

University Center Policy Board Minutes

September 12, 2014

UC N 113, Impact Room

Members Present: Troy Christensen, Princess Ephraim, Leo Mata, Raresh Pascali, Lauren Potter, Isaiah Ross, Erica Tat

Members Absent: Richard Guarjardo, Tiara Parks, Jeng Tcheung, Sebastian Troitino

Support Staff Present: Keith Kowalka, Cheryl Grew-Gillen, Lawrence Daniel, Whitley Denson, Renee Cleare, Lauren Gentry, James Pettijohn

Support Staff Absent: None

I. Call to Order

- Chair Tat called the meeting to order at 12:02PM.

II. Approval of Agenda

- Approved.

III. Approval of April 18, 2014 Meeting Minutes

- Approved.

IV. Chairperson's Report (Tat)

- None.

V. Committee Reports

Facilities Use and Policy Committee (Ross)

- None

Lease Operations Committee (Christensen)

- None

Long Term/Current Projects Committee (Mata)

- None

Office and Carrel Space Committee (Potter)

- None

VI. UC Staff Reports

Report from Assistant Vice President for Student Affairs – Student Life (Kowalka)

UC Transformation Project

- UCPB introduction: Student government agency to approve all changes to UC spaces including UC N, UC and UC Satellite.
- Tours of UC Phase 2 construction site to begin 10/1/14, Wednesday and Thursdays at 4PM.

- Grand openings: 1/21/15, 10AM-10PM - open house and ribbon-cutting with President Khator (location unconfirmed), and 1/28/15, 7-9PM - thank-you reception for all participants in project; chairs, UC staff, students and student organizations with photo and video presentation.
- Homecoming in UC Plaza – kickoff, court announcement, 11/3/14.
- Homecoming launch of Legacy Lounge Donor Wall:
 - Graduating students and alumni can purchase individualized tiles in the \$400-500 range through Alumni Relations.

Organizational Changes/Personnel Updates

- Student Life staff update:
 - Niya Blair of Center for Diversity and Inclusion to speak at a future meeting on the new department's goals.
 - 2 vacancies in Center for Student Involvement: Assistant Director and Director of Center for Student Involvement positions, interviews September-October. Finalists on campus 11/13/14-11/14/14, UCPB students to be involved in selection process.
- System-Wide Art Acquisition Committee (SWAAC) aided in acquiring Parazette artwork. Second Parazette wall art to be on 2nd floor of New UC in study room area near Dean of Students Office (smaller, framed) to complement one on 1st floor. New identification signage will be installed at each end of 1st floor piece in vestibule area.

Report from Director (Grew-Gillen)

Project Updates

- Games room opened 4 new red cougar lanes on 8/25/14.
- Meeting Room Project overview - art and descriptions being coordinated by Renee Cleare, UC Office Coordinator and Alicia Garcia Valero of CreationStation. Previous artwork mostly removed, to be repurposed to other areas on campus.
- Student Meeting Room list, map and descriptions to be provided.
- Furniture updates:
 - Purchasing furniture for UC South offices, lounges and food court – to be delivered within next 2 weeks.
 - In process of acquiring furniture for study rooms, conference and meeting rooms, equipment for Houston Room and events, along with portable staging.

Project Transitions

- WoodForest Bank moving out 9/30/14 by 5PM, TDECU moving in 10/1/14 for opening on 10/6/14. TDECU has been opening accounts at tables in UC S. WoodForest ATM in front of Barnes & Noble bookstore already replaced by TDECU ATM, which has a deposit function.
- Students and student organizations with accounts at WoodForest can maintain accounts and use Gulf Freeway branch as their home branch. TDECU is in process of creating account setup system for students and student organizations.
- Office moves to start transitioning week of 11/17/14 with Dean of Students to be moving following week. AV and Setup Staff to move also. Official opening at start of Spring 2015 semester.
- UC Satellite update:
 - New, more durable canvas on patio awnings and umbrellas.

- New recyclable solar unit container, and green initiatives are evolving.
- Major roof project pending.
- Urban Experience Program moving to former Student Publications location.
- UC Staff update:
 - Renee Cleare is new UC Office Coordinator, and a UCPB ex officio member.
 - Matthew Sebby is new UC Assistant Director of Facilities & Operations, and ex officio member.
 - Reclassifications: 2 new setup staff to be hired for conference spaces, and AV, building managers, and information center staff to support them.

