

## University Center Policy Board Meeting

Friday, October 12, 2007

University Center Bayou City Room

**Members Present:** Carol Barr, Diane Bruxvoort, Kevin Covington, Sam Dike, Judah Johns, Micah Kenfield, Brandon McFarland, Meryl-Ina Kizzee, Josh Sarkar and Utsavi Shah

**Members Absent:** Marilyn Golub, Dr. Theresa Monaco, David Rosen and Kenneth Stinson

**Support Staff Present:** Keith T. Kowalka, Cheryl Grew-Gillen and Linda G. Jauregui

### I. Call to Order

The meeting was called to order by Chair Kenfield at 10:40AM

### II. Approval of Agenda

A motion was made by Mr. Dike and seconded by Mr. Johns to have the agenda approved. Agenda was approved.

### III. Approval of Minutes

Minutes were moved to be addressed during New Business since the board members were not able to review them before the start of the meeting.

### IV. Presentations

- Geoff Herbert, UH Dining Services

Mr. Herbert presented a request to the committee asking that UH Dining Services be granted permission to install banners on the UC Food Court windows (first floor facing the South side of the facility). These banners would be presenting the food concepts available to students thru UH Dining Services. He said they were also considering installing some of the banners along the wall in the dining area adjacent to the C-Store and Wendy's. UH Dining Services feels that it's facing at times a failure to provide a reminder to the UH community of what is available to them from their organization. These banners are expected to be three (3) to four (4) feet wide and there are seven (7) different designs being considered. Mr. Herbert had graphic handouts to pass out to each UCBP member so they could get an idea of what type of banners they wanted to install. The board members asked if it would be possible to view a sample of the banners before making a decision. Mr. Herbert is to contact Mr. Kowalka and let him know if a sample would be available and schedule another meeting to present the sample to the UCPB board members.

- Kate Mahoney, mtvU

Ms. Mahoney had not arrived to the meeting by the time Mr. Herbert was through with his presentation so the board proceeded to the next business item on the agenda.

## V. Chairperson's Report

Since this was the first meeting held after the election of the Chairperson there was no report given at this time. Chair Kenfield introduced himself and asked everyone to do the same since some of the board members had not been able to attend the previous meetings.

## VI. Committee Reports

- Facilities Use and Policy Committee
- Lease Operations Committee
- Long Term/Current Projects Planning Committee

Since at this point we only have chairpersons and no other committee members, there were no reports at this time. Chair Kenfield passed out assignment sheets so that interested members who want to serve on any of the committees could sign up. Each committee should include at least three (3) students and one faculty/staff representative.

## VII. UC Staff Reports

- Report from the Director
  - i. Organizational Changes/Personnel - An offer has been extended to an individual to fill the Secretary I position vacant with the retirement of Sandra King in the UC AS&O office. There is still an opening for a Custodial Supervisor position for nights and weekends.
  - ii. Food Service Update – The catering guide that was approved by the Food Services Management Team should be up and running on the UH Dining Services webpage. All of you might want to take a look at it on [www.uh.edu/dining](http://www.uh.edu/dining). They have a full blown catering guide and also a new casual catering guide comprised of mostly brand name items, for example Chick-Fil-A, Chili's Too, etc. The next thing that they are working on proposing is a student catering guide which will include bulk products for student-oriented events.
  - iii. Renovation Work – Mr. Anderson and Marcella Leung, form Campus Activities, are working on a contract for the SVN renovation to set up an office space and make better use of the rest of the space allotted. The work should be completed by the middle of November.
  - iv UCC-UCS Master Plan of Renovation RFQ – We are no further along then we were in the last report in that the report that was sent forward on Friday, September 14<sup>th</sup> to Plant Operations and it has been in their review process. We have not heard of any movement yet. We had a hold on some dates for presentations and had to cancel those dates, and as of now we do not have any presentations scheduled. We have to wait on the review process to be completed before we can make an invitation to the four companies the committee had selected to contact for presentations.

v. FY2008 Financial Condition of the UC/UC Satellite – There is nothing new to report on this at this time.

vi. Smoking in the Arbor – Chair Kenfield had asked Mr. Kowalka to inquire about the status of the smoking in the arbor issue. Mr. Kowalka requested an update from Dr. Lee and he said he was hopeful this would be ironed out by the next Cabinet meeting (Monday, October 15<sup>th</sup>). Mr. Kowalka just wanted to share with the UCPB members that Dr. Lee will be addressing the issue to ban smoking in the arbor with the Cabinet. At some point it will be identified, though probably a semester away.

vii. UC Marquee – The marquee is something that SGA has encouraged and had been supportive of the UC moving forward with for procuring and placing a marquee in the front circle of UC so that student organizations could advertise current and future events on campus. The last SFAC report stated that we needed to get approval from the President/Chancellor, although a formal resolution supporting the purchase and installation of this marquee could be beneficial.

