October 22, 2014

Mr. Mulugeta Ferede
Director
Texas Union
UNB 4.124 (F4200)

Dear Mulu:

I write to indicate that the *Minutes* of the meeting of the University Unions Board of Directors on Friday, March 28, 2014 and Friday, April 25, 2014 are approved. As always, this approval is with the understanding that budgetary and fiscal items are subject to the normal approval procedures. Please let me know if you have questions.

Sincerely,

[Signature]

Gage E. Paine
Vice President for Student Affairs

GEP/dab
MEMORANDUM

TO: Dr. Gage Paine
   Vice President for Student Affairs

VIA: Donna Bellinghausen
     Assistant Vice President for Student Affairs

FROM: Mulugeta Ferede
      Executive Director, The University Unions

RE: Transmittal of Minutes,
    The University Unions Board of Directors

DATE: October 20, 2014

Enclosed are two copies of the minutes of the University Unions Board of Directors’ meetings held on Friday, March 28, 2014 and on Friday, April 25, 2014. These minutes were approved at the Board meetings held on April 25 and October 3, 2014. A summary of the meetings are as follows:

March 28, 2014

I. Call to Order
II. Approval of the Minutes
III. Introduction of New Board Members
IV. Approval of Proposed E+E Budget
V. 2014-2015 Proposed Faculty Appointments to the Board
VI. Through Our Eyes
VII. Reports
    A. University Unions Board Chair
    B. Events + Entertainment President
    C. University Unions Executive Director
VIII. Questions/Comments
IX. Adjournment

April 25, 2014

I. Call to Order
II. Approval of the Minutes
October 22, 2014

Mr. Mulugeta Ferede  
Director  
Texas Union  
UNB 4.124 (F4200)  

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Gage E. Paine  
Vice President for Student Affairs  

GEP/dab
MEMORANDUM

TO:         Dr. Gage Paine
            Vice President for Student Affairs

VIA:        Donna Bellinghausen
            Assistant Vice President for Student Affairs

FROM:       Mulugeta Ferede
            Executive Director, The University Unions

RE:         Transmittal of Minutes,
            The University Unions Board of Directors

DATE:       October 20, 2014

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April 25, 2014

I.    Call to Order
II.   Approval of the Minutes
UNIVERSITY UNIONS BOARD OF DIRECTORS  
Friday, April 25, 2014

The University Unions Board of Directors met on Friday, April 25, 2014 in the Texas Union Board of Directors’ room UNB 4.118.

Members Present:  
Dr. John Doggett  
Mr. Seth Snyder, chair  
Mr. Matthew Montes  
Ms. Tylee Milan  
Mr. Eric Lucha  
Dr. John Ruszkiewicz  
Mr. Mulugeta Ferede

Members Absent:  
Mr. Nicholas Grisham  
Mr. Horacio Villarreal, III  
Dr. Soncia Reagins-Lilly

I. CALL TO ORDER

The meeting of the University Unions Board of Directors was called to order at 3:07 p.m.

II. APPROVAL OF THE MINUTES

Mr. Seth Snyder called for a motion to approve the minutes from the March 28, 2014 Board meeting.

MOTION: Mr. Matthew Montes – That the minutes of the March 28, 2014 meeting be approved as submitted.  
Second: Ms. Tylee Milan  
Motion carried, and the minutes were approved as submitted.

III. SAC RESERVATION POLICY

Mr. Seth Snyder informed the Board that the Student Activity Center request (Attachment A) for Board consideration would standardize the date that University Unions facilities open their reservation programs to accept requests for building use. Currently, the Texas Union system opens for reservations the first week in November, the Student Activity Center opens for reservations the first week in October.

MOTION: Dr. John Doggett – That the change to the SAC Reservation Policy be approved as submitted.  
Second: Mr. Eric Lucha
Motion carried, and the SAC Reservation Policy change was approved as submitted.

IV. REPORTS
A. Chair, University Unions Board

Mr. Seth Snyder told the Board that the spring Advisory Council meeting went well, with twenty-five Members attending. There was discussion about ways for Advisory Council members to be more involved with students. Mr. Snyder suggested that the 2014-15 student members of the Board of Directors should make an effort to attend the fall Advisory Council luncheon.

