

# UNIVERSITY of HOUSTON

## STUDENT AFFAIRS & ENROLLMENT SERVICES

### Student Centers

#### Student Centers Policy Board Agenda

Friday, November 11, 2016, Student Center South Skyline Room

Members present: Princess Ephriam, Richard Guajardo, Jason Wipf, Keishla Segarra, Jordyn Chaffold, Kathryn Delgado, Winni Zhang, Warda Ruhi, Sebastian Troitino, Marc Laney

Members Absent: Gino Lim, Chris Pinto, Taylor Rouleu

Support Staff Present: James Pettijohn, Tina Powellson, Lawrence Daniel, Keith T. Kowalka, Eve Esch, Andrea Trevino

Guests: Michael Crook, William "Bill" Schwehr, Myles Parnell (substitute for Taylor Rouleu), Zachary (Student)

*Michael Crook, Program Coordinator presented information on the Center for Diversity and Inclusion. More information can be found on their website: [www.uh.edu/cdi](http://www.uh.edu/cdi)*

For reserving space in the CDI area please contact CDI Office Coordinator Cheryl Myers [cmyers@central.uh.edu](mailto:cmyers@central.uh.edu)

#### **I. Call to Order**

Chair Jason Wipf called meeting to order at 11:58 AM.

#### **II. Approval of Agenda**

Motion approved.

#### **III. Approval of Minutes from October 14, 2016 meeting**

Motion approved.

#### **IV. Chairperson's Report (Jason Wipf)**

- Introductions
- Committee Expectations (Eve)
  - Approach work with positive attitude and regard for others
  - Please provide prior notification of your absence to Andrea Trevino, Jason Wipf and Eve Esch for proper documentation.
  - Subcommittee meeting attendance is crucial. Work with the chairs of the subcommittees.

- Goals for the subcommittee
  - Each chair will provide goals for their subcommittees in their reports
- Guest: Assistant Director of Leisure Services (William “Bill” Schwehr) presented information on Shasta’s Cones & More and Games Room. Presentation attached to meeting minutes. Shasta’s Cones & More is student operated and managed with support from Assistant Director. ICEE rollout during Stress Free Finals Week. Shasta’s Cones & More is going sustainable by utilizing paper cups instead of Styrofoam. Shasta’s Cones & More can do events for groups – visit their office for more information, located in the basement next to the Games Room.

## V. Committee Reports

### Facilities Use and Policy Committee (Winni Zhang)

- *Changes to the Constitution*
  - *Addition of Article III: Bill of Rights, Section 1: Anti-Hazing Clause, Section 2: Non-Discrimination Clause*
  - *Addition of Article VI: Impeachment, Section I, Section II, Section III*
- *Changes to the Bylaws*
  - *Addition of Article IV: Impeachment, Section 1: Definitions, Section 2: General Impeachment Procedures*
- *Subcommittee Goals*
  - *Review the Constitution and Bylaws and make recommendations for changes.*
  - *Review the Facilities Use and Policies and make recommendations for changes.*
    - *Noticed the Summer Hours in the document are not current.*

### Lease Operations Committee (Jordyn Chaffold)

- *Subcommittee Goals - will develop goals in the subcommittee meeting*
- *Review Texas Music Amusement Contract*

### Long Term/Current Projects Committee (Myles Parnell substitute)

- *Subcommittee Goals – will be developed when the group meets*
- *9/11 Monument*
- *Plaza*

### Office and Carrel Space Committee (Keishla Segarra)

- *Subcommittee Goals*
  - *Create a more effective way to review the applications.*
  - *Gather feedback regarding the carrel and locker spaces from CIA students, suggestion box and a survey.*
  - *Develop an appeal process.*
- *Carrel Space Application & Process Change*
  - *Edit the following question in the previous application: “How does having a carrel space assist your organization with these goals?” to “How does having a carrel space and/or locker assist your organization with these goals?” allowing organizations to elaborate on the specific requested space.*

- *Remove the last question in the application: “Is there any other information we should take into consideration?” due to organizations answering not applicable, not answering and the committee feels it does not add to the application.*
- *Request dimensions be added to the application to make applicants aware of the space available to them before they apply.*
- *Six carrel space applications that were on the maybe list were selected for recommendation for approval by the board. Will present in old business.*

#### Food Service Advisory Committee (Kathryn Delgado)

- *Recap of November 4<sup>th</sup> Meeting*
  - *Breakdown of the number of students not utilizing their meal plans; 45% of meals not being used;*
  - *Thanksgiving Meals November 17<sup>th</sup> Fresh Food 11 -3 Cougar Woods 11 – 8*
  - *Food Trucks – need tablets to swipe cougar cards, tablets on order*
  - *Extending hours for Student Centers*
  - *Game Day with Taco Cabana*
  - *Survey to identify the Top 25 foods purchased at the C-Store to potentially lower prices or create a bundle*
  - *Menu Card at the Student Centers and the other food areas*
  - *Themed foods for the week*
  - *Food Trucks at Bayou Oaks, late night and on the weekends*
    - *Easy access menu to allow students to know what Food Trucks are on campus and their menu*
  - *Recommendations from Joel Cecil for Spring 2017 Student Center Hours of Operations*
    - *Extend Panda Express to 8:00 PM*
    - *Extend Chick-fil-a to 8:00 PM*
    - *Open Chick-fil-a on Saturdays*
    - *Open Panda Express on Sundays*
    - *Clos Freshii on weekends due to very slow demand*
    - *Student Centers Main Starbucks open 7 days a week & extended weekday hours*
    - *Convenience store to be opened on the weekend*
  - *Food Truck pilot program will continue to test weekend evenings at Cougar Village*
- *Goals for FSAC*
  - *Fair pricing of food*
  - *Clear and direct; an understanding of what you will get for your food when you pay for it*

## **VI. Student Centers Staff Reports**

*Report from Assistant Vice President for Student Affairs (Keith Kowalka)*

- End of the Winter Potluck for the Student Life area on December 7<sup>th</sup> (Potluck) 11:30am – 1pm Houston Room.
- Diversity & Inclusion Updates – Student Life area has been working on Diversity and Inclusion efforts for the past 18 -20 months from cultural development inventory to the development of a website for lots of resources for Diversity and Inclusion. Will be giving away 3 Diamond Diversity Award of Excellence to staff or student leaders who epitomizes the work around Diversity and Inclusion efforts.

