Union
Annual Report
2001-2002
Delta State University

Union Program Council

2001-2002 Annual Report

Prepared By:
Amberly Wilson
Student Director of the Union
2001-2002
Fall Semester

**August**

**Welcome Week:**
- Food: $406.53  
- T-Shirts: $1211.10  
- AirBrush Tattoos: $999.00  
- Inner 61: $900.00  
- Hospitality (Best Western): $49.00

**Attendance:**
- 250-300

**September**
- Drive-In Movie: $2400.00  
- Best Western: $49.00

**October**
- Strawbridge Curtis: $600.00

**November**
- Wax Hands: $1100.00

**Total:** $7714.63

Spring Semester

**January**
- Welcome Back (Steel Away): $1595.00
- Mike Super Hospitality: $2625.00  
- $400

**April**
- Drive-In Movie: $2400.00

**Springfest:**
- Better Than Ezra: $15000.00  
- Iffy: $250.00

- Barbara Coppersmith: $375.00  
- Big Fun: $2125.00

- Wrestling: $1000.00

- Wax Hands: $1150.00  
- Tickets: $30.00

- 1000-2000


Hospitality:
Walmart $ 216.95
Kroger $ 144.02
Ezra's Meal $ 100.00
Sandwiches $ 82.62
Shipley's Donuts $ 8.61
Pizza $ 76.91
Paul's Mart (Ear Plugs) $ 9.75
Misc. $ 10.12
Cafeteria Chips $ 12.17
Total: $34925.78

First Semester $ 7714.63
Second Semester $27211.15
Total: $34925.78

Movies

Total Spent: $8275.00
Total In Budget: $9000.00

We had three movies plus a drive-in each semester.
### II. Department Data:

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<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Total # Union Users</td>
<td>43,197</td>
<td>49,818</td>
<td>51,556</td>
<td>51,105</td>
</tr>
<tr>
<td>Total # of Meetings</td>
<td>1,059</td>
<td>1,026</td>
<td>1,015</td>
<td>896</td>
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<tbody>
<tr>
<td>Total # of University Facility Users</td>
<td>174,388</td>
<td>190,594</td>
<td>217,850</td>
<td>175,079</td>
</tr>
<tr>
<td>Total # of Meetings in University Facilities</td>
<td>1,432</td>
<td>3,702</td>
<td>2,149</td>
<td>2,018</td>
</tr>
</tbody>
</table>

We currently have 102 active registered student organizations on campus. Three groups are in the process of becoming officially recognized.

### III. Personnel:

There are 2 full-time professionals, 1 full-time secretary, and the Student Director of the Union in the Student Development Union Office. The Student Development Union Office employees 2 international students who supervise the Union on weekends. There are 4 student employees who supervise the Union at night and 4 daytime clerical student workers.

Noteworthy activities:

- The Director of the Union, the Student Union Director and a member of the Union Program Council attended the Southeast Regional Conference for the National Association for Campus Activities in Birmingham, AL.
- Linda Ross served on the National Association for Campus Activities Southeast Regional Conference Committee.
- Linda Ross served on the Board of Directors for the Miss Mississippi Pageant Local Directors’ Association.
- Jason Umfress and members of the Interfraternity Council attended the Southeastern Interfraternity Conference in Atlanta, Georgia.
- Jason Umfress co-presented an educational session at the Mississippi Association of College Student Affairs Professionals Conference in Jackson, Mississippi.
- Jason Umfress was selected as a member of Class III of the Delta Emerging Leaders.
- Jason Umfress and student delegates represented Delta State at the Student Unity Summit in Jackson, Mississippi.

New positions(s) requested: NONE

Recommended change of status: NONE

IV. Departmental Goals for 2001-2002

(All University Goals identified below are on pages 8 and 9 of the 2001-2002 Delta State University Bulletin and University Task Force Goals)

Goal #1:
Maintain a clean, pleasant and safe atmosphere in the Union while satisfying the daily needs of students, faculty, staff, administration, alumni and guests.

