

# University Center Policy Board Minutes

Friday, August 29, 2008

University Center – Mediterranean Room

**Members Present:** Diane Bruxvoort, Zenaida Chairez, Mary Elhardt, Marilyn Golub, Ashton Herring, Judah Johns, Micah Kenfield, Andrew Michael, Vanessa Nwaozo, Dr. Richard Olenchak and Christopher Zimmerly

**Members Absent:** Carol Barr, Kevin Covington and Sean Tarver

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

## I. Call to Order

- The meeting was called to order by 2007-08 Chair Kenfield at 12:09PM.

## II. Approval of the Agenda

- A motion was made by Ms. Herring and seconded by Dr. Olenchak to approve the agenda.

## III. Approval of the Minutes

- A motion was made by Mr. Johns and seconded by Ms. Nwaozo to approve the meeting minutes from April 25, 2008.

Prior to the continuation of the meeting, Ms. Herring made a motion to have the election of the Chairperson moved from New Business; Ms. Elhardt seconded the motion. Ms. Herring nominated Mr. Kenfield, and the nomination was seconded by Mr. Michael. There were no other nominations. The nomination of Micah Kenfield was put to a vote and Mr. Kenfield was elected UCPB Chairperson for 2008-2009.

## IV. Chairperson's Report

- Over the summer Chair Kenfield worked with Mr. Kowalka on various projects. The latest was the Cat's Back which took place on Wednesday, August 27<sup>th</sup> and he is looking forward to the Welcome Back event on Wednesday, September 3<sup>rd</sup>. Chair Kenfield stated that he has also been working on the transformation project and has found it to be a very interesting process. He is looking forward to a great year.

## V. Committee Reports

There were no reports from the UCPB standing committees:

- Facilities Use and Policy Committee
- Lease Operations Committee
- Long Term/Current Projects Committee

## VI. UC Staff Reports

Reports from the Director

Updates

### Organizational Changes/Personnel

- Mr. Kowalka provided an organizational chart for everyone in their binders. He noted that there is a vacancy in one of the Associate Director positions. He reported there was a search process that took place over the summer. The application review by the search committee should begin sometime next week. In the interim, and since the new academic year was starting, UCAF hired three (3) graduate assistants. One is in charge of UC Events and Traditional Programs; one is in charge of UC Marketing and Promotions projects and the other is working with Commuter Services. We hope to have the Associate Director position filled by December. Also, UCAF was able to hire the new Commuter Services Coordinator, Ms. Chalen Jackson, who started July 7<sup>th</sup>. In terms of vacancies, we have a vacancy for a day supervisor in the day custodial services – who officially was retiring August 29<sup>th</sup>. We had one vacancy in the maintenance area but it has been filled; with the new person starting on Tuesday. He is coming over from the UH Hilton.

### Food Service Update

- The biggest change between the spring and the fall semesters was the opening (on Tuesday, September 2<sup>nd</sup>) of Extreme Pita in the UC. This new concept is in the place formerly occupied by Capeesh. There is a sample of the new menu in the UCPB binder under miscellaneous tab.

### Commuter Services

- With the development of the Commuter Services area, we are hoping to impact commuter students both from a program and one-stop shop service perspective. A diagram of the space (formerly occupied by the University Copy Center) was distributed as well as a list of the goals for the area for discussion. It was noted the diagram of the new space will include two (2) small study rooms that will accommodate small groups, while the main area will have seating, a large wide screen TV, etc. so students can come in and relax, rest, etc.

### UCC – UCS Master Plan of Renovation Project

- Mr. Kenfield said he has been working with this since January of last year. You will find project guidelines of what we hope to obtain through this planning process for a renovation, expansion or new construction in the UCPB binder UC Master Plan tab. Options that have been proposed range from \$41M for replacing outdated equipment to approximately \$161M that would provide a new University Center. In the miscellaneous section of your UCPB binder you will find information on the different views for changes and there are three (3) renderings of some of the changes being considered. If anyone is interested Mr. Kowalka will be glad to meet with them and discuss this project in more detail. Mr. Zimmerly asked how many years of service are expected from the transformation project that was being planned. He was concerned that the fees appeared to be going up quite extensively in the next four (4) years. Mr. Kowalka stated that the fees may or may not go up in that time frame. The plan will be a phased in process over a series of 2, 3 or 4 years. The earliest that fees could be increased would be FY 2011.

### Finances

#### FY2008 Financial Condition of the UC/UC Satellite

- This is the second year that we have not had to provide the Child Care Center with financial support at the conclusion of the fiscal year. This is mainly due to the CCAMPIS Grant that was received from the DOE. The UC ended the year in a positive way. The renovations on the renovation timeline for 2007-08 were able to be completed with the exception of the new Commuter Services area (which is in process) and the UC Marquee.

