

**KANSAS STATE UNIVERSITY**  
**K-State Student Union Corporation Board**  
*Friday, October 3 | 10:00 AM*  
*Director's Conference Room (Union 212)*

**AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Open Forum**
- IV. Approval of Minutes from April 29, 2025**
- V. Consent Agenda**
- VI. New Business**
  - a. Review and Accept: FY25 Audit
  - b. Consideration and Action: Honeywell Extension
  - c. Consideration and Action: CEF Concert Headline Artist Not to Exceed
- VII. Old Business**
- VIII. Reports**
  - a. Executive Director –written report provided in materials
  - b. Financials – no report due to Audit Presentation
- IX. Discussion**
  - a. Stewardship (if time permits)
- X. Announcements**
  - a. Next meeting: Monday, December 1 or Tuesday, December 2
  - b. Spring Meeting: Wednesday, April 29
- XI. Adjourn**

## ***K-STATE STUDENT UNION CORPORATION BOARD MEETING***

**Agenda Item:** Renewal of Honeywell Contract

**Presented by:** Craig Johnson, Erik Kahl

**Union Unit:** X *Facility/Ops* X *HR/Business* *Programming* *Marketing*

**Applies to K-State Goal:** [X] Yes [ ] No

### **Next Gen**

<input type="checkbox"/>	Accelerate Innovation
<input type="checkbox"/>	Build and sustain Next-Gen Workforce
<input type="checkbox"/>	Deliver Impactful Student Experience
<input type="checkbox"/>	Drive Discovery, Innovation & Scholarship
<input checked="" type="checkbox"/>	Integrate Engagement
<input type="checkbox"/>	Invest in Jobs/Economy of Tomorrow

### **DASSA Pillars**

<input type="checkbox"/>	Unified Partnerships
<input type="checkbox"/>	Care & Belonging
<input checked="" type="checkbox"/>	Proactive Mindset

*[Future Union Goals Here]*

### **Executive Summary:**

Honeywell Building Solutions has long serviced the K-State Student Union's HVAC and Fire Systems. Costs have been escalating annually as long as records show with a sizable increase (25%) occurring this year due to increased frequency of visits and time needed per visit (8 hours per quarter to 24 hours per month in proposed contract). Contract includes 2 EBI system upgrades, 2 fire upgrades, and 2 HVAC upgrades. Escalating costs of components and tech. to service are adding to the increased costs. The Union's R&R budget can handle the escalated costs for FY26; some items originally projected will likely be deferred.

### **Prior Board Discussion or Action:**

**Rationale for Board Meeting:** Multi-year agreement; expense in excess of \$50,000

**Action Required:** Consideration and approval

**Proposed Motion:** *Move to approve contract as presented for Honeywell Building Solutions through FY30*

**Exec. Director Recommendation:** Approve

## ***K-STATE STUDENT UNION CORPORATION BOARD MEETING***

**Agenda Item:** CEF Artist Selection

**Presented by:** Sara Heiman, Erik Kahl

**Union Unit:** *Facility/Ops* *HR/Business* *X* *Programming* *Marketing*

**Applies to K-State Goal:** *[ X ]* Yes *[ ]* No

### **Next Gen**

<input type="checkbox"/>	Accelerate Innovation
<input type="checkbox"/>	Build and sustain Next-Gen Workforce
<input checked="" type="checkbox"/>	Deliver Impactful Student Experience
<input type="checkbox"/>	Drive Discovery, Innovation & Scholarship
<input type="checkbox"/>	Integrate Engagement
<input type="checkbox"/>	Invest in Jobs/Economy of Tomorrow

### **DASSA Pillars**

<input type="checkbox"/>	Unified Partnerships
<input checked="" type="checkbox"/>	Care & Belonging
<input type="checkbox"/>	Proactive Mindset

*[Future Union75 Goals Here]*

### **Executive Summary:**

SGA through the SSF appropriation process allocates \$150,000 for the Campus Enrichment Fund. This fund supports a large-scale concert in the spring for the campus community. The event is ticketed; however, the fund subsidizes student ticket prices. The CEF committee, through student outreach, identifies artists of interest across various genres, and student leaders in UPC work with agencies to determine feasibility. Due to the scope and magnitude of the event, contracting process, and other aspects of event planning, it is in our best interest to identify, negotiate, and commit to an artist before Thanksgiving. The entertainment industry changes frequently as do student interests and trends; a surprise album or track release, tv appearance, or viral social media post can change the cost of an artist overnight. Our goal is to negotiate for the best deal and be strong stewards of student dollars. The request is to negotiate up to \$140,000 for an artist. This allows for a well-known and mainstream artist to be selected. Additional funds for the event come from ticket sales and the fund's carry forward.

