UNIVERSITY UNIONS BOARD OF DIRECTORS  
Friday, March 1, 2013

The University Unions Board of Directors met on Friday, March 1, 2013 in the Texas Union Board of Directors’ room UNB 4.118.

Members Present:

Mr. Wm. Andrew Smith, Jr.
Mr. Jesse Hernandez, chair
Dr. Karrol Kitt
Mr. Seth Snyder
Ms. Carissa Kelley
Dr. John Ruszkiewicz
Ms. Tess McKenna
Mr. John Walker

Members Absent:

Mr. Thor Lund
Mr. John Doggett
Dr. Soncia Reagins-Lilly

I. CALL TO ORDER

The meeting of the University Unions Board of Directors was called to order at 3:04 p.m.

II. APPROVAL OF THE MINUTES

A quorum was called. Mr. Jesse Hernandez asked for any amendments or corrections to the January 25, 2013 minutes as submitted to the board.

MOTION Mr. Seth Snyder –That the minutes be approved as submitted
Second Ms. Carissa Kelley
Motion carried –The minutes were approved as submitted.

III. OLD BUSINESS

A. Budget Allocation Process Update

Mr. Jesse Hernandez reported that the committees of Campus Entertainment and Events/Student Events Center submitted their budget reports recently to Leslie Hay. They will be put into packets for the programming subcommittee to review. Meetings will be held March 21 and 22 to hear committee presentations. Decisions will be made on next year’s budget based on each committee’s reports the week following presentations.
IV. REPORTS

A. Chair, University Unions Board
Mr. Jesse Hernandez thanked the board members for their flexibility in changing the original February 22, 2013 meeting date to March 1, 2013 to accommodate those members who would not have made it to the first date.

Mr. Jesse Hernandez mentioned that he visited the Texas A&M Memorial Student Center to see a different student union and how it was being used within their campus environment.

B. Vice Chair, University Unions Board
Mr. Seth Snyder announced that the elections have finished with no major incidents and recognizes new additions to next year’s board, Mr. Nick Grisham, and returning as one of the at-large elected members, is Mr. Jesse Hernandez. The new Campus Events and Entertainment’s president is Matthew Montes.

C. President, Student Events Center
Ms. Carissa Kelley reported that the SEC is looking for its new leadership for next year. The new cabinet looks good; the VP applications will become available soon. Currently, the SEC is focusing on the upcoming banquet at the end of the year.

D. “Through Our Eyes” Fall ’12 Report
Ms. Tess McKenna gave the update that there were 168 submissions and that the committee has discussed the applications and chose the top fifteen that will get the space in the Student Activity Center.
Mr. John Walker added that the chosen photos will go up over Spring Break and will remain there until the end of summer. New photos will be chosen at the end of the year, and those will go up in the fall. Mr. John Walker reported that Ms. Crystal King would like to add a digital screen where the Statesman media center is so that the photos can be seen in the Union as well.

E. Executive Director Search
Dr. Karrol Kitt gave the update that the search committee did meet and decided on five potential candidates for the Executive Director position. The interviews are in the process of being set up. On the first meeting, Dr. Lilly and Dr. Paine answered questions about how the committee should proceed. For the most part the search committee runs independently. They would like to start interviews after Spring Break, running from March 18 to April 16.
Mr. Jesse Hernandez added that he, Ms. Carissa Kelley, and another committee member would be focused on getting students around campus and within their leadership networks to come speak to the candidates.

F. Executive Director, University Unions
Mr. Andy Smith reports that the Statesman contract was not renewed due to budget cuts at the newspaper. To fill the space, Mr. Andy Smith says that an idea that has come up is placing a digital screen of the photos in the SAC.
He also reports that there are changes being made to the General Information Catalog such as the addition of Hogg Auditorium and the Student Services Building, name changes to the SEC, and Creative Forty Acres. The changes will be reviewed at the March 29 meeting.

The final leak repair will be done over Spring Break. From April 15—22, the roof will be replaced on the north end of the building on the west side, there will be work at the end of the patio on the east side of the theater, and the exit doors will be replaced at the front of the theater.

G. Associate Executive Director, University Unions

Ms. Crystal King distributed a monthly report (see attachment A) that captures the four building’s space usage. The report highlights notable events in each building for the month. Ms. Crystal King wanted to compile information that would be useful knowledge to keep track of the facilities.

She highlighted one particular event that was held at the SAC called SCUP 2013, where people flew in from around the country for the symposium that showcased LEED buildings. Ms. Crystal King said the SAC was chosen as an example and that the organization thanked the campus very much.

On the back of the handout, Ms. Crystal King pointed out the traffic counts for the Union and the SAC. She said there are not counts for the SSB or Hogg because they do not have door counts. The late night counts are interesting because the counts drop in the SAC. The tracking started before the new 24-hour PCL rule, the effects of that will be tracked.

Other things are shown such as waste removal, construction projects, and panic alarms. The SSB is the sight of lots of accidental panic alarms. The chart also tracks criminal activity. Ms. Crystal King pointed out that crime is not high in the buildings, and staff is doing a great job.

Ms. Crystal King announced three new hires: Event Manager in the SSB, her name is Kim Barnett; Jeff Volaski will now be the Senior Events Manager in the Union; Robert Moddrell from Facilities is now the Assistant Director for Centers for Student Life Facilities.

Ms. Crystal King gave a presentation (attachment B) on the Creative Forty Acres initiative in Hogg Memorial Auditorium. This is the result of a collaborative effort of Student Government, College of Fine Arts and Division of Student Affairs. The first assignment was to create a logo for the adoption of the Creative Forty Acres. Five logo options have been created by the University Unions Advertising Department, managed by Ms. Laurie Langston. The committee will vote on the final logo soon.

