

# UNIVERSITY of HOUSTON

## STUDENT CENTERS

### Student Centers Policy Board Meeting Minutes

Friday, October 25, 2024

Student Center North – Senate Chamber

**Attendees:** Keith Kowalka, Eve Esch, Katy Kaesebier, Kerry Creelman, Lucy Lerma, Deborah Huebler, Sairam Veeramsetty, Tulin Nanneh, Sung Yun Kim, Diego Arriaga, Omar Castanon, Brisa Gossett, Yhoalibeth Guerrero Becerril, Jordan Porter, Dr. Tomika Greer, Sharia Turner

**Voting Members Present:** Diego Arriaga, Omar Castanon, Brisa Gossett, Yhoalibeth Guerrero Becerril, Jordan Porter, Tulin Nanneh, Dr. Tomika Greer, Kerry Creelman

**Nonvoting Members:** Keith Kowalka, Eve Esch, Katy Kaesebier, Deb Huebler, Sharia Turner, Bridget Portier

**Members Missing:** Ansel Garcia, Debbie Samuels

#### Call to Order & Introductions

I. **Approval of Agenda –**

II. **Approval of Minutes from previous meeting's (September 2024) –**

- Voting of prior month minutes - September 2024 approved
- Prior month minutes and agenda can be found on the website.

III. **Chairperson's Report – Omar Castanon**

- Expectations, Bylaws & Constitution –
  - Omar explains if there any questions about Policy Board bylaws, please visit website.
  - And if there any questions comments or concerns please let Eve, Omar and Yhoali know.
- Subcommittees
  - If there are any questions regarding Subcommittees, please let Omar know.
  - Reminder to fill out Doodle poll.

IV. **Committee Updates**

- Facilities Use & Policy Committee –
  - Reviewed some policies to be discussed later.
- Lease Operations & Student Organization Space Committee – Katy
  - Still have a few Carroll spaces – sending out final round – filling the last few spaces through the end of the year.
  - Will get info to Eve right away.
  - Still on hold waiting for quote from company who provides coin operated games within the games room.
  - Eve shared - Once Chartwells has recommendations for McDonalds replacement – that will come in through the subcommittee as well.

- Long Term & Current Projects Committee – Diego
  - Cow Path on southeast end of Student Center has been completed.
  - Additional swing tables installed.
  - Portable charging devices have arrived.
  - Still waiting for vendor to schedule date for replacement sign.
  - Sign on circle drive – given to MIC.
  - Fabric selections must be finalized soon.
  - Please pick Legacy Lounge furniture colors – vote for preference.
  - Learning moment – upholstery or fabric can be judged by number of rubs or how well it withstands to the number of people sitting on it.
    - Vinyl – 1.2 million rubs.
    - Some fabrics were not able to withstand the usage rubs received.
    - Reupholstery scheduled for certain pieces (December 22, 2024).
  - Replacement Video Wall above Starbucks has been scheduled for installation in December.
  - Refreshing Tennis Tables in Games Room.
  - Identifying space for E-sports.
  - Expansion project going to board meeting in November 2024.
- Sustainability Committee – Lunch & Learn recap 10/22/2024 and upcoming Lunch & Learn
  - Humane Society guest speakers shared information about bats.
  - Next one will be November 19, 2024 @ noon
- Art Board – Eve
  - Alumni Association – Reached out about veteran alumni. Once pieces are submitted, they will go up on Veterans Day (November 11, 2024) - on the digital art gallery.
- FSAC –
  - Working on vendor to replace McDonald's.
  - Reminder to utilize chat Back feature to remind them of concerns and opinions.
  - Meal plan prices feedback.

## V. Staff Reports (Informational Items)

- *Report from Assistant Vice President, Student Affairs – Student Life (Keith)*
  - North Building Expansion Updates –
    - Hopefully opening in 2027.
    - Reviewed where Building currently ends and starts.
    - Career services will be in two locations in the expanded building.
    - CAPS will be moving over.
    - Veterans' services will have a new location in the expanded building.
  - New path that will run North & South through old and new space.
  - New home for Center for Student Empowerment - Support services for people at risk such as first-generation students.
  - Reviewed new location for CAPS – will now be on 2<sup>nd</sup> floor.
  - 2<sup>nd</sup> Floor space – Center for Student Media (light fixtures will still match).