B. President, Campus Events + Entertainment (E+E)

Mr. Matthew Montes reported that the Campus E+E Banquet was a success, and that the 2014-15 Cabinet was now on duty. He informed the group that attendance at E+E events has increased each of the past four years.

C. Executive Director, University Unions

Mr. Mulugeta Ferede thanked the Board for being a resource for him as he joined the University Unions staff in January. He told the Board that he is looking at the most profitable assets of the Unions, and is hoping to improve those areas further. He is currently trying to identify options for mobile food carts or revenue generating areas. Mr. Ferede shared with the Board his vision to turn the Taco Cabana in the SAC into Starbucks space, adding seating. He believes this might create hundreds of thousands of dollars of revenue.

V. QUESTIONS/COMMENTS

Mr. Ferede presented a gift to Mr. Seth Snyder on behalf of the students, staff and Board members, in appreciation for his work as Chair of the University Unions Board, 2013-14.

VI. ADJOURNMENT

The meeting adjourned at 3:30 pm.
MEMORANDUM

TO:  Mulu Ferede  
     Executive Director, University Unions

FROM: Nick Parras  
      University Unions Student Activity Center

Date: Wednesday, April 16, 2014

RE: Request for University Unions Board of Directors approval for an amendment to the SAC Reservation Policies

During the last few months, there have been discussions on standardizing the dates for when we begin accepting space requests within our EMS system (where possible). For spring 2015 space requests (system opening in fall 2014), it has been determined that the system opening date will be the first Tuesday in November, thereby requiring the SAC Reservation Policies to be updated. This will change the SAC policies to move the current date from the first Tuesday in October to the first Tuesday in November. This will help to provide consistency throughout the four University Unions facilities, and will hopefully alleviate confusion for our students.

If this change is approved, student requests for standard/recurring event space for the spring semester will open on the first Tuesday in November for the Student Activities area in the Office of the Dean of Students (outdoor space, general purpose classrooms, and banner space), Student Activity Center, Student Services Building (new change for fall 2014), and the Texas Union. Student requests for standard/recurring event space for the fall and summer semesters will continue to open on the first Tuesday in May for Student Activities, Student Activity Center, Student Services Building, Hogg Memorial Auditorium (for a full academic year), and the Texas Union.

A copy reflecting the update to the SAC Reservation Policies is attached.
SPRING SEMESTER REQUESTS SUBMISSION DEADLINE: First Tuesday of October November at 10 AM

These programs and events are defined as activities occurring within the spring semester as designated by the academic calendar and fall between the months of January – May.

SUMMER SEMESTER REQUESTS SUBMISSION DEADLINE: First Tuesday of May at 10 AM

These programs and events are defined as activities occurring within the summer semester as designated by the academic calendar and fall in the months of June & July.

No exceptions will be granted for reservations that do not abide by the established schedule.

3.2 OPERATIONAL AND RESERVATIONS PROCEDURES

All formal use of the facility and services provided must be requested and scheduled through the University Unions Online Reservation System found here: https://ems.universityunions.utexas.edu/VirtualEMS/

Each event sponsor shall appoint one event representative (faculty/staff member or authorized student representative listed under an active Registered Student Organization) to act as the official contact with respect to arrangements for the use of the Student Activity Center. The event representative acts as the person through which all communication between the event sponsor and the Student Activity Center is conducted. All requests for reservations, changes, additions, and cancellations will be handled through the designated event representative.

3.3 ROOM SET-UP and BREAK DOWN

Room set-up and break down will be discussed with the Student Activity Center Reservations Office.

3.4 EVENT RESERVATION PROCEDURES

1. Reservation requests must be made via the online reservation system.
2. Reservation requests are made on a first-come, first-served basis, to current University of Texas at Austin community members, giving priority to Registered Student Organizations. Room assignments are generally based on the number of attendees expected and type of event. Should a specific room request be made, every effort will be made to provide that room. However, the University Unions reserves the right to make changes in room assignments in order to maximize space usage.
3. Individuals and registered student organizations can be denied usage for violation of University policies and procedures.
4. If necessary, SAC staff will make referrals for discipline through the Office of the Dean of Students.