- Report from the Associate Director  
UCAF Facilities Use Policy Draft Review – Cheryl just wanted to remind everyone to continue to review the UCAF policy Draft. If any of you have any questions clarify anything contact Ms. Grew-Gillen. If you have feedback that you would like to share with the Facilities Use and Policy Committee you might want to make some notes so they can be forwarded on to the committee at a later date.

## **VIII. Old Business**

- UC and Associated Facilities Use Policy  
No update on the proposed new policy. Mr. Kowalka stated that both the current policy and the proposed draft can be found in the miscellaneous section of the UCPB binder. The proposed draft will be reviewed by the Facilities Use and Policy Committee when they meet and they should furnish the UCPB committee with an update soon.

## **IX. New Business**

- 2007-08 Goal Setting for the UC Policy Board  
Chair Kenfield asked Mr. Sarkar if he would like to start off the discussion of what committee members thought should be goals set for the UC for the 2007-08 FY.  
Mr. Sarkar identified that he would like to see how the UC could increase student participation on campus. Everyone comes in here (UC) and there are a lot of different ways to get students involved on campus. One of the things he is excited about is the proposed UC Marquee. It should help with getting the word out to all students about a lot of different areas.  
Mr. Dike noted it is important to inform students about the RFQ in progress and what the importance of the renovation to the UC/UCS will mean to students.

Mr. Kowalka noted that a research project was conducted by Chalen Jackson in relation to commuter student services and programs over this past summer. Mr. Kowalka suggested Ms. Jackson come to a UCPB meeting and give a presentation on her report. The Board agreed – and will try to schedule it for the next meeting. Ms. Kizzee feels that the UCPB members need to make their presence known, and that not enough students are aware of the UCPB. Students should be made to feel comfortable to approach any member of UCPB and express their concerns and options. Maybe when introducing themselves members should make the person they are meeting aware that they are a member of the UCPB and what the purpose of the UCPB is in relation to student needs. Suggestions were made that maybe pictures of the UCPB board members could be posted on the UC website so members can be identified.

Mr. Dike feels that an effort should be made by student members of the UCPB to have other students be more supportive of UC and SPB sponsored events.

Mr. Johns agreed that UCPB members should stay active and listen to students and try to relate to their concerns and request.

Mr. Dike identified an example as the UCPB should let students know that the action to have smoking banned in the UC started with UCPB members listening to the concerns of students.

Mr. Johns reminded everyone that the UC has been known as the doorway to the campus and he feels it should continue to be known that way so he would be in agreement with any ideas that will work towards that goal.

Mr. Sarkar agreed with the sentiments of Mr. Johns and said that the UC and UCS is one of the few places students go to often, some at least once a day.

Ms. Kizzee said that it all goes back to what she had brought up earlier about to UCPB members being a hands-on committee getting involved with students and not relying on printed advertising only to get the word out about the UCPB committee.

Mr. Kowalka said he still thought what was discussed earlier about the UCPB members being added to the UC website was a good idea but to expand and maybe introduce a different member each month, giving a little background information on the person so students can see that the board is made up of faculty, staff and students. Everyone agreed that it would help students identify UCPB members.

Chair Kenfield stated that maybe in the future, possibly next semester; consideration could be given to ordering UCPB shirts, t-shirts, polo shirts, something that would make members easily recognizable.

- mtvU Discussion – Chair Kenfield started a discussion regarding the pro's and con's of having mtvU at the UC and UC Satellite. The main concern was about the limitation on programs since only the mtvU channel could be shown 24/7. Students had voiced their displeasure because they could not keep up with Houston-based current events, sports, news, etc. The times that current events or news have been shown on the channel available have been limited. At this time the contract has not been renewed due to these concerns. On the plus side is the

fact that there is no cost to the UC for either the TV's furnished or the service. Kate Mahoney was to be here today to address the UCPB members concerns.

Chair Kenfield called for a five (5) minute break so Mr. Kowalka could call Kate Mahoney. The members used this time to go over the minutes. While Mr. Kowalka was trying to reach Ms. Mahoney, she arrived, she apologized for being late, had thought the meeting began at 12 noon.

