

# UNIVERSITY of HOUSTON

## STUDENT CENTERS

Student Centers Policy Board Minutes

Friday, February 15, 2019

Student Center South

### **Attendees:**

**Voting Members (Present):** Nam Nguyen (Staff Council), Sarah Durham (Student Program Board), Eduardo Abrams (Council for Cultural Activities), Andrew Bahmann (Residence Halls Association), Cameron Barrett (Student Government Association), Stephanie Coates (SCPB At-Large Member), Christopher Caldwell (SCPB At-Large Member), XiaoHong "Sharon" Wen (Faculty Senate), David Frankfort (Staff Council)

**Voting Members (Absent):** Dr. Tomika Greer (Faculty Senate), Leeda Faizi (SCPB At-Large Member), Robin Johnson (Metropolitan Volunteer Program), Darren Campbell (SCPB At-Large Member)

**Non-Voting Members (Present):** Keith T. Kowalka, Eve Esch, Tina Powellson, Lauren Sposato, Brandon Redding

**Guest:** Matt Prasifka (Auxiliary Services)

### **Guest Speaker**

**Lorraine Schroeder with LGBTQ Resource Center**

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

Chair Christopher Caldwell called meeting to order at 12:04pm

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

Approved

#### **III. Approval of Minutes from (January 11, 2019) meeting**

Approved

#### **IV. Chairperson's Report (Informational Items) – Christopher Caldwell**

- SCPB At-Large Position posted through Friday, 2/22 on Get Involved and advertised via digital signage
  - candidate should be a currently enrolled student that will be in attendance for the next two years.
  - An alert will be placed at the top of Get Involved to highlight the posting
  - <https://uh.campuslabs.com/engage/admin/admin/Form/231221/397177/projectbuilderpage/page>
- Expectations for chairs
  - Expectation is that subcommittees meet at least one time prior to the main Policy Board meeting.

- After subcommittee meetings, chairs should send the Chairperson a report of what was discussed and what needs to be brought back to the board.
- Expectation of all policy board members is that they serve on a committee.
- Disclaimer on sharing information
  - Information shared during policy board meetings should not be shared outside of the board, as many times this information is not yet public.
  - Information should not be shared via social media.

## V. Committee Reports

- Facilities Use & Policy Committee (Andrew Bahlmann)
  - Info/vetting of SC staff for benchmarking for uses of locations throughout the Student Centers, including the Legacy Lounge.
  - Potential drafting of policy for study spaces.
  - Discuss facilities use for dance groups including why/how they use space and possible ways of allocating space.
  - Removed items that have been addressed/managed.
- Lease Operations & Student Organization Space Committee (Sarah Durham)
  - Did not meet during this period; anticipate meeting prior to next meeting.
- Long Term & Current Projects Committee (Stephanie Coates)
  - Discussed ongoing projects
    - Lights on flagpole/Plaza - both projects still ongoing, but at a standstill.
    - 911 Monument – waiting until planned sidewalk renovation.
- Ideas to modernize the Student Centers
  - Electronic sign boards outside of meeting rooms.
  - Phonebank charging station.
  - Light up LED signs using school colors on large conference rooms.
- Upholstering furniture
  - Still in progress.
  - Getting quotes for larger pieces.
  - Possibly purchase new smaller pieces.
- FSAC update (Christopher Caldwell/Eduardo Abrams)
  - Mondo's opened, did better than anticipated.
  - Met with new McDonald's owner
    - New student employees hired.
    - Trying to bring scholarships for student workers.
    - Wants to change the perspective.
  - Freshi's project put off for now
    - Still conducting customer surveys to determine if a different concept will be pursued.
  - Starbucks will go offline during the summer (Mid May – Beginning June) for brand refresh.
  - Satellite is open.