A. Institutional Goal(s) supported by this goal: 11, J

B. Expected Results:
- The cleanliness of the facility will be maintained.
- Staff will maintain a courteous and helpful attitude.
- Potential hazards will be sought out and eliminated.
- Environmentals will be appropriately controlled.
- Common areas and meeting areas will be maintained in such a manner that optimal use will be encouraged.
- Offices and meeting space will be appropriately maintained.
- Constituent usage needs will be studied and appropriately addressed.

C. Evaluation Procedure(s):
- A formal written evaluation accompanies all facility use forms.
- Informal feedback is sought and offered by facility constituents.
- Informal feedback is sought and offered by individuals housed in the Union.
D. Actual Results of Evaluation:
   • Feedback from the evaluation form remains positive.
   • Informal feedback from some individuals housed in the Union expressed limited concern about the regulating of the heat and air in the Union and the smoking policy
   • Storage space continues to be lacking.
   • Physically challenged constituents continue to have encountered facility use problems.

D. Use of Evaluation Results:
   • Sensitivity to the needs of users remains a priority.
   • Storage concerns will continue to be studied.
   • Steps to make the Union readily accessible to the physically challenged continue to be studied.
   • Union smoking policy continues to be studied.
   • Constituents housed in the Union are informed of the heating and air limitations in the Union or problems are reported to the physical plant.

Goal #2:
Continue to repair and renovate Union in order to enhance its appearance and make it more accommodating to all users, including the physically challenged.

A. Institutional Goal(s) supported by this goal: 11, 12, J, P, R

B. Expected Results:
   • Minor repairs will be made to the Union as needed in order to maintain the building.
   • The President’s Suite will be renovated/redecorated to enhance it appearance.
   • Restrooms will be renovated in order to be more readily accessible for physically challenged users.

C. Evaluation Procedure(s):
   • Regular inspections of the Union are conducted.
   • Informal feedback is sought and offered by facility constituents on the appearance and accommodations of the Union.
   • A formal written evaluation accompanies all facility use forms.
D. Actual Results of Evaluation:

- Upkeep of the Union has occurred through minor repairs.
- The President’s Suite has not been redecorated/renovated.
- The restrooms have not been renovated to make them more accessible for
  the physically challenged users.
- Construction was completed in the former Union Gameroom and the
  Student Affairs Custodial Services moved to the former Gameroom
  location in the Union.
- The lighting system in 302A has not been repaired/replaced.

E. Use of Evaluation Results:

- Minor repairs in the Union are on going.
- Additional renovations are being considered to make the facility more
  accessible to the physically challenged.
- Minor redecorating plans are being considered for the President’s Suite.
  (i.e. new carpet)

Goal #3:
Incorporate the scheduling of university facilities into the university computer
system.

A. Institutional Goal(s) supported by this goal: 7, 11, F

B. Expected Results:

- University facility reservations will be entered on Banner.
- Campus activities information will be provided on web calendar.
- The availability of campus facilities can be checked on web calendar.
- The weekly university calendar will be printed from web calendar
  program.
- Monthly and annual reports will be printed from web calendar program.

C. Evaluation Procedure(s):

- Informal feedback is sought as to the usefulness of the web calendar.
- Web calendar is viewed to see if it is providing all calendar/reservation
  information.

D. Actual Results of Evaluation:

- Efforts to enter University facilities reservations into Banner web calendar
  are ongoing.
- The ability to generate reports through the web calendar is still being
  studied.
E. Use of Evaluation Results:
   - Efforts toward placing all university facility reservations on Banner web calendar will continue.
   - Once all information is entered, efforts will be made to generate reports.

Goal #4:
To meet the set-up and facility usage needs of individuals/groups using university facilities.

