

**University Center Policy Board**  
December 13, 2013  
University Center – Rio Grande Room

**I. Call to Order**

- Chair Tat called the meeting to order at 11:13AM.

**II. Approval of Agenda**

- Agenda was approved.

**III. Approval of November 18, 2013 Minutes**

- Minutes from the November 18, 2013 meeting were approved.

**IV. Guest Speaker – Andrea Segovia**

- Ms. Segovia explained ideas for the “Potty Talks” pilot program that had previously been presented for approval.
- Acrylic plastic frames would be installed on the inside of stall doors and on the walls over urinals that could hold monthly newsletters, handouts on awareness topics, etc. to keep students up on news from around campus.
- Chair Tat thanked her for the presentation and informed her that the UCPB would discuss the topic and have a decision at a later date.

**V. Chairperson’s Report – Erica Tat**

- Chair Tat thanked everyone for taking time out monthly to attend the meetings and assist in making decisions pertaining to the New UC renovation project.

**VI. Committee Reports**

Facilities Use and Policy Committee – Leo Mata

- The committee met and wanted to propose that organization offices located in North UC not be allowed to post anything on the outside windows to keep the building from looking cluttered.
- It was also recommended that student organizations occupying carrel spaces or office areas have their spaces revoked if they did not meet their hours three (3) times. Carrel areas also must be kept clean and not altered in anyway.

Lease Operations Committee

- No report at this time.

Long Term/Current Projects Committee

- No report at this time.

### Office and Carrel Space Committee

- Mr. Kenfield had handouts of recommendations for locker and carrel space terms and conditions the committee had drafted to be voted on by the UCPB members. This subject was discussed later in the meeting under “New Business”.

### **VII. UC Staff Reports**

*Report from Assistant VP for Student Affairs - Student Life - Keith T. Kowalka*

#### UC Transformation Project Update

- Moves to UC North and other UH office areas to vacate the 2<sup>nd</sup> floor will begin on December 16<sup>th</sup> and continue when we return from the holiday break the 1<sup>st</sup> week of January, 2014.
- If anyone is interested there will be a quick tour of the UC North addition after this meeting.

#### Organizational Changes/Personnel Updates

- Ms. Angela Hogans has been hired as Events Manager for UC CARS.
- Mr. Kenfield has a new title he is now the UC Marketing Manager.

#### Veterans' Services/Center for Diversity and Inclusion Office Transition

- Veteran Services will be moved to the 2<sup>nd</sup> floor of UC North Room N202 and the Center for Diversity and Inclusions will now be housed in the UC South basement Room B12 once the office is finalized in June/July 2014.

#### UC Ground Floor Mural Update

- SWCA has agreed to allow an artist touch up the mural in the bookstore but will not allow a new mural to be added to the bottom since they feel it will take away from the original mural.
- Restoration should be finished by the middle of January at which time a rededicating event date will be set.

*Report from Director - Cheryl Grew-Gillen*

#### Memoranda of Understanding Update

- This document will be finalized with each occupant before move in outlining their and the UC's responsibilities in their respective areas.

#### Office Transition Schedule Update

- Mr. Kowalka's office, CreationStation and the UC Leisure office will be moved on January 2<sup>nd</sup> and 3<sup>rd</sup> to the basement area.
- CFSL, CSI and student organizations will begin moving into their offices in the North UC on Monday, January 6<sup>th</sup>.

*Report from Director - Lawrence Daniel*

#### Marketing and Event Updates

- Mr. Daniel thanked everyone who worked to make Stress Free Finals Week a success.
- Spring Cat's Back will take place on Wednesday January 15<sup>th</sup> from 11:30AM to 1:30PM. This will take place in front of the UC Theater with a Student Organization Fair taking place in the new UC Ballroom.
- Pink's Pizza which has just moved to campus will be furnishing food.
- There will be New UC Opening Events beginning on January 22<sup>nd</sup> through January 30. Handouts will be printed and supplied to students.

*Report from Director - Marcella Leung*

The Commons Update

- Still in process of hiring student staff for the Commons area in the new North UC.

Customer Service Training Update

- Present student staff and new staff members will be required to attend customer service training. In addition this training will be offered to all student staff under the UC umbrella.

**VIII. Old Business**

"Potty Talks" Pilot Program

- Ms. Segovia's recommendations were discussed. This was shelved to the next meeting on January 17<sup>th</sup>.
- Will ask Ms. Segovia to make more information available since the cost and funding for frames is still being drafted.

Lynn Eusan Park

- This business was moved to the next UCPB meeting on January 17, 2014.

Greek Representation in The New UC

- Dr. Richard Walker suggested that the Greek representation could be by having chapter bricks outside the walk area of Cougar Blvd.
- Mr. Kenfield will help a new UCPB committee look into options by having talks with leaders in January before a decision is made.

**IX. New Business**

UC Office and Carrel Space Assignment Process

- The members voted and approved that the locker and office policies have the same three (3) strike policy if the hourly time is not met.

Office Signage Policies for The New UC

- Recommendations from the FU&P committee presented at the beginning of the meeting by Mr. Mata were approved.

### Locker and Carrel Policies for The New UC

- The new policies presents as a handout at the beginning of the meeting howing amendments were approved as amended.

### UC Meeting Room Updates

- One room still needed to be named. After a discussion and a vote the room name will be “The Astrodome”.

### **X. Announcements**

- Cat’s Back 2014 – Spring Edition – Wednesday 1- 15- 14 (11:30AM- 1:30PM)
- UC North Ribbon Cutting – Wednesday 1- 22- 14 (10:00AM)
- UC North Open Houston – Monday 1- 27- 14 (10:00AM- 2:00PM)
- Barnes and Noble @ The University of Houston Ribbon Cutting – Tuesday 1- 28- 14 (2:30PM)
- UC Dining Services Ribbon Cutting – Wednesday 1- 29- 14 (10:30AM)
- World Trade Center Memorial Dedication Ceremony – Wednesday 1- 29- 14 (1:00PM)
- UC Theater Opening Events – Thursday 1- 30- 14 (12:00–10:00PM)
- Aaron Parazette Opening: “Remembering Next Summer” – Thursday 1- 30- 14 (2:00PM)
- Games Room Open House – Thursday 1- 30- 14 (10:00PM- 1:00AM)

### **XI. Adjournment**

- Chair Tat adjourned the meeting at 12:40PM
- Next Meeting Date(s):

Friday, February 7, 2014	UC North SGA Senate Chamber
Friday, February 28, 2014	UC North SGA Senate Chamber
Friday, March 28, 2014	UC North SGA Senate Chamber
Friday, April 18, 2014	UC North SGA Senate Chamber

