

## University Center Advisory Board Kick-off Meeting Minutes

September 6<sup>th</sup>, 2018

---

### I. **Welcome & Introductions: Call to order 1:04 pm**

Introductions: Name, Position, What is your most favorite class that you have ever taken?

Attendance: Amandine Habben, Randy Rosso, Raymond Fisco, Cheyenne Griswold, Stephen Holmes, Dr. Samantha Christiansen, Alejandro De Jesus, Chad Garland.

Absent: Dr. Sylvia Mendez

### II. **Review of Purpose of UC Advisory Board and The Role of the Union**

#### University Center Overview

UCES is a student success unit, as a part of UCCS Presents which includes artistic programs at the Ent Center: GOCA, Artist Series, Theatreworks. This is a unique model in terms of the collaboration of services and artistic programming. We manage several different areas in our department: event services, conferences, event production, one-card student ID's, Ent Center Operations: FOH and Box Office, Information Desk, and Auxiliary Building Management.

#### UC Advisory Board Role

At the University Center over the past year we have been working on laying a strong foundation for creating a welcoming environment and improving campus engagement for students, through facility improvements and beginning a formal program series, UC Programming. Overall our goal is to work with the Advisors board to discuss and examine what students at UCCS need from our department. In this upcoming year we hope to take a closer look at areas in the University Center such as Café 65 lounge, UC Game Room, and even the possibility of a new University Center facility. Additionally, our task will be to continue to shape what UC Advisory Board's structure looks like and how we operate. While having a good structure is important, we want our board members to feel comfortable, have casual interactions, and share feedback.

### III. **What's new at the UC: Construction updates, UC Programming, future projects**

#### Construction updates

Our goal was to improve the overall experience for visitors to the UC and bathrooms were in dire need of renovation. They will be completed later this week.

UCES has grown and in order to accommodate the number of professional and student staff, workstations and additional offices needed to be added. This project is going well and will be completed in the next few weeks.

#### UC Programming

Alejandro reviewed the various program elements. We are still looking for ideas for a brand name and logo.

We do have sub-committees and we would have a chair that sits on our board, but more people can be recruited into those subcommittees, we will plan on finalizing those committees in our next meeting.

### IV. **Review of By-Laws & Structure**

#### Board Expectations

Attendance at bi-weekly board and subcommittee meetings, as needed.

Positions are generally two-year commitments.

Let us know in advance if you can't make a meeting.

Advisory Board Leadership positions (we would like students, but anybody can apply for the position): Chair, Vice Chair, and Secretary.

Advisory Board Sub-committee's (these groups work independently and report out to the board):

- Policy and Services Review: **Randy**  
*Review University Center procedures and guidelines for adjustments/feedback.*
- Bylaws Review: **Sylvia**  
*Works to review and provide feedback on University Center Advisory Board Bylaws.*
- Budget Review: **Ray, Amandine**  
*Meets to review and provide feedback on University Center budget.*
- Programming Review: **Cheyenne, Ray**  
*Provide feedback and support for University Center programming series.*
- Space/Facility Review: **Randy, Cheyenne, Ray**  
*Examines and makes suggestions for improvements and use of University Center spaces and facilities and possible upgrades/renovations.*
- Assessment Review: **Jake**  
*Designs, collects, and reviews data/feedback on University Center programs, services, and facilities from students, faculty, and staff to advise on possible operational changes.*

#### Board Functions

Provide advice and input on UC operations, services, and facility to the Director. Review University Center related assessment data: program feedback, EBI, ACUI benchmarking.

Hear and provide insight on any new proposals from campus community.

General agenda for our meetings:

#### **Order of Business for Meetings**

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Community Comments & Presentations
- V. University Center Updates
- VI. Committee Reports
- VII. Old Business
- VIII. New Business
- IX. Additional Comments & Planning
- X. Adjournment

#### **V. Action Items**

##### Future meeting agenda items

Café 65 renovation planning.

Vote on board positions.

Finalize sub-committee assignments.

Board Member suggestions:



## University Center & Event Services

UNIVERSITY OF COLORADO  
COLORADO SPRINGS

- Sam- It would be good to hold a contest to select a logo for UC Programming.
- Stephen- A set of signs in the bathrooms that are on the doors of the handicapped stalls.  
UC programs: its great to see programs that are earlier in the evening.
- Cheyenne- Removing the living wall (this will happen once renovation plans have been finalized)
- Ray- Recognizing UC programming as a brand.