Ms. Crystal King reported that vending machine requests in the SAC have been occurring more frequently. However, she said not only do students inquire for regular vending machine foods such as sodas and snacks, but also blue books, pens, etc. Ms. Crystal King
and a team researched and found a space in the building on the outside of the auditorium in the SAC that will be a good location for vending because it is near the liberal arts walkway. The food service director for the SAC identified what is called a POD “provisions on demand”. A POD acts as a small convenience store, which can be installed in eight weeks. A list will be created and research done on what students need/want to have in the POD. Ms. Crystal King said she would give updates to the board when she has more information.

From some questions of the board members: The POD will operate from midnight to midnight and a student will be hired to staff the area. The POD will take Bevo bucks and will have drinks, healthy snacks, salads/sandwiches, blue books, and umbrellas in addition to other options that students’ request.

Ms. Crystal King reported that the Wranglers want to add a way to showcase their donors at the fireside lounge. There are three concepts that Ms. Crystal King showed the board and the Wrangler’s would see them next week. The first choice would allow a change in icons and the colors will remain the same so that it will stay in tune with its location. The second choice is a ledge with glass plates inserted. The final choice is geared to a ‘family wall’ as the Wranglers have a strong alumni base.

Ms. Crystal King highlighted social media tracking that is happening for the buildings. She said students are responding to things like having enough tables at the SAC or events that are happening in the buildings. The use of social media is to run the facilities better.

Mr. Jesse Hernandez commented that he liked the monthly report because it showcases what the board does and how the staff members of the buildings are ensuring that the buildings are running smoothly.

V. QUESTIONS/COMMENTS

Ms. Carissa Kelley added that the Student Events Center’s Valentine’s Day Crush Grams event was a success with over 1000 crush grams given out based on RSVPs.

VI. ADJOURNMENT

As there were no further comments or questions, Mr. Jesse Hernandez asked for a motion to adjourn.

**MOTION**  Mr. John Walker—That the meeting be adjourned  
**Second**  Mr. Seth Snyder
**Motion carried**, and the meeting adjourned at 3:50 p.m.
### January Space Usage

<table>
<thead>
<tr>
<th></th>
<th>STUDENT ACTIVITY CENTER</th>
<th>THE TEXAS UNION</th>
<th>HOGG AUDITORIUM</th>
<th>STUDENT SERVICES BUILDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Bookings</td>
<td>393</td>
<td>246</td>
<td>8</td>
<td>311</td>
</tr>
<tr>
<td>Reserved Hours</td>
<td>1,053</td>
<td>947</td>
<td>38</td>
<td>863</td>
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<tr>
<td>Attendance</td>
<td>24,114</td>
<td>9,520</td>
<td>1,105</td>
<td>4,738</td>
</tr>
</tbody>
</table>

### JANUARY NOTABLE EVENTS IN THE SAC

- The Chancellor's Council Executive Meeting sponsored by the President's Office
- Go Greek sponsored by Latino Pan-Hellenic Council
- MLK Luncheon hosted by Black Faculty & Staff Association

### JANUARY NOTABLE EVENTS IN THE TXU

- Chancellor's Council Dinner
- Institute for Neuroscience Symposium
- Edison Lecture Series

### JANUARY NOTABLE EVENTS IN HOGG

- New Student Services Spring Orientation
- Alpha Psi Omega Spring Awakening rehearsals

### JANUARY NOTABLE EVENTS IN THE SSB

- Flu shot Clinic for students and staff
- UHS Organizational Day
- Casual Conversation with Dr. Paine VPSA and Students

### FEBRUARY NOTABLE EVENTS IN THE SAC

- Texas Leadership Summit hosted by DOS & LEI
- SCUP 2013 Southern Symposium hosted by UT SYS Facilities Planning and Construction Office
- Black Student Leadership Conference held by Afrikan American Affairs

### FEBRUARY NOTABLE EVENTS IN THE TXU

- Jackson School Research Symposium
- Livability Symposium
- UT Energy Forum

### FEBRUARY NOTABLE EVENTS IN HOGG

- Student Events Center Texas Revue Auditions
- UT China Care's Fourth Annual Benefit Night
- Student Engineering Council's Second Annual Dr. Ramshorn Competition

### FEBRUARY NOTABLE EVENTS IN THE SSB

- Valentine Day in SSB
- Policy Committee Meeting
Number of Visitors

Late Night Visitors

Construction Projects

SAC:
- Seating and electricity for the POD
- Repaired south loading dock gate and added locking mechanism
- South exterior landscaping
- 3rd floor planter repaired

TXU:
- Loading dock gates replacement
- 4th floor corridor leaks repaired
- Rusted chilled water pipe replaced
- Additional cooler added in server room
- Added AV technology in the Ballroom
- Continual painting of the building

SSB:
- Additional outlets in G1.400H
- Replacement of exterior handicapped buttons
- Replaced and installed new restroom stalls
- Ordered 6 water hydration stations
- Building of structure wall to close off frigid air in G1.400HA

Waste Removal

SAC: 8.87 tons of refuse hauled away from the Student Activity Center
TXU: 11.32 tons of refuse hauled away from the Texas Union

Panic Alarms:
There were 12 panic alarms reports to UTPD for the SSB in January.

Criminal Activity:
2 tagging incidents in Hogg, graffiti and criminal trespass in SSB, as well as a graffiti and criminal trespass in the TXU.