

UNIVERSITY of HOUSTON

STUDENT CENTERS

Student Centers Policy Board Meeting Minutes

Friday, April 26, 2019

Student Center North Senate Chamber

Attendees:

Voting Members (Present): Nam Nguyen (Staff Council), Sarah Durham (Student Program Board), Stephanie Coates (SCPB At-Large Member), Christopher Caldwell (SCPB At-Large Member), XiaoHong “Sharon” Wen (Faculty Senate), David Frankfort (Staff Council), Leeda Faizi (SCPB At-Large Member), Dr. Tomika Greer (Faculty Senate), Darren Campbell (SCPB At-Large Member), Eduardo Abrams (Council for Cultural Activities), Allison Lawrence (Student Government Association),

Voting Members (Absent): Andrew Bahlmann (Residence Halls Association), Robin Johnson (Metropolitan Volunteer Program),

Non-Voting Members (Present): Keith T. Kowalka, Eve Esch, Tina Powellson, Lauren Sposato, Andrea Trevino

Guests: Benita Alani; Maysarah Kazia (Student Government Association); Alexandre Do (Student Government Association); Alyssa Chavez (Graduate Assistant for Center for Diversity and Inclusion);

I. Call to Order

Chair Christopher Caldwell called meeting to order at 11:55 AM

II. Approval of Agenda

Approved

III. Approval of Minutes from [\(March 8, 2019\)](#) meeting

Approved

IV. Confirmation of New Members

Christopher Caldwell

Benita Alani

V. Chairperson’s Report (Informational Items) - Christopher Caldwell

- College of Education PEEPS Program – proposed collaboration between PEEP program and Student Centers, send ideas to Christopher Caldwell
 - Keith T. Kowalka suggested to start a subcommittee during the summer

VI. Committee Reports

- Facilities Use & Policy Committee (Lauren Sposato)
 - Benchmarking policies over summer term
- Lease Operations & Student Organization Space Committee (Sarah Durham)
 - Carrel Application –registration process in progress, list to be sent to group within month
- Long Term & Current Projects Committee (Stephanie Coates)
 - Projects to be completed over the summer term:
 - Red lights by Theater – contracts for the installation and programming

- World Trade Center rolled with sidewalk project – no update but planned
- Flag Pole Lights – plans/designs were approved, will send drawings to the group
- Overhead lights in the North building – preventative maintenance
- Expansion joint installation on the SC South first floor entrance will be repair over July 4th weekend
- Reupholstery – reviewing bid submissions, benches have been received, investigating a more sustainable method of furniture
- Plaza design: covering over plaza stage for shade, awning over golf cart area, paved area over current gravel, adding furniture to area,
- FSAC Update (Christopher Caldwell)
 - Discussion over straws, initiative to eliminate straws, certain restaurants have straws behind counters; Einstein Bagels – piloting paper straws, will conduct survey to assess program
 - Summer hours – will roll out soon, Christopher will send out for group to reference
 - Market at Stadium closing

VII. Student Centers Staff Reports (Informational Items)

- *Report for Assistant Vice President, Student Affairs – Enrollment Services*
 - i. Student Life End of Semester/Year, May 1st, 11:30 am – 1pm
 - ii. Student Center North Expansion Program and Services – finalized square footages, confirmed the cost, final report by end of June or early July, if all goes as hoped then approval process during the fall, break ground in late summer 2021 with completion in January 2023, 18 month project
- *Report from Director, Student Centers*
 - i. CUPSI – 58 teams, donating to SGA the leftover shirts
 - ii. ACUI – 9 UH staff members attended conference, Eve Esch won the Edward S. “Beanie” Drake Founders’ Award
 - iii. Staffing updates – Processes making offer for new CreationStation Manager, candidates for Cash Analyst position out of Leisure Services, Office Coordinator position will be posted,
 - iv. Art Updates – MFA and Undergraduate show, will meet next week to review purchase, new pieces of the Latino Art will be up through the end of the month; acquired a Gonzo piece from Frontier Fiesta – will decide where that piece will be installed, 6 X 6;
 - v. Sustainability Updates – Lunch and Learn focused on Food Security, May lunch and learn, majority of the straws in the Shasta’s are for shakes – seeking for sample straws for the shakes,
- *Report from Assistant Director, Events & Special Projects*
 - i. Orientation – April 19th, Honors Orientation, May 22nd First Transfer Orientation, Freshman Orientation May 30th
 - ii. EMS language update review to ensure all information on the confirmation are helpful to individuals that receive the document,
 - iii. Review reservation forms – clean and clear as possible, reviewing all the documents
- *Report from Director, Center for Student Involvement*
 - i. Carrel Space Application – Organization is closing May 24th will receive carrel applications to review, emails are being sent information regarding the applications to top three officers and the advisors,

VIII. Old Business

- Shasta’s menu board – Chalk Board
 - i. Investigate an alternative to stickers on the current menu board
 - ii. Discussion: font size, color, focus of certain products on the menu board, prices and items are adjustable on menu board
- Digital Room signage - real time, sustainable, looking at alternative software due to price of initial quote from FourWinds, more information to come,

- PFA signed to electrify the doors and adding push buttons, \$33,000 project, to be completed by the end of summer

IX. New Business

X. Announcements

- Finals Fiesta April 29th at library 8pm – 10pm
- Take Back Day - aims to provide a safe, convenient, and anonymous means of disposing of prescription drugs, event in Circle Drive, CCA partnered with College of Pharmacy,
- Eve – Thank you to everyone for being on the board.

XI. Adjournment

Chair Christopher Caldwell adjourned meeting at 12:58 PM.

Next Meeting: September 13, 2019 (Skyline Room)