

University Center Policy Board
November 15, 2013
University Center – Rio Grande Room

Members Present: Cedric Bando, Sara Lalani, Leonel Mata, Jonathan Middents, Susan Moreno, Ryan Smith, Erica Tat, Sebastian Troitino and Julie Tuck

Members Absent: Nazia Frank, Laila Machado, Rani Ranchandani and Jessica Zorola

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

I. Call to Order

- Chair Tat called the meeting to order at 11:17AM

II. Approval of Agenda

- Agenda was approved.

III. Approval of September 27, 2013 and October 18, 2013 Minutes

- Minutes from September 27, 2013 and October 18,, 2013 were approved.

IV. Chairperson's Report (Erica Tat)

- Chair Tat welcomed the new UCPB members; Ryan Smith and Sebastian Troitino
- A handout with the Aramark Spring Proposed Hours was presented to UCPB members by Chair Tat. After a discussion the group was in agreement to try the proposed hours on a trial basis.

V. Committee Reports

Facilities Use and Policy Committee – Leonel Mata

- Study Room Usage Policy and Procedures
 - The committee met and presented suggestions for use of the four study rooms on a trial basis, after a discussion here are the policies as amended:
 1. Post Rules for Use in all rooms
 2. Leave rooms as open common spaces (not locked)
 3. First come first service basis- no reservations needed
 4. Groups would take priority over individuals with a two (2) hour time limit.

Lease Operations Committee - Ajuli 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

- Recommendations for Locker and Carrel Space Allocation
 - Ms. Tuck reported that the committee met to review applications for Carrel Space. Most were presented for approved with a few needing to be followed up for information. Approximately 60 spaces were randomly assigned.
 - Offices space will be addressed next and will go to fee-funded organizations who have applied for them.
 - Lockers will be assigned on a first come/first served basis.

VI. UC Staff Reports

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

UC Transformation Project Update

- Attendance for tours being held on Wednesdays and Thursdays at 4PM is steadily growing due to the press presented at SFAC creating excitement.
- The moving company will be here to start moves beginning the week of November 25th. Several offices will be placed in the new building space still on the 2nd floor.

Organizational Changes / Personnel Updates

- There are no changes to report at this time.

Report from UC Director - Cheryl Grew-Gillen

Memoranda of Understanding Update

- Contract Service areas moving into the UC will be provided with a memo addressing the expectations for operations from both the client and the UC.
- The Food Service memo has been completed, all other offices moving into the UC will receive a memo as areas are completed and made ready for occupancy.

Keywatcher Systems Report

- A total of six (6) key supply boxes will be installed with five (5) going in for Phase I. These boxes will use a card swipe program to gain access to keys for carrels, etc.
- These are being used to keep keys inside the building to reduce loss of keys.
- The Keywatcher System is already in use in other buildings on campus.

Office Transition Schedule Update

- Working on a transition schedule. There will be a meeting on November 21st for occupants moving to the North UC.

Staffing

- The Events Sales Manager position is being finalized the person being hired should be in place shortly.
- We will be posting an Event Set Up Specialist position to replacement Joaquin Aguilar who has moved on to pursue a teaching role.

Report from Director, Student Affairs IT Services & Special Programs – Lawrence Daniel

Marketing and Event Updates

- November the City of Houston sponsors Citizenship Month. Information on student involvement can be found on the uh.edu website.
- Finals Stress week is December 2nd through December 10th. There are several activities planned with student organizations participating that week.
- Students will be able to win prizes, play games, get free massages, etc. throughout the week. Also there will be students in Butler Plaza during those times with UC update handouts.

Staffing

- There are two (2) searches being conducted at this time, the first is for a DSA IT Manager and the second for a Marketing Manager.
- Both positions are close to being filled.

Report from Director, Center for Student Involvement – Marcella Leung

The Commons Update

- CSI will be hiring students to man the common desk space in the North UC location and will train them on their duties.
- There will be two (2) training sessions for the new hires to attend and the current staff will be required to attend one of them.
- There is a need for 10 to 12 students to cover all open hours and we hope to have them hired before the Winter Break. January 10th is the proposed date to open as carrel spaces are available.
- More student staff will be needed by several areas in The New UC as areas open.

VII. Old Business

UC Office and Carrel Space Assignment Process

- Copies of applications were provided, all applications were approved.

Study Room Policies and Procedures

- A vote was taken on the proposed policies presented by the Facilities Use & Policy Committee members. Policies passed as amended.

Greek Representation in The New UC

- This was shelved until the next meeting. A form of representation and location are still being discussed.

VIII. New Business

“Potty Talks” Pilot Program

- SGA has proposed a pilot program unitizing restroom stall doors to make students aware of notices, events, etc.
- This was tabled to the next meeting. Ms. Andrea Segovia will be invited to make a presentation of the program before a decision can be reached.

Lynn Eusan Park

- A discussion was held on the adding of a plaque in front of the Lynn Eusan Park stage listing the history of how the park came about and providing information on who Lynn Eusan was.
- Plaque designs are to be presented at the next meeting at which time a discussion will be held to see if a decision can be made on the plaque design.

IX. Announcements

- Stress Free Finals UC Event – Dec. 4th 11AM-1PM UC Bayou City Room
- DSAES Student Life Holiday Pot Luck – Dec. 4th 11:30AM-1:30PM UC Houston Room
- SPB Presents Winter Wonderland – Dec. 5th

X. Adjournment

- Chair Tat adjourned the meeting at 1:06PM
- Meeting Date(s):

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 th , 2014	UC North SGA Senate Chamber
Friday, April 18, 2014	UC North SGA Senate Chamber