

University Center Policy Board
September 28, 2012
University Center – UC Bluebonnet Room

Members Present: Cedric Bando, Yesenia Chavez, Jessica Grono, Cameron McHugh, Laila Machado, Jonathan Middents, Susan Moreno and Jeff Syptak

Members Absent: Sandy Coltharp, Maureen Durojalye, Nazia Frank, Daniella Garcia, Jared Gogets, Adriann Hobbs and Donna Pattison

Guest: Turner Harris

I. Call to Order

- Chair Grono called the meeting to order at 12:01PM

II. Approval of Agenda

- Agenda was approved.

III. Approval of August 31, 2012 Minutes

- August 31, 2012 minutes were approved.

IV. Chairperson's Report – Chair Jessica Grono

- Chair Grono did not have a report at this time. Stated that there was a lot of new business to address today.

V. Committee Reports

Facilities Use and Policy Committee – Vice-Chair Jeff Syptak

- Reported that a very productive meeting has held on Wednesday, September, 26th.
- Copies of meeting minutes were distributed to all members and discussed. A copy is attached.
- Next meeting will be scheduled to be held prior to October 19th.

Lease Operations Committee – Vice-Chair Jeff Syptak

- No report at this time.

Long Term/Current Projects Committee – Jared Gogets

- No report at this time, Mr. Gogets absent.

CSI Office and Carrel Space Committee – Laila Machado

- No report at this time.

UCPB Representative to FSAC – Yesenia Chavez

- Cougar Woods is scheduled to open on October 1st.
- Two new food trucks will be available to students on the north side of the UC by Cemo Hall beginning also on October 1st.

VI. UC Staff Reports

Report from Assistant VP for Student Affairs-Student Life – Keith T. Kowalka

UC Transformation Project Phase I Update

- The project is on schedule.

- There is an issue of space being addressed on the space for the monumental staircase in the old arbor area. Trying to figure out the best way to install to effectively route traffic flow.
- Elevator down since June/July is being address, should have an update soon.
- Addressing ongoing issues as they arise.

SFAC Update

- SFAC reports are due October 22nd. Presentations will take place on October 30th, 31st and November 2nd.
- Will inform this group when UC presentation dates are set.

FY 2012 Year End Budget Update

- Budget ended in the black in the approximate amount of \$650,000.00 which will be added to the UC fund equity cost center.

Purchase Update

- A new truck for UC use has been ordered and should arrive soon.
- We are in the process of ordering two (2) new golf carts. These will be able to be signed out and used by student organizations. They hopefully will be available by the end of this semester.

Auxiliary Services

- Upon completion of the auxiliary services (retail, contracted) areas will be metered. It is understood that these areas will be billed directly for utilities by Facilities.

Report from Director, UC Facilities and Operations – Cheryl Grew-Gillen

UC Annual Report

- The Annual Report is a new process that all of the centers and departments are doing. This covers a different time frame then SFAC, runs August 1st through July 31st of each year. The second cycle will include a mid-year report that will come out in January.
- Reports will be posted for review and we will see that you have access to them so all of you can see what we are reporting for the UC.

UC Assessment Plan

- All of the centers were tasked with putting together an assessment plan.
- The UC's assessment plan for this year consists of three items:
 - Marketing communications and programs
 - UC Satellite inquires, questions regarding customer service
 - Assessment of student staff and their growth relating to Student Life learning outcomes
- Outcomes for these assessments will be posted on the Student Life website.

Report from Director, UC Marketing, Communications and Retail – Lawrence Daniel

Marketing and Event Updates

- Video Information Screens at the UC/UC Satellite and around Campus
 - Space is available for Student Organization and departments to advertise upcoming events on the UC and UC satellite Video Information Screens.

Get Involved InfoShops

- Organization Registration is coming to an end. For the first time this year organization's used uh.edu/get involved, this will now serve as the main way finding function for all students looking to "Get Involved" with Student Organization and campus events.