#### Fall Opening

##### Student Staff Training – August 22

- The student staff training was held last Friday and was really successful.

##### Cat's Back: Decide on Cougar Pride – August 27

- The Cat's Back committee did a great job with record attendance!!

##### Wii Nights in Chili's Too (Wednesdays)

- We're in the final stages of developing a Wii Night in the Chili's Too area. This would be in addition to the Karaoke nights on Thursday. Hopefully Wii nights can begin on the 10<sup>th</sup> of September.

#### Issues

##### UC Marquee

- Purchase and implementation of the UC Marquee has not been completed; it's still pending Cabinet/UH administrative approval.

##### Art in the UC

- The Policy Board tried to work on this last year; this would be something that we should try to work on this year to completion.

##### mtvU Agreement

- The small TV's that are in the UC Food Court, the UC Games Room, the UC Satellite Food Court and the UC Satellite Games Room all came to us via CTN (College Television Network) which transitioned into mtvU. They have offered to replace all of our TV's with larger flat screen TV's. We are hoping to finalize this agreement very soon, and augment the food court area with UC-purchased flat screens which will display news information (CNN, FOX, MSNBC, etc.).

#### Report from the Associate Director

##### Lactation Center

- A new Lactation Center has been opened in the ground floor Women's Restroom. We wanted to provide an area for working women or female students who are coming back to classes and are trying to care for a young child. In order to ensure privacy and also so access can be readily available during the time the UC is open, the key must be signed out at the UC Games Room Service Counter. The area contains two (2) chairs, end tables and wall decorations. There are about seven (7) lactation centers available throughout campus at this time.

##### Recycling

- You may have noticed that there are new three part containers in the UC and UC Satellite. There is a compartment for trash, one for paper and the other for plastic products. These were purchased and installed to support the recycling program.

##### Student Staff/Leader Personal Development Plan

- Ms. Grew-Gillen passed out folders containing information on a new personal development plan for student staff and leaders. This is a new plan that UCAF is

working on. This will be an opportunity for staff to help with student's personal development and will also allow the UC to work on an expansion of training if there is a need.

## **VII. Old Business**

- First meeting, there was no old business to discuss.

## **VIII. New Business**

### Election of Chairperson

- Moved to the beginning of the meeting.

### Election of Vice Chairperson/Chair of the Facilities Use and Policy Committee

- Mr. Michael volunteered and was nominated by Ms. Bruxvoort. There were no other nominations. Chair Kenfield put the nomination to a vote; all were in favor. Mr. Michael is the 2008-2009 Vice Chairperson and Chair of the Facilities Use and Policy Committee.

### Appointment of Committee Chairpersons

- Lease Operations Committee Chairperson

Ms. Herring volunteered and was nominated by Mr. Johns. There were no other nominations. Chair Kenfield put the nomination to a vote, and all were in favor. Ms. Herring is the 2008 – 2009 Lease Operations Committee Chairperson.

- Long Term/Current Projects Planning Committee Chairperson

Mr. Zimmerly volunteered and was nominated by Mr. Johns. There were no other nominations. Chair Kenfield put the nomination to a vote, all were in favor. Mr. Zimmerly is the 2008 – 2009 Long Term/Current Projects Planning Committee Chairperson.

- Appointment of the Representatives to the Food Service Advisory Committee

Ms. Elhardt nominated Chair Kenfield, he accepted the nomination. Chair Kenfield was voted in as the representative to the Food Service Advisory Committee. Mr. Johns volunteered to be the alternate. Mr. Johns was voted in as the alternate representative to the Food Service Advisory Committee.

## **IX. Announcements**

- Karaoke – Every Thursday @ Chili's Too 6:30-8:00PM
- Beyond the Wall Poster Sale – September 2-5
- UC Welcome Back: Lift Off – September 3
- ACUI Region 12 Conference – October 3-5
- UC Halloween Event – October 30
- Poetry Slam – November 11
- UC Student Appreciation Days – December 8 & 9
- UCAF Holiday Reception – December TBA

## **X. Adjournment**

- Meeting was adjourned by Chair Kenfield at 1:34PM
- Ms. Herring and Dr. Olenchak stated that they will not be able to attend the next meeting scheduled on September 19, 2008.

- Next Meeting Date(s)
  - Friday, September 19, 2008 UC Lone Star Room
  - Friday, October 10, 2008 UC Satellite Allison Room
  - Friday, October 31, 2008 UC Lone Star Room
  - Friday, November 21, 2008 UC Lone Star Room
  - Friday, January 23, 2009 UC Bayou City Room
  - Friday, February 13, 2009 UC Lone Star Room
  - Friday, March 6, 2009 UC Bayou City Room
  - Friday, March 27, 2009 UC Bayou City Room
  - Friday, April 17, 2009 UC Bayou City Room
  - Friday, May 8, 2009 UC Bayou City Room