

University Center Policy Board
October 18, 2013
University Center – Rio Grande Room

Members Present: Cedric Bandoh, Angel Nguyenly, Laila Machado, Leonel Mata and Erica Tat

Members Absent: Nazia Frank, Jared Gogets, Sara Lalani, Johathan Middents, Susan Moreno, Rani Ramchandani and Julie Tuck

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

Support Staff Absent: Marcella Leung

I. Call to Order

- Chair Tat called the meeting to order at 12:05PM

II. Approval of Agenda

- Agenda could not be approved, no quorum present

III. Approval of September 27, 2013 Minutes

- Minutes from September 27, 2013 minutes could not be approved, no quorum present

IV. Guest Speaker – James Pettijohn

Special Presentation of Student Organization EM One Stop Shop

- Mr. James Pettijohn, Asst. Director UC Event Services gave the members an overview of the new Event Management One Stop Shop and informed them that a recommendation was made to make this service available to a select group for testing.
- Deadline for implementation for the test case should be January 15, 2014.
- Once any adjustments are worked out if needed during the Spring and Summer full implementation campus wide should begin Fall, 2014.

V. Chairperson's Report – Erica Tat

- Chair Tat reported on her ACUI Regional Conference experience. She had a great experience with sessions and interacting with peers from our institutions.
- This was her first trip to Aggieland and she was surprised about all the traditions, rules and regulations students are expected to follow.

VI. Committee Reports

Facilities Use and Policy Committee – Leonel Mata

- No report at this time

Lease Operations Committee – Anjuli Tuck

- No report at this time

Long Term/Current Projects Committee - Sara Lalani

- No report at this time

Office and Carrel Space Committee – Anjuli Tuck

- In Ms. Tuck's absence Mr. Kenfield reported that this committee is to meet before the next UCPB meeting to discuss applications received.
- They should have some recommendations for the UCPB members at the next meeting.

UCPB Representative to FSAC – Anjuli Tuck

- No report at this time

VII. Staff Reports

Report from Assistant Vice-President for Student Affairs – Keith T. Kowalka

UC Transformation Update

- The project is still on schedule and official tours will begin this week for all interested parties.
- The transition plan is for the UC North offices to begin on December 16th with major moves taking place when everyone is out for the holiday break.
- Carrels and lockers should be made available in January.
- The UC Games Room move should be made by January 6th.
- The kitchens should be operational by January 9th. They plan to be offering food samples on January 9th and 10th. Stop by the UC.

Organizational Changes / Personnel Updates

- At this time there are four search committees working to fill two new positions and two replacements for personnel who have resigned: Rommel Abad, CSI and Joaquin Aguilar, UC Events.

Report from Director Facilities & Operations – Cheryl Grew-Gillen

UC SFAC Update

- Annual SFAC reports are in and ready to be presented.
- Ms. Grew-Gillen invited all of the UCPB members to check with her for dates and times of presentations if they are interested in attending.

Report from Director Marketing, Communications, Retail – Lawrence Daniel

Marketing and Event Updates

- Octoberfest is next on the marketing agenda, on October 22nd the Pumpkin Contest begins, Octoberfest week will end on November 1, 2013. There are events planned both in the UC South Circle and Campus Recreation which will house the Penthouse of Fear again this year.
- Will also be supporting the UH football game on October 31st.
- CEO has activities planned for Dia de los Muertos on November 1, 2013
- November we will be partnering with the City of Houston on events to celebrate Citizenship Month.

Report from Director Center for Student Involvement – Marcella Leung

Organization Registration Updates

- In Ms. Leung's absence Mr. Kenfield reported that CSI has 200 organizations already registered and have an additional 120 applications pending.

VIII. Old Business

UCPB At-Large Process and Update

- Mr. Kenfield reported that after extending the deadline for applications he received an additional five (5) applications so there are now seven (7) applicants.
- He will send out the applications to the UCPB members electronically and the committee will hold interviews before the next UCPB meeting.
- Based on responds there should be two new at-large members at the next meeting on November 8, 2013.

Study Room Policies and Procedures

- The Facilities Use & Policy committee will meet prior to the next UCPB meeting and make recommendations at that time.

Greek Representation in The New UC

- A discussion was held on ways that the Greek organizations presence could be incorporated into The New UC and it was decided to carry this forward to the next meeting when quorum could make a decision and vote.

IX. New Business

UC Office and Carrel Space Assignment Process

- The Office and Carrel Space Committee has 53 carrel and locker applications to review. Applications will be accepted electronically until the end of today.
- The committee will meet, review all applications and try to have assignments made by the 1st of December.

Housing Student Leader Recognition in The New UC

- i. "Have pictures of RHA officers and Senior Residential Advisors at the UC, so we can have more visibility for student housing student-leaders"
- After a discussion this was carried over to the next meeting.

X. Announcements

- UC Octoberfest – October 29th – November 1st
- DSAES – Student Life Holiday Potluck – December 4th

XI. Adjournment

- Chair Tat adjourned the meeting at 12:54PM.
- Next Meeting Date(s):
 - Friday, November 8, 2013 – Rio Grande Room (UC 266)
 - Friday, December 13, 2013 – Rio Grande Room (UC 266)
 - Friday, January 17, 2014 – UC North SGA Senate Chamber
 - Friday, February 7, 2014 – UC North SGA Senate Chamber
 - Friday, February 28, 2014 – UC North SGA Senate Chamber
 - Friday, March 28, 2014 – UC North SGA Senate Chamber
 - Friday, April 18, 2014 – UC North SGA Senate Chamber