Kansas State University  
K-State Student Union  
Union Governing Board 2022-2023  
April 14, 2023  
Minutes

I. CALL TO ORDER  
Elliott called the meeting to order at 12:00 p.m.

ATTENDANCE:  Ashley Elliott, Payton Lynn, Sophia Palcic, Emily Howard, Ava Waterman, Cathleen Cowell, Tram Pham, Kathleen Hatch, Clint Hafliger, Bill Muir, Lauren Chard, Craig Johnson, Cindy Diederich, Corey Williamson

ABSENT:  Drew Bellamy, Reese Willis, Samuel Schweier, Derrick Harrington, Jacob Brown, Anthony Warnick

RECORDER:  Jennifer Fabrizius

PROXIES:  Payton Lynn for Drew Bellamy

GUESTS:  Deanna Defoor, Comptroller; Jon Oury, Evan Porter, Erin Smith

II. OPEN PERIOD  
Welcome New Members for 2023-2024 Academic Year  
With 2023-2024 prospective members in attendance at today’s meeting, introductions were included by all.

III. APPROVAL OF MINUTES  
Elliott called for a motion to approve the minutes.

Cathleen Cowell moved and Payton Lynn seconded the motion to approve the March 24, 2023 minutes. 10-0-0.

IV. UPC PRESIDENT REPORT  
Waterman reported the UPC executive board has been selected, with Erin Smith being named president. Upcoming UPC events include: Escape Room tonight in the Union, Tea Party at the K-State Gardens on Sunday, Talent Show on April 26, final Farmer’s Market of the semester on April 28, and CEF concert on April 29. Waterman also stated UPC event numbers are just shy of pre-COVID.

V. UNION AMBASSADOR REPORT  
Pham reported Ambassadors will be restructuring for next semester due to low numbers and focusing on coverage at the Welcome Desk during peak hours (11:00 a.m.-1:00 p.m. and 4:00-7:00 p.m.), tabling for current students, and recruitment of prospective students/freshmen.

VI. UGB PRESIDENT REPORT  
1. Union Celebration Update  
Elliott reminded and encouraged members to attend the Union Leadership Celebration scheduled for Tuesday, April 25, at 4:30 p.m. in the Union Courtyard.
2. Union Officer Elections

Elliott reported elections for UGB President and Co-Vice Presidents will be held on Friday, April 28, which is the final UGB meeting of the 2022-2023 academic year.

VII. COMMITTEE ASSIGNMENTS

1. Assessment Committee

Williamson reported the committee received updates on the numerous assessments currently taking place, which will continue to be the focus throughout the summer. There are currently 10+ ongoing assessment projects.
- Student employees’ experience in the Union and how to better engage our student employees
- Engagement in financial well-being and connecting our students and volunteers to Powercat Financial
- Reservation surveys and how to make them more feasible for our customers to engage

2. Policy Review Committee

Johnson reported the committee presented recommendations for policy changes at the March 24 meeting that involved the modification on allowed food in the building to exclude outside pizza and a small change on the Event Policy. Johnson added one committee meeting remains for the semester and will focus on charging sales tax on non-campus, non-sales tax event organizations. Any recommendations will be detailed in the policy and procedures, with implementation July 1, 2023.

VIII. EXECUTIVE DIRECTOR REPORT

1. Union Leadership Celebration

Williamson strongly encouraged members to attend the Union Leadership Celebration on Tuesday, April 25, at 4:30 p.m. in the Union Courtyard, where students, staff and volunteers will be recognized.

2. Overview of UGB Executive Board Roles and Voting Process

Williamson reviewed the main responsibilities of the UGB President and Co-Vice Presidents.
- **UGB President**
  - Serve as representative on behalf of the Union
  - Serve as chair for UGB meetings
  - Give UGB President’s Report at UGB meetings
  - Serve as chair on UGB Exec Board and assist with developing an agenda
  - Serve as President of Union Corporation Board
  - Will receive a $200 Leadership Award
- **UGB-Co-Vice Presidents**
  - Serve as Chair of UGB meetings in the absence of the President
  - Serve as liaison to the Union and to Union student organizations including Union Program Council and Union Ambassadors attending at least one meeting per month
  - Serve as a member of Union Corporation Board
Each will receive a $100 Leadership Award

Outline of Voting Process for New Leaders

- At the final UGB meeting of the year, election of UGB President and Co-Vice Presidents will be on the agenda under “New Business”.
- UGB President will give a brief overview of the role and responsibilities of the UGB President and Co-Vice Presidents.
- UGB President will, separately, request nominations from voting UGB members for a president and co-vice presidents for the upcoming academic year.
- As members are nominated, each nominee will ‘accept’ or ‘decline’ the nomination.
- If there is more than one nominee, each is given a chance to share why they would like to serve as UGB President.
- Nominees usually step out of the room while the vote is taken.
- UGB President will request a motion to approve individual for president and request a motion, followed by a vote.
- President will announce who made the motion, who seconded the motion and will announce the winner and the number of votes.

IX. OLD BUSINESS

Johnson recalled the following policy revisions were presented for review during the March 24 meeting.

