



Ohio Union Council

April 3rd, 2014

2013-2014 Ohio Union Council Roster

Undergraduate Student Government

Rachel Cohen (Ohio Union Council Vice-Chair)

Moriah Locklear

Evan Sieradzki (Ohio Union Council Chair)

Cody Vermillion

Council of Graduate Students

Adithya Jayakumar

Russell Stech

Inter-Professional Council

Brittani Jones

Colleen Miller

Ohio Union Student Employees

Kate Stucke for Sarah Mangia

Adnane Rhazzal (Events Subcommittee Chair)

Ohio Union Activities Board

MacGregor Oberfell (ex-officio)

Council on Student Affairs

Jonathan Elder (ex-officio)

Joe Mancinotti (Policy Subcommittee Chair)

Faculty

Scott Jones

USAC

Richard Wofford

Alumni

Chuck Claibourne

At-Large

Ann Kneidinger-Flaherty

Brad Myers

Ohio Union Events/Student Activities

Matt Couch (ex-officio)

Eve Esch (ex-officio)

Dan Huffman (ex-officio)

Nick Stefanik (ex-officio - Ohio Union Council Secretary)

I. Buck-i-Serv

- a. Rebecca Delo and Caroline El-Khoury
 - a. Alternative Breaks Program
 - b. Week-long substance free trips during Academic breaks
 - c. Primarily domestic
 - d. 10, 20, or 50 students
 - e. 30-40 hours of direct community service experience
 - f. Social Justice Education
 - g. Reflection
 - h. Exposure to different culture/communities
 - i. 16 trips this summer, including Cape Town, RSA
 - j. Mission: Travel -> Learn -> Serve
 - k. Learning outcomes are the focus of these trips
 - l. Trip Advisor – faculty/staff
 - m. Active Citizen Continuum
 - n. Selection Process:
 - i. Participants – selected randomly on trip preferences
 - ii. Leaders – selected based on evaluation of essay questions
 - iii. International Trips – evaluation of essay questions and interviews
 - o. Total, for this Academic year:
 - i. 2102 Applicants, 1012 participants, 70 destinations
 - p. Q: If someone applies and is not accepted, do they have an advantage in future terms?
 - i. No, but there is a waiting list. Many participants get chosen from the waiting list.
 - q. Q: Thoughts on merit-based application process for all participants?
 - i. It has been talked about in the past, but our goal is to make it accessible for everyone. This is as equitable as possible for all students, including returning volunteers.
 - r. Q: How long has this been in place?

- i. 11 Years
- s. Q: Re-applications? Do students reapply?
 - i. Definitely, very prevalent.
- t. Q: More freshmen or seniors?
 - i. Sophomores are the largest group. Then freshmen, juniors, seniors.
- u. Q: How can one donate?
 - i. There is a development fund specifically for Buck-i-Serv.
- v. Q: How do you advertise to students?
 - i. Buck-i-Serv cohort, "Get Involved" bags at orientation, social media, posters on CABS busses, working with other organizations
- w. Q: Market for Grad/Prof students?
 - i. Most grad students are interested in "advisor" role, but can also participate as members. Kerry Hodak also works to communicate this.
- x. Q: "themes" for trips – vet med, business, etc?
 - i. Trips planned by students on cohort, and they can steer the search process.
- y. Q: Consider working with scholars programs?
 - i. Yes, always looking at groups that are interested to travel as a group.
- z. Q: What is the average student contribution to a domestic trip?
 - i. Roughly \$250-\$400 – depends on service fees for the site. It's generally about 40% of the cost of the trip.

II. Ohio Union Activities Board Update

- a. MacGregor Obergfell, President
 - a. Matt Kolena – new OUAB President
 - b. Year in Review – powerpoint attached



OUC14.Report.pptx

III. Director Updates

a. Matt Couch, Director

- i. Transition period for all involved – new officers, etc
- ii. Orientation program is the focus of the Summer
- iii. Group going back to China for pre-departure Orientation
- iv. Hosting pre-enrollment programs (mostly service oriented)
- v. Leadership Awards Ceremony – next Friday
- vi. Buckeye Showcase – 4/21 – audition based talent show
- vii. Commencement Week – 4/27-5/3
- viii. dtix Update – last big ticket release was last week for Miley Cyrus
 1. was a great reminder for why the lottery system will be a great step
 2. Marketing campaign for dtix update will be online in a few weeks (Summer Term)

b. Eve Esch , Director

- i. Fourth Anniversary of the new building!
- ii. 2482 events in March – up 15% from March of 2013
 1. 76% Student Organizations, 19% University Departments, 5% non-University
- iii. Greek Week upcoming
- iv. UAFYE hosting many events
- v. Sibs and Kids Weekend
- vi. Several Honorary Induction ceremonies
- vii. Stefanie's Champions
- viii. Prom upcoming
- ix. Go Buckeye Day
- x. Spring Football Game on 4/12
- xi. Reading Day on 4/26
- xii. Ohio History Day

