

**University Center Policy Board**  
August 30, 2013  
University Center – Rio Grande Room

**Members Present:** Cedric Bandoh, Sara Lalani, Leonel Mata, Jonathon Middents, Susan Moreno, Rani Ramchandani, Erica Tat and Anjuli Tuck

**Members Absent:** Nazia Frank, Jared Gogets, Laila Machado

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

Mr. Kenfield suggested a motion be presented by UCPB members to move the election of the UCPB Chair from New Business so that the elect could conduct the meeting. Motion was made and seconded.

- Erica Tat was nominated, she accepted the nomination. No other nominations were made.
- Ms. Tat is the 2013-2014 UCPB Chairperson.

**I. Call to Order**

- Chair Tat called the meeting to order at 12:10PM.

**II. Approval of Agenda**

- Agenda was approved.

**III. Approval of Minutes**

- April 26, 2013 minutes were approved with one change. Ms. Ramchandani's last name was misspelled a correction was noted.

**IV. Chairperson's Report – Erica Tat**

- Ms. Tat stated that she was looking forward to working with the other UCPB members.

**V. Committee Reports**

- Chairpersons had not been elected to head the following committees so no reports were available:
  - Facilities Use and Policy Committee
  - Lease Operations Committee
  - Long Term /Current Projects Committee
  - CSI Office and Carrel Space Committee
  - UCPB Representative to FSAC

**VI. UC Staff Reports**

*Report from Assistant VP for Student Affairs – Keith T. Kowalka*

Welcome to UC Policy Board

- Mr. Kowalka welcomed all members, those returning and the new members.

### UC Transformation Project Update

- The project is on schedule and staying on budget with the completion of the East addition and the UC North addition due by November 25<sup>th</sup>.
- The UC offices should be moving by November 25<sup>th</sup> into a space in the new East addition to facilitate Phase II of the renovation project which will include our present location.
- All moves should be in place by January, 2014 and these will include those areas to be made to the first floor.
- The Houston Room will be completely renovated since \$1.2 million has been budgeted for this part of the project.
- There will be a ribbon cutting ceremony for completed areas the 1<sup>st</sup> week of the Spring semester in January. Also there are plans for more open house events as work is completed during the first two weeks of the semester.

### UC Budget Updates

- The UC budget is in good shape.
- The UC Satellite will undergo some changes beginning with the installation of a new roof then follow by addressing building structure issues and enhancements.

### Organizational Changes/Updates

- Mr. Kowalka provided copies of both the updated DSA and Student Life organization charts.
- He went over changes that have taken place and changes scheduled to take place.
- The Division of Student Affairs is now the Division of Student Affairs and Enrollment Services after inheriting additional responsibilities.

### Greek Life and Student Organizations Item

- Mr. Kowalka has spoken to leaders of Greek Life concerning the placement of Greek organization Crests like those that were housed in the Cougar Den at one time.
- He agreed to have a group of Greek representatives meet with a group from the UCPB to work on finding a place to make Greek presence known at the UC.

### New UC Hard Hat Tours

- Mr. Kowalka and Mr. Kenfield have been conducting Hard Hat Tours for interested groups on Wednesdays and Thursdays.
- Hope to continue these and schedule a tour for all UCPB members soon.

### Cougar Byte

- There will not be any space for Cougar Byte at the end of Phase I so they will be leaving our building temporarily at the end of this year. They will return at the end of Phase II.

### Events One Stop Shop Task Force

- UC Conference and Event Services has in place the EMS Professional system for making room reservations. We have purchased a new system called EMS Enterprise which will enable users to book reservations online.
- The plan is to launch the new system for use by fee funded organization leaders to test out over the spring semester.

- The system should be ready to be launched in the summer for use by all in the fall.

*Report from Director, UC Facilities & Operations – Cheryl Grew-Gillen*

UC Personnel Updates

- With the organizational transitions taking place as explained by Mr. Kowalka there is a need to fill two new positions:
  - Media Services Coordinator
  - Events Sales Manager
- There is an ongoing search now for the Events Sales Manager position. A search for the Media Services Coordinator position will begin soon.