1. Food Preparation and Service Policy
   Edits made to the Food Preparation and Service Policy now includes “Pizza is not allowed to be brought in from vendors located outside the Union. Hunt Brothers Pizza is available and located in the Union Bowling Center.” Williamson added, if Union Station by JPs and Pretzelmaker can provide an in-house product, it will not be considered a conflict of interest.

   Cathleen Cowell moved and Tram Pham seconded the motion to approve the recommended edits to the Food Preparation and Service Policy. Voted and passed 11-0-0.

2. Event Policy
   The modification to the Event Policy now states “Events with expected attendance of 250 or more must have reservations made at least four weeks in advance to allow for a pre-planning event.” The change from two to four weeks is due to the need for security, where the K-State Police Department requires four weeks to schedule security officers, if required. The new student org policy will also state four weeks.

   Sophia Palcic moved and Payton Lynn seconded the motion to approve the recommended edit to the Event Policy. Voted and passed 11-0-0.

X. NEW BUSINESS

1. Vision Award
Williamson provided an overview of the Union’s Vision Award, which identifies and extends sincere appreciation to the individuals in the history of the K-State Student Union whose efforts, commitment, influence and dreams energized the growth and service of the student union. This year, the Senior Team is bringing forward Mr. Bill Smriga, former K-State Student Union Executive Director (2011-2018).

Cathleen Cowell moved and Payton Lane seconded the motion to approve the recommendation of Bill Smriga as the 2022-2023 Vision Award recipient. Voted and passed 11-0-0.

2. Union FY2023-2024 Union Budget
Deanna Defoor, Comptroller, presented detailed revenues and expenses for FY24 ($3,749,162 revenue; $3,732,719 expenses), with projected net income of $16,443. Of specific note, the following were referenced:

- Revenue
  - K-State Campus Store – reduced guaranteed amount for FY24 down to $405,000 from $600,000
  - Radina’s Coffeehouses in Leadership Studies and Engineering – owner, Wade Radina, feels positive around what he is seeing this spring as it relative to January-March; several percentage points above where they were in FY22
  - With the anticipation of enrollment, the Union is sitting at 67% pre-COVID traffic numbers, it is optimistic the Union is on the incline relative to traffic and revenue

- Reserves
  - There was not a strong reserve account going into COVID
  - A new policy has been built around reserves
  - The goal is to be at a 6-month reserve account with $2M
  - The hope is to break even this upcoming year

3. Union Bylaws
Elliott presented recommendations from UGB Exec to the Union Bylaws:

- Section 2: Student Membership Eligibility
  - Changes
    a - changes 12 minimum credit hours per semester on the board to six minimum credit hours per semester
    c - changes GPA requirement to a 2.500 for the student’s previous semester and excludes first year students from this GPA minimum. Also remove the cumulate GPA requirement for students.
  - Remove
    b - UGB Student Members must have completed a minimum of 12 semester hours at Kansas State University.

- Section 5: Removal from Office
  - Additions
    5 - If a vacancy shall occur during the year between the annual SGA General Elections, the position shall be filled based on the UGB
Executive Board members. UGB shall approve new members selected by this process by a majority vote.

6 - If a vacancy shall occur among non-elected members, the appointing authority shall select a new member and inform the UGB President of the selection.

- Section 6: President
  - Additions
    9 - Attend Union Program Council and Student Ambassadors meeting two times per semester.
    10 - Be responsible for coordinating transitions period with incoming UGB President.

- Section 7: Co-Vice Presidents
  - Change
    4 - Assigns one Vice-President to Union Program Council and the other to Student Ambassadors, each will attend their selected organization twice per semester. Previously, both Vice-Presidents were meant to attend both organization’s meetings once a month.
  - Addition
    6 - Serve as a standing member of the UGB Executive Committee.

- Section 8: Committees
  - Change
    e - 7 committees change to 4 committees.
  - Remove
    1 - Executive Committee as a part of the committee structure and just considered as a responsibility for the President and Co-Vice Presidents.

- Section 10: Campus Entertainment Fund
  - Changes
    - Changes Vice-President of UGB to two Co-Vice Presidents
      a - Change performance fee from $25,000 to $20,000 minimum for the major event classification.
      b - Alter personnel required to consider fund, includes Union Program Council within the bylaws.
      i - Frequency of major event changes from 1 in both the fall and spring semesters to 1 event per academic year
      iii - changes wording from a “reduced” student ticket price to an “affordable” student ticket price
    - These changes were made to mirror the wording within the UPC bylaws.

- Article II: Effective Date
  - Change
    - Updates the effective date to date these bylaws would be voted on and adopted; April 28, 2023.

- Statute 42
  - Provides the updated statute from the Student Governing Association Statutes regarding the Campus Entertainment Fund. This statute outlines the
financial components, planning, and involvement of various organizations in this process.

XI. DISCUSSION, CONCERNS, ANNOUNCEMENTS
Elliott highly encouraged members to attend the Union Leadership Celebration on Tuesday, April 25, at 4:30 p.m. in the Union Courtyard, and reminded current members to sign the sign-in sheet for today’s meeting.

XII. ADJOURN
Elliott called for a motion to adjourn the meeting.

Tram Pham moved and Sophia Palcic seconded the motion to adjourn the meeting at 12:58 p.m. 11-0-0.