

**University Center Policy Board Minutes**  
Friday, April 4, 2008  
University Center - Bayou City Room

**Members Present:** Diane Bruxvoort, Kevin Covington, Sam Dike, Marilyn Golub, Judah Johns, Micah Kenfield, Dr. Theresa Monaco, Josh Sarkar, Utsavi Shah and Roxanne Werner

**Members Absent:** Carol Barr, Mary Elhardt, Meryl-Ina Kizzee 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 10:48AM.

**II. Approval of the Agenda**

- A motion was made by Mr. Sarkar, and seconded by Mr. Dike to approve the agenda.

**III. Approval of the Minutes**

- A motion was made by Mr. Sarkar and seconded by Mr. Dike to approve the February 8<sup>th</sup> minutes.
- A motion was made by Mr. Sarkar and seconded by Mr. Dike to approve the February 29<sup>th</sup> minutes.

**IV. Guest/Presentation:**

Lewis Cook – Magazine Distribution Request

- Mr. Cook, editor/founder of a newspaper, “Getting Admitted”, provided copies of the paper to the UCPB members for their review. He explained that the articles published in this paper were targeted to a diverse group of students; and to help students make decisions on finance, career choices, etc. After going over several of the articles he asked the Board to please consider allowing him to provide UH students with this publication by establishing a distribution location within the University Center. Chair Kenfield thanked him for bringing this to the Board’s attention and told Mr. Cook the members would discuss his request and Ms. Grew-Gillen will be in contact moving forward.

**V. Chairperson’s Report**

- Chair Kenfield noted that he is quite excited about the site visits that he and several other students will be making with Mr. Kowalka and other staff members for the UCC & UCS Master Plan for Renovation Project. These visits are to some of our peer institutions to tour student unions (IUPUI, San Diego State, UC-San Diego and Texas Tech).

## **VI. Committee Reports**

### Facilities Use and Policy Committee

- No report at this time.

### Lease Operations Committee

- No report at this time. Mr. Sarkar nominated Ms. Werner for chairperson and Mr. Dike seconded the nomination. Ms. Werner accepted the nomination and is now the new chairperson for this committee since Mr. Brandon McFarland is no longer a member of the Board.

### Long Term/Current Projects Committee

- No report at his time.

## **VII. UC Staff Reports**

### Report from the Director

- Before beginning with the agenda Mr. Kowalka wanted to discuss an initiative offered to UH through ABS notebooks. The company has been around for about five (5) years. They come to campuses and provide free notebooks to students. Mr. Kowalka passed out samples from other campuses that have had this initiative on their campus (examples were from Northwestern, UT-El Paso and MIT). Feedback from the Board was very positive and he hopes this is something UH could pursue for Fall 2008.

### Organizational Changes/Personnel

- We had a successful search for our vacant Maintenance Mechanic I position and hired Ms. Lyna Robey. We have two other maintenance positions available. A candidate has been identified for one of the positions, and is going through the security sensitive process. Mr. Anderson is working on identifying a final candidate for the last position in the maintenance area.
- In the housekeeping area, Ms. Margaret Pearson (Assistant Custodial Supervisor) is going through the security sensitive process to fill the evening supervisor position.
- We will have other vacant positions available forthcoming:
  - Ms. Lois Shaw, who is the day housekeeping supervisor, retires in August.
  - Mr. Carlos Ramirez from the UC Tech Support area will be leaving at the end of March.
  - Mr. Jim Fawcett, Assistant Director, UC Marketing & Programs will be relocating to California in June.

### UC Complex – UC Satellite Master Plan of Renovation Project

- The Master Plan Survey is going out to all students, faculty and staff at some point over the weekend. We have been able to obtain several incentives to encourage participation.
- A group of student leaders and administrative staff will be going on Site Visits from April 14- 16.
- On April 23<sup>rd</sup>, Brad Lukanic (Holzman Moss) will be meeting with members of the Faculty Senate and College Deans (or their representatives). The Senate is lending their support so we can gather some academic feedback.
- Mr. Lukanic will also be meeting with the Student Government Association on April 23<sup>rd</sup> during their regularly scheduled meeting.

