

University Center Policy Board Meeting

Friday, February 8, 2008

University Center Lone Star Room

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

Members Absent: Carol Barr, Judah Johns, Brandon McFarland, David Rosen, Utsavi Shan 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 10:42AM.

II. Approval of the Agenda

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

III. Approval of the Minutes

Mr. Sarkar made a motion that the meeting minutes from January 18, 2008 be approved; Mr. Dike seconded the motion; the minutes were approved.

IV. Guests/Presentations:

Sevelia Johnson – UH Dining Services (UC Food Court Window Marketing)

- Ms. Johnson presented a sample of a proposed banner which UH Dining Services would like to see installed for marketing UH Dining Services at the UC. This was a revised version of the initial proposal, identified by Mr. Geoffrey Herbert at a previous UCPB meeting. The new proposal is for UHDS to use the larger windows on top of the two most used entrances to the food court as opposed to the vertical windows on the South side of the UC Food Court.

Jim Fawcett – UC Marketing and Programs (College Bowl Report)

- Mr. Fawcett came to the UCPB to officially recognize the winning team of the College Bowl Tournament held on January 26th - “The UCAF Super Friends” which was composed of four (4) UCPB members: Mr. Kenfield, Mr. Sarkar, Mr. Dike and Mr. Johns. Mr. Fawcett also stated that two members will be participating in the ACUI Region 12 Tournament on February 22nd and 23rd which will be held at the UC: Mr. Kenfield, who was the top performer at the UH College Bowl Tournament and Mr. Sarkar, who placed fourth.

Henry Anderson – UC Building Services (UC Mat Options)

- Mr. Anderson brought with him three (3) different color floor mats so that the UCPB members could vote on which color they preferred for use at the UC and UC Satellite. The three (3) colors to choose from were red, black and brown. After a discussion on all three (3) colors, Chair Kenfield asked the UCPB members for a vote. The red floor mat was voted in as the color to be used.

Agenda Shift:

Chair Kenfield suggested that due to a UCPB member having a prior commitment and needing to leave early a motion be made to move the UH Dining Services Window Marketing Proposal Discussion to this point in the agenda. A motion was made by Mr. Sarkar and seconded by Mr. Dike to proceed with the discussion.

UH Dining Services Window Marketing Proposal Discussion Chair Kenfield asked if anyone had any suggestions or concerning regarding the new proposal from Ms. Johnson and UHDS window marketing proposal. After a discussion, Mr. Sarkar made a motion to vote, Ms. Bruxvoort seconded the motion; the proposal was approved unanimously.

V. Chairperson's Report

- Chair Kenfield wanted to congratulate everyone who attended the College Bowl Tournament in January, most notably the UCAF Super Friends. He is really looking forward to the ACUI Region 12 Tournament and urged anyone that could make it to come and support this event. Also if possible please volunteer to help out as volunteers are needed.

VI. Committee Reports

Facilities Use and Policy Committee

- No report at this time.

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

Organizational Changes/Personnel

- No organizational or personnel changes to report. Mr. Anderson is still conducting interviews to attempt to identify two (2) Maintenance Mechanic I candidates and a Housekeeping Assistant Custodial Supervisor candidate.

UC Arbor Smoke-Free Environment

- Have had two additional concerns voiced from students since the last meeting. Once the policy was explained to them and they understood the policy they were very receptive as to why the policy was put in place.

UC Complex – UC Satellite Master Plan of Renovation Project

- Mr. Kowalka will hold this issue until the end of his report.

UC Marquee

- Nothing no to report on this issue.

FY 2009 SFAC Report

- Mr. Kowalka had copies of the report available for UCPB members; he and Chair Kenfield agreed that if any member had questions about any part of the report, Mr. Kowalka would address them at the end of the meeting.

UC Complex and UC Satellite Master Plan of Renovation Project

Mr. Kowalka noted that the first 2-day set of meetings was scheduled to take place on Tuesday, February 19th and Wednesday, February 20th. There will be meetings and focus group meetings scheduled on those two days, hoping to get participation from students, staff and members from different student organizations. Please check your

schedules and see if you can make any of these meetings and give us your views, it would be very helpful.

Report from the Associated Director

University Center/College Union Fee Benchmarks – 2007-08

- Ms. Grew-Gillen provided handouts to the UCPB members for the annual fee benchmarks that are used for University Centers and College Unions. This information is used for the SFAC report as well as to track the fees of our peer institutions, which includes Texas peers (mostly public schools), ACUI Region 12 institutions, Urban 13 Plus schools, as well as other ACUI institutions across the country.