**Prior Board Discussion or Action:** A special UCB meeting was called for meeting to approve the expenditure in FY25.

**Rationale for Board Meeting:** Expense in excess of \$50,000

**Action Required:** Consideration and action

**Proposed Motion:** Move to approve a not to exceed threshold of \$140,000 for CEF headliner.

**Exec. Director Recommendation:** Approve

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**DIRECTOR'S REPORT**

It is my pleasure to present this report to the board highlighting recent accomplishments, ongoing initiatives, and emerging priorities for the K-State Student Union. Since the last meeting, the Union team finished the semester, concluded their search for their Executive Director (yours truly), launched a new semester, and is working on exciting plans for the future.

This report is designed to provide a [mostly] high-level overview to inform your oversight, note points of attention, and recognize achievements. I remain committed to ensuring our work reflects the mission and vision of our institution, division, and boards. I look forward to the continued partnership as we work together towards the imperatives of Next-Gen K-State, the DASSA Pillars, and the upcoming K-State Student Union Plan. You will find that actionable items will reference what strategic goals the item furthers.

**Reflections On The First 60 Days**

The first 60 days have been welcoming, enlightening, energizing, and reflective. The first month was largely focused on understanding internal operations, systems, staff, and practices; my second month expanded with a greater focus on introductions and understandings beyond the Union by meeting with partners and key collaborators across campus. During the third month, I will continue much of the same while also expanding my focus towards developing longer-term plans that involve and empower our boards, students, staff, and close campus counterparts. Some key themes:

- Staff are passionate about their work and care a great deal about our students. They take tremendous pride in the facility and their roles within.
- A vacuum developed following several years of leadership gaps. Staff are eager for consistency and stability and are largely open to different direction and considering alternative approaches and outcomes in a cautious way.
- The units around the Union operate in silos, often not involving key stakeholders on decisions that impact their work (for a wide array of reasons).
- The union has many systems and policies tracked and documented, while at the same time having many systems key to operations not well tracked or documented.
- Our finances appear stronger than they have in recent semesters, but they continue to leave me concerned due to evolving liabilities and obligations. As contracts and leases come up for renewal, leases are looking for reasons to terminate contracts or lower costs and vendor expenses continue to climb. Where as previously, all directors had signature authority, I am routing all contracts, agreements, leases, MOUs, etc. through me so I can more accurately capture the scope of our requests and commitments and be responsive to this board.

## Facilities & Operations

- At the start of the fiscal year, HVAC units were replaced for the third floor, the second half of ballroom chairs were ordered, and Union 209 was renovated. The A/V is currently in the process of being upgraded for the ballroom.
- Conversations with architect for remodeling and upgrading the Union ballroom continue. I recently met with AVP Lauer to discuss and review the campus master plan and the Union's role within it; we also toured the historic Ahern Field House.
- Operationally, the ID Card has transitioned out of the Union; the Union and University are operating in good faith with one another while specifics on the MOU between entities are finalized; these will be presented for the late-fall meeting.
- The Union's freight elevator is currently down while we await a custom card is being manufactured since it is no longer produced. If this does not resolve the issue, the next step would be a rebuild of the elevator from the inside out and an estimated cost of \$280,000. Director Johnson is reworking the repair and replacement (R&R) timeline to accommodate various scenarios (time, funding, priorities, etc.).
- There are two vacancies within the operations team. One vacancy is our late shift custodian, which we are hoping to post soon with some revisions to increase candidates. Additionally, we are working on plans to pilot a new student-led evening building manager model.
- Mazevo, the new reservation software is in full use and working well. Staff continue to adapt functionality to the tools and components of the software as needed.

## Retail Operations

- Addressing the vacant retail space: A new concept is being established for the vacant retail space near Chick-Fil-A. The new concept, Willie's Soda Bar (working title) will be the newest hangout in the K-State Student Union where tradition meets flavor. From classic favorites to wild, custom-crafted dirty sodas, every drink is mixed perfectly. Whether students are fueling up between classes, celebrating with friends, or just craving something bold and refreshing, Willie's Soda Bar will be the spot to sip, chill, and rep Wildcat pride — one fizzy creation at a time.
- Cat's Den is now managed by Housing & Dining. Business seems to be going well and leadership continues to monitor sales data to inform what hours of operation will be best. They moved in later than anticipated yet still opened prior to the semester and have been great partners.
- Campus Store is seeing strong sales for the start of the semester. The Inclusive Access pilot phase is complete and we are running full Inclusive Access starting spring semester. Removing the adoptions recycled from prior semesters, we were around a 55% adoption rate for the fall semester. This is why adoptions still are an area of concern. With the help of Audrey in marketing, Jon is getting word out about adoptions for the spring earlier and to targeted audiences to close the gap. I am working closely with Jon Klingenberg and

beginning next week will join some faculty visits in an effort to further support the Campus Store's and help articulate the critical need for adoptions.

- Other dining retailers seem to see steady sales. Chick-Fil-A, who we have greater sales data from, continues to see a 5-7% increase in year-over-year comparisons.

