



Student Union Advisory Committee Meeting

Date: December 9, 2016

Meeting Time: 2:30pm-4:00pm

Meeting Location: UC 3422 A/B

Attendance: Heather Rodriguez, Steven Avzenne, Taylor Goyette, Shawn Rogers, Kimberly Cole, Marc Noble, Radha Nabar, Jennifer Markert, Ashlea Wilson, James Hescocock, Zak Wellerman, Natalie Cooper

Not in Attendance: Jennifer Kelly, Sarah Freshour, Shelbie Dollins, Alexis Smith, Ona Tolliver, Bill O'Donnell, Carrie Clayton

SUAC Meeting Minutes

- ✓ Welcome & Minutes approval
- ✓ Sign in/attendance
- ✓ Revisit mission & vision statements
 - Mission Statement:
 - Committee members voted on UC Mission Statement A – *The University Center at the University of Texas at Tyler serves our campus community by engaging and informing through programs, events and services. It is our mission to build the highest quality of student interaction and Patriot Pride in a positive and safe environment. We aim to promote a productive learning environment that enriches the quality of life for our diverse student body, faculty, staff and Alumni.*
 - Vision Statement:
 - We serve the University of Texas at Tyler by:*
 - *Building community and increasing student participation through programs, services, and events*
 - *Being innovative, service oriented, and technology driven*
 - *Improving and expanding our facilities for the continued growth and*
 - *Creating a sustainable campus.*
- ✓ Open Forum
 - No comments made during open forum
- ✓ Revision of University Center Space Policies and Information
 - Issues discussed last meeting: Not being able to take to-go boxes at the MET; no straws available at the MET
 - Campus Carry Policy: To be added as Section 1.22 due to it having to be publicly displayed as well as it going along with the reservation process in the building
 - Will also include no-carrying-zones in policy



- ✓ 1.06 Special Room Reservations
 - Sports Café to be changed to Patriot Zone Sports Café in policy under; will remove “No series reservations will be allowed during weekly business hours”.
 - Outdoor space including but not limited to – Harvey Deck, UC Patio, Bell Tower, Outdoor Amphitheater, Ornelas Hall Lawn
 - Add Private Dining UC 1301 under Meeting Rooms
 - Include information on UC Info Tables and UC Breezeway

- ✓ 1.07 Scheduling Priorities Policy
 - Remove Fourth Priority
 - Reorder First Priority Groups:
 - Registered Student Organizations
 - Major Student Events
 - UT Tyler Students
 - Third Priority: Only include Alumni Groups

- ✓ 1.08 Extended Room Usage Policy
 - Include special reservations for departments and special reservations for Student Organizations

- ✓ 1.09 Special Use Fees
 - Change Service Solutions to AHI
 - Break down cost for each service
 - Any event that is scheduled outside of our operating hours will be charged a fee for employees staffed during these extra hours (cost per person, per hour)

- ✓ 1.10 Comparable Space Modification (No Changes)
- ✓ 1.11 Room Setup Standards (No changes)
- ✓ 1.12 Room Condition Policy
 - Refer them back to special use fees
- ✓ 1.12a.
 - Refer back to fees
- ✓ 1.12b
 - 3. Continuous misuse of room spaces from student organizations and departments
 - First time: Warning
 - Second Time: Unable to use spaces for next academic semester
 - Third Time: Unable to use spaces for next academic year
 - Fourth Time: Restricted further use from room usage

- ✓ 1.13 Cancellation and No-Show Policy (Ashlea will make changes)
- ✓ 1.14 Outdoor Space Events Policy (No Changes)
- ✓ 1.15 Combine outdoor space and the deck and patio use
- ✓ 1.16 Public Area Reservations (No Changes)
- ✓ 1.17 Blood Drives (No Changes)
- ✓ 1.18 Overnight Storage of Materials and Equipment (No Changes)
- ✓ 1.19 Time, Place, and Manner Policy (No Changes)
- ✓ 1.20 Peaceful Assembly and Demonstrations
 - Do not allow destructive behavior at student group assemblies (have them refer to reservation policy)

- ✓ 1.21 Assigned Space Accountability/Responsibility Agreement (No Changes)



- ✓ Decorating Policies
 - Number 4, we will better enforce this policy
 - Bold and capitalize number 5 (change to loose glitter and glitter glue)
 - University Center reserves the right to stop an event in the case of an emergency or remove decorations if they pose as a fire risk to the university

- ✓ Promotion/Vendors/Solicitation Policies
- ✓ 3.01 Posting Policy (No changes)
- ✓ 3.02 Banner Policy (No changes)
- ✓ Enforce that Student Life and Leadership student employees police posters and flyers posted on campus

- ✓ 3.03 Banner Reservation Procedures and Space Size
 - Include that there are exceptions outside of 7 days (14 days)
- ✓ 3.04 A-Frame Usage Policy
 - Add that we reserve the right to remove signs in A-Frames. If there is continuous posting of signs in A-Frames that are not approved, group will not be allowed to use frames.
- ✓ 3.05 Table Tent/This Week Approval Procedure (No Changes)
- ✓ 3.06 Distribution of Flyers and Handouts Policy (No changes)
- ✓ 3.07 Information Tables (No changes)
- ✓ 3.08 Vendor Tables (No Changes)
- ✓ 3.09 Fundraising/Sales Tables (No Changes)
- ✓ 3.10 Information/Activities Fair Policy (No changes)
- ✓ 3.11 Charitable Drive and Collection Policy
 - Add no cash donations
- ✓ 3.12 Solicitation Policy (No Changes)
- ✓ 3.13 Political Solicitation Policy
- ✓ 4.01 Hours of Operation
 - Add in breaks (including winter and Thanksgiving and closures during weekends during the summer)
- ✓ 4.02 Animal Policy
 - Emotional support animals are not allowed in the building; service animals are allowed
- ✓ 4.03 Skates, Skateboards, Bicycles, & Human Powered Vehicles
 - Add hover boards, Segway's, and scooters
- ✓ 4.04 Campus Alcohol Policy (No Changes)
- ✓ 4.05 Event Security Planning Policy (No changes)
- ✓ 4.06 Filming in the University Center (No changes)
- ✓ 4.07 Emergency Policies (No Changes)
- ✓ 4.08 Noise Policy (No changes)
- ✓ 4.09 Movie Public Movie Policy (No changes)
- ✓ 4.10 Parking, Delivery, and Unloading Policy (No Changes)
- ✓ 4.11 Smoking Policy
 - Change to Tobacco Free and include where to view policy on the University website
- ✓ 4.12 Common Spaces (No changes)
- ✓ 4.13 Weapons
 - Refer to campus Carry Policy
- ✓ 4.14 Lost and Found (update lost and found procedures
 - If high priced item or wallet, send to UPD. If P2 card or ID, sent to Enrollment Services
- ✓ 4.15 Newspaper and Magazine Distribution (To be Updated by Ona from the Board of Regents)



✓ 4.16 Hazing (No Changes)

Adjourn – Next meeting is in January. We will begin reviewing the University Center fiscal year 2015-2016 budget.