- We have established a series of what we are calling “Infoshops” that will educate students about how to navigate the site. Our next session is next Wednesday, October 3 in the UC Spindletop Room. For more information visit the uh.edu/uc or uh.edu/dsa

Upcoming Events

- UC OctoberFest October 30 – November 1st
 - October 30 – Big ASSumption Pumpkin Contest
 - October 31 –
 1. UC OctoberFest Kick-off Event – 11:30 a.m. – 1:00 p.m. - UC Front Circle
 2. Haunted Penthouse – UH Recreation & Wellness Center – 4:00 p.m. – 7:00 p.m.
- SPB – Movie TBA – 7:30 p.m. – 10:00 p.m. – Houston Room
- November 1- Midnight Madness featuring UH Men’s and Women’s Basketball Team – 6:00 p.m. - Athletics Alumni Center

Report from Director, CSI – Marcella Leung

Student Organizations

- There should be at least five hundred student organizations registered. Three hundred organizations have completed their applications and two hundred more are halfway through the process.

Risk Management Training

- Risk Management training for students is scheduled to take place on Sunday, November 4th at 4:00PM.
- At a later date there will be a separate training class for administrators.

VII. Old Business

Committee Signups

- Mr. Kenfield will be sending out a list of committees and current members. Everyone needs to be on board.

VIII. New Business

UCPB FY 2013 Goal Setting

- While some goals set for FY 2012 were obtained not all were - Mr. Kenfield will discuss again moving forward
- UCPB members will bring goals they or student groups they contact would like the UC to address in FY 2013 to the next meeting for discussion.

Event Management System

- Looking to make the reservation process easier by adding an online reservation system through a Professional system upgrade. Upgrade should be completed by mid-October.
- Mr. Daniel will ask Collegiate Link about best practices for event registrations across users.

UC Meeting Room Names

- A discussion was held on several different themes being proposed for naming the rooms for the New UC.
- Members were asked to go over the themes and add any names they think would be appropriate then send them electronically to Mr. Syptak or Mr. Kenfield.
- This topic will be discussed again at the next meeting.

UC Meeting Room Configuration Flexibility

- Discussed having a number of rooms preset or semi-preset to cut down on transition time while still retaining some flexibility.
- FU&P committee to benchmark what UC's in the state do. A November 1st deadline has been set to complete this process.

UC Meeting Room Pricing

- Consideration is being given to change pricing rates to hourly rates. An all-day rate can be confusing as to the length of the event.
- Mr. James Pettijohn will benchmark this. His research should be completed by November 1st.

Facilities Use Policy Update

- Discussing in the future committee to reconvene before October, 19th.

UCPB At-Large Membership Policies

- Would like to add a 2.5 GPA requirement so there would be consistency with the stipend leader requirements.
- Everyone was in agreement. A draft of the change in the by-laws will be brought to the next meeting.

UCPB At-Large Selection Process

- There is presently an opening for a one-year term at-large position.
- Mr. Kenfield proposed re-opening the policy board application process beginning Monday, October 1st and bringing any applications received to the next meeting.
- Proposal accepted; we hope to have the position filled by November 1st.

Office and Carrel Space Assignments

- This will be discussed at the next meeting on October 19th.

Memoranda of Understanding with Auxiliary Services

- Mr. Kowalka addressed this subject during his report.

IX. Announcements

- Cougar Nights – September 28th and October 12th
- Poker Tuesdays – October 2nd and October 16th
- UC OctoberFest – October 30th – November 1st

X. Adjournment

- Chair Grono adjourned the meeting at 1:10PM
- Next Meeting Date(s):

Friday, October 16, 2012	UC Bluebonnet Room (250)
Friday, November 30, 2012	UC Bluebonnet Room (250)
Friday, January 18, 2013	UC Bluebonnet Room (250)
Friday, February 15, 2013	UC Bayou City Room (202)
Friday, March 8, 2013	UC Bayou City Room (202)
Friday, March 29, 2013	UC Bayou City Room (202)
Friday, April 26, 2013	UC Bayou City Room (202)