- Bauer – Block space in current South Building - 37,000 square feet addition will be for offices that are temporarily relocated during construction (when project is complete, they will move back).
- Proposed Budget - \$39 million.
- November 2024 – Date that board will vote on project.
- Over 1 year for Design completion – groundbreaking.
- *Report from Executive Director, Student Centers - Eve*
  - Staffing Updates – Celebrating 10 years since opening of North and re-Opening of South. If interested in serving on the committee, please let her know.
  - Program Updates -
    - Hopes to have new furniture in Legacy Lounge.
    - Coog\$ave – over 3,000 people have signed up for Coog\$ave – if you have not signed up, please come to free games night in games room Monday, November 4<sup>th</sup> 6pm – 9pm.
    - Ofrenda – display between Shasta and Food Court.
    - Fall Fest – Over 330 people came through (Arts and Crafts and free stuff).
    - As a “thank you” for serving on Student Center policy board – insulated water bottles and pens.
- *Report from Associate Director, Student Centers – Bridget Portier*
  - Upcoming Events – (Detailed list available by request from Bridget).
  - Tents - Reached out to Chris McDonald – he has updated his form.
    - State of Texas has statute that prevents encampment – will modify tent request form and references.
    - Track when tents are being used – whether they will be needed to be in place overnight.
    - Provide everyone update regarding tents – will see additional questions prohibited camping.
      - Questions – Any tent with side walls that might be up overnight (even if 8x8) want to track and note where it’s being utilized on campus. Ensure walls being rolled up overnight.
      - If any additional updates from General Counsel
    - Keith mentions that traditionally students’ office has been responsible for approval of forms. Will transition to Student Life – Bridget will review for both organizations and Eve will review then Keith will approve. Currently working on getting a new email and will hopefully receive updated paperwork. No staff in service.
    - In the midst of early voting – eligible to vote in Space City room through today and next week.
    - Expecting long-lines on election day – please catch early voting.
- *Report from Director, Center for Student Involvement – Katy*
  - Mailboxes full of student organizations – end of this week or last week.
  - Crossed over 500 student organizations.
  - Last year there were 537 – registering folks through the end of March 2024.
  - Event Recap – Happy homecoming week

- Tons of people have assisted, thank you to all participants.
- Upcoming Events – Cougar Block Party (*pumpkin painting, DJ, snacks*) tomorrow at 6pm.
  - Crowning of the homecoming king and queen at halftime.
  - Jordan from policy board will be on homecoming court this year.
- Shout-out to the 2,248 who have registered to vote.
  - Thanks Diego and crew for registering so many voters.
- The Next “Shasta’s Night Out – Friendsgiving – will be November 7<sup>th</sup>, 2024, in the Houston Room, setup family style tables.
  - Will not be awkward to sit with other people.
  - Hand Turkeys will be made.
- Making updates to “Get Involved” form for event registration.
  - From December 13<sup>th</sup> through January 2<sup>nd</sup>, 2024.
  - Everything will be set for the spring (*big influx of requests during the spring*).
- Frontier Fiesta April 10<sup>th</sup> through 12<sup>th</sup>.

#### VI. Old Business

- No Old Business to Review

#### VII. New Business

- Omar – Will have to amend new business – application received for At Large member – will have to amend agenda to bring in new member that has applied.
- Members voted to select Sung Yun Kim to fulfill rest of David Boggs At Large position.
- First policy – Referenced earlier in committee reports – concerns about lounge space.
  - Upcoming Events - Reviewed emblem for 10-year anniversary.
  - Smaller pre-set rooms empty during the day – can be used – Bridget will identify which preset rooms available – will push out dates and times via social media and events boards to show which areas available and policies will be displayed. When time ends – team members will ensure space is ready for upcoming events in the evening.
  - Committee talked through some of the Do’s and Don’ts for quiet study space.
  - Separate from study rooms that are accessible through online or through group study.
  - Manage separately from event spaces – study spaces need three (3) or more to use.
  - First read for new policy – wanted to get all member feedback.
  - Will revise and bring back for vote.
  - Quiet Study Room Usage policy reviewed – (*Bridget/Eve*).
  - Students can go in and use study space, the doors will be unlocked and available for use all day.
  - Once approved by Policy Board – will begin blocking rooms right away, hopefully for Fall Finals.
  - Info Desk staff will be aware of which rooms in use – will go out daily on reports.
    - Concern about “no food” are there people who are hanging out or studying in the food court should we encourage them to go to these rooms?
    - It will be hard to monitor rooms and usage – if food allowed in there it may get messier.