- UH Dining Services Window Marketing Proposal Discussion  
Mr. Johns and Mr. Sarkar felt that they would like to see a banner before they could actually discuss the request made by UH Dining Services. Mr. Kowalka said that his main concern was that other vendors would feel they should be able to advertise their services and be able to do so by using the windows as well as UH Dining Services. Mr. Dike and Chair Kenfield would like more information, for instance more details about possible different options, for example maybe just use three (3) as opposed to all windows, etc. to leave some windows open for other vendor use. All of the members agreed that a decision could not be reached without further information. Also there is the concern about signage regulations, although these banners would be in the UC itself rather than placed on the outside of the building. Mr. Herbert is to contact Mr. Kowalka about a banner sample, when the sample is received this proposal will be given additional consideration. As it stands now consideration is being given to allow use of one-third of the windows by UH Dining Services.
- Kate Mahoney, mtvU- Presentation  
Ms. Mahoney stated that the UH is one of the biggest and best partner schools that mtvU has. She began her presentation by informing the members that mtvU was in the process of upgrading existing TV's to 40" plasma TV's. She stated that at this time mtvU has 23 televisions installed in the UH central campus with the UC/UCS having a total of 21, so they were considering quite an investment in order to continue providing a service to students at the UC. Ms. Mahoney was open and wanted to hear all of the members' feedback because it was a rare opportunity for her to be on campus and meet everyone like she did then. She would like information for ideally on how the students like the service, if it's being used and maybe the UC would like to take out some of the TV's, she walked around a little before she came up to the meeting and noticed that there were TV's in places that are not used very much. Students can also apply for contest online from information given on the mtvU channel. The channel is made up of music number one, news number two and cool programming like fun and games. mtvU is a sister company to MTV, more of a music channel like MTV was at the beginning. She played a power point presentation which explained all of the services available, in addition to entertainment the TV's can also be programmed to advertise upcoming events, have a message repeated at set intervals daily, etc. for the campus' individual news. mtvU personnel can work with someone on this end to help them set up the events, etc. that the UC would want promoted using the program available for on campus news. mtvU also has

available give-away merchandise for students that can be sent in advance of an event, all we have to do is contact Ms. Mahoney or her office and tell her how much merchandise we need and by when so it can arrive on time. Do not hesitate to call. Mr. Kowalka brought up the fact that he and probably other members of the board were not aware of all that was available to student organizations and that is certainly an issue that we can identify to the organizations.

Chair Kenfield asked Ms. Mahoney if she could get a proposal together and point out the advantages to continuing mtvU on campus. Mr. Kowalka asked if Ms. Mahoney could send him a copy of the power point presentation. She stated that she would get it to him as soon as she got back to her office after this trip to Texas.

- mtvU Discussion

After Ms. Mahoney left, the committee members discussed the fact that they had learned a lot about programs that could be really helpful with their desire to reach more students and get more students involved. All organizations and other areas of the campus could have messages available to students using the campus news feature explained by Ms. Mahoney. Everyone agreed that Mr. Dike and Mr. Covington because of their involvement in other organizations would be the persons who could contact mtvU for help to set up and maintain the campus message board.

A vote was taken by Chair Kenfield and it was agreed by the members that further consideration would be given to the contract and discussed at the next meeting.

- UCPB By-Laws Review

Chair Kenfield was looking specifically at Article IV: Addressing the UCPB. He wondered if given recent events that we have had on other committees, particular situations that have arisen on the campus regarding addressing the UCPB if the members would want to look at this particular article on how addressing the UCPB works and open it up for discussion. Just so that we have a more complete and well outlined by-law for addressing the UCPB. He did not have anything in particular in mind but thought that it might be something the board might want to look at over the next couple of months. Mr. McFarland wanted to know if it would be possible also to change the required number of members that it would take to get the major vote on issues brought up for a vote. As it stands now since there are 14 members seven (7) members constitutes a quorum for a vote to pass, he was suggesting to maybe make it a 2/3 major vote. Chair Kenfield thought that might be something they could also look at in the future. Mr. Kowalka advised the members that the by-laws were last updated in 2004.

Before proceeding to the next topic of new business Chair Kenfield asked for motions to have the minutes from the October 12<sup>th</sup> meeting approved. A motion was made by Mr. Sarkar and seconded by Ms. Bruxvoort.

## **X. Announcements**

- ACUI Region 12 Conference – October 19-21

- UC Halloween Event – October 31
- College Bowl Tournament – November 3
- Poetry Slam Tournament – November 8
- UC Student Appreciation Days – December 3 & 4
- UCAF Holiday Luncheon – December 19

## **XI. Adjournment**

Chair Kenfield made a motion to adjourn the meeting at 12:15PM. The motion was made by Josh Sarkar and seconded by Meryl-Ina Kizzee.

- Next Meeting Date(s)
  - Fall Semester November 9, 2007
  - Spring Semester January 18, 2008
  - February 8, 2008
  - February 29, 2008
  - April 4, 2008
  - April 25, 2008