A. Institutional Goal(s) supported by this goal: 7, 11, H, R

B. Expected Results:
   - Communicate use expectations to potential constituents in a timely Manner.
   - Process forms promptly and enter into web calendar.
   - Meet users set-up needs as resources allow.
   - Maintain friendly and helpful working relationship with facility constituents.
   - Contact third parties (i.e. A.V., Food Services, Buildings & Grounds, etc.) when appropriate in a timely manner.
   - Address conflicts appropriately in a timely manner.

C. Evaluation Procedure(s):
   - A formal written evaluation, which addresses many of the expectations, accompanies all facility use forms.
   - Informal feedback is sought and offered by facility constituents.

D. Actual Results of Evaluation:
   - At this time, facility reservations are being processed manually and on the calendar causing the process to be more time consuming.
   - The lack of space in the Union and in other facilities creates additional challenges.
   - Occasional conflicts are experienced, but continuing efforts are made to rectify problems.
   - Evaluations indicate that, overall, service expectations are being realized.

E. Use of Evaluation Results:
   - Efforts will continue to better serve constituents by providing efficient processing and communication.
   - Efforts to enter all university facility use reservations into the web calendar.
Goal #5:
Through the Union Program Council (UPC) and the University Pageant Board, provide entertainment and/or activities that are of interest and service to our diverse population of students, faculty, and staff, while offering opportunities for student involvement in programming.

A. Institutional Goal(s) supported by this goal: 9, 11, P, R

B. Expected Results:
- The UPC and SGA will maintain a strong working relationship with the UPC assuming all programming responsibilities.
- A student programming board will be selected to plan and expedite events.
- Regular activities will be planned based on the assessed needs and interests of the students.
- Successful regular programming (i.e. movies, hypnotist, etc.) will be continued.
- The UPC will continue sponsor annual special events (i.e. Welcome Week, Springfest).
- Programs will be held in alternate locations.
- Written evaluations of UPC events will be conducted.
- The Miss Delta State University Pageant and the Most Beautiful Pageant will be planned and produced.
- Miss Delta State University will be trained/prepared for the Miss Mississippi Pageant competition.

C. Evaluation Procedure(s):
- Potential programs were evaluated at conference prior to booking.
- The Union Program Council served as an evaluator of programs.
- Informal verbal feedback was sought and received from students participating in programming activities.

D. Actual Results of Evaluation:
- Programs conducted were successful based on participant numbers and verbal feedback received after programs.
- Twenty-three students were selected to serve on the Union Program Council, with five students serving as committee chairmen.
- Annual special events (i.e. Welcome Week, Springfest) were successfully held, along with other traditional events.
- Usage fees by the BPAC and the lack of available space continue to be a concern for programming.
- Written evaluations were of events were not conducted.
- Miss Delta State University Pageant and the Most Beautiful Pageant were successfully held.
- Miss Delta State University is currently preparing for the Miss Mississippi Pageant.
E. Use of Evaluation Results:
- Continuing efforts will be made to evaluate student interest and needs in programming.
- Selection of a program board (UPC) and chairmen through an application process will continue.
- Efforts to create a formal program evaluation form will be made.
- Additional alternate locations for programs will be sought.
- Traditionally successful programs will continue to be planned and expedited.
- DSU pageants will continue to be produced.
- Delta State will continue to be represented in the Miss Mississippi Pageant.

Goal #6:
Maintain and continually update the Student Development Union Office web page, providing individuals with current information on the services offered in the Student Development Union Office.

A. Institutional Goal(s) supported by this goal: 2, 10, 11, B, F

B. Expected Results:
- Current information pertaining to Student Development Union Office services will be made available on the web site.
- Student Development Union Office web site will be publicized, making individuals aware of the web site.

C. Evaluation Procedure(s):
- Informal verbal feedback is sought as to the helpfulness of the Student Development Union Office web page.

D. Actual Results:
- Several areas of the web site have not been updated, since the individual who was taking care of the web site no longer works in the Student Development Union Office.
- Web site was not extensively publicized as in the past.

