

# UNIVERSITY of HOUSTON

## STUDENT AFFAIRS & ENROLLMENT SERVICES

### Student Centers

#### **Student Centers Policy Board Minutes**

Friday, February 16, 2018 – Student Center South Space City

Members present: Marc Laney, Nam Nguyen, Richard Guajardo, Robin Johnson, Ezequiel (Zeke) Mendez, Nazir Pandor, Asa Jones, Nathan Smith, Stephanie Coates, Christopher Caldwell, Jordyn Chaffold,

Members absent: Tomika Greer

Support Staff Present: Keith T. Kowalka, Eve Esch, Lawrence Daniel, Tina Powellson, Lauren Sposato, Andrea Trevino

Guest: Andrea Mitchen (Dean of Students), Matt Prasifka (Auxiliary Services), David Riddle (Auxiliary Services)

#### **Guest Speaker (Andrea Mitchen, Dean of Students Office)**

#### **Special Presentation (12pm – Chartwells)**

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

Chair Christopher Caldwell called meeting to order at 12:22 PM

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

Approved

##### **III. Approval of Minutes from (January 19, 2018) meeting**

Approved

##### **IV. Chairperson's Report (Informational Items) - Christopher Caldwell**

- New Chair of Long Term/Current Projects
  - Robin Johnson appointed as chair to Long Term/Current Projects Committee
- SCPB At-Large Applications
  - Extended SCPB At-Large Application until March 2, 2018

##### **V. Committee Reports**

###### Facilities Use and Policy Committee (Stephanie Coats)

- February 9, 2018 Meeting Recap
  - Rain Location - committee is proposing a modification to the current wording in the Facilities Use and Policy Procedures
  - 6 Month in Advance Policy – seek to find balance between the event planning of student organizations and other reservations

###### Lease Operations & Student Organization Space Committee (Nazir Pandor)

- February 9, 2018 Meeting Recap

- Carrel spaces – working on smoother/easier process
- Concept of adding Cougar Involvement Ambassadors to the subcommittee - will require Bylaw change
- Stricter rules regarding cleanliness of the carrel space
- Better signage for Carrel Space hours of operation

Long Term/Current Projects Committee (Vacant)

- Plaza Redo, carpet/furniture selection, lounge furniture

Food Service Advisory Committee (Christopher & Jordyn)

- February 2, 2018 Meeting Recap
  - Spring 2018 Dining Hours of Operation feedback has been passed on

**VI. Student Centers Staff Reports (Informational Items)**

*Report from Assistant Vice President, Student Affairs (Kowalka)*

- ACUI has awarded the Student Centers with the Facility Design Award

*Report from Director, Student Centers (Esch)*

- ACUI Research Visit & External Review Visit – Thank you
- Wayfinding-physical signs – touch screen by Information Desk coming soon
- Success of Table Tents in Food Court – great response from students, UH Dining will mimic concept for dining halls
- Celebrating 50 years of service/ <3 Student Center recap
- Staffing updates – Event Services Supervisor and Marketing Manager

*Report from Assistant Director, Event & Special Programs (Sposato)*

- Sales & Events Manager– Open Forum & Presentation next week
- Reservationist Posting – the job is posted

*Report from Director, DSAES IT Services & Student Media (Daniel)*

- Cougar Casino volunteers needed

*Report from Director, Center for Student Involvement (Powellson)*

- Frontier Fiesta volunteers needed.
  - Please use following link: [Volunteer Fiesta](#)
  - Frontier Fiesta Cook-Off/Bake Fiesta [Judging Interest Form](#)
- Registration opening soon for RSO
- CCA Market Place March 1, 2018 – SC Plaza from 11:30 am – 3pm

**VII. Old Business**

- Building Hours
  - Proposed new hours of operation:
    - Closing at 12:00 AM Monday, Tuesday, Wednesday, Thursday, Sunday; Closing at 2:00 AM Friday, Saturday; Event Hours would end at 11:00 PM each night.
    - Pilot Program for Stress Free Finals Week: April 23<sup>rd</sup> – April 26<sup>th</sup> close at 2:00 AM
    - Thanksgiving & Winter Break hours: Close at 7:00 PM the last business week of December and return to regular business hours the 2<sup>nd</sup> Friday of the new year.
  - Voted and passed.
- Rain Location

- Reservation Request Policies and Procedures 1.8 “Any space may be requested as a rain site, excluding the Houston Room. Requesting organization will be responsible for all applicable fees unless the rain site is canceled with at least two (2) business days.”
- Voted and passed.

**VIII. New Business**

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**IX. Announcements**

- Richard shared University Coordinating Commission 2 new policies for review: Consensual Relationships and Drug-Free/Prevention Workplace. He'll send a link.
- Student Leader Applications are now available, close on 2.28

**X. Adjournment**

Chair Christopher Caldwell adjourned meeting at 1:15 PM.

**Next Meeting Date(s):**

Friday, March 9, 2018 (Skyline Room)

Friday, April 20, 2018 (Skyline Room)