

University Center Policy Board Meeting

Friday, January 18, 2008

University Center Bayou City Room

Members Present: Carol Barr, Kevin Covington, Sam Dike, Marilyn Golub, Judah Johns, Micah Kenfield, Dr. Theresa Monaco, Josh Sarkar and Utsavi Shan

Members Absent: Diane Bruxvoort, Meryl-Ina Kizzee, Brandon McFarland, David Rosen 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 10:40AM

II. Approval of Agenda

Mr. Sarkar made a motion that the agenda be approved; Mr. Johns seconded the motion; agenda was approved.

III. Approval of Minutes

Mr. Sarkar made a motion that the meeting minutes from November 30, 2007 be approved; Mr. Covington seconded the motion; minutes were approved.

IV. Chairperson's Report

- Chair Kenfield stated that he did not have very much to report that would not otherwise be covered in old or new business. He did report he had a very relaxing winter break and is looking forward to getting started on another semester of UCPB business.

V. Committee Reports

Facilities Use and Policy Committee

- Mr. Sarkar will be working with the members of the Facilities Use and Policy Committee in identifying a time for the first meeting of the 2008 spring semester prior to the next UCPB meeting.

Lease Operations Committee

- No report at this time.

Long Term/Current Projects Committee

- No report at this time.

VI. UC Staff Reports

Report from the Director

Organizational Changes/Personnel

- Mr. Kowalka reported that Mr. Fredrick Jones passed his security clearance and did fill the vacant Maintenance Mechanical I position. That leaves two (2) maintenance positions open at this time. Interviews are on-going, but we have had no luck in our attempt to find qualified candidates as of yet.

- An offer was made to Margaret Pearson to assume the role of Custodial Supervisor for the evening shift. Margaret is currently the Assistant Custodial Supervisor, and should make an easy transition into this new role. We have posted the Assistant Custodial Supervisor position, and will be identifying candidates to interview in February and/or March.
- Mr. Kowalka identified a potential future concern related to the implications of the new minimum wage rates increases in July 2008 and July 2009. He noted this will have a significant impact on the UC budget. Currently about 35 percent of the UC student staff fall below the \$7.25 hourly rate (the July 2009 wage requirement). These changes have given us a challenge when looking at our FY 2009 budget as the FY 2009 budget runs from September 1, 2008 through August 31, 2009 (which would have 38 day impact on the budget). This issue is one of the main priorities for both the UC Student Employment Work Team and the UCAF Management Team both in terms of reviewing employee pay rates (both student and full-time) for FY2009 in relation to federally mandated minimum wage increases and identify potential funding alternatives. This issue will only get worse from a budget perspective as we move into FY2010. However, although this issue will have a negative impact on the budget, Mr. Kowalka pointed out that these increases are certainly deserved.

UC Arbor Smoke-Free Environment

- The marketing and information campaign for the smoke-free environment in the UC Arbor has been accomplished. We had banners, flyers and great coverage in the Daily Cougar the first week of Spring Semester. Chair Kenfield also posted the policy change on the UC Facebook page, and Mr. Dike posted it on the SGA Facebook page. Mr. Kowalka noted that there have been only two (2) minor issues of concern/frustration over the new policy. Ms. Grew-Gillen is the person in the UC that has been identified as the policy enforcement staff member – but most members of the UC have also pitched in. The UC staff placed ashtrays in walkways around the UC (North and South entrances) as another way to encourage smokers to re-locate to the exterior of the University Center.

UC Complex – UC Satellite Master Plan of Renovation Project

- Approval was received to begin the negotiation process with the top firm for the UC Complex and UC Satellite Master Plan of Renovation project. It is our hope we will be able to come to closure on contract execution relatively quickly. Our consulting firm will be on campus for five (5) two-day visits. We are looking at their first campus visit for a kick-off set of meetings and focus groups to be on February 19th and February 20th. The UCPB will be invited to a special focus group meeting/session – and some of you will be invited to participate due to your involvement in other student organizations or other UH community bodies. Additional information will be forthcoming very shortly.

