

University Center Policy Board Minutes
Friday, September 16, 2011
University Center – Bayou City Room

Members Present: Sebastian Blankson, Sandy Coltharp, Rymonda Davis, Jared Gogets, Jessica Grono, Mike Harding, Ann McFarland, Daray Olaleye, Sieda Omar, Roman Perez, Donna Pattison, Jeff Syptak

Members Absent: Daniella Garcia and Dr. Richard Olenchak

Guest: Carrie Miller

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

I. Call to Order

- Chair Gogets called meeting to order at 12:04PM

II. Approval of Agenda

- Agenda was approved

III. Approval of August 26, 2011 Minutes

- August 26, 2011 minutes were approved with two (2) corrections. Ms. Grono noted that she is the alternate representative to the Food Service Advisory Committee, and pointed out a missing digit in a budget number.

IV. Guest Speaker – Bill Schwehr, Director UC Leisure Services

- Mr. Schwehr presented the members with copies of the rates for the different services offered by the UC Games Room and Shasta's Cones and More and explained a little about each service
- He also reminded everyone that Shasta's Cones and More had just celebrated its six year birthday. The UCPB can be credited for the opening of Shasta's, the idea was first presented in one of the UCPB meetings and the group followed through with the plans
- Shasta's Cones and More is a student-managed endeavor and yearly pays out approximately \$50,000.00 in student wages
- He urged everyone to join the Shasta's Cone Club so they can receive updates and specials offered to club members. He made everyone aware that during football season, the Monday following a game cones are only \$1.00 if UH wins.
- The members were treated to Southern Blackberry Cobbler ice cream cones and each received a t-shirt from Shasta's 6th birthday celebration.

V. Chairperson's Report – Jared Gogets

- No report this time

VI. Committee Reports

Facilities Use and Policy Committee (Jessie Grono)

- No report at this time

Lease Operations Committee (Roman Perez)

- No report at this time

Long Term/Current Projects Committee (Roman Perez)

- No report at this time

CSI Office and Carrel Space Committee (Daray Olaleye)

- No report at this time

Food Service Advisory Committee

- Ms. Grono reported that she had attended a food advisory committee meeting and she wanted to inform everyone that in Fall, 2012 the OB Cafeteria will be replaced with the new West Dining Hall, which will be the first certified 'green' building on campus.

VII. Staff Reports

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

SFAC Update

- The SFAC submissions guidelines and documentation will be sent out in two (2) weeks and will be due the Monday after Homecoming.
- Our goal is to get the draft report out to this board a week in advance so all of you will get an opportunity to identify and see what is being purposed.
- Presentations are scheduled to take place the first week of November.

Lynn Eusan Park Updates

- Mr. Kowalka has received an estimate with just a total and he send it back and asked that they break down for the services to be performed.

UC Transformation Project Update

- There were no new plans to show the members but there have been significant changes made to the last plans presented.
- It was decided that the budget cost would be lower to fill in the underground and build on top then to revamp that area. He went over some of the changes to the floor plans that would be necessary.
- Tentative plans should be in shortly and hope to have them here at the next meeting.

Report from Director (Cheryl Grew-Gillen)

Houston Room Chair – UCPB Official Premiere

- Director Grew-Gillen called the board's attention to the chairs they were sitting in. These will be the new chairs for the Houston Room. By the next meeting, the new general-use meeting room chairs should be delivered.

ACUI Region 12 Conference

- The deadline for student/staff applications to attend the ACUI Region 12 Conference in El Paso was the day of the meeting, Friday, September 16. Students were invited to fill out an application after the meeting if they were interested in attending.

Report from Director (Lawrence Daniel)

UC Events Update

- UC Octoberfest is scheduled for Kick-off on October 25th and go through 27th.
- This year we are partnering with Campus Recreation Center again to provide a Haunted House at their location. Will be needing volunteers as in the past, please do so if you can.
- Should have more to share with all members at the next meeting.

UC Video Wall Update

- Have run into some snags on the software design. Hope to have designs worked out and installations done by September 22nd.

Report from Director (Marcella Leung)

Office and Carrel Space Reservation Process and Statistics

- Director Leung introduced Assistant Director Carrie Miller to present on this subject:
 - Currently, any Registered Student Organization may request a carrel space in the CSI space.
 - After the group has held a carrel for a year, they are allowed to apply for an office space; there is a wait list for these offices.
 - In order to keep their carrel, each carrel holding group must spend at least five hours per week at their carrel during the academic year, spread between members.
 - In order to keep their office, each office holding group must spend at least fifteen hours per week at their office during the academic year, spread between members.
 - If an RSO fails to complete their required hours for more than two weeks in the same semester, they are placed on probation.
 - If an RSO on probation fails to complete their required hours for more than two weeks the following semester, they lose their space.
 - After all spaces have been assigned for the semester after the RSO lost their space, they may re-apply; however, if they held an office, they will need to maintain a carrel for another year before they are eligible to return to their office.
 - The offices are heavily utilized; carrels, less so.
 - After more strongly enforcing the rules above starting in 2009, groups became more compliant.

VIII. Old Business

- No old business at this time

IX. New Business

Vision / Goal Setting Exercise

- Mr. Kenfield led a brainstorming exercise where members made suggestions for goals. The results of this list are as follows:

- Improving the arbor and underground fountain areas either through maintenance or through shutting them down permanently. Ms. Grew-Gillen stated that she has been working on cost options for stop-gap measures until the UC Transformation permanently removes them.
- Adding policies to help reduce the amount of discarded material and trash in the hallways.
- Creating an annual “Heavy Trash Clean-up Day”
- Equipping elevators with some type of sign holders so flyers/ads can be displayed promoting the UC and student organization events.
- Addressing security issues in the UC and UCU to stop student losses due to theft; it was suggested that the UC look into the cost of installing surveillance cameras in offices and hallways.
- Constructing a plan to encourage everyone to show more appreciation to all staff, food servers, custodians, office workers, etc.
- Contacting Blaffer Gallery about displaying art in the UC to showcase student art.
- Displaying signs around the Arbor that state “Do Not Feed the Pigeons”.

X. Announcements

- Dr. Richard Walker is the new VC/CVP for Student Affairs
 - Will start Monday, September 19th.
 - Student organizations can go to the DSA website to request Dr. Walker’s presence at their meetings or functions
- UH Homecoming – October 15th – 22nd
- UC Oktoberfest – October 24th – 26th
- ACUI Region 12 Conference – November 4th – 6th

XI. Adjournment

- Meeting was adjourned by Chair Gogets at 1:23PM
- Next Meeting Date(s):
 - Friday, October 7, 2011 – Bayou City Room (UC202)
 - Friday, October 28, 2011 – Bayou City Room (UC202)
 - Friday, November 18, 2011 – Rodeo Room (UC264)
 - Friday, December 9, 2011 – Bayou City Room (UC202)
 - Friday, January 20, 2012 – Bayou City Room (202)
 - Friday, February 10, 2012 – Palo Duro Room (UC284)
 - Friday, March 2, 2012 – Bayou City Room (UC202)
 - Friday, March 23, 2012 – Bayou City Room (202)
 - Friday, April 13, 2012 – Bayou City Room (202)
 - Friday, May 4, 2012 – Bayou City Room (UC202)