

## **University Center Policy Board Minutes**

Friday, January 22, 2010

University Center – Bayou City Room

**Members Present:** Sandy Coltharp, Steven Fentanes, Larry D. Ferguson, Marilyn Golub, Mike Harding, Lee Hilyer, Nicole Sopko, Tanea Tahir

**Members Absent:** Kenneth Formunung, Tiffany Lester, Dr. Richard Olenchak, Morgan Parker, Sean Tarver, Raj Thaker. Christopher Zimmerly

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

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

- In Chair Zimmerly's absence Vice-Chair Tahir called the meeting to order at 12:09PM.

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

- A motion was made by Ms. Sopko and seconded by Mr. Harding, agenda was approved.

### **III. Approval of October 30, 2009**

- A motion was made by Mr. Hilyer and seconded by Mr. Harding, October 30, 2009 minutes were approved.

### **IV. Chairperson's Report (Christopher Zimmerly)**

- Chair Zimmerly was absent, Vice-Chair Tahir did not have anything to report at this time.

### **V. Committee Reports**

- Facilities Use and Policy Committee (Tanea Tahir)
  - i. Update on University Center Facilities Use Policies Recommendations  
Ms. Tahir handed out copies of the UC Facilities Use Policies showing several minor changes that the committee is recommending. These will be voted on at the next meeting.
- Lease Operations Committee (Raj Thaker)  
Mr. Thaker was not present, no report at this time.
- Long Term/Current Projects Committee (Nicole Sopko)
  - i. Underground Interior Landscaping Update  
Ms. Sopko stated the committee met concerning the UCU fountain area and their Recommendation is to paint the interior area that now holds water red, fill it with white rocks then paint the UH symbol above the rocks on one of the side walls. The red wall will call your attention to it when you walk up to the area. This recommendation is listed under "Old Business" to be voted on by UCPB members.

### **VI. UC Staff Reports**

Reports from Assistant VP for Student Development Kowalka

Updates

Organizational Changes/Personnel

- We now have a new UC Program Coordinator for Commuter Services. He is presently working with Ms. Kristen Salo and Mr. Daniel in preparing the report and presentation for SFAC.
- We're still looking for an Executive Housekeeper. That position has been open for about two (2) years.
- We also have some custodial positions open and will have another at the end of this month since another of our custodians retired after twenty-six (26) years of service.
- Effective September/January 1, the UC&AF will be merging with Campus Activities. There are weekly meetings being held now so that hopefully in Spring or early Summer there will be a new organizational chart available.

#### Cougar Card/Women's Resource Center/Student Publications Transitions

- The Cougar Card office move from this building has been completed.
- Women's Resource Center is now in their new space right next to Woodforest Bank. There is still an open space where the Cougar Card office was located within the UC, that space is being converted into another meeting room. It will be known as the Big Bend Room.
- Student Publications moved into the UC Satellite in December. A new swipe automated door access system has just been activated to meet the needs of the Student Publications staff hours.

#### UC Transformation Project Update

- We are on the Board's agenda, Dr. Lee is presenting to the Board of Regents at their February 10<sup>th</sup> meeting. Dr. Lee will be asking Ms. Sopko, Mr. Kenfield and Mr. Sam Dike to join him as he makes the presentation concerning raising the UC fee.
- Mr. Kenfield redid some figures working with Dr. Carlucci, Dr. Lee and staff. They found out that if we were to be able to increase the fee \$50.00 in year one, no increase in year two again \$50.00 in year three and no increases in years four and five that we would be able to actually have an addition with a bookstore, a second ballroom and a movie theater. Then we could come back and do the Transformation Project.
- Ms. Sopko and Mr. Kenfield are on the agenda for SGA to see if they would be open to changing the recommendation allowing for the \$50.00 increase next year.

#### 2010 SFAC Report

- We are still working on the SFAC Report. The times are listed below, if any of you are interested in seeing our SFAC report as a Board member that would be great.

#### *Report from Associate Director (Grew-Gillen)*

##### AED Unit Installations

- Ms. Grew-Gillen had copies for UCPB members of the areas at the UC and UC Satellite where AED (Automated External Defibrillator) units are being installed. These are being placed in building throughout the campus as a safety feature.
- Officers do carry units with them in the event of emergencies.

#### *Report from Associate Director (Daniel)*

##### UC Marketing Update

- A contest has been started called "Design Your Pride". It's a t-shirt contest, students are to create a design for a t-shirt and submit it on line at the UC Marketing website by noon on February 12<sup>th</sup>. A panel of judges from the UC Events Committee will pick the five (5)

best designs and students will vote for the winner who will be awarded a prize on March 20<sup>th</sup>. The design will be printed on around 100 t-shirts on behalf of the winner, the winner will be awarded twenty-five (25) to distribute to friends and the balance will be handed out at Frontier Fiesta.

- UCAF/SPB college nights are planned to be held in Chili's Too. In addition to karaoke which is usually held on Tuesdays or Thursdays, video game tournaments such as Wii, board game nights and open mike nights will be scheduled and days will be alternated. SPB has "Dr. Love" scheduled for one night already. February 10<sup>th</sup> is the "Matters of the Heart" event in time for Valentine's Day.

#### Commuter Services

- Mr. Daniel Gray is our new UC Program Coordinator for Commuter Services. He has been working on SFAC and getting to know the UC.

