

University Center Policy Board
Friday, April 15, 2011
University Center – Bayou City Room

Members Present: Pooja Ashar, Jared Gogets, Mike Harding, Kevin Nguyen, Dr. Richard Olenchak, Jeff Syptak, Tanea Tahir, Anna Vuong and Prince Wilson

Members Absent: Sandy Coltharp, Lee Hilyer and Johnnie Jackson

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

I. Call to Order

- Chair Gogets called the meeting to order at 12 Noon.

II. Approval of Agenda

- Agenda was approved.

III. Approval of Minutes from March 25, 2011

- Minutes from March 25, 2011 were approved.

IV. Chairperson's Report (Jared Gogets)

- Chair Gogets had no report at this time.

V. Committee Reports

Facilities Use and Policy Committee (Kevin Nguyen)

- Chair Nguyen did not have anything to report at this time.

Lease Operations Committee (tanea Tahir)

- Chair Tahir did not have anything to report at this time.

Long Term/Current Projects Committee (Pooja Ashar)

- Chair Ashar did not have anything to report at this time.

VI. UC Staff Report

Report from Assistant VP for Student Development (Keith T. Kowalka)

Organizational Changes/Personnel

- Mr. Kowalka reported that as of Thursday, April 7th in an effort to streamline and centralize some of our workforce on campus the facilities force (maintenance and housekeeping) in the University Center as well as in the Campus Recreation Center have been centralized under Plant Operations. Before the beginning of the new school year it needs to be worked out if our staff will be organizationally a part of the Plant Operations team even though we will still be paying for portion of the staff. Ms. Melissa Rockwell who is Executive Director for Facilities Management will be the facilities czar for all facilities.
- Ms. Grew-Gillen will continue as a point person and will interface with Mr. Henry Anderson. Mr. Anderson is now reporting to Ms. Rockwell.

- The Activities Advisor position in CSI should be filled by mid-May. The candidate selected, Mr. Selby Lo from Florida State University will be joining our organization.

New Interim VC/VP for Student Affairs

- Dr. Michael Lawrence is our new interim Vice President for Student Affairs. This is the end of his fourth week.
- Dr. Lawrence would like to attend our next meeting. He was not able to attend this meeting since he is in New Orleans attending a conference.
- He will be with us until a new person is hired full time or until sometime in October. The search committee for this position will begin to meet next week with the consulting firm hired to help with the search.
- Mr. Kowalka asked if any student member of this board had any concepts of what they are looking for in the new vice president if they could share that with Dr. Lawrence or him it would be greatly appreciated.

UC Transformation Project Update

- We are in the home stretch. Mr. Kenfield along with Mr. Gogets, Co-Chair of the New UC Project along with Mr. Andrew Michael, the other Co-Chair and Mr. Wilson have been reading twenty-six A&E (architectural engineering) responses to our RFQ for this project. We have to have evaluations back to FP&C by next Tuesday.
- Mr. Kowalka, Mr. Kenfield and Mr. Michael have reviewed sixteen construction management proposals for the RFQ, the evaluations were due yesterday. Recommendations will be made to Dr. Carl Carlucci who will then bring the top five (5) scores in.
- We will be having interviews for both construction manager at risk and architectural firms in May and hope to have contracts signed by June.
- Hopefully we can begin to have meetings with our other different stakeholders and the architectural firm by late June or by early July.
- We should have renderings done hopefully by October or November. We are still on task to be able to break ground about a year from now. We would like to break ground the Monday after graduation in 2012 which means we should be opening Phase I before the beginning of the Fall 2013 semester.

SFAC Update

- The Board has approved a tuition increase of up to 7 percent but they have not approved the SFAC FY2012 budget yet they need to know if there will actually be an increase before making any decisions on the budgets.
- There should be an answer in June/July regarding the increases.

S-STAR Report

- We are looking at a residential campus in 2013 and what support needs to happen from all the different areas of campus to make this happen.
- In addition to facilities we are looking at Information Technology to see if we can streamline anything that we are not currently streamlining, maybe centralizing some services.
- We're also looking at business process and protocol. Some of you may have noticed some changes in the handling of contracts recently. It will probably not

change back so Ms. Patricia Sayles will continue to be our division administrator until further notice.

- We are also looking into creating a better frame for programming throughout the campus.
- All of the above will be topics of discussion for the next retreat in May and into early fall about how we can adapt what we do now to make more of a residential population.

Report from Director (Cheryl Grew-Gillen)

UC Underground Fountain Status Final Update

- Ms. Grew-Gillen reported that two companies had been contacted to inquire about completing the fountain project by installing the lettering needed.
- One company was selected to install the wording on a 17”L x 24” H base. This is being built and should be installed in approximately three (3) weeks.

Report from Director (Lawrence Daniel)

UC Food Court TV, Student Leader Wall and Interactive Updates

- All TV’s are now installed and functional in the UC Food Court seating area. If you haven’t had a chance to see them be sure to stop by.
- The Student Leadership Wall is in transition due to pictures not being posted of graduating leaders. The wall will begin to be assembled after May 1st. There are two pictures still needed to complete the project and Mr. Daniel will work on getting those soon.
- EMS will be interactive with the video boards and the board will be programmed to update once every hour. The board going into the UC Satellite cannot be completed until slight construction is done to accommodate the new screens. We hope to have this project completed by the beginning of summer.

Marketing and Event Updates

- SPB and CEO are partnering to provide events at the UC during finals week.
- There will be karaoke this coming Wednesday, April 27th from 7:30 to 9:30PM in the UC Food Court, free Buffalo wings will be served.

VII. Old Business

University Center Meeting Room Chair Review

- The two chairs which were selected to be purchased for the UC meeting rooms were brought to the meeting room so UCPB members could see the styles and help with the fabric color selection.
- The frames will be a black hammer color and burgundy was selected for the fabric color, the same fabric will be used on both styles of chairs.

Chili’s Too Space

- Mr. Kowalka stated that it was possible that a lounge/study casual space could be created in the part of the Chili’s Too vacated space facing the UC Arbor.
- Consideration is being given to converting the other part of the area into a space that could be reserved for meetings/events, etc.
- Also being considered is to have Aramark provide a grab-n-go food service there.
- Mr. Kowalka asked the members to be thinking of names for the area.

UC Policy Board At-Large Membership

- Mr. Kenfield presented the members with the three (3) applications submitted for filling the two (2) UCPB at-large positions open.
- After a review and vote by the UCPB members Ms. Daniella Garcia and Mr. Jeff Syptak were selected to fill the positions.

VIII. New Business

Update on E-Vote Results

- Mr. Kenfield reported that all items he forwarded to UCPB members for an e-vote had been approved.

CSI Carrel and Office Space Allocation/Bylaws Update

- Mr. Wilson presented a review of the proposal for the use of office space in the UC Underground and CSI Carrels. The UCPB members voted to accept the proposal.
- All proposed updates to the UCPB bylaws were approved as written.

Revision to University Center Slogan

- Mr. Kowalka stated that the UC needed to change its slogan so he asked that the UCPB members think about a new slogan for the UC and either send him their suggestions or bring them to the next meeting in May.

IX. Announcements

- Campus Leaders Reception – April 27, 2011
- Student Appreciation Days – May 2&3, 2011 UC &UC Satellite Games Room
- Campus Memorial Service – May 3, 2011 A.D. Bruce Religion Center
- Finals Mania – M.D. Anderson Library – May 3rd 9:00PM-11PM
- UCs End of Year Celebration – May 4, 2011

X. Adjournment

- Chair Gogets adjourned the meeting at 1:02PM