

University Center Policy Board Minutes

Friday, September 21, 2007

University Center – Bayou City Room

At 11:30AM prior to the meeting Mr. Keith T. Kowalka gave the new UCPB members a short overview of the history of the committee and addressed each section of the UCPB binder to familiarize the new members with some of the areas that the board addresses. In attendance: Mr. Kevin Covington, Mr. Sam Dike, Mr. Micah Kenfield, Mr. Brandon McFarland, Mr. Judah Johns and Ms. Utsavi Shah.

Members Present: Kevin Covington, Sam Dike, Marilyn Golub, Micah Kenfield, Brandon McFarland, Dr. Theresa Monaco and Utsavi Shah

Members Absent: Carol Barr, Diane Bruxvoort, Judah Johns, Meryl-Ina Kizzee, David Rosen, Josh Sarkar and Zadia Murphy

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

I. Call to Order

- The meeting was called to order by Keith T. Kowalka at 12:25PM

II. Approval of the Agenda

- No quorum present – could not be approved

III. Approval of the Minutes from May 11, 2007

- No quorum present – could not be approved

IV. Chairperson's Report

- No report at this time

V. Committee Reports

- **Facilities Use and Policy Committee**
No report at this time.
- **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- Keith T. Kowalka**
Organizational Changes/Personnel

Mr. Kowalka asked that everyone turn to the chart provided in the binder. Mr. Kowalka pointed out that due to some efficiency improvement needs both the VPSA Web Master and the Web responsibilities for the UCAF have transitioned from the UC Marketing and Programs area to the UC Technology Support area.

Shasta's Fair Trade Coffee Program

Shasta's is now serving coffee and at the request of SGA they are selling only Fair Trade coffee. The intent of this service addition is to offer coffee to this evening and weekend users of the University Center and to meet the requests identified by the Student Government Association..

Summer/Fall Renovation Work

The UC technology Support Office renovation was completed over the summer months. Projects that are up coming include:

- 1) To move the Legal Services office down to the former IT office, Room 278.
- 2) The expansion of the Dean of Students Office into the current San Jacinto Room. The "new" meeting room created with the UC technology Support renovation will become the San Jacinto Room as the DOS renovation takes effect. This is scheduled to take place in December 2007 and January 2008.
- 3) There is a small renovation in the Student Video Network (including the CEO space). These efforts are in conjunction with Marcella Leung from Campus Activities and SVN leaders. Funding is coming form SVN (SFAC). This should be completed by the middle of November.

UCC-UCS Master Plan of Renovation RFQ

The RFQ and basic information related to this process has been provided in the UCPB binder. We received seven (7) proposals and are hoping to have presentations at some point in October to make a final recommendation to Dr. Elwyn C. Lee and M. Jim McShan as to which firm would be best suited to meet our needs.

FY2008 Financial Condition of the UC/UC Satellite

UC operating ledger ended FY2007 with approximately \$420,000 which was moved to the UC Facility Renovation account. The renovation account stands at approximately \$700,000.

Issues

The three (3) issues that have come up over the last few years have been:

- Smoking in the Arbor
- UC Marquee
- Art in the UC

The UCPB may want to re-visit these issues again.

October

There are two presentations booked for our October meetings:

- i. mtvU Presentation – Continuation of Service
- ii. UH Dining Services Presentation – Marketing within Food Court Windows

• **Report From the Associate Director**

UCAF Facilities Use Policy Review

A proposed DRAFT UC and Associated Facilities Use Policy is within the UCPB binder. The proposed DRAFT came form the recommendations of the 2006-07 UCPB Facilities Use and Policies Committee. The working group included UCPB members, two members of the UC staff, a member of the Campus Activities staff, and three members of student organizations. Please review this

proposed DRAFT policy when you are able, as this will be a discussion item t come to closure on during the Fall Semester.

VII. Old Business

No old business.

VIII. New Business

Elections could not be held as a quorum was not present. Mr. Kowalka suggested that a special meeting be held on September 28th or October 5th just to hold elections.

- **Appointment of the representatives to the Food Services Advisory Committee**
Mr. Micah Kenfield was appointed to be the representative and Mr. Sam Dike will serve as the alternate.

IX. Announcements

- **ACUI Region 12 Conference – October 19-21**
Mr . Kowalka requested if anyone that was interested in attending the ACUI Region 12 Conference to be held at Texas A&M University - Corpus Christi to please get back with him before 5PM. He had already spoken to Meryl-Ina Kizzee and she will be attending. The following UCPB members stated they would also like to attend: Mr. Dike, Mr. Johns, Mr. Kenfield and Dr. Monaco.

X. Adjournment

Meeting was adjourned at 1:15PM

- Next Meeting Dates

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|------|-------------------|--------|------------------|
| Fall | October 12, 2007 | Spring | January 18, 2008 |
| | November 9, 2007 | | February 8, 2008 |
| | November 30, 2007 | | February 29 2008 |
| | | | April 4, 2008 |
| | | | April 25, 2008 |