#### Final Update – Toys for Tots

- Next year we need to plan on starting earlier. We had great participation and collected three (3) full bins of toys which is a lot more than we thought we could collect in such a short time.

### **VII. Old Business**

#### Final Approval of UC Underground Interior Landscaping

- Ms. Sopko did not have a layout of the committee's recommendation for the change. She will send it out to the UCPB members via email for their review. Mr. Kenfield suggested that this could then be voted on at the next UCPB meeting in February.

### **VIII. New Business**

#### University Center Sign Stanchion Sample

- Ms. Grew-Gillen had a sample of sign stands which have been purchased for the A.D. Bruce Religion Center. In the sample was an insert with a montage of UC areas that Mr. James worked up to show this insert could be left in the sign holders at all times. When the sign holders are needed the event information can be inserted over the montage.
- These will be able to be used for events by requesting them through UC Events Services.
- The plan is to order thirty (30) stands for the UC and UC Satellite.

#### University Center Event Schedule Sample

- Ms. Grew-Gillen proposed an enhancement to the black display units used to hold event schedules on the walls in five (5) areas of the UC..
- She distributed samples of the recommended changes. The use of red foam board added around the existing holders with the UC logo.
- Ms. Sopko suggested maybe painting the borders around the holders. She and Mr. Harding volunteered to paint if materials, paint, etc. are furnished. They will do this as soon as material is available.
- Mr. Kenfield is to send out an email on the UC Underground Interior Landscaping information and a request for members to vote on the painting of the walls red around the event schedule holders.

#### UC Underground Wall Displays/Meeting Room Whiteboard Samples

##### i. UC Underground Meeting Rooms Whiteboard

- Ms. Grew-Gillen proposed adding dry erase boards on the walls of the four (4) smallest meeting rooms located in the UC underground; the Aegean, the Celtic, the Caribbean and the Caspian.
- Mr. Hilyer stated that in four (4) rooms of the M.D. Anderson Library they are going to try out the use of a new paint called “Idea Paint” which turns the wall into a dry erasable area. For application it appears that you only need to use a special primer. If you decide you don’t want it any longer you can just paint over it.
- Ms. Grew-Gillen said that the UC already has some 4x6 boards in stock that were purchased to put on stands which can be used mounted on the walls.
- Ms. Sopko made a motion, Mr. Harding seconded it for the installation of the boards already in stock. It will be voted on at the next UCPB meeting.

#### ii. UC Underground Wall Displays

- Ms. Grew-Gillen addressed the use of the walls in the hallway after you enter the Underground from the UC Arbor.
- Ms. Grew-Gillen passed out handouts with proposals of how the walls could be best used by the UC and student organizations to promote events and services in the UC.
- This project is something that both the FU&P Committee and Long Term/Current Projects Committee could review collectively and bring recommendations to a future UCPB meeting for discussion.

#### Restroom Signage Proposal

- This proposal was submitted for your consideration by the Women’s Resource Center. When they were located at the UC Satellite they offered a service to women who might be in need of women’s hygiene products. Now that they have relocated to the UC they would like to continue the service here.
- They are aware that there are additional restrooms here and in the UC Underground and they would like to be able to have some signage in all women’s restrooms promoting this service.
- Ms. Grew-Gillen had handouts of the proposed sign that would go on the paper display dispensers. Women would know that they could go to the Women’s Resource Center and excess those products.
- A question was asked of who would maintain the signs and supplies. Ms. Grew-Gillen informed that the Women’s Resource Center would maintain.
- A suggestion was made that the signs show the hours that products would be available.
- The members all agreed that this should be supported with the changes made to the sign.

#### Carpet Sample Recommendations – UC Food Court

- The UCPB members and support staff paid a site visit to the UC Food Court to inspect the area getting new carpet since the carpet in place has not been replaced since 1999. They also wanted to compare carpet samples for color.
- Ms. Grew-Gillen has the sample selected; the color name is “Carbon”.
- The new carpet is scheduled to be installed over Spring Break.

### **IX. Announcements**

- University Center SFAC Report – February 8<sup>th</sup>, 9:45AM, Bluebonnet Room
- Commuter Services SFAC Report – February 8<sup>th</sup>, 10:30AM, Bluebonnet Room
- The New UC SFAC Special Report – February 8<sup>th</sup>, 3:55PM, Bluebonnet Room

- Dance On – Chick-Fil-A @ Holcombe Donating 10% of Food Sales February 8<sup>th</sup> from 5:00PM-8:00PM to Dance On
- Matters of the Heart Gift Mart – February 10<sup>th</sup>, 11:00AM-2:00PM UC Arbor
- Dance On – February 19<sup>th</sup> and 20<sup>th</sup>
- ACUI Tournament Weekend – February 19<sup>th</sup> and 20<sup>th</sup>
- Cougar Casino @ Frontier Fiesta – March 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup>

## **X. Adjournment**

- Co-Chair Tahir adjourned meeting at 1:18PM
- Next Meeting Date(s)
 

Friday, March 5, 2010	UC Bayou City Room
Friday, March 26, 2010	UC Bayou City Room
Friday, April 16, 2010	UC Bayou City Room
Friday, May 7, 2010	UC Bayou City Room