- Suggestion – incidents can be reported right then and there if damages occur. *(QR code created for students to scan and report damages).*

VIII. **Announcements** – Secret shopper – ask policy board members to serve as secret shoppers to evaluate customer service – will share presentation at next month’s meeting – should take no more than 5 minutes – will fill out form to share with student employees and supervisors – got feedback from last year that we incorporated into training.

- Division of Student Affairs is interested in signage location to promote Cougar Red Friday’s.
- Reviewed areas – vinyl placement on window in study room to encourage students to wear red on Friday’s also on sliding glass doors between Shasta’s and Food Court and 3<sup>rd</sup> location in North Building wrap around pole.
- Received a few of the mock-ups – showed policy board members these.
- Keith – First three thoughts – wondering if it portrays Cougar Red Friday, then why don’t the signs say this?
  - But it does not look to be for CougarRed Friday.
  - Wants the signs to display larger emblem to promote CougarRed Friday – the current sign is very small.
  - Concern if we let one group display signs – there will be other groups who want to display signs.
  - Wanted to display in prominent spaces.
    - Must think about the aesthetics and the design has to be incorporated to look nice with existing space – must be consistent across campus.
    - Should be implemented with more consistency – not knowing that we are trying to get staff/students to wear red on Fridays.
  - Is there a policy for the windows and what gets promoted.
  - We have run into this issue in the libraries – if there is no policy there should be a policy.
  - There is a committee that approves outdoor signage – they may have concern.
  - Katy was told that signs outside of her window should not have been put up. Was told they are not considered top fifty (50).
    - Keith and Katy meeting with president who expressed her favorite tradition is CougarRed Friday.
    - Wants to evaluate all signage in building and wraps on polls currently displayed.
    - Work for policy subcommittee to evaluate this, create a sign policy.
  - Candidate –
    - Senior – majoring in Finance
    - Candidate steps out for voting.
    - Introduces voting – asks voters to raise hands none against.
    - New member welcomed – given red shirt, water bottle and pen.
      - a. Question – have we ever had certain things of the student centers – 3<sup>rd</sup> parties work with departments – to fill out forms – small packets that need to be returned. There are training materials offered to students – videographer hired – we found that students do not like to read packets. Short how-to videos to help with booking process.
      - b. Bridget – others reach out asking for help – send YouTube link for instructions – if still need help – stop by CARS for assistance.

- c. Katy – Students must complete orientation video for events – person running event has access to the information – additional resources – student employees hired -help navigate through process.
- d. Bridget – A lot of events get turned down due to lack of information with food being hosted during event. Fire Marshall form detailed – food and beverage details must be specific. That portion can hold it up. A/V approved without resubmittals.
- e. Outdoor – Freedom of expression –
- f. Katy states – we want to ensure details and events. Should be submitted in the correct timeframe prior to event.
- g. Want them to decide in advance – for next semester not week in advance.

**IX. Adjournment - Any additional announcements**

- CCA collaborating with events next week.
  - Painting of sugar skulls, free food, DJ's, Mexican candy, and vendor.
  - Next Wednesday October 30<sup>th</sup>, 2024, from 3pm to 6pm Houston room.
- Cultural Explosion – November 21<sup>st</sup> – day before next Policy Board meeting.
- Monday – Shasta's Esports event – 5 nights – VR interactive game for Halloween.
- Tuesday – another event fun and interactive event – gameshow collaborate with CoogTV – Kahoots showdown – RSO's.
  - Wednesday – Mic and Bike (*grab pizza and sing in plaza during day*).
  - Thursday – Rocky Horror picture show (*act out interactive movie*).
  - Friday – event in games room (*SPB kickback – hanging out with members*).
  - November 21<sup>st</sup> – collab with CCA for winter wonderland (*cultural organizations to show students what they do during holidays*).
- Please review fabrics in the back of the room to vote.
- Eve – will send Doodle Poll for next round of subcommittees to determine availability and get schedules.

Next Meeting: November 22, 2024 (Senate Chamber)  
 December 13, 2024 (Senate Chamber)  
 January 31, 2025 (Senate Chamber)  
 February 28, 2025 (Senate Chamber)  
 March 28, 2025 (Senate Chamber)  
 April 25, 2025 (Senate Chamber)