



## University Union Advisory Board

October 3, 2006 3:00 p.m.

UU-216

### Meeting Notes

#### Voting members present:

Brandon Souza	Chair, UUAB
Carl Payne	Vice Chair, UUAB / College of Architecture and Env'l Design
Aidan Jobe Sea (arrived 3:18)	College of Business
Gary Fisher	College of Liberal Arts
Matt Raymond	College of Agriculture
Kim Gannon	Alumni Representative
Scott Bloom	University President's Representative
Nicole Stromsness	ASI Board of Directors Representative
Christine St. Pierre	ASI President's Designee

#### Voting members absent:

Vacant	Faculty Representative
Vacant	College of Science and Math
Darren Fraser	College of Engineering

#### Non-voting members present:

Dwayne Brummett	ASI Director of Business Services
Debbie Brothwell (for Denise Fritz)	Cal Poly Budget and Analytical Budget Services

#### Nonvoting members absent:

#### Others present:

Rick Johnson	ASI Executive Director
Marcy Maloney	Director, ASI Programs
Daren Connor	ASI Assistant Director for Programs
Josh D'Acquisto	Assistant Director for Operations
Ron Skamfer	Associate Director, ASI Recreational Sports
Tracy Watson	ASI Student Government Administrative Assistant
Naomi Watkins	ASI Recreational Sports Administrative Assistant
Hillary Schuler-Jones	ASI Public Relations & Marketing
Mary Regan (arrived at 3:23)	ASI Exec Staff University Affairs

The meeting was called to order at 3:10 p.m.

#### 1. Chair's Report (Brandon Souza)

Brandon described the role of UUAB, explaining that it is an advisory board to the University President and ASI Executive Director. It differs from the ASI Board of Directors in that UUAB does not handle management issues and does not have sub-committees. UUAB is designed to be small and informal – less structured than the ASI Board. Long-term appointments are intentional so members can stay informed and follow through with projects, goals and objectives. Brandon reminded the group that serving on UUAB is not just about individual personal opinions; collective student representation is critical. He encouraged members to actively seek input from students.

Introductions were completed, including Debbie Brothwell, who will be attending in place of Denise Fritz (on maternity leave until February).

Brandon reminded the group about the upcoming Student Government Fall Kickoff on October 6 - 7. The kickoff provides an opportunity for UUAB members to get to know people, understand ASI, understand Student Government and to engage themselves into programs. Attendance at the kickoff is important because the UUAB will be mapping out goals and priorities for the year and becoming familiar with current and ongoing projects. He asked that everyone prepare for the kickoff by completing the assigned summer readings.

Last year, it was recommended that UUAB no longer attend the Association of College Unions International (ACUI) regional conference. Instead, the UUAB will conduct a tour of university unions on campuses in the Bay Area on October 12 - 14. Unions on the tour are at Stanford, University of San Francisco, University of California, Berkeley and Sonoma State University. The focus of the tour will be on space utilization in existing facilities and how students respond to space usage.

Brandon thanked Tracy for making all the arrangements related to the trip, and asked that anyone unable to attend contact him or Tracy.

Brandon introduced Matt Raymond for the group's consideration as the UUAB representative from the College of Agriculture, a position that is currently vacant.

**Motion #1 (Fisher/Second): "Move to ratify Matt Raymond as the UUAB representative from the College of Agriculture."**

**Motion passed, unanimous voice vote.**

Brandon explained that Darren Fraser, formerly the UUAB representative from the College of Science and Math, has changed colleges for postgraduate studies at the College of Engineering. The position of UUAB representative from the College of Engineering is currently vacant.

**Motion #2 (Stromsness/Second): "Move to ratify Darren Fraser as the UUAB representative from the College of Engineering."**

**Motion passed, unanimous voice vote.**

Brandon announced that there is still an opening for a representative from the College of Science and Math. Please refer anyone interested to Brandon. An ad will also be placed in the Mustang Daily.

