

**University Center Policy Board**  
September 27, 2013  
University Center – Ft. Worth Room

**Members Present:** Sara Lalani, Leonel Mata, Jonathan Middents, Susan Moreno, Erica Tat and Anjuli Tuck

**Members Absent:** Cedric Bandoh, Nazia Frank, Jared Gogets, Laila Machado and Rani Ranchandani

**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 12:05PM

**II. Approval of Agenda**

- Agenda was approved

**III. Approval of Minutes**

- Minutes from the August 30, 2013 meeting were approved.

**IV. Chairperson's Report – Erica Tat**

- Time change for future meetings was discussed. It was proposed that the meetings begin at 11:00AM instead of 12 Noon to accommodate student classes.
- Mr. Kenfield will send out an email to all UCPB members addressing the proposed change.

**V. Committee Reports**

Facilities Use and Policy Committee – Leonel Mata

- No report at this time

Long Term/Current Projects Committee – Anjuli Tuck

- No report at this time

Lease Operations Committee – Sara Lalani

- No report at this time

CSI Office and Carrel Space Committee – Anjuli Tuck

- No report at this time

UCPB Representative to FSAC – Anjuli Tuck

- No report at this time

**VI. UC Staff Reports**

*Report from Asst. VP for Student Affairs – Keith T. Kowalka*

UC Transformation Project Update

- Project is proceeding on schedule should be able to make the planned moves on time.

- Mr. Kowalka and Mr. Kenfield are still providing interests parties with tours so people have been able to see the progress made.

#### Organizational Chart Update

- Mr. Kowalka went over the changes that will take place shortly on the organizational chart.
- At this time most of the title changes have been approved, still waiting for approval on a couple of the projected changes.

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

##### UC Personnel Updates

- The search for the new Events Sales Manager is ongoing hope to be able to fill this position soon.

##### UC Project Updates

- The Student Information Center office is scheduled to be moved to the Houston Room Ticket Booth the end of October so that construction can continue on the 1<sup>st</sup> floor.
- There is construction work that will be scheduled on the weekends to minimize disruptions for UC occupants.

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

##### Marketing and Event Updates

- Have a few events that are fast approaching:
  - October 9<sup>th</sup> - Cougar Resource Fair will be held in Lynn Eusan Park
  - October 18<sup>th</sup> & 19<sup>th</sup> - Homecoming
  - October 28<sup>th</sup> – November 1<sup>st</sup> – Oktoberfest with the Pumpkin Contest
  - November 1<sup>st</sup> – CEO will have a celebration of Dia de los Muertos

#### *Report from Director, Center for Student Involvement – Marcella Leung*

- There will be a link going out on October 1<sup>st</sup> to the RSO listserv and will be available until the 18<sup>th</sup> with the application to request carrel and locker spaces.
- Still working on a system to give carrel occupants an access key for their spaces.
- Will have a common desk which will be staffed from 7:30AM until 8PM Monday through Saturday and from 1PM until 8PM on Sundays.
- There should be someone available to assist students at least 82 hours weekly.

## **VII. Old Business**

### UCPB At-Large Process

- There was only one applicant at this time and there are two positions open.
- The dateline will be extended and this will be discussed at the next meeting.

### UC Office and Carrel Space Policies and Procedures

- Ms. Leung should have an update available on number of applicants received by the next meeting on October 18<sup>th</sup>.
- The Carrel Space subcommittee should hold their 1<sup>st</sup> meeting after the 18<sup>th</sup>.

### Room Reservation Rate for UH Departments Housed Within the University Centers

- UCPB members voted and approved the changes to Addendum B presented.

### **VIII. New Business**

#### New UC Study Rooms

- Ms. Grew-Gillen wanted to know if the UCPB members thought there should be Study Room Rules for use either by individuals or groups.
- After a discussion this topic was referred to committee.

### **IX. Announcements**

- ACUI Regional Conference – Texas A&M – College Station – October 11<sup>th</sup>-13<sup>th</sup>

### **X. Adjournment**

- Chair Tat adjourned the meeting at 1:27PM.
- Next Meeting Dates:
  - Friday, November 8<sup>th</sup>, 2013 – Rio Grande Room (UC266)
  - Friday, December 6<sup>th</sup>, 2013 – Rio Grande Room (UC266)
  - Friday, January 17<sup>th</sup>, 2014 – UC North SGA Senate Chamber
  - Friday, February 7<sup>th</sup>, 2014 – UC North SGA Senate Chamber
  - Friday, February 28<sup>th</sup>, 2014 – UC North SGA Senate Chamber
  - Friday, March 28<sup>th</sup>, 2014 – UC North SGA Senate Chamber
  - Friday, April 18<sup>th</sup>, 2014 – UC North SGA Senate Chamber