

**University Center Policy Board**  
Friday, October 28, 2011  
University Center – Bayou City Room

**Members Present:** Sebastian Blankson, Sandy Coltharp, Rymonda Davis, Jared Gogets, Mike Harding, Jessica Grono, Dr. Richard Olenchak, Sieda Omar and Donna Pattison

**Members Absent:** Daniella Garcia, Ann McFarland, Daray Olaleye, Roman Perez and Jeff Syptak

**Support Staff Present:** Keith T. Kowalka, Cheryl Grew-Gillen, Marcella Leung, Micah Kenfield and Linda Jauregui

**Support Staff Absent:** Lawrence Daniel

**I. Call to Order**

- Chair Gogets called meeting to order at 12:12PM

**II. Approval of Agenda**

- Agenda was approved.

**III. Approval of October 7, 2011 Minutes**

- October 7, 2011 minutes were approved.

**IV. Guest Speaker – James Pettijohn, Assistant Director UC Events Services**

- Mr. Pettijohn introduced himself passed out handouts to members showing the customer statistics summary which will be submitted to SFAC.
- After a review of the statistics summary Mr. Pettijohn answered questions about services the UC Events office makes available to their clients.

**V. Chairperson's Report - Jared Gogets**

- Mr. Gogets informed the members that he had attended the Board of Regents meeting last week and got to see the approval of the permission for the chancellor to negotiate a deal with different conferences so there should be some announcements soon.
- Also the previous night's football game was a great victory over Rice.

**VI. UCPB Committee Reports**

Facilities Use and Policy Committee (Jessica Grono)

- Ms. Grono stated that this committee had met earlier today and the topics they discussed would be addressed during the New Business portion of this meeting.

Lease Operations Committee (Roman Perez)

- Mr. Perez was not present, no report

Long Term/Current Projects Committee (Roman Perez)

- Mr. Perez was not present, no report

CSI Office and Carrel Space Committee (Daray Olaleye)

- Mr. Olaleye was not present, no report at this time.

**VII. Staff Reports**

Report from Assistant Director for Student Development (Keith T. Kowalka)  
SFAC Update

- Copies of all UC SFAC reports were submitted to Mr. Kowalka this past Monday, October 24<sup>th</sup>. Mr. Kenfield displayed from online a copy of the SFAC report and Mr. Kowalka went over some of the goals that will be presented to the SFAC committee.
- Presentation before the SFAC committee for the UC & UC Satellite SFAC report is scheduled on Tuesday, November 1<sup>st</sup> at 10:30AM in the UC Bluebonnet Room. If anyone is able to attend please do so.

#### UC Transformation Update

- The New UC Transformation committee had a meeting two (2) weeks ago with the architects. The architects brought some samples of what the new North addition would look like.
- Mr. Kenfield had copies of the plans online to show the UCPB members.
- There are still more discussions to be held before final decisions are made on all of the occupants of the spaces on the 1<sup>st</sup> floor addition.

#### Report from Director (Cheryl Grew-Gillen)

##### ACUI Region 12 Conference

- The trip will be made by chartered bus which will depart early Thursday, November 3<sup>rd</sup> morning. The conference is from November 4<sup>th</sup> through November 6<sup>th</sup>. We will be returning Sunday, November 6<sup>th</sup> as soon as the closing session of the conference concludes.
- Those of you who will be attending the conference should have been receiving email updates from the Region 12 CPT committee. Everyone should also have received the conference booklet for review before arriving in El Paso.
- Next week we will be sending out the final update with the time and place to meet for the departure.
- Mr. Kenfield, appointed bus Activities Director, will be getting an envelope out to all travelers with activities planned to make the time on the bus more enjoyable.

##### UC Arbor Fountain Update

- Ms. Grew-Gillen will be contacting UH contractors to get the UCPB recommendations regarding the UC Arbor fountain completed. We hope to have this done if not sooner by the end of the holiday break in December.

#### Report from Director (Lawrence Daniel)

- Mr. Daniel was not present, he asked Mr. Kenfield to present a video taken during the Octoberfest Haunted Penthouse event held in the Campus Recreation Center attic. A great time was had by all, as close to 500 students attended the event.

#### Report from Director (Marcella Leung)

- Ms. Leung stated she had no report that this time.

