Voting Members Present
Hayley Houle, Chair of UUAB
Bodie Bloyd, Vice Chair of UUAB
Kevin Bommarito, College of Liberal Arts
Nick Cross, College of Science and Math
Amy Wright, College of Business
Jake Odello, College of Agriculture, Food & Environmental Sciences
Katelyn Dwyer, ASI President’s Designee
Brad Moore, ASI Board of Director’s Designee
Joel Neel, University President’s Designee

Non-Voting Members Present
None

Voting Members Absent
Sean Skyllingstad, College of Engineering

Non-Voting Members Absent
Tracy DeHahn, Alumni Representative
Denise Gibbons, Business Analyst

Guests
Aaron Borgeson, Board of Directors, ASI
Katie Brennan, Chief of Staff, ASI
Janice Manzo, AFD - Budget
Dwayne Brummett, Associate Executive Director, ASI
Jessica Twaddle, Facility Scheduling Manager, ASI
Michelle Crawford, Coordinator, ASI
Tracy Watson, Administrative Assistant, Student Government, ASI

1. Call to Order: The meeting was called to order at 1:04 p.m.

2. Chair’s Report - Haley Houle
   a. Nominations
      i. Haley read the job description for Chair of the UUAB.
      ii. The floor was opened to nominations. Brad Moore nominated Katie Brennan for Chair of the UUAB; Katie accepted the nomination. As there were no more nominations, the floor was closed for nominations.
      iii. Katie Brennan made a presentation to the members and guests.
   b. Election
      i. Katie Brennan left the room and a vote was taken by Haley Houle. Katie Brennan was elected University Union Advisory Board Chair, for the academic year 2013-14, by unanimous vote.
   c. UU Facilities Policy Review
      i. Haley relayed that there have been some recommendations forwarded to her and consider about the UU Facilities Policy. She asked that UUAB discuss these recommendations but clarified UUAB would not be voting on the final policy at this time.
(1) Facility Scheduling
      (a) Haley noted that ASI Events currently has priority status for scheduling in ASI-managed facilities. Haley explained the referendum that was passed in 2001.
regarding student’s support of event. Haley asked groups to consider flexibility in this priority list. A discussion followed; comments from meeting participants are summarized below:

i. Students stated that the current system makes sense.

ii. ASI Events is not an integral part of the University environment, so campus departments and clubs should be above events.

iii. Dwayne Brummett clarified that events from the University President’s office do still have priority.

iv. Jessica Twaddle, ASI Facility Scheduling Manager, added that ASI Events reserves multiple spaces for an academic year and then will release any extra space once their bookings of talent, etc. are set. She also said that ASI Events is very flexible in the past by releasing blocked space if they have not yet booked talent, in order to support other groups.

v. Dwayne Brummett helped explain the rationale for ASI Event’s priority status by noting that it often takes ASI events many months of planning and negotiating to book talent and therefore they need facility spaces reserved for pre-set dates.

(2) Flexibility in Facility Scheduling

(a) Haley noted that individuals and groups can request space reservations for one year in advance for events during the regular academic year but can schedule up to five years in advance if requesting space reservations for ASI-managed facilities during summer. Some entities reserve the same room for the same recurring time period throughout the academic year. Haley stated there had been a concern brought to her attention that other groups may wish to book those same rooms for the same time period. She queried UUAB members on whether these reservations are appropriate. Not everyone will be happy, but students will always be a top priority. Comments from meeting participants are summarized below:

i. Joel Neel, University President’s representative, recommended keeping a set schedule representative groups such as Academic Senate and ASI Board of Directors, so that students/faculty/staff can plan their schedule to facilitate attendance for these meeting dates and times. Students would then always know where a particular meeting is historically held throughout the academic year.

ii. A UUAB member noted that certain groups that maintain their meetings in specific rooms, such as UU220, are working on behalf of students.

iii. A UUAB member noted that these meetings are typically ones that are open to all students.

iv. A participant noted the current system allows students to always know where those particular meetings are held.

v. A UUAB member noted that some groups, such as sororities, would like to use certain rooms for their large-scale events at the beginning of the academic year and the rooms are not available because they are always booked by recurring meetings.
(3) Facility Maintenance

(b) Haley also shared a concern, brought to her attention outside of the meeting, that certain facilities are not available or fully available for student use during academic breaks due to facility maintenance closures. For example, Mustang Lanes and UU220 were closed during spring break for carpet replacement. Comments from meeting participants are listed here:

i. A UUAB member asked if maintenance and/or construction could be done at night.

ii. Dwayne Brummett noted that a regular cleaning crew does clean the facility after hours. Other facility maintenance activities such as floor waxing, deep cleaning of the facility and furniture upholstery cleaning are usually scheduled during regular daytime work hours over academic breaks. These are activities that would impact student use of the facility if they occurred during the regular academic year.

iii. Members discussed the priority of students versus the consideration of outside entities priorities for performing work.

iv. Joel Neel commented that when maintenance or construction activities occur at night, there is also a consideration of staff work hours and of nighttime noise in regards to the nearby residence halls. He further noted that minimizing any impact to students is a top priority when scheduling facility maintenance. He suggested this practice remain due to the invasive nature of the type of maintenance and construction activities.

(4) Use of the UU by Emergency Response Team

(a) Haley noted that there is not any written statement in the UU Facility Policy regarding the use of the University Union by the campus of an Emergency Response Team in an event of an emergency. She asked if anyone had input as to the inclusion of a statement in the UU Facility Policy.

(b) Dwayne Brummett noted that we are all here for the same purpose, to support the campus in its mission, and there would not be any objection to an Emergency Response Team’s use of the facility during an emergency. The group agreed to add such a statement to the policy.

3. Adjournment: The meeting was adjourned at 2:00 p.m.