I. CALL TO ORDER
Ashley Elliott called the meeting to order at 3:00 p.m.

ATTENDANCE: Payton Lynn, John Will, Megan Klug, Ashley Elliott, Matthew Swords, Gerardo Hernandez, Cathleen Cowell, Sara Wallace, Marcus Kidd, Tram Pham, Clint Hafliger, Lauren Chard, Bill Muir, Craig Johnson, Cindy Diederich, Corey Williamson

ABSENT: Dominic Barnes, Tristan Davis, Nathan Vontz, Jacob Brown, Ryan Leimkuehler, Anthony Warnick

RECORDER: Jennifer Fabrizius

PROXIES:

GUESTS: Jeff Clark, Assistant Director/Retail Services; Robert Howard, Manager/ID Center Operations and IT; Sophia Palcic, Erik Moore

II. OPEN PERIOD
Elliott welcomed new members and reminded current UGB members to sign-in on the attendance sheet.

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 minutes from April 8, 2022. 11-0-0.

IV. UPC PRESIDENT REPORT
Wills reported UPC is winding down its end of semester items. On Monday, UPC will be meeting with its three new potential executive members for next year, as well as hold its final co-chair meeting on Tuesday by inviting co-chair interviewees to meet with returners as a mini-transition/getting to know UPC. With regard to events, the film Summer of Soul will be featured on Saturday, April 23, Drag Show with the After Hours Committee on Friday, April 29, and final AMC buy-out for the new Dr. Strange movie on Friday, May 6.

V. UNION AMBASSADORS REPORT
Pham reported Open House was successful with 409 interactions. For community resident life, Ambassadors held a tabling event on Wednesday with no interactions. A flyer has been created to compare Cat Cash and Dining Dollars for prospective students and freshmen. Ambassadors is looking to work with Housing & Dining and Admissions to include the flyer in prospective student folders. With it being the end of the semester, Ambassadors are also looking for lead positions for the 2022-2023 academic year.

VI. UGB PRESIDENT REPORT
1. **Union Leadership Celebration**  
**Elliott** reminded and encouraged members to attend the Union Leadership Celebration on Thursday, April 28, at 4:30 p.m. in the Union Courtyard.

2. **Overview of UGB Executive Board Roles and Voting Process**  
**Elliott** 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 a President of Union Corporation Board
  - President 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 Co-Vice Presidents will receive a $100 Leadership Award

**Elliott** also reviewed the voting process for UGB leadership positions. Williamson noted elections will take place immediately following today’s UBG meeting in a separate meeting.

**VII. COMMITTEE REPORTS**

1. **Assessment Committee**  
**Elliott** reported the Assessment Committee met to review Skyfactor Survey trends with previous data, what items are actually worth focusing on and where improvements can be made. Williamson noted the committee also discussed how it will proceed in the future, as there is a cost associated with the survey. There are challenges with the long survey (120 questions), but it is the most consistently used benchmarking tool for unions across the nation. The survey is currently scheduled for every two years, but the committee will determine direction in the next academic year.

2. **Retail Services Advisory Committee**  
**Jeff Clark**, Assistant Director/Retail Services, reported the Retail Services Advisory Committee held its first meeting of the spring semester on April 7. The committee reviewed fall and spring semester operations the Union manages (Chick-fil-A, Bowling Center, Catering), as well as the different restaurants within the Union. The committee will review projects and retail aspects of the Skyfactor Survey at its next meeting on May 5 to develop action plans to address specific topics. An additional meeting will be scheduled for June to layout the focus for fall, which is to increase revenue and find ways to increase revenue sources in retail units to offset the monies lost through the student fees.

