

# UNIVERSITY of HOUSTON

## STUDENT CENTERS

Student Centers Policy Board Minutes

Friday, September 17, 2021

Student Centers – Senate Chamber & Zoom Conference

**Attendees: Voting Members:** Beth Olson (Faculty Senate), Angel Flores (Metropolitan Volunteer Program Director), Kirat Suri (Student Program Board President), Zunayra Hemani (Council for Cultural Activities), Benita Alani (SCPB At- Large Member), Josiah Bruton (SCPB At - Large Member), Christopher Caldwell (SCPB At- Large Member), David Frankfort (Staff Council), Tomika Greer (Faculty Senate)

**Voting members (Absent):** Sarah Holloway (Staff Council), Arsalan Darbin (Student Government Association) ,Vacant (**SCPB At- Large Member**), Vacant (**Residence Halls Association**)

**Nonvoting Members (Present):** Keith T. Kowalka, Eve Esch, LaShanon Hollis, Tina Powellson, Kimberly Shaw-Reed

**Guests:** Deborah Huebler (Auxiliary Services), Chidera Ebisi (Student Center - GA)

I. **Introductions & Call to Order – 11:50AM**

II. **Approval of Agenda - (Approved)**

III. **Approval of Minutes from (April 23, 2021) - (Approved)**

IV. **Chairperson’s Report – Christopher Caldwell**

- Reviewed process for how SCPB subcommittees operate and expectations
- Introduction of Policy Board Bylaws and Constitution (to be found on the Student Centers web page at <https://www.uh.edu/studentcenters/about-us/policy-board/>)

V. **Chairperson election – Eve Esch**

- Christopher Caldwell, nominated, accepted vote & announced as Chair
- Josiah Bruton, nominated, accepted vote & announced as Vice Chair

VI. **Committee Updates**

- Facilities Use & Policy Committee
  - Policy document that governs operation of the Student Centers can be found on the Student Centers web page at <https://www.uh.edu/studentcenters/about-us/policy-board/>
  - Review building hours, policies that need to be updated, add new policies, and/or remove policies that are no longer relevant
- Lease Operations & Student Organization Space Committee
  - Works closely with CSI on helping allocate the Carrel Space & lockers
  - Review available space or change of operation within the Student Centers
- Long Term & Current Projects Committee

- Long-term projects are reviewed by this group, but may come to completion some time later.
- Sustainability Committee
  - Identify and educate about Sustainability, including the UN's 17 (SDG's) Sustainable Development Goals
  - Help increase Sustainability in the Student Centers and on campus
- FSAC
  - Two members of the Student Centers Policy Board can serve on this committee
  - 1 open position still available since Christopher Caldwell is Chair
  - Meet monthly
  - First week transactions were 19,748 compared to same week of 2019 yielded 24,815 transactions (75%), Starbucks switched to connect ordering which will allow you to still use your stars and points (12% increase in sales), New addition to the Student Centers is Asado Mexican Cuisine (270 daily transactions and 3% lower costs than Freshii)
  - Chick –Fil- A refresh will take place over winter break
  - Chartwells experiencing staffing shortage
- Art Board
  - Attend student art shows at the Blaffer Art Gallery and work with artists to find art pieces that will enhance the look of the Student Centers

## VII. Student Centers Staff Reports (Informational Items)

- *Report from Assistant Vice President, Student Affairs – Student Life*
  - Overview of Changes related to DSAES's 3 required fees
  - Campus Rec fee
  - Student Centers fee (added programming) to statute, so no longer have to request SFAC funds
  - SFAC fee (additional funds to be used for mental health resources)
- *Report from Director, Student Centers*  
*Staffing Changes*

Andrea Trevino: Student Centers Program Manager II (resigned), Ashlynd Bunce: former Student Centers Graduate Assistant serving as Program Manager II interim; interviews will be held next week

  - Abigail Garcia hired as new Instructional Assistant
  - Lauren Ellzey – Adams, Assistant Director –CreationStation/Marketing (resigned); position is currently posted
  - Rosemary Dao hired as new Graphic Designer II
  - Gerald Ardoin hired as Event Services Specialist
  - 1 available Event Services Specialist position currently open
  - Carlos Rodriguez hired as Sales & Events Manager
  - 1 open position available in Leisure Services (Equipment Technician)
  - Teryn Pierce Graduate Assistant has graduated!
- Project Updates
  - Most of the pavers are down
  - Tables have power in them

- More exterior power outside of South building
- The plaza stage cover is delayed due to foundation issues
- New carpet in the games room; will be adding a new section to amusement games area; will be adding gaming systems, screens and monitors for esports
- Secret Shopper Program (Chidera Ebisi)
  - Last semester launched the first Secret Shopper Program. Five questionnaires measured the Games room, Information Center, and CARS. Shoppers engaged staff by phone and through live chat interactions.
  - Surveys on Microsoft forms provided us with customer perspectives that will help us improve services
  - Results were analyzed, recommendations were made for improved training, data collection, scenarios development etc.
  - Will need assistance with program again this Fall
- *Report from Associate Director, Student Centers*
  - Working on suggestions regarding policy updates
  - Blood drive held at Student Centers in partnership with Gulf Coast Regional Blood Center, received over 295 donors which saved over 1,000 lives
- *Report from Director, Center for Student Involvement*
  - 82 carrel spaces approved; more approvals to come
  - Nearly 400 approved registered student organizations

#### VIII. Old Business

- No report

#### IX. New Business

- No report

#### Announcements:

- The Campus Store was renovated back in May; Graphics package is currently being installed and October 11, 2021 (Grand Opening)
- Frontier Fiesta looking for students to serve on the board (Director of Operations, Director of Productions and Director of Development)
- Tuesday, the 21<sup>st</sup> is #I AM UH kick off in the Multipurpose Room from 11am - 2pm
- Infrared night on the 30th
- Next week is Constitution day
- SOLAR applications will go out next week
- Eve's spin class at Campus Rec on Monday's at 5:30

#### X. Adjournment

#### Next Meeting:

October 15, 2021