### **VIII. Old Business**

#### Arbor Signs for Pigeon Reduction Enforcement

- The Facilities Use and Policy committee proposed a policy to allow the installation of signs in the UC Arbor prohibiting the feeding of pigeons.
- Mr. Kenfield presented an updated revision of the sign as requested by members at the last UCPB meeting.
- A vote was taken and the new sign was approved. Mr. Kenfield will have signs printed and will install throughout the UC.
- Signs should be installed before the next UCPB meeting.

## **IX. New Business**

### Facilities Use and Policy Agenda Items

- Reservations of Houston Room during UC Transformation
  - During Phase I of the transformation meeting space will be limited to the Houston Room, the Bluebonnet Room and the Bayou City Room.
  - Ms. Grono stated that the FU&P committee would like some feedback from UCPB members on options being discussed for reserving the Houston Room.
  - One of the options being considered is to give the student organizations and UH department's priority to reserve the Houston Room by allowing them a six (6) months window for booking and off campus groups and on-campus departments would get a two (2) month window.
  - Since policy waivers could make it possible to get around the two (2) month window all agreed that no policy waivers would be used during the transformation.
  - After a discussion it was agreed that Ms. Grew-Gillen, Mr. Kenfield and Mr. Pettijohn are to draft an addendum to Facilities Use Policies and Procedures to address reservation needs for Phase I of the transformation. Addendums for Phase II and III will be drafted as necessary changes are identified for each phase.
  - It was approved that smaller meeting rooms adjacent to the Houston Room could be individually reserved when the Houston Room is not in use.
- Placement and Policies for Display Cases during UC Transformation
  - A discussion was held concerning how these display cases could be reserved. A suggestion was made that maybe the reservation policy could be the same as the one used to reserve banner space.
  - It was decided to handle this topic at the next Facilities Use & Policy (FU&P) committee meeting. The group is also still waiting to hear from Blaffer Gallery regarding student art for installation on UC walls.
  - Temporary locations for the cases and the policies for use will be addressed and recommendations can be made at the next UCPB meeting on November 18, 2011.
- Sign Holders in Elevators Policy
  - The FU&P committee proposed that an approval be made to have sign holders installed in the elevators, one on each side of the map already in place on the elevator back wall.
  - Holders are to be frames that can be locked to prevent unauthorized removal of material.
  - These sign holders would be available to student organizations during the UC New Transformation project to promote their events.
  - Sign holders could be reserved for a period of two (2) weeks through reservations.
  - The UCPB members voted and the proposal was approved.
- Official Policies Prohibiting Pigeon Feeding in Arbor
  - A proposal was made by Ms. Grono for an approval to include a policy concerning the wording to be used when addressing the restrictions of feeding pigeons at the UC.
  - After Mr. Gogets read the wording being proposed a vote was held and the proposal was approved.
- Designated Large Trash drop-off locations for UC office holders
  - The FU&P committee felt that a policy needs to be established to handle the removal of trash and recyclables from throughout the UC.

- It was proposed that conversations take place between the different areas of the UC and they let the committee know what they feel needs to be done so everyone's needs can be met to keep the UC hallways free of trash and recyclables.
- The proposal was voted on and approved.
- Refunds UC CARS Office
  - Ms. Grono presented members with proposed changes to policies 25.3 AND 25.5 regarding UC CARS refunds.
  - These policy changes address the length of time an organization/client has to request and receive a refund and issuing refunds only to the same type of payment used.
  - A vote was taken and changes were approved. Refunds must be requested within 30 days of the event request and are limited to the same form of payment used.

#### Coca Cola Umbrellas in UC Arbor

- UCPB members voted and approved keeping the Coca Cola umbrellas on the tables in the UC Arbor.

#### **X. Announcements**

- Powder Puff Madden Challenge – November 2<sup>nd</sup>
- ACUI Region 12 Conference – November 4<sup>th</sup> -6<sup>th</sup>
- Poetry Slam – November 16<sup>th</sup>

#### **XI. Adjournment**

- Next Meeting Date(s)
  - Friday, November 18, 2011 – UC Lone Star Room (280)
  - Friday, December 9, 2011 – UC Bayou City Room (202)
  - Friday, January 20, 2012 – UC Bayou City Room (202)
  - Friday, February 10, 2012 – UC Palo Duro Room (284)
  - Friday, March 2, 2012 – UC Bayou City Room (202)
  - Friday, March 23, 2012 – UC Bayou City Room (202)
  - Friday, April 13, 2012 – UC Bayou City Room (202)
  - Friday, May 4, 2012 - UC Bayou City Room (202)

