

University Center Policy Board
August 30, 2013
University Center – Rio Grande Room

Members Present: Cedric Bandoh, Sara Lalani, Leonel Mata, Jonathon Middents, Susan Moreno, Rani Ramchandani, Erica Tat and Anjuli Tuck

Members Absent: Nazia Frank, Jared Gogets, Laila Machado

Support Staff Present: Keith T. Kowalka, Cheryl Grew-Gillen, Lawrence Daniel, Marcella Leung, Micah Kenfield and Linda Jauregui

Mr. Kenfield suggested a motion be presented by UCPB members to move the election of the UCPB Chair from New Business so that the elect could conduct the meeting. Motion was made and seconded.

- Erica Tat was nominated, she accepted the nomination. No other nominations were made.
- Ms. Tat is the 2013-2014 UCPB Chairperson.

I. Call to Order

- Chair Tat called the meeting to order at 12:10PM.

II. Approval of Agenda

- Agenda was approved.

III. Approval of Minutes

- April 26, 2013 minutes were approved with one change. Ms. Ramchandani's last name was misspelled a correction was noted.

IV. Chairperson's Report – Erica Tat

- Ms. Tat stated that she was looking forward to working with the other UCPB members.

V. Committee Reports

- Chairpersons had not been elected to head the following committees so no reports were available:
 - Facilities Use and Policy Committee
 - Lease Operations Committee
 - Long Term /Current Projects Committee
 - CSI Office and Carrel Space Committee
 - UCPB Representative to FSAC

VI. UC Staff Reports

Report from Assistant VP for Student Affairs – Keith T. Kowalka

Welcome to UC Policy Board

- Mr. Kowalka welcomed all members, those returning and the new members.

UC Transformation Project Update

- The project is on schedule and staying on budget with the completion of the East addition and the UC North addition due by November 25th.
- The UC offices should be moving by November 25th into a space in the new East addition to facilitate Phase II of the renovation project which will include our present location.
- All moves should be in place by January, 2014 and these will include those areas to be made to the first floor.
- The Houston Room will be completely renovated since \$1.2 million has been budgeted for this part of the project.
- There will be a ribbon cutting ceremony for completed areas the 1st week of the Spring semester in January. Also there are plans for more open house events as work is completed during the first two weeks of the semester.

UC Budget Updates

- The UC budget is in good shape.
- The UC Satellite will undergo some changes beginning with the installation of a new roof then follow by addressing building structure issues and enhancements.

Organizational Changes/Updates

- Mr. Kowalka provided copies of both the updated DSA and Student Life organization charts.
- He went over changes that have taken place and changes scheduled to take place.
- The Division of Student Affairs is now the Division of Student Affairs and Enrollment Services after inheriting additional responsibilities.

Greek Life and Student Organizations Item

- Mr. Kowalka has spoken to leaders of Greek Life concerning the placement of Greek organization Crests like those that were housed in the Cougar Den at one time.
- He agreed to have a group of Greek representatives meet with a group from the UCPB to work on finding a place to make Greek presence known at the UC.

New UC Hard Hat Tours

- Mr. Kowalka and Mr. Kenfield have been conducting Hard Hat Tours for interested groups on Wednesdays and Thursdays.
- Hope to continue these and schedule a tour for all UCPB members soon.

Cougar Byte

- There will not be any space for Cougar Byte at the end of Phase I so they will be leaving our building temporarily at the end of this year. They will return at the end of Phase II.

Events One Stop Shop Task Force

- UC Conference and Event Services has in place the EMS Professional system for making room reservations. We have purchased a new system called EMS Enterprise which will enable users to book reservations online.
- The plan is to launch the new system for use by fee funded organization leaders to test out over the spring semester.

- The system should be ready to be launched in the summer for use by all in the fall.

Report from Director, UC Facilities & Operations – Cheryl Grew-Gillen

UC Personnel Updates

- With the organizational transitions taking place as explained by Mr. Kowalka there is a need to fill two new positions:
 - Media Services Coordinator
 - Events Sales Manager
- There is an ongoing search now for the Events Sales Manager position. A search for the Media Services Coordinator position will begin soon.

