I. CALL TO ORDER
Matthew Swords called the meeting to order at 3:00pm.

ABSENT: Nathan Vontz, Ryan Leimkuehler, Haden Botkin, Bob Brummett, Lily Hurt
RECORER: Medina Roynon
PROXIES: None
GUESTS: Tram Pham, Deanna Defoor, Derek Jackson, Megan Klug, Ashley Elliott, Preston Gallagher

III. APPROVAL OF MINUTES
Vedant Kulkarni moved and Sara Wallace seconded the motion to approve the minutes from March 26th. Unanimous approval.

IV. OPEN PERIOD
Welcome New Members for 2021-22 Academic Year
Swords welcomed new members and asked them to introduce themselves.

V. UPC PRESIDENT REPORT
Urban shared the film, Soul, was presented virtually on April 8th. Upcoming UPC events include:
- The 46th Annual Student Photo Contest will be held in-person this evening
- NBA 2K21 Tournament will also be held virtually tonight
- Stroll for a Cure will be held virtually on Monday, April 12th
- The film, High School Musical, will show in-person on Wednesday, April 14th outside the Union on the Terrace
- The 17th Annual K-State Drag Show will be held virtually on Friday, April 23rd
- “Have S’more Fun with UPC” Giveaway will be an in-person event on Monday, April 26th

VI. UNION AMBASSADOR REPORT
Tram Pham (on behalf of Lily Hurt), announced two members have been elected to the executive board. Ambassadors will be transitioning the new executive board members at the next meeting on April 12th. The last ambassador meeting of the year will be on Monday, May 3rd at 4:30pm. She added ambassadors are currently brainstorming ideas for the next academic year.
VII.  UGB PRESIDENT REPORT
1. Overview of UGB Executive Board Roles
Swords 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 will receive a $100 Leadership Award

2. Outline of Voting Process
Swords reviewed the voting process for UGB leadership positions. The leaders for the upcoming academic year will be voted upon at the last UGB meeting of the year on Friday, April 23rd.

VIII. COMMITTEE REPORTS
1. Retail Service Advisory Committee – Sara Wallace
Wallace shared the highlights of the recent Retail Service Advisory Committee Meeting:
- Discussed promotional events and various ways to increase traffic in the Bowling Center such as possibly adding leagues
- Results of the Esports survey conducted last month will be presented at the last meeting
- Discussed the possible meal plan concept by Housing & Dining along with possible incentives and promotions
- Talked about possible changes in catering

2. Assessment Committee – Ariana Coker
Coker reported on the recent Assessment Committee meeting:
- The Full-Time Employee Assessment has been completed
- Policy Review Committee has been reviewing procedures from their focus group who has been attempting to engage various campus organizations
- Union Student Employee position descriptions have been reviewed by members outside of those departments
- Plan to assess the Bowling Center and their promotions
- Discussed the recent Esports survey sent to students then faculty and staff

IX. EXECUTIVE DIRECTOR REPORT
1. Flex 300 Meal Plan Concept
Williamson said at the last meeting the focus was on meal plan options for off campus students as well as faculty and staff. Since then, Dr. Jackson and his team have also looked
how to create opportunities for on campus students. He introduced the FLEX 300 Plan concept that:

- Would allow for a declining debit program or meal card that would begin with a $300 balance
- Could be used anywhere on campus including Union retail units, Union Station by JP’s, and also in the dining facilities
- Would allow on campus students who have already selected their dining plan the opportunity to add an additional $300 to their existing dining plan
- Would allow for flexibility on Sunday when the dining facilities are closed
- Would be very similar for off campus students, faculty and staff
- Would allow students to use KSIS to add funds to their Flex 300 Plan; while payroll deduction could possibly be an option for faculty and staff to add additional funds
- Would include an incentive program with the vendors to receive free products for first-time use at their restaurant, for adding funds to the card or other types of discounts

Williamson said the funds would need to be utilized by the end of the academic year, so a communication campaign would need to be created to remind card users. He also indicated the concept is still in the planning phase and he welcomes input from UGB members, students, faculty and staff as the program continues to develop.

Group Discussion took place with several positive comments and marketing ideas. Williamson added he would be remiss if he did not give Michael Crow, Associate Director for Administrative Services, Department of Housing & Dining, credit for planning this declining debit card plan. The concept was drafted prior to the pandemic but could not be executed at that time. Mike was instrumental in helping create this concept. Williamson encouraged the group to think about it the meal plan concept and to ask questions at the next meeting. This item will be reviewed again early next semester.