### **Programing & Involvement**

- SPI has had a very busy start to the semester; from their activities during Week of Welcome to student org registrations and SafeRide to CEF planning the team has proven to be adaptable with change and seems to have boundless energy. In most instances thus far, turnout seems to be equal to, if not higher, than last year.
- SPI recently presented their budget requests to SSF for the next three years. SGA has shared their intent is to recommend a 4% increase to the senate. An additional request was made to fund SPI for two cycles and align it with the other cycles of the Union, which seems to be supported and will be recommended. We are also awaiting the determination to confirm funding to begin recruitment for the SGA Advisor that has been vacant since April. That position will look different than the past.
- The student organization management platform (currently Ready Educate) is up for renewal at the end of this year. SPI leadership is currently gathering student input to determine if renewal or RFP is necessary.
- SPI currently manages the SafeRide program that is funded by SGA. This contract expires at the end of the school year. Review and discussion is beginning this week; future funding will not be known until later in the fall semester. If funded, it will likely be brought to this board due to the length and cost of the contract.

### **HR & Business**

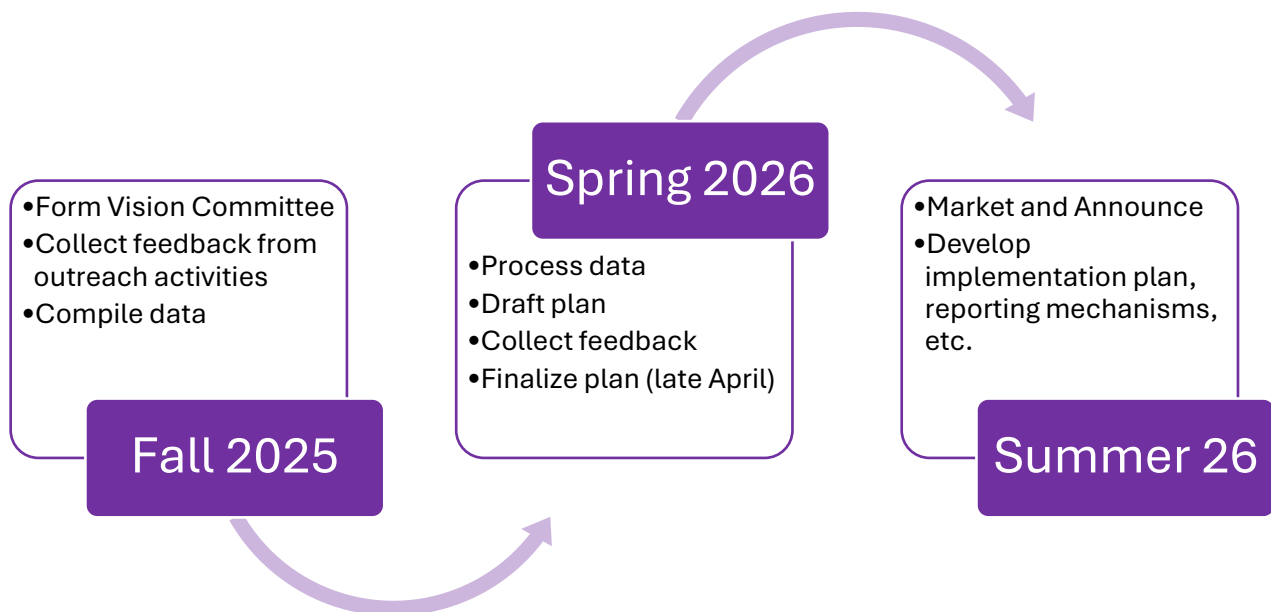
- Both the business office and HR continue to make considerable strides in improving operational efficiency by adopting programs to streamline and automate processes (examples: QuickBooks and Ottimate).
- Contracts are now being routed through the director's office; upon execution, they are shared with KSU Purchasing and uploaded to Cobblestone.
- SGA's business operations and accounting has transitioned to the business office. There has been delays in processing requests because of the nuance and different systems between the Union and main campus. The business office is developing systems and adding student staff to increase support and capacity moving forward.
- Our lead accountant Kurt, will be departing the team mid-October for a great opportunity; we are working on plans to rehire the position as quickly as possible. Existing staff will absorb the most critical functions of the office while a replacement is sought.
- Current Staffing Count: 90 students, 32 benefit eligible, 4 part time, 1 contract (126 total)

## Marketing & Outreach

- Student Creative Services has seen an increase in design and consulting requests.
- Game Day shuttle is seeing ridership consistent to previous years. We also added an ADA bus this year but use has not yet been requested.

## Looking Ahead

The K-State Student Union will turn 70 this spring. We will host a Union celebration to recognize the milestone and build upon the energy to develop a strategic plan for the next 5+ years. This plan, *Union75: From Legacy to Next Gen (working title)* will launch at the end of the spring semester and run through our 75<sup>th</sup> anniversary in 2031.



The future of our Union is bright and there is much to consider as we look ahead and think about how exciting opportunities will align with the 75<sup>th</sup>. I look forward to that journey together.

Traffic Counts

