

## **University Center Policy Board Minutes**

Friday, October 8, 2010

University Center –Rodeo Room

**Members Present:** Sandy Coltharp, Jared J. Gogets, Mike Harding, Lee Hilyer, Brittney Mathis (for Kevin Nguyen SPB), Dr. Richard Olenchak, Jeff Syptak, Tanea Tahir and Anna Vuong

**Members Absent:** Pooja Ashar, Johnnie Jackson, Kevin Nguyen and Prince Wilson

**Support Staff Present:** Cheryl Grew-Gillen, Lawrence Daniel, Linda Jauregui and Micah Kenfield

**Support Staff Absent:** Keith T. Kowalka

### **I. Call to Order**

- Chair Gogets called the meeting to order at 11:57AM.

### **II. Approval of Agenda**

- Agenda was approved.

### **III. Approval of Minutes from September 17, 2010**

- Minutes from September 17, 2010 were approved.

### **IV. Guest Speaker (Henry Anderson)**

- Mr. Anderson asked that everyone introduce themselves so he could meet the persons he did not know in the group.  
He spoke about the positions he has held at U of H since he was employed twenty-three years ago and the duties he now has at the University Center as Assistant Director of UC Building Services. He went on to explain the scope of the duties of the personnel he supervises in the different areas of UC Building Services.

### **V. Chairperson's Report (Jared Gogets)**

- Chair Gogets reported on the ACUI Conference that he and several other students along with UC staff attended at UC San Antonio. He passed out handouts on a virtual informational swap shop that ACUI Region 12 is starting up. The handout contained a website that staff or students can access to share information or request information that might be helpful to complete any projects, etc.
- He also passed out a debriefing report on what took place at ACUI, sessions he attended, people he met, etc.
- What really stood out to him was that every student he interacted with was really passionate about Tier I for their school.

### **VI. Committee Reports**

#### **Facilities Use and Policy Committee (Kevin Nguyen)**

- No report at this time.

### Lease Operations Committee (Tanea Tahir)

- No report at this time.

### Long Term/Current Projects Committee (Pooja Ashar)

- In Ms. Ashar's absence Ms. Grew-Gillen reported that the letters to be installed on the UC Underground fountain will be installed possibly by the end of October or early November.
- Larry Flowers who is to install these is working in the Child Care Center Cameron building location to ensure the building is ready for mid-October opening and will work on the lettering when he completes the project at the Cameron location.

## **VII. UC Staff Reports**

*Report from Assistant VP for Student Development (Keith T. Kowalka)*

Mr. Kowalka was absent, no report.

*Report from Director (Cheryl Grew-Gillen)*

### UC Maintenance and Housekeeping Personnel

- Ms. Grew-Gillen reported that UC Building Services is in the process of trying to fill positions open in both UC Maintenance and UC Housekeeping.

*Report from Director (Lawrence Daniel)*

### Social Networks

- Our network now has a Facebook page and Mr. Daniel invited all members to check out the page. The page is named University Centers – University of Houston so in the search you should be able to put in University Centers and it will pop up.
- Also those with twitter accounts can follow the University Centers at UH UC so you can be updated on the goings on around the UC.
- For those of you that missed it this passed Tuesday the UC had a Karaoke & Sushi event in the UC Dining area and it was a huge success, there were around 250 students in attendance. We are looking to do this monthly.

### Upcoming Events

#### Octoberfest:

- This will be an event over three (3) days beginning on October 26<sup>th</sup> with the Fall Fest. On this day there will be a performance by an Oompah band, free sausage on a stick, candy apples, a pumpkin smashing contest for prizes and SPB will provide the students with a movie, Halloween, there will be a costume contest also.
- There will be a weeklong "Guess the Pumpkin Weight" contest with a prize for the student who is closest to guessing the weight of a pumpkin to be displayed on the 1<sup>st</sup> floor of the UC.
- On October 27<sup>th</sup> in the UC Houston Room the UC and SPB will present John P. Hopkins who is a comedian/ventriloquist. There will also be mystery boxes where you can feel and guess gross things for prizes.
- A Haunted House will be provided on October 28<sup>th</sup> at Campus Recreation from 3PM to 6PM. We are in need of volunteers so please volunteer if you like would to have a lot of fun. Last year around 400 students attended, it was a big success so we are expecting more this year.

### Poetry Slam

- This will be the next event and is scheduled on November 3<sup>rd</sup>.

### **VIII. Old Business**

- No old business at this time.

### **IX. New Business**

#### Fee Funded Student Leader Wall in UC Dining Area

- Mr. Kenfield stated that they are working on a proposal draft to introduce this project for approval. Mr. Kowalka should have more information at the next meeting.

#### University Center Policies and Procedures Update – Event Sponsorship

- Ms. Grew-Gillen passed out a proposed draft for everyone to review. Some changes were approved already when submitted previously by the Long Term/Current Projects Committee. This is specifically the events sponsorship section of that policy.
- There have been some ongoing challenges with the current policy, the way it reads now when some organizations submit paperwork sponsorship can be interpreted in different ways. Ms. Grew-Gillen and Mr. James Pettijohn have drafted a proposal to clarify wording that would address some of these concerns.
- They would like all of you to review this proposal to see if they can come up with some revisions that would facilitate the interpretation of the policies.
- After revision by the members the proposed changes were approved.

#### UC Beautification Project

- Mr. Kenfield stated that Mr. Nguyen submitted a plan to take care of the pigeon problem at the UC. Mr. Nguyen proposed a four phase plan that starts with the temporary removal of the pigeons somehow.
- Mr. Kenfield wanted to see if a policy proposal could be drafted by Ms. Grew-Gillen, Mr. Henry Anderson and himself to present to the members that would suggest specific ways for permanent removal of the pigeons since they are not only a nuisance but they also can present health problems.
- This will be addressed again at the next meeting in October.

#### UC Website Bios and Photographs

- Mr. Kenfield informed everyone that on the University Centers website they could go to the UCPB link found under “About Us” and view current member’s bios and photographs.
- There are still some bios and photographs that have not been submitted but he will be contacting those persons so their information can be added.

### **X. Announcements**

- Mr. Syptak reported that the National Night Out/Walk in the Dark held the previous Tuesday was a success. There was a large campus wide involvement with a lot of students attending.
- Mr. Harding stated that MVP is hosting a student event – Rocking the UC - this Saturday, October 9<sup>th</sup> in the UC Arbor.
- Ms. Mathis announced a SPB sponsored concert to be held at the UC Satellite Patio on Wednesday, October 20<sup>th</sup>.

- Ms. Vuong stated that CEO is working closely with Ms. Carrie Miller on Homecoming Events.
- UC Octoberfest - October 26-28
- UC Poetry Slam - November 3
- UH Homecoming Week – November 6-13
- UC Student Appreciation Days – December 6&7
- University Centers Holiday Reception – December 8

**XI. Adjournment**

- The meeting was adjourned by Chair Gogets at 12:47PM.
- Next Meeting Date(s):

Friday, October 29, 2010	UC Rodeo Room
Friday, November 19, 2010	UC Palo Duro Room
Friday, January 21, 2011	UC Bayou City Room
Friday, February 11, 2011	UC Bayou City Room
Friday, March 25, 2011	UC Bayou City Room
Friday, April 15, 2011	UC Bayou City Room
Friday, May 6, 2011	UC Bayou City Room