*Report from Director of Student Centers (Eve Esch)*

- Student Fee Advisory Committee presentations were held from October 28 – December 4, 2016 and the Student Centers (and other) presentations are available online via the SFAC website: [www.uh.edu/sfac](http://www.uh.edu/sfac)
- Student Centers Hosted the Association of College Union International Conference – November 4 – 6<sup>th</sup>, Sebastian was able to attend the conference
- Sustainability Update: Recycle Roll-Out happened on October 24, 2016 to inform patrons of the 80 new recycling bins that were added to the Student Centers; participated in the Office of Sustainability – Sustainability Fest on November 7, 2016 at Butler Plaza; #SCSUSTAIN campaign chance for Starbucks gift card
- Policy Board Picture is now up on the Policy Board Wall
- Plumbing Issues – City of Houston has shut down a 96” (inch) water main, so the water pressure has been reduced into the building; low flow automatic toilets are out of service due to this low water pressure; alternative solution is to switching out the automatic more sustainable fixtures with the manual flush handle and looking into longer term solutions.

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

- Upcoming Events
  - Nov 21, 2016 Texans Watch Party for Monday Night Football and at the same time a Madden Tournament – First NFL game in Mexico city; winner of the Madden Tournament will get a replica of the trophy; collaboration with the Campus Recreation; the event will be in the Student Centers Theater
  - November 28 – December 6, 2016 Stress Free Finals (a week before the official Stress Free Final week) – massages, breakfast and blue books; location will be in the SC Plaza between South and North building
  - Stress Free Finals link
    - [www.uh.edu/studentcenters/stressfreefinals/s16](http://www.uh.edu/studentcenters/stressfreefinals/s16)
  - Finals Mania at the M.D. Anderson Library. Enjoy a late night breakfast including pancakes, turkey sausage, snacks, beverages, and more. Monday, December 5, 2016 from 8:30pm – 10:30pm.
  - Paws and Relax. Local organization Faithful Paws will bring certified therapy dogs to the MD Anderson Library for four days of stress relief. December 5<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> from 7pm – 9pm Monday, Tuesday, Thursday and Wednesday, December 7<sup>th</sup> from 2-4pm

*Report from Associate Director of Student Centers (James Pettijohn)*

- No report

*Report from Director of Center for Student Involvement (Tina Powellson)*

- Happy Homecoming Week! Concert at the Cullen Performance Theater, Homecoming Game – crowning of the Homecoming King and Queen
- Basketball Opening of the season is tonight November 11, 2016

## **VII. Old Business**

- NRG charging stations – partnership did not go very well; they were not heavily utilized;
  - Charging stations are located in the Center for Diversity and Inclusion office, CougarByte has one outside of their area, LGBTQ has one outside their office on the 2<sup>nd</sup> floor of the Student Center North building– these charging stations are free
- Bylaw Changes (from last meeting)
  - Motion to approve the Bylaws as emailed out. Motion passed.
- Carrel Space
  - List of “maybe” organizations were placed in timestamp order
  - Motion to approve Sigma Tau Delta, Pre-Physician Assistant Student Association, Iranian Community at the University of Houston, Elohim Academy at the University of Houston, Government Internship Alumni Network and the Impact Movement.
    - Discussion: In the future, when a carrel and/or locker space becomes available the next organization in the approved que will be slated for the spot dependent upon the timestamp.
    - Motion approved.

## **VIII. New Business**

- Circle Drive – (presented by Eve) investigating options to place temporary and permanent bollards in the circle drive. Currently individuals move the cones or tables and park, in the past the space was monitored by parking and transportation but since the renovation they no longer monitor the space. Drop off space was identified as a concern by students. The Student Centers concern for the space is a safety issue, evidenced by incident with the Blood Mobile Bank.
- Constitution and Bylaw Proposed Changes
  - *Changes to the Constitution*
    - *Addition of Article III: Bill of Rights, Section 1: Anti-Hazing Clause, Section 2: Non-Discrimination Clause since they are mandated for Registered Student Organizations but should be added to this boards documents*
    - *Addition of Article VI: Impeachment, Section I, Section II, Section III to hold students accountable*
  - *Changes to the Bylaws*
    - *Addition of Article IV: Impeachment, Section 1: Definitions, Section 2: General Impeachment Procedures*

- Discussion: Appointments of Chairs and Committee members along with the Chair, Good disciplinary standards, academic standing,
- Terms: August to July 31<sup>st</sup> of the following year for board members; substitute committee members for the carrel space committee to ensure proper coverage
- Wayfinding
  - “You are here” map – discussion on a static image on the monitor versus on the wall; bigger picture plan is to put static signs on the wall to assist with finding rooms; concept to put a touch screen by the Information Desk as a concierge service to assist with finding a building or room.

## **IX. Announcements**

### **Adjournment**

Chair Jason Wipf adjourned meeting at 1:22 PM.

### **Next Meeting Date:**

Date: December 9, 2016

Time: 11:30 AM – 1:30 PM

Location: Student Centers South Skyline Room