Report from Director of Student Affairs IT Services & Special Programs (Daniel)

- UC Outdoor Marquee:
 - In process of finalizing policy, which should be complete by end of 9/12/14. Marquee has been up for 2 months.
 - Students and organizations will be able to submit graphics through application on UC website. Policy will also be posted on website. Impact of marquee is estimated at around 20K people per day. Usage is for informational purposes: programs, events, activities and services that will be available to all students on campus, not retail advertising. Electronic areas on display screens inside UC building can be used for retail marketing.
 - IT to try to adjust clarity of marquee for better short-distance visibility.
 - Weeks of Welcome thank-you for those involved in activities.
 - Next UC-sponsored event is Cougar Resource Fair – Wednesday, 10/8/14, 11:30-1PM. Invitations to be sent out.

Report from Activities Coordinator of Center for Student Involvement (Denson)

- Locker and carrel assignment overview of long-term project: Student organization groups are not moving out and therefore new groups are not able to move in. Of 106 spaces and 82 lockers, 90 student groups moved in last year in the Spring semester, but there is not enough space to move all of the new groups in. Process of moving out old groups and moving in new groups to be completed by 10/1/14.

Report from UC Associate Director (Pettijohn)

- Introduction of guest Lauren Gentry, Conference and Reservation Services' Events & Sales Manager, who will focus on large-scale events for both indoor and outdoor spaces.
- Online reservations with pilot test program; online questionnaires are expanding to all fee-funded organizations starting 10/1/14. Multi-day requests are first-come-first-serve. It will include more rooms when new UC is completely open in January.
- Fee changes: departments in UC are charged for labor (not room or equipment). Retail operations are charged as a campus department (in-house TDECU and dining services are considered departments), organizations only charged for labor. Off campus retail operations are charged at a non-discounted rate. Organizations, departments and repeat off-campus customers will be able to

book reservations online in January. New customers must be approved first to create an online account.

VII. Old Business

- Study room policy review:
 - Located above Circle Drive on 2nd floor of new UC South, 3 study rooms total with a 2-hour time limit: these drop-in locations are available when building is open on the honor system. Policy will be posted in each room.
 - Ross moved that the rooms be monitored, as opposed to the honor system, as Anderson Library Study Rooms are, by submitting Cougar Card and signing in (walk-in or advance booking welcome), until end of study session to enforce time limit. A semester-long unmonitored trial for Spring 2015 was discussed.
- Review postponed to next meeting when rules will be made available to review, when “group” definition will be defined (2/3 people minimum per room), whether rooms will be monitored, and when more members are present.

VIII. New Business

- Leo Mata suggested obtaining 2-3 computers for student organization work area. Kowalka to look at inventory to check availability.
- Officer Elections: (Chair must be a student.)
 - Chair: Erica Tat and Leo Mata nominated themselves and gave short speeches. Secret ballot determined Tat to be Chair.
 - Vice Chair: Isaiah Ross and Leo Mata nominated themselves and gave short speeches. Secret ballot determined Ross to be Vice Chair.
 - Committee chairs:
 - Facilities Use and Policy: Isaiah Ross (Vice Chair is automatically chair of this committee.)
 - Lease Operations: Troy Christensen
 - Office and Carrel Space: Lauren Potter
 - Long-term Projects: Leo Mata
 - Food Service Advisory Committee: Postponed to next meeting due to lack of student members present.
- Photos of UCPB members to be taken for display in new space and website to make public and community aware of UCPB.

IX. Announcements

- Coffee with a Cop – new crime prevention initiative in partnership with Department of Justice and UHPD; monthly tours of the UC starting Wednesday, 9/17/14. Free coffee at a table in UC S will allow for informal conversation and relationship-building. UCPB members are encouraged to attend.
- Association of College Unions International (ACUI) Region II Conference at LSU – 10/10/14-10/12/14. Lauren Gentry is on Conference Planning Team and Region II Leadership Team.
- Family Weekend – 10/17/14-10/18/14 with 2 tours per day to showcase Phase 1 and 2 areas.

- University Center name to be changed to Student Center effective 1/1/15, as per student vote. Email invites for January opening at the beginning of November will help with publicizing name changes (Student Center South, Student Center North and Student Center Satellite).
- For safety, emergency panic buttons will be installed in different offices as part of Phase 2 renovations.

X. Adjournment

- Chair Tat adjourned the meeting at 1:44PM.

Next Meeting Date:

September 26 at 11:30AM, UC North 113, Impact Room