UC Marquee

- No update on this issue as of yet. However, Dr. Lee is in the process of discussing this issue/request with the new UH President, Dr. Renu Khator, now that she has officially began her presidency.

Institutional Effectiveness Plans

- This report was due to be completed prior to the Winter Break, and was completed.

FY2009 Fee Requests

- The request for user fee increases were completed in the beginning of November 2007. We will not know if the requests we made have been approved until sometime in April or May 2008.

FY2009 SFAC Report

- The FY2009 SFAC report is due no later than Thursday, January 31st to the Dean of Students Office. Mr. Kowalka will send out a draft of the report to the UCPB members for editing and input as soon as it's finished.

FY 2009 Budget Process

- The proposed FY2009 budget was distributed. Mr. Kowalka noted he would review the budget in detail at the conclusion of the meeting for those members who may not be as familiar with the style and respond to any questions.

New Survey Process

- Mr. Kowalka shared with the UCPB the new "how are we doing" feature from the UCAF webpage. We are planning on getting a group of the UC student staff to distribute information cards throughout the UC and UC Satellite one week during the month of February and the first week of April. The cards will have the UCAF web address, and will hopefully engage comments, concerns, kudos and ideas as to how to make the UC and UC Satellite a better place from an on-going perspective.

University Copy Center

- The University Copy Center will be re-locating to the Parking Garage at some point between March and April. The move is due to an increase size of space being available (2,400 vs. 1,600), which is required as they will be taking control of the on-campus UH Post Office (currently located in the Bookstore). A work team has been putting together future use options for the space. We hope to have recommendations developed for review by the UCPB by the February 29th meeting. Whatever service is identified for this space, the hope is that it will be fully operational no later than the first week of August.

Report from the Associate Director

- Ms. Grew-Gillen stated that the new UCAF Facilities Use Policies and Procedures (which were approved by the UCPB before the winter break) have been loaded to the UCAF website under UC Events Services. Also as persons go into the UC CARS office they are made aware of the changes and asked to please let other students/student organizations know that they can access these updated policies on the website. If any of you hear any feedback please let either Ms. Grew-Gillen or the UC CARS office personnel know.

VII. Old Business

mtvU Discussion

- Mr. Kowalka furnished everyone with a draft floor plan for the placement of the mtvU and UC-purchased televisions for the UC Food Court. Members of the UCPB provide feedback as to potential improvements in the floor plan. Chair Kenfield and Mr. Kowalka will work to make the changes identified in the meeting, and provide floor plan drafts for the UC Satellite food court and UC Satellite Games Room at the next meeting. Mr. Johns inquired about the time frame for these changes to take place. Mr. Kowalka noted that if the floor plans can be approved by the February 8th meeting, there is a strong possibility the installation of the televisions (both mtvU and UC-purchased) could take place over Spring Break. Mr. Kowalka stated that they should take place during Spring Break.

UH Dining Services Window Marketing Proposal Discussion

- Mr. Kowalka was able to speak with Mr. Herbert as related to this issue. Mr. Herbert indicated UHDS was not pleased with the sample they received, so they ordered another one to present to the UCPB for review at a future meeting. Hopefully they'll receive it in time to present it at our next meeting on February 8th.

UCPB By-Laws Review

- Chair Kenfield suggested setting up an ad hoc committee to review the UCPB by-laws. Mr. Sarkar asked why this could not be addressed by the Facilities Use and Policy Committee. Chair Kenfield explained that the Facilities Use and Policy Committee is specifically for Facilities Use Policies (reservation) and UC/UC Satellite facility policies and not for UCPB policies. Chair Kenfield will call a meeting of the ad hoc committee prior to the next full UCPB meeting and report on February 8th.

UC Facebook Page

- Chair Kenfield stated that a couple of UCPB members (Mr. Sarkar and Mr. Dike) were set up as administrators on the Facebook page "I Care What Happens to the UC". Chair Kenfield asked all members of the UCPB to join this group, and let him know if administrative privileges would be desired.