2. Esports Update

Clark said the consulting firm, IESports will present a report to the Esports Task Force next Tuesday. IESports will prepare a webinar to be presented to the identified stakeholders, along with their recommendations for moving forward based on the data they have received. He added there were approximately 600 student responses to the survey.

3. Union Summer Operations Plans

Williamson announced the Union will be implementing another round of furloughs for some staff this summer with most employees returning in mid-July. The Union will continue to operate this summer but with minimum staff, due to low traffic during that time. The Union will transition back to full operations beginning in August.

X. OLD BUSINESS

1. Ballroom Renovation Resolution

Swords said a read-through of the resolution took place at the last meeting (attached). He asked if there any questions or any further discussion. Seeing none; he requested a motion.

Vedant Kulkarni moved and Marcus Kidd seconded the motion to approve the Ballroom Renovation Resolution. Voted and passed unanimously.
XI.  NEW BUSINESS
   1. FY 2021-22 Budget Review – Deanna Defoor
   Defoor shared pie charts indicating the Union’s revenue and expenses. She also highlighted the Union’s Profit & Loss Budget Overview covering the period of July 1st, 2021 through June 30th, 2022 and answered questions from UGB members. She said the projected net income for next fiscal year is $251,651. Union staff remains cautiously optimistic with the opening of the university in the fall.
   Williamson said the strategy going forward is to try to keep the bottom line around 200,000 to 250,000. It is important to replenish the Union’s cash reserves. He added the Union was forced to furlough again this year because the cash reserves were depleted over the last year. Williamson said, as always, he is open to suggestions and recommendations and encouraged member to share their thoughts. The FY 2021-22 Budget will be voted upon at the next UGB meeting.

XII. DISCUSSION, CONCERNS, ANNOUNCEMENTS
   1. Winter Award Nominations
   Williamson said the Union has amazing students in leadership positions and encouraged group members to submit nominations for the Winter Award by the end of the day today. Muir added the Winter Award has occurred for the last 24 years. He asked UGB members to please nominate a student who has done the most for the Union over the past year and meets the qualifications for the award.

XIII. ADJOURN

   Vedant Kulkarni moved and Marcus Kidd seconded the motion to adjourn the meeting at 3:55pm. Unanimous approval.
RESOLUTION 20/21/XX

Approval of Renovations to the Union Ballroom

BY: Sara Wallace and Nathan Vontz

WHEREAS, The Union Governing Board believes it is a worthwhile investment to renovate the Union Ballroom;

WHEREAS, The Union Ballroom is a well-used space hosting on average over 800 events a year that benefit K-State students and faculty and the Manhattan community;

WHEREAS, The Ballroom ceiling has not been renovated since 1963 and contains asbestos that has limited sound and lighting updates;

WHEREAS, Renovation of the ballroom would include asbestos abatement, new ceiling installation, new lighting, improved acoustic panels and paint, and new A/V screens and projectors;

WHEREAS, The estimated cost for the ballroom renovation is $1,100,000 based on a study managed by University Facilities. Below you will find the proposed funding sources as follows:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Funds remaining from Renovation</td>
<td>$261,000</td>
</tr>
<tr>
<td>FY 21 Repair &amp; Replacement Funds</td>
<td>$100,000</td>
</tr>
<tr>
<td>FY 22 Repair &amp; Replacement Funds</td>
<td>$100,000</td>
</tr>
<tr>
<td>Repair &amp; Replacement Reserve Funds</td>
<td>$250,000</td>
</tr>
<tr>
<td>FY 23 Repair &amp; Replacement Funds Anticipated</td>
<td>$135,000</td>
</tr>
<tr>
<td>FY 24 Repair &amp; Replacement Funds Anticipated</td>
<td>$135,000</td>
</tr>
<tr>
<td>FY 25 Repair &amp; Replacement Funds Anticipated</td>
<td>$135,000</td>
</tr>
<tr>
<td><strong>Total Funds</strong></td>
<td><strong>$1,116,000</strong></td>
</tr>
</tbody>
</table>

WHEREAS, The Union Ballroom renovation will update and modernize the space for future reservations and continue to bring in revenue for the Union;

WHEREAS, It is in keeping with the Union mission to provide an up-to-date Union Ballroom that enhances the experience of students, faculty, staff, alumni, and guests.

BE IT RESOLVED THAT:

SECTION 1. The Union Governing Board recommends the proposed renovation of the Union Ballroom and supports the use of resources to fund this project.

SECTION 2. Upon passage by the Union Governing Board and signature of the Union Governing Board President, a copy of this resolution shall be sent to Privilege Fee Committee, Union Executive Director Corey Williamson, Union Associate Director Craig Johnson, and Vice President for Student Life Thomas Lane.