## **2. Executive Director's Report (Rick Johnson)**

Rick thanked everyone for coming, especially the new staff; ASI benefits from having many voices. This group made significant contributions last year and the work done by UUAB is extremely important.

Rick explained that Dwayne will usually serve as his representative to the UUAB. Rick will not always attend because he wants the group to provide a broad spectrum of differing points of view. He has learned that discussion is freer when he is not present.

Because UUAB deals with very important, multi-million dollar decisions, we want our decisions to be well thought out. Rick urged the group to meet with students between meetings and bring their input to the meetings so we can have the broadest possible spectrum of ideas and opinions to consider.

Rick is available to anyone who would like to meet with him. See Judie to schedule an appointment or walk in if he is available.

### **3. UU/Rec Sports Staff Representatives Update/Discussion (Daren Connor/Ron Skamfer)**

Daren and Ron distributed copies of the ASI Events and Activities Fall Quarter Calendar.

Ron reported that the Rec Center has been very busy this week, reaching maximum capacity in the evenings. Intramural registrations last night were the largest ever with 340 teams signing up. 2,109 tickets were sold for the Oct. 1 Carlos Mencia show at the Rec Center. Preparations are underway for the Oct. 19 Dusk 'til Dawn event.

Daren reported that the Escape Route has received a facelift, which they will see during the tour of the UU later. The Moving Mountains wilderness orientation program was successful with 39 freshmen participants. Poly Escapes trip leaders have transitioned from being volunteers to paid staff. At the Craft Center, skateboard shaping classes are full; all other classes still have openings. Efforts are underway to bring back surfboard shaping classes next quarter. ASI Events will present Free Fall Flicks. The first movie of the 4-part series is "Superman Returns," playing tonight in Chumash Auditorium.

Club Services is undergoing many changes; more information will be provided to the group at the next meeting.

### **4. Student Government Protocol (Tracy Watson)**

Brandon excused staff at 3:35 in order to take care of some Student Government housekeeping items. (Staff were welcome to stay if they wanted to). Tracy Watson then reviewed Student Government protocol, including use of computers, copiers and printers. She stressed the importance of keeping Oracle calendars up to date. She asked everyone to complete the Computer Usage Form (the last page of their packets) and turn it in to her as soon as possible.

### **5. Campus-wide Committees (Mary Regan)**

Brandon introduced Mary Regan, who discussed the responsibilities of those who are serving on university-wide committees. She asked that, instead of submitting meeting minutes, those serving on university-wide committees complete and submit a University-wide Committee Report. The information will then be relayed to others more easily. She provided blank forms as well as a sample completed form. Additional forms are available in the Student Government office.

Mary reminded everyone that they are expected to attend all committee meetings and represent ASI professionally.

### **6. PR & Marketing Presentation (Hillary Schuler-Jones)**

Brandon introduced Hillary SchulerJones, ASI Public Relations and Marketing Graduate Assistant. Hillary explained that her role is to work with Student Government to define their values and ensure continuity from one year to the next. She handed out and reviewed the 2006-07 Student Government Marketing Plan, explaining that the goals are the same as last year but there are new ways to achieve those goals. She reminded the group to keep the long-term messaging plan in mind as they make plans in order to ensure that they are aligned with ASI goals.

Hillary asked that any calls from the media be referred to ASI PR & Marketing. She also asked for short (100-200 word) articles about experiences serving on UUAB, to be used to market to other students who might want to get involved in Student Government. Please send submissions to her by the end of next week for publication in the next "Student Government Connection."

In response to a question from Kim Gannon, Hillary stated that the "Student Government Connection" will be available through the ASI website. Kim explained that the information would be of interest to the parents and alumni she serves in the Alumni Relations office.

**7. Tour of University Union**

The group adjourned at 4:00 p.m. to take a group photo, followed by a tour of the University Union led by Josh D'Acquisto.

**8. Adjournment**

The meeting was adjourned at 4:55 p.m.