Student Union Advisory Board Meeting (SUAB)
Meeting Minutes
November 28th, 2012

In attendance:
Committee Chair Steve Calhoun
Graduate Student Association Diana Moss
Associated Students of the University of Nevada Huili Weinstock
ASUN Traditions Program Board Absent
ASUN Flipside Program Board Wesley Nilsson
Multicultural Greek Council Brittany Bell
Office of International Student Scholars Absent
Center for Student Cultural Diversity Claudia Agbor-Bessem
Resident Hall Association Absent
Joe Crowley Student Union Alexis Hanselman
Staff Employee Council Chris Chadwick

Meeting Agenda

A. Arduous set up/Equipment/Cleaning
   a. The Assistant Director for Event Management John Pratt distributed information on arduous set-ups, equipment, and cleaning. This included the definitions of terms to be added into the facility usage guidelines.
   b. It was explained that there are certain requests or clean-up that require an unusual number of staff and/or staff hours to complete. In order to minimize unnecessary requests of this nature, a fee structure has been established.
   c. It was asked how clean-up fees are currently assessed? John Pratt explained that a majority of the time, when working with a group, the type of clean-up can be anticipated which minimizes any associated charges.
   d. It was further explained that most other universities charge student groups, departments, and off-campus organizations.

B. Late Cancellations and No-Shows
   a. John Pratt explained that the number of continues to grow with 10% of cancellations occurring under 48 hours. It’s becoming almost a weekly occurrence. Last year’s SUAB and full time brainstormed various solutions to keep the space available to other groups.
   b. No-shows are defined in the facility usage guidelines. Fees will be assessed for no-shows
   c. It was asked how last minute cancellation and no-shows impact the building usage? John Pratt explained that these cancellations do not permit any other
groups to use high demand rooms, student employee schedules are impacted, the room(s) may be set up for the event. We can’t accommodate requests for rooms because rooms aren’t being released so other students can’t use those rooms and we want to accommodate as many students as possible.

C. Events exceeding event end time
   a. Outside groups may be charged for their events that extend past the agreed upon “event end time.”
   b. If an event goes late the sponsor should let the special event staff know. It will then be determined, in coordination with the Student Union full-time staff on duty (or designee) if the event can be accommodated.
   c. Groups should work with the Scheduling office to try and anticipate an accurate time for their events.

D. Space Assessment
   a. Per the directive of the Associate Vice President Jerry Marczynski at the September 2013 SUAB meeting, the third floor student union spaces will be assessed by a consultant, Brailsford and Dunlavey. SUAB will be scheduled to meet with the consultant in addition to other stakeholders.