

University Center Policy Board Minutes
Friday, November 9, 2007
University Center – Bayou City Room

Members Present: Kevin Covington, Sam Dike, Marilyn Golub, Judah Johns, Micah Kenfield, Meryl-Ina Kizzee, Dr. Theresa Monaco and Josh Sarkar

Members Absent: Carol Barr, Diane Bruxvoort, Brandon McFarland, David Rosen, Utsavi Shah and Kenneth Stinson

Support Staff Present: Keith T. Kowalka, Cheryl Grew-Gillen and Linda G. Jauregui

I. Call to Order

The meeting was called to order by Chair Kenfield at 10:37AM.

First Business: Chair Kenfield moved the discussion of the new UC Marquee Resolution to the beginning of the meeting so it could be put to a vote while a quorum was present. A copy of the UC Marquee Resolution was handed out to all members. After a brief discussion Chair Kenfield put the resolution to a vote. The resolution as written passed unanimously.

II. Approval of Agenda

Agenda was approved.

III. Approval of Minutes

Minutes from October 12th were approved.

IV. Presentation

- Chalen Jackson, UC and Associated Facilities
Ms. Jackson introduced herself and stated that before she became the Graduate Assistant for UC Events and Traditional Programs she did an internship over the summer with the UC & Associated Facilities and worked closely with Mr. Kowalka and Ms. Grew-Gillen. One of her assignments was to look at commuter services and see where We/UH stands in providing services to commuter students. She then did a presentation on the comprehensive look of all the work that she and others have done looking at commuter services at the University of Houston. The University of Houston has a large percentage of commuter students, approximately 84%, and there are opportunities to make commuter services available to students that other institutions are already offering. There was a handout of the study presentation provided to all the members for their review. After the presentation Ms. Jackson responded to questions from UCPB members.

V. Chairperson's Report

Chair Kenfield stated that he was currently in coordination with the various committee chairs and then requested Josh Sarkar and Judah Johns to see him after this meeting so they could arrange to meet. The only other thing he had to report on was the ACUI Region 12

conference, it was held since the last meeting at Texas A&M Corpus Christi. He went to different sessions including the Student Leader Track and he wanted to thank the UC & Associated Facilities for the ability to attend the conference. He then asked the other students who attended the conference if they wished to say anything. Mr. Dike said normally when he goes to a conference they just reaffirm what he has already learned but he felt he had learned at this conference - the most important being how to get other students involved in campus events. Mr. Sarkar stated that he learned that to get students involved you need to start by leading them gradually up a scale from not being involved at all to where they are totally involved. Everyone said they had a lot of fun and would do it again.

VI. Committee Reports

- Facilities Use and Policy Committee
Mr. Sarkar stated he would contact the committee members so they could set up a meeting to review the DRAFT of the UC Facilities Use Policies and Procedures and the UCPB Bylaws.
- Lease Operations Committee
No report at this time.
- Long Term/Current Projects Committee
No report at this time.

VII. UC Staff Reports

- Report from the Director
 - i. Organizational Changes/Personnel – LaDonna Hogan has now joined the UCAS&O office as a Secretary I. Unfortunately two (2) UC Building Services maintenance employees resigned right after the ACUI conference so we now have two additional positions open in that area along with the housekeeping supervisor.
 - ii. UCC-UCS Master Plan of Renovation RFQ – Mr. Covington, Mr. Dike and Mr. Johns and the rest of the RFQ Review Committee will be in presentations all day on Monday, November 19th. There are five (5) firms that will be giving presentations. We hope to have some recommendations the following week and have the selected firm identified before the winter break.
 - iii. Institutional Effectiveness Plans – This is due November 26th.
 - iv. FY 2009 Fee Requests – These are all the service fees that we have in our department, and they are due to Diane Murphy by November 29th and those should be done by next week.
 - v. FY 2009 SFAC Reports – The due date has been established as January 31, 2008, which is a little earlier than in past years.
 - vi. FY 2009 Budget Process – We are working through the FY2009 budget process and hope to have a draft version completed by the winter break.
 - vii. UC Marquee – The resolution will hopefully allow Dr. Lee to engage support and approval from the UH Cabinet to make this a reality prior to the next academic year.
 - viii. Smoking in the UC Arbor – Mr. Kowalka had no update. Mr. Dike said he had spoken to Mr. Dave Irvin earlier in the week and Mr. Irvin was to speak to Dr. Lee about this matter. Mr. Dike has not heard from Dr. Lee so he emailed Ms. Murphy this morning and is waiting for a reply.

