

University Center Policy Board Minutes

Friday, April 25, 2008

University Center – Bayou City Room

Members Present: Carol Barr, Diane Bruxvoort, Kevin Covington, Sam Dike, Mary Elhardt, Marilyn Golub, Judah Johns, Micah Kenfield, Dr. Theresa Monaco, Josh Sarkar, and Utsavi Shan

Incoming At-Large Members: Andrew Michael and Christopher Zimmerman

Members Absent: Meryl-Ina Kizzee, Kenneth Stinson and Roxanne Werner

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 11:37AM.

II. Approval of the Agenda

- A motion was made by Mr. Sarkar and seconded by Ms. Golub to approve the agenda.

III. Approval of the Minutes

- A motion was made by Mr. Sarkar and seconded by Ms. Shan to approve the April 4, 2008 minutes.

IV. Guest/Presentation:

Jason Lisovicz, Interim Director of University Marketing – UC & Cougar Pride

- Mr. Lisovicz stated that he was at the UCPB meeting to inform the members of what is going on at the university, what transpired during the first 100 days and what will be ongoing starting with day 101. He hoped to get the Board's support, suggestions and comments. The Discover Campaign was launched yesterday with local billboards, buys in national and regional media to promote the university, brought copies of the billboards to show members. He believes that there will be some major changes made in September. The marketing department will begin working with all of the colleges and student affairs groups to promote adding signage and building wraps, buildings at this time do not have any messages on them. Suggested a building wrap for the UC, asked the members to consider supporting this project.

V. Chairperson's Report

UCPB At-Large Members for 2008-10

- The two (2) UCPB At-Large positions for the 2008-2009 FY have been filled. Chair Kenfield introduced the new UCPB members: Mr. Michael and Mr. Zimmerman.

UC/UC Satellite Mats

- Chair Kenfield said an idea has come up for discussion to maybe include some Cougar Spirit in the mats that were approved a few weeks by including a logo. Mr. Henry Anderson will be asked to have mock ups sent if possible and the UCPB members can dialog by email during the summer break to see what is available and what the cost would be.

On Site Visits for UCC & UCS Master Plan for Renovation Project

- Chair Kenfield wanted to share with everyone that he, Mr. Kowalka, Mr. Dike and other students and staff members toured several student unions last week. It was an awesome experience, all of them are in the process on submitting data and there will be report available shortly. Overall they were able to bring back a lot of fantastic ideas and pictures.

Cat's Back Involvement

- Cat's Back Event takes place every year to kick off the fall semester. There is a committee that meets all summer long and if any of the UCPB members are interested in being involved in this committee please notify Mr. Kowalka or Chair Kenfield at the end of this meeting.

VI. Committee Reports

Facilities Use and Policy Committee

- No report at this time.

Lease Operations Committee

- No report at this time.

Long Term/Current Projects Committee

- No report at this time.

VII. UC Staff Reports

Report from the Director

Organizational Changes/Personnel

- The UC Maintenance Mechanical I new hire, Mr. Greg Vasquez will be starting next Monday, he has cleared the security background check. Also we have been able to promote a person to Evening Assistant Custodian Supervisor to fill that vacancy. The other vacancies we still have are, as was mentioned in the last meeting, for a replacement in IT and Mr. Fawcett will be leaving on June 13th, his position will be changed to UC Associate Director. Mr. Kowalka furnished the members a handout showing the organizational changes.

UC Complex – UC Satellite Master Plan of Renovation Project

- The consultants were on the site visits, Mr. Brad Lukanic was on campus on April 23rd to meet with the Faculty Senate and the Deans' of Students. Some consultant meetings are scheduled to take place on May 6th and they will be returning in June and July. They would like to have people who were on the site visits as well as UCPB members attend these meetings if possible. Please mark your calendars for May 6th probably between 3:00PM and 5:00PM.

UC Marquee

- Staff Council, thanks to Carol Barr, introduced a support resolution at the Staff Council Executive Committee meeting which was approved.

University Copy Center

- The contract was signed last week, the copy center will be moving to the garage, the target date is sometime between July 1st and July 15th, 2008. At this time we are looking at the possibility of changing that space to accommodate a commuter services lounge.

ABS Notebooks

- Mr. Kowalka met with Dr. Lee and Dr. Munson to discuss these notebooks which we viewed last meeting. Since the bookstore sells notebooks, Dr. Lee is negotiating with Mr. Jim McShan to see how we can make these available to the students in the fall.

Report from the Associate Director

Getting Admitted Update

- Ms. Grew-Gillen had copies of the response from Mr. Cook to the email which was sent to him regarding the distribution of his newspaper by putting them out in front of the UC C Store.

ROTC Rack Update

- The Navy and Army ROTC's have agreed to combine their information literature in a new rack by the UC Copy Center for now pending a long term resolution for publication distribution at the UC.

VIII. Old Business

UCPB By-Laws Review

- Chair Kenfield had handouts for all members of the proposed changes to be made to both the UCPB constitution and by-laws. Chair Kenfield went over the changes with the members, Mr. Sarkar made a motion to approve both changes to the UCPB constitution and by-laws as stated, Ms. Shan seconded the motion. The members voted on the motion, the changes were approved.

WiFi Capability Marketing

- No new information at this time.

mtvU Update

- Although some progress has been made, Mr. Kowalka stated that there is a challenge from another area on campus.

UC Facebook Page

- Chair Kenfield informed the new at-large members of the facebook group for the UCPB, "I Care What Happens at the UC". He asked that if they were interested on being an officer of this group to please message him.

Information Distribution Rack Options/Display Case Components

- Chair Kenfield opened up for discussion possibly putting up display cases for student organizations and other departments on campus for distribution of materials at the UC. He also wanted to know how the Board felt about charging off campus groups for distribution of literature if we provide them with a set rack. A decision was made to look into options and bring back to the Board in the fall.

World Affairs Lounge – Flag Policy

- Ms Grew-Gillen stated that she could not find an institution that had a policy in place concerning international flags. Chair Kenfield stated that this could be a project for summer to try and have something together by the first UCPB meeting in the fall. Mr. Kowalka wanted to know what the response should be if someone inquired about the status of the Vietnam flag prior to the beginning of the fall semester. Chair Kenfield suggested that the person(s) inquiring be made aware that a solution regarding flags was being sought. Mr. Kowalka reminded the members that whatever the outcome it would have to be referred to the General Council for approval.

IX. New Business

UCC – UCS Project / Post Holzman Moss Report

- Mr. Kowalka reported that the final and option report will be coming back in July. He wanted to know if most of the UCPB members would be available sometime between July 15th and August. He would like to have a meeting with whoever is available, hopefully persons who went on the site tours ., also invite members from SGA. The meeting would be to go over the recommendations from those trips. Chair Kenfield stated he would not be available from the 20th through the 25th of July, but should be available any other time frame.

X. Announcements

- Student Appreciation Day – April 28 & 29
- ACUI Region 12 Awards Due Date – May 2
- UCC – UCS Master Plan Project Consultant Visit – May 6
- UCAF Siete de Mayo (End of the Year Event) – May 7
- UCC – UCS Master Plan Project Consultant Visit – June 9 or June 10
- Congratulations to Ms. Jauregui and Ms. Lois Shaw, Day Custodian Supervisor, for being Staff Excellence Award recipients.

XI. Adjournment

- Meeting was adjourned by Chair Kenfield at 12:52PM