

## **University Center Policy Board Minutes**

Friday, November 21, 2008

University Center – UC Lone Star Room

**Members Present:** Diane Bruxvoort, Marilyn Golub, Micah Kenfield, Andrew Michael and Christopher Zimmerly

**Members Absent:** Carol Barr, Zenaida Chairez, Kevin Covington, Mary Elhardt, Ashton Herring, Judah Johns, Vanessa Nwaozo, Dr. Richard Olenchak and Sean Tarver

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

### **I. Call to Order**

- The meeting was called to order by Chair Kenfield at 12:05PM.

### **II. Approval of Agenda**

- No quorum present, agenda could not be approved.

### **III. Approval of the Minutes from October 31, 2008**

- No quorum present, previous meeting minutes could not be approved.

### **IV. Chairperson's Report (Micah Kenfield)**

#### UC 2010 Initiative / Referendum Update

- The student referendum for a new University Center which was held last week passed with 77% of the students voting yes. This is an outstanding result, and should provide the necessary support to move this project forward – although as noted on the schedule, there are still a number of approvals to secure – but this was a big one.

### **V. Committee Reports**

#### Facilities Use and Policy Committee (Andrew Michael)

- Chair Michael stated there was no report at this time.

#### Lease Operations Committee (Ashton Herring)

- Chair Herring was not present, no report at this time.

#### Long Term/Current Projects Committee (Christopher Zimmerly)

- Chair Zimmerly stated there was no report at this time.

## **VI. UC Staff Reports**

### Report from the Executive Director

#### Updates

#### Organizational Changes/Personnel

- There will be a new addition to our organization as of December 1<sup>st</sup>, Mr. Lawrence Daniel will be joining us as a new Associate Director. Mr. Kowalka introduced Mr. Daniel and he gave a short biography. Mr. Daniel comes to the UC from the UH Athletic Department. A copy of the new organizational chart was provided to all UCPB members.

#### Food Services Cost Recovery

- Mr. Kowalka provided a copy of a report showing the past seven (7) year history of income/commissions generated by the food service contract for the UC and UC Satellite as well as the associated expenses. The report also showed the RLH history. It was noted UCAF will no longer be receiving commissions. However, Administration and Finance (holder of the food service contract) has agreed to reimburse UCAF for all of the associated expenses beginning this fiscal year. We are working to identify a billing process at this time (draft was distributed). Billing will be done three (3) times a year, once every four (4) months for expenses incurred by UCAF.

#### Commuter Services Update

- Ms. Chalen Jackson will be working on a separate SFAC proposal. At this time there is not a Commuter Services budget in SFAC and Ms. Jackson has been able to identify some needs through discussions with commuters at breakfasts, etc. We are hoping that Commuter Services can obtain some programmatic funding going forward.

#### SFAC Preparation

- All of the staff reports are due before Thanksgiving. We will be on target to provide all UCPB members with an electronic copy by the first UCPB meeting in January. This timeline would give all of you around a week or so to review the SFAC Report and provide some guidance or suggestions for potential changes. Dr. Lee and Ms. Murphy have suggested since the UC 2010 Initiative was so successful that both Co-Chairs, Mr. Kenfield and Ms. Nicole Sopko, along with Mr. Kowalka, provide a Special Report for SFAC on the UC Master Plan, the UC 2010 Initiative and the proposed UC Transformation Project – and request SFAC's formal endorsement for this project moving forward.

#### UC 2010 Initiative Committee

- Mr. Kowalka personally thanked everyone who served on the UC 2010 Committee. He also noted the exceptional leadership of Mr. Kenfield and Ms. Sopko in coordinating this effort. It made a mark on the UH campus, especially since the referendum was so successful. So he thanked everyone for all of their time, their energy, their hard work and the effort that it took to make this referendum so successful.

### Report from the Associate Director

#### Personal Development Forms Update

- There are still a couple of members who have not completed the form. They have been contacted by e-mail. When all forms have been returned in Ms. Grew-Gillen will let all of you know the results after tabulation. We hope to have this done before the beginning of the new semester.

### **VII. Old Business**

#### WAL Flag Policy

- Chair Kenfield stated that this is ongoing and there is still no report or updates.

#### UC 2010 Initiative – Referendum Update

- Only thing left to say is that it passed, with a 77% of the student vote.

### **VIII. New Business**

#### UC 2010 Initiative Representative

- Chair Kenfield led a discussion on the possibility of adding an additional member to the UCPB from the UC 2010 Initiative Committee – since it is anticipated this group will be ongoing until FY 2014. This would provide additional connections between these two very important bodies. This will require an amendment to the Constitution so keep an eye out for legislation over the Winter Break or in January.

#### Food Services Cost Recovery

- As Mr. Kowalka mentioned in his report, a billing system has been looked at due to the transition in the commission transition. UCPB members noted if Administration and Finance leadership backs out of this commitment to reimburse the UCAF for these costs, the UCPB should consider a resolution on this matter, in addition to working with SFA leadership. Mr. Kowalka noted that he has received both a verbal and a written commitment from Esmeralda Valdez (Director of Business Services in A&F) that this process has been approved.

### **IX. Announcements**

UC Student Appreciation Days – December 8<sup>th</sup> & 9<sup>th</sup>

UCAF Holiday Reception – December 10<sup>th</sup>  
ACUI Regional Tournament Weekend – February 27<sup>th</sup> & 28<sup>th</sup>

**X. Adjournment**

- Meeting was adjourned by Chair Kenfield at 12:30PM
- Next Meeting Date(s):

Friday, January 23, 2009	UC Bayou City Room
Friday, February 13, 2009	UC Lone Star Room
Friday, March 6, 2009	UC Bayou City Room
Friday, March 27, 2009	UC Bayou City Room
Friday, April 17, 2009	UC Bayou City Room
Friday, May 8, 2009	UC Bayou City Room