

University Center Policy Board Minutes
Friday, January 23, 2009
University Center – Bayou City Room

Members Present: Mary Elhardt, Marilyn Golub, Sara Haynes, Micah Kenfield and Andrew Michael

Members Absent: Diane Bruxvoort, Kevin Covington, Ashton Herring, Judah Johns, Vanessa Nwazo, Dr. Richard Olenchak, Sean Tarver and Christopher Zimmerly

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

I. Call to Order

- The meeting was called to order by Chair Kenfield at 12:08PM

II. Approval of Agenda

- No quorum present, agenda could not be approved.

III. Approval of the Minutes from October 31 or November 21, 2008

- No quorum present, previous meeting minutes could not be approved.

IV. Special Presentation /Guest

Cole Calza – Vice President / Executive Producer for the Student Video Network (SVN)

- Mr. Calza addressed a concern SVN has about the lack of Channel 6 exposure to students. This semester SVN is focusing on bringing campus news to campus. At this time the only students who see these are the people who live in the residence halls.
- He asked that the UCPB take into consideration allowing Channel 6 to be shown on selected televisions within the UC and UC Satellite. Possibly dedicate some hours a couple of days a week to the showing of UH campus news so students can be aware of what is happening on campus.
- Chair Kenfield explained that the majority of the televisions now are furnished by mtvU and the UC is in the process of renewing their contract; they will be replacing some of the existing televisions. Since the televisions are their property the agreement calls for all of them to be set on the mtvU channel at all times. The UC will be purchasing additional televisions in the near future and the UCPB will discuss his request at that time. Mr. Kowalka suggested that the Facilities Use and Policy Committee meet prior to the installation of the new televisions and work on a policy addressing the use of these televisions. They then can meet with a representative of SVN about featuring Channel 6 programs. Mr. Michael, Chair of the FU&PC is to contact Mr. Calza to schedule a meeting.

Before moving forward with the agenda Chair Kenfield took time to introduce the newest member of the UCPB. Ms. Sara Haynes from the UH Development Office is the new Staff Council Representative; Ms. Carol Barr has resigned due to scheduling concerns

V. Chairperson's Report (Micah Kenfield)

UC 2010 Initiative

- UC 2010 Initiative is still holding to the identified schedule to obtain approvals.

Constitution Proposal – linkage between UCPB and UC 2010

- At this time the resolution calling for the addition of a UC 2010 Initiative on the UCPB could not be voted on due to the lack of quorum. Chair Kenfield will be electronically sending a copy of the resolution at a later date to all members for a vote.

VI. Committee Reports

Facilities Use and Policy Committee (Andrew Michael)

- Chair Michael stated there was no report at this time.

Lease Operations Committee (Ashton Herring)

- Chair Herring was not present, no report at this time.

Long Term/Current Projects Committee (Christopher Zimmerly)

- Chair Zimmerly was not present, no report at this time.

VII. UC Staff Reports

Report from Executive Director Kowalka

Updates

Organizational Changes/Personnel

- Mr. Kowalka welcomed Mr. Daniel to his first UCPB meeting in his new capacity as UC and Associated Facilities Associate Director. He stated that the UC was still looking for an Executive Housekeeper. Mr. Henry Anderson and Ms. Grew-Gillen are looking at candidates, with the hope of having this position filled by April.

Food Services Cost Recovery

- Mr. Kowalka has received written assurance from Ms. Esmeralda Valdez that Administration Finance will be reimbursing the UC for operating expenses directly related to our Food Services in the University Center Complex and at the UC Satellite. The first invoice will be sent to Ms. Valdez next week covering the period of September 1-December 31, 2008

Commuter Services Update

- Mr. Kowalka called on Mr. Daniel for any updates. Mr. Daniel noted the plans for the First Annual Off-Campus Living Fair are under way and will take place on March 4th.
- 2010 Initiative – UC Fee Increase
Information provided in handouts states that Dr. Lee has spoken to the Council of Vice-Presidents, and they are supportive of the next step – obtaining legislative approval to increase the UC Fee ceiling.

SFAC Preparation

- Handouts of UC drafted goals for next year were passed out. Mr. Kowalka suggested the members might want to look this handout over and provide feedback to either Chair Kenfield or Mr. Kowalka.

Report from Associate Director Grew-Gillen

Personal Development Forms Update

- Ms. Grew-Gillen noted she still needs some Personal Development Mid-Year Self-Assessment forms turned in. The information provided will be used to develop some of the

training, programs and opportunities throughout the year for students. These need to be completed and turned in by 5PM on January 30th to the UCAS&O office.

Report from Associate Director Daniel

Spring Semester Marketing Plan

- Mr. Daniel is working on a marketing campaign supporting the theme of “Where It All Comes Together”. It will consist of advertising different services that can be found at the UC & UC Satellite that students might not be aware are available. Also throughout the semester, the Marketing and Programs team will be passing out merchandise with the UC logo, key chains, T-shirts, etc. at campus events. We are trying to come up with things that will make the UC stand out more in students minds.

VIII. Old Business

WAL Flag Policy

- Still have not heard from Legal Services so this is still on hold. Chair Kenfield asked Mr. Kowalka when the flags that had been taken down from the WAL were going to be reinstated. Mr. Kowalka will follow up with Mr. Anderson on the status of the project.

Food Services Cost Recovery

- Depending on how smooth the payment is made when the invoice is sent, Chair Kenfield is planning to draft a resolution thanking Administration and Finance for their support of the UCAF by reimbursing the operating cost for these areas. The resolution approval will probably be on the agenda for the next UCPB meeting.

IX. New Business

UCPB Constitution Amendment – UC 2010 Initiative Representative

- Chair Kenfield reminded everyone that he will be sending out a vote request by email so he asked that everyone please vote. This could not be put to vote at this time since there was no quorum present.

X. Announcements

- Coog Tube Student Video Competition – February 9 – 23
- Matters of the Heart Gift Mart – February 12
- ACUI Regional Tournament Weekend – February 27 & 28
- Safe Spring Break Event – March 11
- Cougar Casino @ Frontier Fiesta – March 26 – 28
- ScholarChip Challenge – April 17 & 18

XI. Adjournment

- Meeting was adjourned by Chair Kenfield at 12:34PM

- Next Meeting Date(s):

Friday, February 13, 2009	UC Lone Star Room
Friday, March 6, 2009	UC Bayou City Room
Friday, March 27, 2009	UC Bayou City Room
Friday, April 17, 2009	UC Bayou City Room
Friday, May 8, 2009	UC Bayou City Room