University Center Policy Board  
September 27, 2013  
University Center – Ft. Worth Room

Members Present: Sara Lalani, Leonel Mata, Jonathan Middents, Susan Moreno, Erica Tat and Anjuli Tuck

Members Absent: Cedric Bandoh, Nazia Frank, Jared Gogets, Laila Machado and Rani Ranchandani

Support Staff Present: Keith T. Kowalka, Cheryl Grew-Gillen, Lawrence Daniel, Marcella Leung, Micah Kenfield and Linda Jauregui

I. Call to Order
• Chair Tat called the meeting to order at 12:05PM

II. Approval of Agenda
• Agenda was approved

III. Approval of Minutes
• Minutes from the August 30, 2013 meeting were approved.

IV. Chairperson’s Report – Erica Tat
• Time change for future meetings was discussed. It was proposed that the meetings begin at 11:00AM instead of 12 Noon to accommodate student classes.
• Mr. Kenfield will send out an email to all UCPB members addressing the proposed change.

V. Committee Reports
Facilities Use and Policy Committee – Leonel Mata
• No report at this time
Long Term/Current Projects Committee – Anjuli Tuck
• No report at this time
Lease Operations Committee – Sara Lalani
• No report at this time
CSI Office and Carrel Space Committee – Anjuli Tuck
• No report at this time
UCPB Representative to FSAC – Anjuli Tuck
• No report at this time

VI. UC Staff Reports
Report from Asst. VP for Student Affairs – Keith T. Kowalka
UC Transformation Project Update
• Project is proceeding on schedule should be able to make the planned moves on time.
Mr. Kowalka and Mr. Kenfield are still providing interests parties with tours so people have been able to see the progress made.

Organizational Chart Update
- Mr. Kowalka went over the changes that will take place shortly on the organizational chart.
- At this time most of the title changes have been approved, still waiting for approval on a couple of the projected changes.

Report from Director, UC Facilities and Operations – Cheryl Grew-Gillen

UC Personnel Updates
- The search for the new Events Sales Manager is ongoing hope to be able to fill this position soon.

UC Project Updates
- The Student Information Center office is scheduled to be moved to the Houston Room Ticket Booth the end of October so that construction can continue on the 1st floor.
- There is construction work that will be scheduled on the weekends to minimize disruptions for UC occupants.

Report from Director, UC Marketing Communications and Retail – Lawrence Daniel

Marketing and Event Updates
- Have a few events that are fast approaching:
  - October 9th - Cougar Resource Fair will be held in Lynn Eusan Park
  - October 18th & 19th - Homecoming
  - October 28th – November 1st – Octoberfest with the Pumpkin Contest
  - November 1st – CEO will have a celebration of Dia de los Muertos

Report from Director, Center for Student Involvement – Marcella Leung
- There will be a link going out on October 1st to the RSO listserv and will be available until the 18th with the application to request carrel and locker spaces.
- Still working on a system to give carrel occupants an access key for their spaces.
- Will have a common desk which will be staffed from 7:30AM until 8PM Monday through Saturday and from 1PM until 8PM on Sundays.
- There should be someone available to assist students at least 82 hours weekly.

VII. Old Business

UCPB At-Large Process
- There was only one applicant at this time and there are two positions open.
- The dateline will be extended and this will be discussed at the next meeting.

UC Office and Carrel Space Policies and Procedures
- Ms. Leung should have an update available on number of applicants received by the next meeting on October 18th.
- The Carrel Space subcommittee should hold their 1st meeting after the 18th.
Room Reservation Rate for UH Departments Housed Within the University Centers
- UCPB members voted and approved the changes to Addendum B presented.

VIII. New Business
New UC Study Rooms
- Ms. Grew-Gillen wanted to know if the UCPB members thought there should be Study Room Rules for use either by individuals or groups.
- After a discussion this topic was referred to committee.

IX. Announcements
- ACUI Regional Conference – Texas A&M – College Station – October 11th-13th

X. Adjournment
- Chair Tat adjourned the meeting at 1:27PM.
- Next Meeting Dates:
  - Friday, November 8th, 2013 – Rio Grande Room (UC266)
  - Friday, December 6th, 2013 – Rio Grande Room (UC266)
  - Friday, January 17th, 2014 – UC North SGA Senate Chamber
  - Friday, February 7th, 2014 – UC North SGA Senate Chamber
  - Friday, February 28th, 2014 – UC North SGA Senate Chamber
  - Friday, March 28th, 2014 – UC North SGA Senate Chamber
  - Friday, April 18th, 2014 – UC North SGA Senate Chamber