VIII. New Business

Request from the Department of Military Science

- The Department of Military Sciences has requested to place a literature rack promoting the Army Reserve in the UC. It was noted that a similar rack (from another wing of the armed forces) is displayed in the UC currently (in the UC Underground adjacent to the University Copy Center). Ms. Barr felt that this type of literature should be displayed in the Career Services Office of the campus since it is related to a career opportunity. After much discussion, Mr. Johns agreed to draft a resolution outlining the type of literature that would be automatically approved in the UC, as well as types of literature which would not. The desire is to be completely fair, while also taking into consideration the community orientation of the University Center and the UC Satellite (i.e. – the literature should be student-focused). Mr. Kowalka or Ms. Grew-Gillen will contact the Department of Military Sciences and provide an update to the status of the discussion of the UCPB.

Fair Trade Coffee Signage in the UC and UC Satellite

- Mr. Ross Bernard left copies of signs in Mr. Kowalka's office representing examples of Fair Trade Coffee signage that the Students For Fair trade at UH would like to see installed by Java City at the UC and by Starbucks at the UC Satellite. Mr. Barnard also sent a draft flyer they would like to be posted permanently in the two spaces noted above. Specific locations would be: the side wall by Wendy's facing Java City in the UC and on a sign holder stand in front of the Starbucks at the UC Satellite. Members of the UCPB identified three (3) main items of concern/discussion, which were:
 - The draft poster has information on it related financial issues for Fair Trade coffee products (breakdown of where the money goes – 90%, 7% and 1-3%). A concern was raised as to how students, faculty and staff would understand the information without also having comparative information/data provided as well.
 - The financial information lacked the "source" of the information. As this would be a poster provided in the UC and UC Satellite in conjunction with an SGA resolution – in the spirit of educating the UH community – the source should be

identified for the financial breakdown (and hopefully the comparative data for non-Fair trade Coffee).

- The website www.fairtradecertified.org (or one along the same lines) should be added to the poster – to allow for additional education for those UH community members to obtain additional resources.

Mr. Kowalka is to notify Mr. Bernard of the concerns on the verbiage and also he will go back and look at the areas to reconsider location of signs.

UCPB Goal Setting for Spring 2008 and FY2009

- Chair Kenfield requested the UCPB to brainstorm ideas of what the 2007-08 group would like to see accomplished before the term is done. Some of the things that were suggested: have a permanent address on the UC website for the UCPB so people can address issues important to them; continue with the approach of making UCPB members more noticeable (pictures of members on the website, continue wearing UCPB shirts, etc.); study the UCPB At-Large Applications to see if they can be targeted to younger people (under classmen) for replacements so they can serve longer on the board; and advertise more in conjunction with SGA in the Daily Cougar. In keeping with having the UCPB members be more accessible to the UH community, next Wednesday, January 22nd between 11:30AM and 12:30PM several members of the Board (Mr. Sarkar, Mr. Johns, Mr. Dike and possibly Mr. Covington) will try to meet at the UC and hand out “How Are We Doing?” cards with a coupon on the back to students hanging out in the UC. Mr. Sarkar will send out an email to members not present to see if any of them would be able to join them as well. They will attempt to do this again on Monday, February 18th prior to the first focus group sessions being held for the UC Complex and UC Satellite Master plan of Renovation Project.

IX. Announcements

- College Bowl Tournament - January 26
- UH Dance Marathon – February 8 & 9
- SFAC Presentations for University City – February 11
- Matters of the Heart Gift Mart – February 14
- ACUI Region 12 Tournament Weekend – February 22 & 23
- Spring Break Event – March 12
- Cougar Casino & Frontier Fiesta – March 27-29
- Chili’s Too Karaoke (held each Thursday evening at Chili’s Too during the Spring Semester)

X. Adjournment

- Before the meeting adjourned Mr. Kowalka went over the FY2009 budget, explaining some of the issues presented, and addressing questions asked.

Meeting was adjourned by Chair Kenfield at 12:19PM.

Next Meeting Date(s) for Spring Semester: February 8, 2008
February 29, 2008
April 4, 2008
April 25, 2008