## VI. Student Centers Staff Reports (Informational Items)

- *Report for Assistant Vice President, Student Affairs – Enrollment Services*
  - i. Update on expansion of services
    - In last week several meetings were held to collect data for possible addition of programs & services to North Building.
    - Group will meet again March 1; additional data should be available for next Policy Board meeting.
    - Nothing is currently approved or official.
- *Report from Director, Student Centers*
  - i. Midyear report figures
    - Division has process of mid-year report, focused on Sept 1- Dec 31.
      - Shasta's/Games Rooms numbers drop compared to 2 years ago.
      - Numbers from last year skewed due to Harvey.
      - Marketing Manager meets monthly to determine ways to get Shasta's/Games Room increased business.
      - Lack of football wins possibly playing a factor as well due to lack of \$1 cones promotion tied to wins.
  - ii. I Heart My Student Centers
    - Held February 14, 2019, event turned out well
    - Encouraged people to follow the Student Centers on social media and share what they love about the SC.
    - Themed photo backdrops provided
  - iii. Update on Coog\$ave
    - New initiative that is still in the planning stages.
    - Discount program that would be available to students, faculty and staff with no fee to join.
    - Use of specific UH code would grant access to site that allows discounts on local and national brands.
    - Benchmarking and focus groups completed.
    - Anticipated rollout during summer Orientation.
  - iv. Film series
    - Started in the fall, allows partnership with different departments across campus.
    - February 26 in partnership with the Office of Sustainability will view A Plastic Ocean at 6:00pm.
    - March 20 in collaboration with Moores Opera House, will screen Dinner at Eight.
    - April film will be in partnership with the Asian Business Student Association.
    - If you attend 2 film screenings you will receive a SC blanket; if you attend 4 film screenings you will receive a SC blanket.
    - Form for submissions can be found on the Student Centers website:  
<http://www.uh.edu/studentcenters/special-programs/film-series/>
  - v. Search Updates for Student Centers
    - Manager for CreationStation search underway following Alicia's retirement

- Working to have position vacated by Ashley in the fall posted; due to changes in the desired responsibilities of the position, additional work/reclassing has been required before position could be posted.
  - Hosting interview process for Higher Ed students looking for Grad positions next Friday.
    - Two positions (Marketing & new position associated w/ promotion & launch of Coog\$ave) to be filled.
- *Report from Assistant Director, Events & Special Projects*
  - i. Current benchmarking projects
    - Games Room surveys being conducted (why they use Games Room, what can be done to improve).
    - results will be shared at upcoming meetings.
    - Kelsey completing customer service and assessments (includes sponsored sales, how dance groups should be handled, involvement w/ off campus businesses, booking 5k walks, etc).
  - ii. First round of in-house billing this week
    - Testing this semester to hopefully streamline the process
    - Roll out to rest of clients in fall
- *Report from Director, Center for Student Involvement*
  - i. Student Organization Registration
    - Open April 1
    - As applications for Carrel spaces come in, board need to review to give approval.
  - ii. Volunteer link for Frontier Fiesta
    - <https://uh.campuslabs.com/engage/submitter/form/start/219283>

## VII. Old Business

- Shasta's menu board - Menu Board Slides
  - Not impressed by company's draft of board.
  - Possibly looking at other companies to design.
  - Continues to be a work in progress.

## VIII. New Business

- Digital room signs
  - Many Student Centers transitioning to digital signage
  - Allows for easier updating of event signage, provides a better green footprint and would allow for the connecting to the EMS system currently in place.
  - Would prove to be costly.
  - For all meeting rooms (tablet sized), would need close to 50 screens/tablets taking into consideration rooms with multiple doors.
  - Costs would include installing the screens to the walls, recessing the wall to allow for mounting, networking.

- Fourwinds, company currently in place for digital signage on SC, would quote us for a package for design and set up of template.
- Lockers
  - Discussed by Long Term & Current Projects subcommittee.
  - Would benefit commuter students who currently carry all of their belongings across campus; zoning for parking has changed since lockers last available in SC.
  - Previously had lockers in SC before redesign that were not often utilized; previous lockers were not visually appealing.
  - Lockers in Satellite are not currently being utilized.
  - Cost of installing, regular maintenance; student resources would need to be devoted.
  - Concern of what is placed in the locker (food, weapons, safety concerns).
  - May be better for Academic buildings?
  - Discussion to be tabled and taken back to subcommittee.

## IX. Announcements

- i. SC hosting CUPSI Poetry Slam April 10 – April 13
  - College aged poets, in conjunction with ACUI
  - Need lots of volunteers
  - <https://www.acui.org/poetryslam>
  - If volunteer, get free ticket to Finals at Cullen.
- ii. Frontier Fiesta coming up
  - March 21- March 23
- iii. SPB Events
  - Crazy Rich Asians screening February 19.
  - Bohemian Rhapsody screening and karaoke March 4.
  - Bingo Night March 6.
- iv. CCA Cultural Marketplace February 28
  - Theme is Lunar Year and Carnivals.
  - Held in SC Plaza.
  - Zumba instructors, lanterns, masks and headbands available.
- v. UH Apparel Flash Sale
  - 75% off later this month.
  - Out of brand material 50% off.

## X. Adjournment

Chair Christopher Caldwell adjourned at 1:13pm

**Next Meetings:**

**March 8, 2019 (Skyline)**

**April 12, 2019 (Skyline)**