Report from Director, Marketing, Communications and Retail – Lawrence Daniel

Marketing and Event Updates

- Cat's Back kicked off Weeks of Welcome and was a success with a large student presence.
- We are now in the midst of Weeks of Welcome and hope to continue to have large student turnouts for the rest of the events scheduled by student organizations.
- Providing the Guide Book app was very successful. Students have been using this form of staying informed. Plan to look into using it again.
- As part of the Weeks of Welcome there is a UC Open House Event scheduled for September 4th. At this event there will be a Flag Rising Ceremony by UH ROTC members.

Report from Director, Center for Student Involvement – Marcella Leung

- The final version of the carrel and lock occupancy rules has been completed by the sub-committee.
- The Office and Carrel Space committee will meet on October 1st, if there are not any changes to be made the application will be made available online on that date.

VII. Old Business

- No old business to discuss.

VIII. New Business

Election of UC Policy Board Chair

- This was moved to the start of the meeting, Erica Tat was elected 2013-2014 UCPB Chair.

Election of UC Policy Board Vice Chair

- There were two nominees, Anjuli Tuck and Leo Mata.
- By a close vote, Mr. Mata was elected the UCPB 2013-2014 Vice Chair.

Election of Members for Facilities Use and Policy Committee

- Mr. Mata as Vice Chair is Chair of this committee
- The following were elected members:
 - Cedric Bando
 - Jonathan Middents

- Rani Ramchandani
- Anjuli Tuck

Election of UCPB Long Term/Current Projects Committee Chair and Members

- Anjuli Tuck was elected 2013-2014 Chair
- The following were elected members:
 - Sara Lalani
 - Erica Tat
 - Leo Mata

Election of UCPB Lease Operations Committee Chair and Members

- Sara Lalani was elected 2013-2014 Chair
- The following were elected members:
 - Susana Moreno
 - Anjuli Tuck
 - Rani Ramchandani

Election of UCPB Office and Carrel Space Committee Chair and Members

- Anjuli Tuck was elected 2013-2014 Chair
- The following were elected members:
 - Cedric Bando
 - Leo Mata
 - Erica Tat

Election of UCPB Representative to FSAC

- Anjuli Tuck was elected the UCPB Representative to FSAC
- Erica Tat was elected as alternate representative.

UC Office and Carrel Space Policies and Procedures

- Mr. Kenfield passed out copies of the Student Organization 2013-2014 application and terms and conditions for cubicle/carrel/locker spaces use.
- Both forms were reviewed for any changes/suggestions/corrections. There will now be 206 carrels and 78-80 lockers available.
- The Office and Carrel Space Committee is scheduled to meet on October 1st to finalize any changes to the forms.

Room Reservation Rate for UH Departments Housed Within the University Centers

- Mr. Kenfield introduced copies of the Facilities Use Policies and Procedures Addendum B for the UCPB members to review.
- Exceptions had been made to 5.3 and 5.4 portions of the addendum.
- He stated that these changes would take effect on October 1, 2013 for reservation dates for occupancy after January 1, 2014.
- This proposal will be addressed at the September 27th meeting for a vote.

IX. Announcements

- UC Open House – September 4th 11:30AM-1:30PM
 - ROTC Flag Rising in UC Southside Circle – 1PM
- ACUI Region 12 Conference – October 11th – 13th
 - Conference will take place at Texas A&M - College Station, Texas

X. Adjournment

- Chair Tat adjourned the meeting at 12:50PM
- Next Meeting Date(s):
 - Friday, September 27, 2013 - Fort Worth Room (UC 237)
 - Friday, October 18, 2013 - Rio Grande Room (UC 266)
 - Friday, November 8, 2013 - Rio Grande Room (UC 266)
 - Friday, December 6, 2013 - Rio Grande Room (UC 266)
 - Friday, January 17, 2014 - UC North SGA Senate Chamber
 - 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