- xiii. Many pre-Commencement
- xiv. Summer Hours begin on April 30
- xv. Terrazzo floor work – looking to begin May 5
- xvi. 4/15 – change to wireless internet on campus. No more attwifi, now “WiFi @ OSU”

c. Dan Huffman, Business Manager

- i. See attachment



OU
Council_4-3-14.pdf

IV. Subcommittee Reports

a. Events: Adnane Rhazzal, Subcommittee Chairman

- i. Heard from Commencement Week last week
 1. Time and Change Tailgate 5/2
 2. Commencement Eve Candlelight Ceremony
 3. Helicopter Tours
 4. “Things you never got to see” Tours

b. Policy: Joe Mancinotti, Subcommittee Chairman

- i. Cancellation policy changes – see below
- ii. Changes approved unanimously
Recommended changes in red and/or with ~~strikeout~~ -

D. Cancellations

The Ohio Union is committed to the success of a scheduled and confirmed event. In the event of a situation beyond human control, not induced by negligence, the Ohio Union will not be held responsible. Inclement weather is not a valid cause for cancellation of an event under contract. Please refer to Section J regarding deposits to clarify if/when a refunded deposit might be available.

D.1 Non University & University User Cancellation Policy Meeting Room Cancellations

Should it be necessary for you to cancel your event the Ohio Union reserves the right to impose a cancellation fee **based on the following scale**. Written notice to cancel a space is required. ~~not submitted at least five (5) business days prior to the event for meeting rooms and sixty (60) days prior to the event for large event spaces.~~

Greater than 90 days prior to the event:

No charge or penalty.

90 days to 61 days prior to your event:

An amount equal to 33% of the food, beverage, and meeting room revenue based on the minimum estimate stated on the Confirmation Agreement.

60 days to 31 days prior to your event:

An amount equal to 50% of the food, beverage, and meeting room revenue based on the minimum estimate stated on the Confirmation Agreement.

30 days or less prior to your event:

An amount equal to 100% of the food, beverage, and meeting room revenue based on the minimum estimate stated on the Confirmation Agreement.

~~Reservations canceled less than 5 working days prior to the event will result in a charge of 50% of the room rental costs. Reservations canceled less than 3 working days prior to an event will result in a charge of 100% of the room rental costs.~~

~~Large event spaces canceled less than 60 days prior to the event will result in a charge of 50% of the room rental costs. Reservations canceled less than 15 days prior to an event will result in a charge of 100% of the room rental costs.~~

~~Please see~~

~~<http://ohiounion.osu.edu/posts/documents/Event%20Services%20Room%20Breakdown.pdf> for the listing of rooms and their sizes.~~

D2. Registered Student Organization Cancellation Policy

Reservations canceled less than 5 working days prior to the event will result in a charge of 50% of the room rental costs. Reservations canceled less than 3 working days prior to an event will result in a charge of 100% of the room rental costs.

Large event spaces canceled less than 60 days prior to the event will result in a charge of 50% of the room rental costs. Reservations canceled less than 15 days prior to an event will result in a charge of 100% of the room rental costs.

Catering orders may be cancelled up to 7 business days prior to the event. **Clients may be responsible for the cost of special menu items purchased.** Clients that fail to cancel catering orders 7 business days prior to the event will be billed for all catering charges based on the confirmed number of attendees on the event confirmation. ~~Food will not be prepared or provided, if clients cancel their event and/or catering order less than 7 business days before the event.~~

J.2 Estimated Fees

Estimated fees are based on specific facilities requested in conjunction with information provided by the client for required access and event times, number of event participants, type of activity, audio-visual service requirements, catering **menus and services costs**, and other support services/personnel. Special features of an event may involve additional fees. Room rental rates **and catering menu prices and fees** are subject to change. Rooms reserved within 12 months of the event date are guaranteed their original booking rate **with a signed Confirmation Agreement**. Events booked more than 12 months from the event date may be charged the current room rate **and catering menu prices and fees**.

If the Ohio Union **and University Catering** equipment inventory limits are exceeded, cost of the additional rental equipment will be charged to the user. All details regarding the rental, delivery, setup, and return of such equipment will be orchestrated by Event Services on behalf of the client.

J.3 Minimum Charges

The minimum amount set forth in the Confirmation Agreement is based on the estimated number of guests as well as the approximate cost per person of the arrangements that you have requested. This amount represents the minimum that will be spent by your group or organization in food, beverage, and room rental. This minimum does not include service charges, tax, audiovisual charges, or any other miscellaneous charges incurred. Should your final attendee count drop below the approximate number of guests listed on the Confirmation Agreement by more than 10%, you will be charged the specific minimum fee, or the actual cost of your event, whichever is greater.

M. Food-Related Policies

M.1 Menus and Guarantees

Menus for all events, ~~as established after the client's meeting with an Ohio Union Event Planner,~~ must be finalized with the **Ohio Union Event Coordinator** no later than three (3) weeks prior to the scheduled event. The number of attendees is to be communicated to the Ohio Union event staff seven (7) days prior to the scheduled event and the actual guarantee is due **three (3)** business days prior to the scheduled event. **University Catering** will not be responsible for service to more than 5% over the guaranteed number of attendees. The final guarantee is not subject to reduction. If no guarantee is received, **University Catering** will consider the contracted number to be the correct guarantee number. All charges will be based on the guarantee or upon the actual number of persons served, whichever is greater.

V. Announcements