- The next formal visit to campus is scheduled for Tuesday, May 7<sup>th</sup>. Please mark this date on your calendar for a late afternoon meeting.

#### UC Marquee

- Dr. Lee addressed this on-going request during a meeting of the “shadow” Cabinet. Discussion is ongoing. Mr. Dike said that every month student organizations are meeting with Dr. Khator and this is one of the issues he will be bringing up in their next meeting since this idea/concept started with students, and since students are very much in support of this marketing opportunity.

#### University Copy Center

- The contract is still in legal being reviewed. Until a finalized contract has been completed, the transition of the University Copy Center to the Parking Garage location (and a confirmed timeframe) is tentative.

#### *Report from the Associate Director*

#### Commuter Student Focus Groups

- At the last meeting Ms. Grew-Gillen informed members that one of the goals of the commuter students’ focus groups was to gather students input and try to develop a question that could be included in the student satisfaction survey. Originally the question was to be included in the UC survey also but it has been cut (due to the overall length of the survey). After the focus groups met, they developed a question and Ms. Grew-Gillen passed out copies of the proposed question to UCPB members. She wanted to encourage all to please provide input when they received the survey. They will recap responses and see what data they receive and go forward from there.

## **VIII. Old Business**

#### WiFi Capability Marketing

- There is nothing to report at this time. This is on Mr. Fawcett’s list to do before he departs.

#### mtvU Update

- Contract is still under review. The target date now for installation of new TV’s is the break between the spring and summer semesters.

#### UCPB By-Laws Review

- Chair Kenfield just had a couple of things, issues on wording and one modification to the Constitution which he believes will not require an amendment. The areas for consideration include:
  - Voting by E-mail
  - Title change for Dr. Munson
  - Identification changes for RHA and SAC
  - Quorum clarification (to be half)
- Chair Kenfield is to present these changes in writing at the next meeting to the Board for review.

#### UC Facebook Page

- Chair Kenfield asked if anyone has not been added to admin on this page to please email him and he will add them.

#### Request from the Department of Military Science

- Mr. Johns drew up what he thought would be the goals not only for the UC but the UCAF as a whole. Copies of this DRAFT resolution were passed out for review and discussion. It had not been decided if modular ranks were to be used and where they would be located, a decision had been made not to have the use of individual freestanding racks that would belong to certain organizations.
- Mr. Kowalka recommended this DRAFT Signage/Publication Policy resolution be referred to either this committee or the policy committee to meet before the next meeting to have a proposal drafted. The persons who will be meeting will be Mr. Johns, Mr. Kenfield and possibly Mr. Sarkar and Ms. Werner.
- Ms. Grew-Gillen is to contact the Department of Military Science and ask them if they would consider temporarily combining their literature since there is already some literature by the UC Copy Center until a resolution is reached, which hopefully would be by the end of the summer.

#### UCPB At-Large Member Application Review

- There are two (2) UCPB At-Large positions open at this time and we have received six (6) applications.
- After a discussion it was agreed that all of the applicants will be interviewed. Chair Kenfield will contact the applicants and provide an interview schedule to the full UCPB membership.

#### World Affairs Lounge – Flag Policy

- This has been an ongoing concern from students trying to identify their flag in the World Affairs Lounge. Mr. Kowalka stated that there is no written policy for these flags – but rather an operational protocol (flags in this space represent the home country for all currently enrolled international students at UH).
- After a discussion an agreement was made to save this for the next meeting to allow Ms. Grew-Gillen time to conduct additional research on which flags are recognized by the State of Texas, the United Nations and the City of Houston.

### **IX. New Business**

#### Magazine Distribution Request

- After a discussion the publication, “Getting Admitted” was approved for distribution at the UC. This publication will need to be displayed in the magazine rack in front of the C Store.

### **X. Announcements**

- UC Complex and UC Satellite Master Plan Site Visits – April 14-16
- Student Appreciation Days – April 28 & 29
- UCAF End of the Year Event – May 7
- Congratulations to Mr. Dike for being elected as the new President of SGA
- Congratulations to Mr. Johns for being selected as the new Chairperson for Dance Marathon of UH.

### **XI. Adjournment**

- Meeting was adjourned by Chair Kenfield at 12:19PM
- Next Meeting Date                          April 25, 2008