

University Center Policy Board
Friday, February 11, 2011
University Center – UC Big Bend

Members Present: Sandy Coltharp, Lee Hilyer, Kevin Nguyen, Jeff Syptak, Tanea Tahir and Anna Vuong

Members Absent: Pooja Ashar, Jared J. Gogets, Mike Harding, Johnnie Jackson, Dr. Richard Olenchak and Prince Wilson

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

I. Call to Order

- Vice-Chair Nguyen called the meeting to order at 1:04PM

II. Approval of Agenda

- Agenda could not be approved, no quorum. Mr. Kenfield will send out electronically for a vote

III. Approval of Minutes from November 19, 2010

- Minutes from November 19, 2010 could not be approved, no quorum. Mr. Kenfield will send out electronically for a vote.

IV. Guest Speaker (Sam Nguyen)

- Ms. Nguyen stated that the IT staff is responsible for maintenance of all IT equipment and implementation of all IT services at the UC.
- In addition to meeting the UC needs the IT staff is also responsible for maintaining the websites for the UC, A.D. Bruce Religion Center, Children's Learning Center and UH Student Affairs.
- Another one of their responsibilities is to see that the ATM's in the building are working properly.
- The latest projects that UC IT completed were the changes made for better cell phone reception in both the UC and UC Satellite and the introduction of the new CISCO telephone system in the UC.

V. Chairperson's Report (Kevin Nguyen)

- Chair Gogets was not present, no report.

VI. Committee Reports

Facilities Use and Policy Committee (Kevin Nguyen)

UC Cougar Den Greek Wall

- Chair Nguyen stated that the committee had met today before this meeting. He passed out a handout showing the proposed placement of plaques with the lettering and crest of Greek organizations on the newly created UC Cougar Den Greek wall.

- The Greek Wall will consist of 18"x24" frames that the organizations will be responsible to purchase.
- Mr. Nguyen met with Mr. Jason Bergeron to discuss the different policies governing the showcasing of the plaques. He and Mr Kenfield drafted a policy governing the placement of the plaques at today's committee meeting.
- The order of plaque placement will be in the order that they are received. There are at least forty-one (41) registered groups.
- Old plaques now on display will be removed and returned to the organizations.
- Every effort will be made to have all Greek organizations represented. There might have to be a rotation schedule for the plaques if there is not enough space for all at one time.
- Mr. Kowalka suggested that members of NPHC, MGC, IPC and HPC be invited to the next UCPB meeting.

UC Underground Entrance Walls

- During today's committee meeting the underground entrance walls the different policies that would be followed for these walls were discussed.
- There will be a total of six wall frames, four on one side and two on the other. The policy being considered is to have two week reservations made by UH departments and student organizations for use to promote their projects, events, posters, etc.
- Mr. Nguyen is to draft a policy and he will send it out to the UCPB members for review.

Lease Operations Committee (Tanea Tahir)

- Chair Tahir did not have anything to report.

Long Term/Current Projects Committee (Pooja Ashar)

- Chair Ashar not present, no report.

VII. UC Staff Reports

Report from Assistant VP for Student Development (Kowalka)

Organizational Changes/Personnel

- Mr. Kowalka reported that hopefully there will be a new custodian on board soon. Also there should be a replacement hired soon for the night supervisor position that became available when Ms. Margaret Pearson hired the end of January after being at the UC for twenty-six years.
- CSI is beginning interviews for the Assistant Director for Campus Life position that became available when Ms. Kristen Salo left to pursue her career in Colorado. Hopefully one of these candidates will be our next Assistant Director.
- Also candidates will be interviewed next week for the Activities Advisor I position in CSI.

UC Transformation Project Update

- Pending a meeting this afternoon we will be having two town hall meetings to discuss with the university community what the current program looks like after some changes have been made to the project plans. Phase labels have been added to the plans, the UC Underground is going to be entirely done during Phase I, hopefully completed by early 2013.
- Next Wednesday, February 16, 2011 we will be at the SGA meeting to make them aware of the changes.

- Probably in two weeks we will release a RFQ so we can identify who our architect and construction companies will be. We hope to have them in place by the end of April.
- Phase II will be the completion of the ground floor changes. Chili Two will probably be going away and some changes made to the UC Cougar Den to expand it to include the Chili's Too area, this meeting room then could be made into two meeting rooms.
- The first floor will be completed partly in Phase I and Phase II along with the new addition to the building which will house all of the retail businesses being completed in Phase I.
- The plan is to have this floor (second floor) done completely during Phase II.
- Hope most of you are able to attend one of the two town halls being held this month.

SFAC Update

- Mr. Kowalka was told verbally that President Khator is going to approve the one-time SFAC requests. The rest of the FY 2012 request is on hold until the rest of the budget situation is more tangible.

Report from Director (Grew-Gillen)

UC Underground Fountain

- Work on the fountain will continue after the CSI signage is done. Hope to start on it next week.

Report from Director (Daniel)

Upcoming Events

- Director Daniel was not present, no report.

VIII. Old Business

CSI Carrel and Office Space Allocation

- This issue is still on hold, Mr. Wilson was not present for a report.

Cougar Den Student Organization /Greek Life Proposal

- This was discussed during the Facilities Use and Policy Committee report.

Cougar Den Mural Proposal

- The mural cannot be moved and there is a group, The Mexican-American Studies, interested in preserving it so this will need to be on hold until the phases for the UC renovations begin. At that point a decision will have to be made on what needs to be done.
- Mr. Kowalka suggested that Mr. Nguyen call and invite members of the Mexican-American group to come to give a presentation on the importance of the mural.

IX. New Business

UC Ground Floor Display Cases

- Could not be voted on, no quorum present.

X. Announcements

- 1st Annual Cougar Leadership Institute – February 11-13, 2011
- Dance Marathon @UH – February 18 & 19, 2011
- SGA and Center for Disabilities Handicap Tour – March 3, 2011

- Safe Spring Break Event – March 9, 2011
- Cougar Casino @ Frontier Fiesta – March 24-26, 2011

XI. Adjournment

- Meeting was adjourned at 1:47PM
- Next Meeting Date(s)

Friday April 15, 2011	UC Bayou City Room
Friday May 6, 2011	UC Bayou City Room