VIII. Old Business

mtvU Discussion

- There were handouts of the new draft locations with the recommendations made from the discussion which occurred during the last UCPB meeting. The Board reached consensus as to all locations provided. Mr. Kowalka will send a copy of the suggested locations to Kate Mahoney from mtvU and ask her to move forward with this contract.

UH Dining Services Window Marketing Proposal Discussion

- Please note discussion previously documented in these minutes.

UCPB By-Laws Review

- Chair Kenfield stated that there was nothing to report at this time.

UC Facebook Page

- Chair Kenfield added the members who signed up at the last meeting to have editing access to the Facebook page. If there is still someone who would like to be added to this list, see Chair Kenfield.

Request from the Department of Military Science

- At our last meeting it was agreed that Mr. Johns was to create a draft of a resolution addressing outside literature to be displayed at the UC. Chair Kenfield informed the members that Mr. Johns should have the draft available at our next meeting on Friday, February 29th due to scheduling conflicts with Dance Marathon responsibilities.

Fair Trade Coffee Signage in the UC and UC Satellite

- Mr. Ross Barnard asked Mr. Kowalka if it would be possible to go ahead and install the sample Fair Trade signs he had left in the UCAS&O until his organization could furnish new detailed information as requested by the UCPB. A decision was made to proceed with installing the signs left by Mr. Barnard.

UCPB At-Large Member Application Process

- Chair Kenfield reminded members that at the last meeting they were furnished a copy of the application. Chair Kenfield suggested moving the application to be completed online. It was agreed by most members that being able to apply online would be a plus for student interest. Chair Kenfield also thought that maybe the “meet and greet” approach making UCPB members more accessible would work in recruiting student interest. Mr. Sarkar suggested that they meet again on February 27th or 28th around 12 or 1PM to greet students at the UC. The UCPB members were asked by Chair Kenfield to think about other options to generate student interest to apply and bring those with them to the next meeting on Friday, February 29th.

IX. New Business

Microwave Options at the UC Satellite

- Mr. Kowalka has received concerns about only having one microwave at the UC Satellite. Mr. Henry Anderson and Mr. Bill Schwehr are looking into locations to install two (2) or three (3) more microwaves where they could be easily accessible to students. These microwaves hopefully will be in place prior to our February 29th meeting.

Cougar Byte – Banner Waiver Request

- A handout was furnished by Mr. Kowalka of a request made by Ms. Leslie Harris asking the UC to temporarily waive the policy of the two week time period of posting of a banner in the UC Arbor. The Cougar Byte is an authorized Apple dealer and she had been notified by Apple that due to the low visibility of the store, their reauthorization is a concern area unless additional signage could be displayed in a high traffic area of the UC. After a discussion, the request made by Ms. Harris was approved until the end of the academic school year (May 2008). Mr. Kowalka will work with Ms. Harris to identify a more permanent option for signage within UC Policy.

WiFi Capability Marketing

- During the walk through that Chair Kenfield had with Mr. Kowalka the issue of the students not being aware that there is WiFi at the UC arose. There is WiFi capability throughout the UC and UC Satellite, but as it is not advertised, many students may not take advantage of the service. A suggestion was made to create additional facility signage advertising WiFi so more students can be made aware that it is available.

UC Mat Discussion

- Please note discussion previously documented in these minutes.

Master Plan of Renovations – Student Involvement

- Mr. Kowalka said that the second visit by the Holzman Moss consultant team will be two days between March 10, 11 and 12 and stressed the need to get the general student population involved in this project. Please be thinking about this and bring your ideas to our next meeting on Friday, February 29th.

X. Announcements

- UH Dance Marathon – February 8 & 9
- SFAC Presentations for University Center – February 11
- SGA Elections – February 12 & 13
- Matters of the Heart Gift Mart – February 14
- UCC and UC Satellite Master Plan of Renovation – First Meeting – February 19 & 20
- ACUI Region 12 Tournament Weekend – February 22 & 23
- Spring Break Event – March 12
- Cougar Casino @ Frontier Fiesta – March 27 – 29

XI. Adjournment

- Meeting was adjourned by Chair Kenfield at 11:52PM
- Next Meeting Date(s)
February 29, 2008
April 4, 2008
April 25, 2008