**VIII. EXECUTIVE DIRECTOR REPORT**

1. **ID Center Update**  
**Williamson** introduced Robert Howard, Manager/ID Center Operations and IT, who presented on what the K-State ID Center is:

- Administrative office of the University
- Operations are contracted to the Union
- Advisory board comprised of employees and students across departments, colleges and all three campuses
- Administers a declining balance and meal plan system for the University

Ways the K-State ID Center impacts the University:
- Each employee and student receives a Wildcat ID card
  - Rough population is 24,000 people
  - Across all three campuses
- Originating source for:
  - Individual’s pictures in the various KSU systems
  - Unique card number used for financial transactions
  - Unique card number used for access control systems across all three campuses
- 4,000 new Wildcat IDs each year
  - 3,500 students
  - 500 employees
- 3,500 replacement Wildcat IDs each year
  - 95% are students
- Cat Cash
  - Deposits
    - Prior to Covid: $700,000 per year
    - Since 2020: $450,000 per year
  - Used at:
    - Housing & Dining laundry
    - Retail units in the Union and around campus
    - Art Department print labs
    - PaperCut print labs
    - Coming soon – Vending machines on campus
- Other services provided:
  - Administer conference cards
    - Recruitment efforts for DMSA, ORA, colleges
    - Outside organizations: SuperPave, KDOT Concrete Conference
  - Gift Cards
    - Union
    - Housing & Dining
    - Call Hall
  - Cat’s Cupboard Points
  - Athletic Meal Plans
  - Access Control
    - Several University entities have access control on their buildings
      - Hale Library
      - College of Business
      - College of APDesign
      - College of Engineering
      - College of Vet Med
      - Salina Campus
      - Olathe Campus
2. K-State Campus Store Update
Williamson reported the Union is still in the process of reviewing Follett’s inclusive access option, which has been elevated at an administrative level. A team will be assembled from Student Success, Student Life and Financial Services to work through potential opportunities, as there is still a lot to learn about the program. Discussion will come back to UGB prior to moving forward for input, but implementation could occur in the next 1-2 years.

3. Commerce Bank Update
Williamson reminded the board of Fran Willbrant’s presentation on banking services for the University and the combined RFP process with lease space and banking services contract to create synergy. At the time, the main question is, “Are students still interested in having on-site banking services?” Banking services is a positive for international students who do not have access to electronic banking, and it is helpful for the Union to maintain and increase traffic in the building. The RFP process will be initiated this summer. The lease for Commerce Bank does not conclude until June 2023.

IX. OLD BUSINESS
1. Vote on FY 2022-2023 Union Budget
Elliott indicated the budget was reviewed and discussed during the UGB meeting on April 8 and asked if there was any more discussion.
Elliott called for a motion to approve the budget.

Payton Lynn moved and Marcus Kidd seconded the motion to approve the FY 2022-2023 Budget. Voted and passed 12-0-0.

2. Proposal of Union Room Rental Fees (Appendix B)
Williamson reported the Union has not adjusted any room rental fees since 2019 and is still under review. The Policy Committee is benchmarking with other conference centers in this area with regard to fees and have quickly learned the cost of utilizing the Union is substantially less. Elliott called for a motion to table the proposal until the fall semester.

Sarah Wallace moved and Payton Lynn seconded the motion to table the proposed Union Room Rental Fees (Appendix B) until the fall semester. Voted and passed 12-0-0.

3. Hunt Brothers Pizza Resolution
Elliott indicated the Hunt Brothers Pizza Resolution was reviewed and discussed during the UGB meeting on April 8 and asked if there was any more discussion.
Elliott called for a motion to approve the resolution.

Matthew Swords moved and Cathleen Cowell seconded the Motion to approve the Hunt Brothers Pizza Resolution. Voted and passed 12-0-0.

X. NEW BUSINESS

XI. DISCUSSION, CONCERNS, ANNOUNCEMENTS
Elliott thanked everyone for serving on UGB and being fantastic advocates to the Union during the 2021-2022 academic year. Williamson thanked members for their valuable contributions and for supporting the work of the Union.

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

Marcus Kidd moved and Sara Wallace seconded the motion to adjourn the meeting at 3:52 p.m. Unanimous approval.