will be emailing the Ad Hoc Committee to see what would be the appropriate amount of time to review the applications.

Programs

Molly Orr began by mentioning some upcoming events including Oktoberfest on Thursday, September 28, and that UPC would be showing a movie during Family Weekend on Friday, September 29. She noted that events have been going really well.

She continued by sharing that UPC finalized their membership recruitment and have 59 new members joining their membership which brings them to 110 members. She shared that UPC had their retreat this past Saturday, September 16 where they did training for the membership as well as team building.

Molly also shared that UPC is continuing their long-standing partnership with Athletics to support tailgates. UPC is providing the bands that perform during the Saturday tailgates on the hill.

Molly also brought the 119th Season Mary Jo & V. Lane Rawlins Fine Arts Series brochure for each member. She mentioned that while not funded by the Union, it is supported by our staff. Two events happened in September and the next event is ALOK on November 2, 2023.

Isaac Hernandez asked about Oktoberfest and received a question from a Red Bull representative to pass out Red Bull products at the event. Molly shared that unfortunately since we are Coca-Cola campus, Red Bull cannot pass out products during the event.

David Munoz-Sarabia shared some positive remarks about the Fine Arts Series and that he attended the first event with Allison Ponthier. David encouraged everybody to attend, especially students since it is free for them.

Conference & Event Services

Richard Owens began by asking if there were any questions on the House Guidelines. David clarified for new members about the previous conversation that took place at the August 30 Union Board of Directors Meeting regarding the House Guidelines. Michael suggested in the future utilize the red line tracking on the document for changes. There were no other questions regarding the House Guidelines.

Richard continued with discussing the new policy regarding the room reservation process and priorities as there was no time in the previous meeting to discuss. The Union meeting rooms are being booked at a higher rate and need a better process in place for how we open spaces to groups. This proposed process has been reviewed by upper administration and they are in support. Richard shared that in 2022-2023 there were 4,759 department reservations, 3,262 student organization reservations, and 287 community reservations. For special event spaces, there were 711 department reservations and 181 student organization reservations. He noted that because departments can currently book special event spaces earlier than student organizations, it accounts for this significant difference in usage. Michael asked if we have any data on the number of requests versus how many we can't accommodate. Richard responded that he would be able to pull some data but not this exact scenario.

The proposed reservation priority system breaks events into different categories. The top tier would be called University Foundational Events which are events that have a campus-wide impact, are historical/traditional to the university, and have been recognized as instrumental to the university growth and success by campus senior leadership such as Homecoming and Orientation. The next tier would be called Special Events which are events that require at least two sections of the ballroom or multiple spaces outside. For Special Events, the reservation window would open in April 2024 to reserve through May 2025. Semesterly requests include meetings and the window to reserve would start in July for reservations through December, and then the reservation window would open in November for spring reservations. David asked a clarification question about student organization not doing the registration process until July so they wouldn't be able to book Special Events earlier. Richard noted that Student Activities are part of this conversation and process. David also asked if the two-event limit for special events is still in place for student organizations. Richard confirmed it is still in place. Brittany Landau asked if the Union considered any budget implications since student organizations do not pay for space and department reservations could decrease. Richard responded that student fees go to spaces but that we may see a decrease. Wendy also noted that we will continue to monitor and ask for fee increases.

Executive Director

Wendy Denman mentioned that the Union is currently looking at capital planning and revisiting our five-year plan. The Union is looking to partner with UNT Facilities. With increased traffic and aging facility, the Union is seeing more significant wear and tear. Union is also looking at our deferred maintenance plan.

The Union also has a few vacancies right now. Four new staff members will be starting on October 2. Pam McDonald's last day was Friday, September 15 so that is one of the new staff members starting. New staff members' names will be included at the next meeting.

Action Items

David asked for discussion on the House Guidelines. Michael motioned to approve. Em Sessom seconded. A vote was taken by show of hands and was unanimously approved.

David then asked for discussion on the policy for room reservations. Michael motioned to approve. Thanuja Beeram seconded. Vote was taken by show of hands and was unanimously approved.

Other Matters/Announcements

David shared the next meeting will be October 18, 2023 at 11:30am in the Union Foundation Room 401.

Mike Flores shared that there will be construction by the City of Denton at the northwest side of the Union by the Eagle Statue. The City of Denton will be running meters/vault under the sidewalk.

David shared as the representative of the Pride Alliance that due to Senate Bill 17, the Pride Alliance has moved under the Division of Student Affairs. He noted that they are waiting for the next steps from the Office of General Counsel. Both the Pride Alliance and Multicultural Center are reporting to Dr. Melissa McGuire.

The meeting was adjourned by David at 12:34PM.

Respectfully submitted by Molly Orr.