*Report from Director, Marketing, Communications and Retail – Lawrence Daniel*

Marketing and Event Updates

- Cat's Back kicked off Weeks of Welcome and was a success with a large student presence.
- We are now in the midst of Weeks of Welcome and hope to continue to have large student turnouts for the rest of the events scheduled by student organizations.
- Providing the Guide Book app was very successful. Students have been using this form of staying informed. Plan to look into using it again.
- As part of the Weeks of Welcome there is a UC Open House Event scheduled for September 4<sup>th</sup>. At this event there will be a Flag Rising Ceremony by UH ROTC members.

*Report from Director, Center for Student Involvement – Marcella Leung*

- The final version of the carrel and lock occupancy rules has been completed by the sub-committee.
- The Office and Carrel Space committee will meet on October 1<sup>st</sup>, if there are not any changes to be made the application will be made available online on that date.

**VII. Old Business**

- No old business to discuss.

**VIII. New Business**

Election of UC Policy Board Chair

- This was moved to the start of the meeting, Erica Tat was elected 2013-2014 UCPB Chair.

Election of UC Policy Board Vice Chair

- There were two nominees, Anjuli Tuck and Leo Mata.
- By a close vote, Mr. Mata was elected the UCPB 2013-2014 Vice Chair.

Election of Members for Facilities Use and Policy Committee

- Mr. Mata as Vice Chair is Chair of this committee
- The following were elected members:
  - Cedric Bando
  - Jonathan Middents

- Rani Ramchandani
- Anjuli Tuck

Election of UCPB Long Term/Current Projects Committee Chair and Members

- Anjuli Tuck was elected 2013-2014 Chair
- The following were elected members:
  - Sara Lalani
  - Erica Tat
  - Leo Mata

Election of UCPB Lease Operations Committee Chair and Members

- Sara Lalani was elected 2013-2014 Chair
- The following were elected members:
  - Susana Moreno
  - Anjuli Tuck
  - Rani Ramchandani

Election of UCPB Office and Carrel Space Committee Chair and Members

- Anjuli Tuck was elected 2013-2014 Chair
- The following were elected members:
  - Cedric Bandoh
  - Leo Mata
  - Erica Tat

Election of UCPB Representative to FSAC

- Anjuli Tuck was elected the UCPB Representative to FSAC
- Erica Tat was elected as alternate representative.

UC Office and Carrel Space Policies and Procedures

- Mr. Kenfield passed out copies of the Student Organization 2013-2014 application and terms and conditions for cubicle/carrel/locker spaces use.
- Both forms were reviewed for any changes/suggestions/corrections. There will now be 206 carrels and 78-80 lockers available.
- The Office and Carrel Space Committee is scheduled to meet on October 1<sup>st</sup> to finalize any changes to the forms.

Room Reservation Rate for UH Departments Housed Within the University Centers

- Mr. Kenfield introduced copies of the Facilities Use Policies and Procedures Addendum B for the UCPB members to review.
- Exceptions had been made to 5.3 and 5.4 portions of the addendum.
- He stated that these changes would take effect on October 1, 2013 for reservation dates for occupancy after January 1, 2014.
- This proposal will be addressed at the September 27<sup>th</sup> meeting for a vote.

**IX. Announcements**

- UC Open House – September 4<sup>th</sup> 11:30AM-1:30PM
  - ROTC Flag Rising in UC Southside Circle – 1PM
- ACUI Region 12 Conference – October 11<sup>th</sup> – 13<sup>th</sup>
  - Conference will take place at Texas A&M - College Station, Texas

**X. Adjournment**

- Chair Tat adjourned the meeting at 12:50PM
- Next Meeting Date(s):
  - Friday, September 27, 2013 - Fort Worth Room (UC 237)
  - Friday, October 18, 2013 - Rio Grande Room (UC 266)
  - Friday, November 8, 2013 - Rio Grande Room (UC 266)
  - Friday, December 6, 2013 - Rio Grande Room (UC 266)
  - Friday, January 17, 2014 - UC North SGA Senate Chamber
  - Friday, February 7, 2014 - UC North SGA Senate Chamber
  - Friday, February 28, 2014 - UC North SGA Senate Chamber
  - Friday, March 28, 2014 - UC North SGA Senate Chamber
  - Friday, April 18, 2014 - UC North SGA Senate Chamber