- Report from the Associate Director – Ms.Grew-Gillen stated that she did not have anything new to report at this time.

VIII. Old Business

- UC and Associated Facilities Use Policy
Chair Kenfield stated that this will be on the agenda for the Facilities Use and Policy Committee when they meet in the near future.
- mtvU Discussion
Chair Kenfield made reference to the handout information which Mr. Kowalka received from Ms. Kate Mahoney after her visit to our last meeting. The plan for today was to discuss where the TV's furnished by mtvU would be placed and what decision can be made on how many if any should be kept in the future and where. Also see if the UC should negotiate a new contract with mtvU and for what length of time. Mr. Dike stated that he feels there should be TV's on campus but not necessarily mtvU TV's. Mr. Sarkar suggested that we keep mtvU but reduce the number of their TV's in use at the UC and UC Satellite. Chair Kenfield agreed that mtvU does have some good things to offer the UC and UC Satellite but to lower the number of their TV's since a reduction in number was one of the options we have. Mr. Johns said that in addition to the mtvU TV's the UC should purchase and provide additional TV's to offer the students the variety they are looking for. Mr. Kowalka stated that maybe we should try that combination for a year and see how that works out. We hope to clarify our needs and reach an agreement with mtvU by the end of December and purchase our TV's the first part of January 2008 so all can be in place by the beginning of the spring semester.
- UH Dining Services Window Marketing Proposal Discussion
Chair Kenfield asked Mr. Kowalka if he had heard anything from Mr. Geoff Herbert regarding the samples of the banners. Mr. Kowalka stated that he had spoken to Mr. Herbert and related the information about reducing the use of the windows to possibly three (3) windows. Mr. Herbert is attempting to provide an example of the window marketing banner options. Chair Kenfield asked for a motion to table this topic until the next meeting since there was not any new information available. Mr. Dike made a motion and Mr. Covington seconded it.
- UCPB By-Law Review
A motion was made by Mr. Dike and seconded by Mr. Sarkar to send this to the Facilities Use and Policy Committee to review and present to the UCPB members in a future meeting.

IX. New Business

- UC Marquee Resolution
This was already discussed at the beginning of the meeting.
- UC Facebook Page
Chair Kenfield stated that there is a page called "I care what happens at the UH" which last year's UCPB had administered. He is trying to get ownership transferred to him so they can have it rebuilt for this year's UCPB. He will be getting back to the members in the next couple of weeks to try to get input from everyone who has a Facebook page as an officer or admin so the UCPB members can start using that as well as student information. Chair Kenfield is not certain how many Facebook members there are at this

time since enrollment fluctuates all the time.

X. Announcements

- Poetry Slam Tournament – November 29
- UC Student Appreciation Days – December 3 & 4
- UCAF Holiday Luncheon – December 19
- College Bowl Tournament – January 26, 2008
- Dance Marathon – February 8-9, 2008
- Spring Break Event – March 12, 2008
- Cougar Casino @ Frontier Fiesta – March 27-29, 2008

XI. Adjournment

A motion for adjournment was made by Mr. Dike and seconded by Mr. Sarkar, Chair Kenfield adjourned the meeting at 11:47AM.

- Next Meeting Dates

Fall Semester November 30, 2007

Spring Semester	January 18, 2008	February 8, 2008
	February 29, 2008	April 4, 2008
	April 25, 2008	