E. Use of Evaluation Results:
- Efforts are being made to find an individual to update the Student Development Union Office web page.
- Ways to publicize the Student Development Union Office web page continue to be sought.
Goal #7:
Student organizations policies will be updated and the handbook will be rewritten.

A. Institutional Goal(s) supported by this goal: 9, 11, R

B. Expected Results:
- An up-to-date database of active organizations will be maintained.
- New organizations will be encouraged to seek recognition.
- Organizational lists with contact information will be made readily available.
- Extra-curricular involvement will be encouraged at all levels.
- Student organizations handbook will be updated and printed.

C. Evaluation Procedure(s):
- Memorandums were sent to all student organizations confirming current information.
- Informal verbal evaluations are sought and offered to determine the level of service provided by the office.

D. Actual Results:
- The database has been updated.
- Encouraging involvement of students outside the classroom remains a priority.
- Three organizations were chartered or reactivated this year and students continue to periodically make inquiries about new organizations.
- The Student Organizations Handbook has been updated, but has not been reprinted.

E. Use of Evaluation Results:
- The database will continually be updated.
- Assessments of services will be ongoing.
- Assistance with recognition procedures will continue.
- The Student Organization Handbook will be continually updated.
- The updated Student Organization Handbook will be printed.
V. **Unit Budget Plan**

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<th>Account Number</th>
<th>Current Budget</th>
<th>New Budget Request</th>
<th>Priority</th>
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<td>62801 Regular Student Em</td>
<td>2,720.00</td>
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<tr>
<td>7400 Travel</td>
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<tr>
<td>7600 Commodities</td>
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UNION
EQUIPMENT REQUEST

- 20 tables for State Room- impact-resistant vacuum-formed plastic/internal hardwood frame-folding tables
  30" x 72" x 29"  $155.00 each  $3,100.00

- Five 72" round tables  $259.50 each  $1,297.50

- Upholster 1st Lobby Booths  (In 1996, fabric & Labor)  $4,124.00

- Spotlight  approximately $500.00 - $1,500.00

- Security Camera System  Price Unknown
H. L. NOWELL UNION
REPAIR & RENOVATION

• Install lights over Sports Hall of Fame pictures in Union 1st floor lobby

• Reupholster booths in 1st floor lobby.

• Remodel restrooms to make them more accessible for the physically challenged.

• Replace/repair all locks on all outside doors of Union.

• Replace carpet, drapes and upholstery furniture in Union President's Suite.

• Replace/repair lighting system in Union 302A.

• Replace carpet and blinds in Sunset Room.

• Replace tile on 2nd and 3rd floor of Union and Scott Annex Hall.
STUDENT DEVELOPMENT UNION OFFICE
EQUIPMENT

- Data Line for Student Director’s Office  approx.  $ 75.00
- Computer Scanner  approx.  $150.00
- CD Burner  approx.  $150.00
- Gas Blower  $180.00
- Mini Vac  less than  $100.00
- Sofa Table  approx.  $100.00
- Couch, Chair, Coffee Table & End Table for Union Office  Price Unknown
Department Goals for 2002-2003

1. Maintain a clean, pleasant and safe atmosphere in the Union while satisfying the daily needs of students, faculty, staff, administration, alumni and guests.

2. Continue to repair and renovate the Union in order to enhance its appearance and make it more accommodating to all users, including the physically challenged.

3. Complete the incorporation of university facilities scheduling into the university computer system.

4. Meet the set-up and facility usage needs of individuals/groups using University facilities.

5. Maintain and continually update the Student Development Union Office web page, providing individuals with current information on the services offered in the Student Development Union Office.

6. Through the Union Program Council (UPC) and the University Pageant Board provide entertainment and/or activities which are of interest and service to our diverse population of student, faculty, and staff, while offering opportunities for student involvement in programming.

7. Revise Student Development Union Office brochure and reprint.

8. Update Student Organizations Handbook and post on Student Development Union Office web site.