

# UNIVERSITY of HOUSTON

## STUDENT CENTERS

Student Centers Policy Board Minutes

Friday, April 23, 2021

Student Centers – Zoom Conference

**Attendees: Voting Members:** Joseph Lueck (Faculty Senate), Angel Flores (Metropolitan Volunteer Program Director), Kayla Washington (Student Program Board President), Tammy Thach (Council for Cultural Activities), Bryan Medrano (Residence Halls Association), Benita Alani (SCPB At- Large Member), Josiah Bruton (SCPB At - Large Member), Christopher Caldwell (SCPB At- Large Member), David Frankfort (Staff Council), Sarah Holloway (Staff Council), Tomika Greer (Faculty Senate), Sarah Nganga (SCPB At- Large Member), Arsalan Darbin (Student Government Association)

**Voting members (Absent):**

**Nonvoting Members (Present):** Keith T. Kowalka, Eve Esch, LaShanon Hollis, Tina Powellson

**Guests:** Deborah Huebler (Auxiliary Services), Chidera Ebisi (Student Center - Customer Service GA)

**I. Introductions & Call to Order – 12:10PM**

**II. Approval of Agenda - (Approved)**

**III. Approval of Minutes from (March 12, 2021) - (Approved)**

**IV. Chairperson's Report – Christopher Caldwell**

- Reviewed process for 2 At-Large Member appointments
- Last SCPB meeting for 2020/2021

**V. Committee Updates**

- Facilities Use & Policy Committee
  - No updates
- Lease Operations & Student Organization Space Committee
  - Created rubric that has 3 components: (1) impact on campus, (2) need for space, (3) participation w/ CSI
  - A scoring system (out of 8 points) will be implemented using the 3 components to determine student organizations placement on the list for using space
  - Component (3) will not be included in score this year due to COVID-19
- Long Term & Current Projects Committee

- Plaza fence has been installed, goal to add pavers and a stage covering, adding electrical outlets to be (completed in July), purchased outdoor seating and tables
- Follet (campus store) will be kicking off their 6 - week renovation starting May 3rd; Store will remain open
- Sustainability Committee - meeting scheduled for next week
  - Co-hosted the e-waste drive on Earth Day w/ Office of Sustainability, collected over 100 laptops
- Art Board
  - Artist Talks is a way we can tie in recordings of artist conversations about their art with photos of their art pieces
  - Received photos from 1st show; 2nd show in May
- FSAC
  - Chartwells bringing in Asado Mexican Cuisine - (Approved)
  - The Student Centers Policy Board providing insight on a new name for the Satellite building, The Hub

#### **VI. Student Centers Staff Reports (Informational Items)**

- *Report from Assistant Vice President, Student Affairs – Student Life*
  - No updates
- *Report from Director, Student Centers*
  - Cedrick Davis, a member of SetUp team will be retiring
  - Thao Nguyen, a member of the CreationStation team, will be departing for a new opportunity in California
  - Secret shopper program results were shared as well as recommendations for the future, as detailed below

- Recommendations for supervisors: Provide adequate training to students using the customer service standard of DSAES; keep student up to date with information regarding current situations on campus; create a script for students on how to answer inquiries based on the DSAES customer service standard
  - Recommendations for the Secret Shopper program: Add in person onsite visits, Secret shopper questioner reflect the DSAES customer service standard, DSAES Customer Service committee have at least one member participate as a secret shopper
- Grad Cap decorations project coming in May (SC offering decoration kits to graduates)
  - RACE Card project is ongoing at <https://uh.edu/studentcenters/special-programs/race-card-project/>
  - SC student, Emilio, received the outstanding student employee of the year award; was announced at the Campus Leaders ceremony; press release coming soon
  - Keith Kowalka received 2 prestigious awards from ACUI during 2021 conference
  - ACUI announced the winners for the Steal This Idea 2021 <https://www.acui.org/stealthisidea> and Student Centers CreationStation team got 11 awards

<b>Brochures</b>	Honorable Mention	CLASS Recruitment Brochure	Thao Nguyen (Professional)
<b>Calendars/Schedules</b>	Third	CDI Spring 2020 Workshop	Ashley Villalta (Student)
<b>Cards/Invitations</b>	Second	CLASS Peace, Love, Joy Holiday Card	Ashley Villalta (Student)
	Third	UH Nursing Alumni Association Holiday Card	Christie Le (Student)
<b>Digital Campaigns</b>	Third	UH Homecoming 2020	Thao Nguyen (Professional)
<b>Miscellaneous</b>	First	A.D. Bruce Bookmarks	Bereniz Velazquez (Student)
<b>Multi-Page Publications</b>	First	UH Student Centers Art Walk Booklet	Julian Cearley (Professional)
	Second	HPC 2020 Lookbook	Thao Nguyen (Professional)
<b>Posters</b>	Third	CDI Dance Fusion	Thao Nguyen (Professional)
	Third	SPB Joker Movie	Kimberly Wong (Student)
<b>Signs/Banners</b>	Honorable Mention	SPB Explore the Powerhouse	Ashley Villalta (Student)

*Report from Associate Director*

- Events are increasing in the Student Centers; bookings available through mid-October
- Reservationist, Xena Matamoros is out on maternity leave
- Student Centers is in search of a Sales & Events Manager

- *Report from Director, Center for Student Involvement*
  - Campus Leaders ceremony/reveal website: <https://uh.edu/csi/campus-programs/clr/2021/>
  - Infrared Night is next Thursday w/bingo in Lynn Eusan Park (6pm-8pm) moderated by a local Houston Drag Queen
  - Virtual poker night hosted by Student Centers game room sign up in progress, QR code available for registration
  - Registration and carrel space application process is open for student organizations
  - Cougar carnival registration is now included in the Admissions orientation process

#### **VII. Old Business**

- Pick up window and additional register refresh to SC (Not approved) due to building code concerns
- Rubric for carrel space - (Approved)

#### **VIII. New Business**

- At - Large Member, Christopher Caldwell - (Approved)
- At - Large Member, Benita Lalani - (Approved)

#### **Announcements:**

- Dance marathon has concluded activities for the year; working on final reveal
- If you were a fund raiser and in the top 5; you will be receiving an email soon about your special treat
- If you are interested in joining Dance marathon next year, please contact Tina Powellson in CSI

#### **IX. Adjournment**

##### **Next Meeting:**

September 10, 2021

