

University Center Policy Board Minutes
Friday, November 30, 2007
University Center – Bayou City Room

Members Present: Diane Bruxvoort, Kevin Covington, Sam Dike, Marilyn Golub, Micah Kenfield, Meryl-Ina Kizze, Dr. Theresa Monaco, Josh Sarkar and Utsavi Shah

Members Absent: Carol Barr, Judah Johns, Brandon McFarland, David Rosen and Kenneth Stinson

Support Staff Present: Keith T. Kowalka, Cheryl Grew-Gillen and Linda G. Jauregui

I. Call to Order

The meeting was called to order by Chair Kenfield at 11:36AM.

II. Approval of Agenda

Mr. Sarkar made a motion that the agenda be approved; Mr. Covington seconded the motion; agenda was approved.

III. Approval of Minutes

Mr. Sarkar made a motion that the UCPB Meeting minutes from November 9, 2007 be approved; Ms. Bruxvoort seconded the motion; minutes were approved.

IV. Chairperson's Report

- Chair Kenfield noted that the calendar year is wrapping up. He discussed the very productive Facilities Use and Policy Committee meeting that took place prior to the full Board meeting and wanted to let everyone know that he has enjoyed the time he has spent so far as Chair of the UCPB and is looking forward to tackling 2008 and whatever challenges it may bring.

V. Committee Reports

Facilities Use and Policy Committee

Mr. Sarkar discussed the recommendations from his committee:

- First on the order were the By-Laws for the UCPB. In the past when someone wanted to address the UCPB they would have to get permission by contacting the chairperson based on the grounds for the request, if the chairperson said yes then the board had to vote on the request, if the chairperson said no there was no recourse. The committee is recommending to the UCPB that there be an amendment added that states if the chairperson says no that the subject still has to be brought before the UCPB for a vote. There will be a draft of the amendment at the next meeting. Next there was an issue with the number needed to make quorum now that there are 14 members instead of 13. The by-law reads that quorum will be made up of a "majority" which is seven (7). The recommendation to the UCPB is to leave the number needed for quorum as seven (7) but change the verbiage to say that quorum requires seven (7) and exclude the word "majority".
- Second on the order was the draft proposal for the UCAF Facilities Use Policies and Procedures. The first proposed draft had the changes shown in red while the current proposed changes are in blue (which was the draft). The committee is recommending the

adoption of the final draft as the new official UCAF Facilities Use Policies and Procedures.
The committee will meet again right before the next UCPB meeting.

Lease Operations Committee

- No report at this time.

Long Term/Current Projects Committee

- No report at this time.

VI. UC Staff Reports

Report from the Director

Organizational Changes/Personnel

- Mr. Kowalka said that there had been an offer made to Mr. Fredrick Jones recently to fill one of the three (3) maintenance positions open at the UC. As soon as he gets security clearance he should be able to join our staff on December 19th as a Maintenance Mechanic I.
- We are coming to closure on recommending a new hire to replace our evening housekeeping supervisor. Hopefully there will be someone hired and in place by January, 2008.
- There are two vacancies in the maintenance area and one in housekeeping at this time.

UCC-UCS Master Plan of Renovation RFQ

- Mr. Dike, Mr. Covington and Mr. Johns (as well as Mr. Kowalka and Ms. Grew-Gillen) participated in the presentations by the five (5) firms on November 19th. The RFQ Committee met this past Monday (November 26th) and strongly recommended one firm, with a second firm close behind. The committee is confident that we will be able to get either the first or second firm to complete this project.
- The final recommendation documents are being drafted to present to Dr. Elwyn C. Lee and Mr. Jim McShan for review, with final approval resting with Interim President Rudley. The recommendations are coming jointly from Mr. Dave Irvin and Mr. Kowalka.
- We are hoping to have the approval prior to the winter break, so that a contract can be negotiated prior to the beginning of the Spring Semester.
- As soon as a contract is completed, Mr. Kowalka will let UCPB members know – as the Board will play an integral part in this process from a planning perspective, but also to encouraging involvement from as many students, faculty and staff as possible once the project is launched.

Institutional Effectiveness Plans

- These were due November 26th but we were given an extension to December 20th.

FY 2009 Fee Requests

- All of you received a handout that identifies the FY2009 Fee Requests from the UCAF organization, along with the justification for identified increases. No questions or concerns were expressed.

FY 2009 SFAC Reports

- All UCAF unit areas did get their information material in prior to the Thanksgiving break. We hope to have a draft SFAC Report completed prior to the beginning of the Spring Semester. The UCPB will receive a draft of the report to review well prior of the deadline date of January 31, 2008 to provide comments and questions.

FY2009 Budget Process

- We are also in the final stages of outing together the DRAFT FY2009 UCAF budget. Budget requests have been received from all of our units. Dr. Clarke will be providing a draft budget

to Mr. Kowalka prior to the beginning of Spring Semester. Mr. Kowalka hopes to be able to share the proposed budget with the UCPB by the first meeting in January (January 18th).

Report from the Associate Director

- Ms. Grew-Gillen stated that she did not have anything to report at this time.

VII. Old Business

UC and Associated Facilities Use Policy

- Chair Kenfield referred to the meeting that was held by the Facilities Use and Policy Committee prior to this meeting and the report given at the beginning of the meeting by Mr. Sarkar. Mr. Sarkar stated that the committee would like to recommend the adoption of the “Blue Draft” of the UCAF Facilities Use Policies and Procedures by the UCPB. Mr. Sarkar made a motion to adopt the “Blue Draft”; Ms. Shah seconded the motion; Chair Kenfield asked for a vote and the motion passed unanimously.

mtvU Discussion

- Since the last meeting Mr. Kowalka has been working with Kate Mahoney to identify spaces in the UC and UCS for the reduced number of mtvU boxes. He pointed out that we are moving forward with the development of the contract Ms. Mahoney, as mtvU does accept the reduction in the total number of boxes as recommended. We hope to have a contract developed soon, and have a draft plan for both the mtvU boxes and the UC purchased televisions in the UC Food Court for review by January.

UH Dining Services Window Marketing Proposal Discussion

- Chair Kenfield stated that this subject was still on hold. Mr. Kowalka said he had spoken to Mr. Hebert and Ms. Johnson, and they are waiting to receive a sample of the proposed window banners. They are hopeful this will arrive very soon and will share it with the Board for review and recommendation.

UCPB By-Laws Review

- Chair Kenfield stated that there was a recommendation from the Facilities Use and Policy Committee meeting to change the terms/text within the UCPB by-laws. He will put this on hold until the next meeting when there should be a productive draft with recommended modifications available for first review.

UC Marquee Resolution

- Chair Kenfield thanked the members of SGA for passing the resolution on Wednesday, November 28th.
- Mr. Kowalka stated that Dr. Lee is taking the resolution that SGA and the UCPB passed to the cabinet meeting on Monday morning. He will advise the cabinet that students really want to see this happen. He is going to put this on the agenda for Dr. Khator as one of the first things he will discuss with her. Mr. Kowalka also wanted the members to know that he did send a note to Mr. Irvin so he would be aware that the resolution was fully supported by the UCPB members as well as SGA.

UC Facebook Page

- Partial admin rights have been transferred to Chair Kenfield from Derrick Johnson (former UCPB member). He will work on getting this year’s UCPB members added as officers/admins and from there everyone can edit or post items as needed.

VIII. New Business

UC Arbor Smoke-Free Operational Plan

April 4, 2008
April 25, 2008