I. Call to Order & Approval of 2/6/17 Minutes..........................Margaret Wang, SIC President
The February 6, 2017 minutes was approved as written.

Attendance: Sunil Acharya, Alem Belachew, Mason Borth, Marian Chen, Connor Cordray, Jingcheng Du, Hallye Freeman, Palak Jalan, Brandon McCullough, Michael McGuire, Gil Rosas, Stephen Simington, Smruthi Vijayaraghavan, Margaret Wang, Robert Williams, Charlié Figari (SIC Advisor), Eric Solberg (SIC Advisor), Kathy Rodgers (SIC advisor), Corrin Ordner (SIC advisor), and Meredith Raine (guest)

Absent: Alix Baycroft, Pratikkumar Chaudhary, Brittany Jewell, Katie Oetken, Pritul Patel, Jacquelyn Randle and Angelina Williams

II. University Guest Speaker............................................Margaret Wang, SIC President
A. Communication Refresh Project..............................Meredith Raine, Executive Director, University Communications

Ms. Raine talked about the Public Affairs Communication Refresh Projectthat has been underway at UTHealth since November 2016. She mentioned this is aimed at developing better processes to generate a university-wide common communication plan. This has involved interviewing faculty, student and administration across the UTHealth campus, identifying areas to be improved and obtaining new ideas and suggestions for better communication. The plan going forward is for the recommendations, drafted within the next few months, be presented to the executive leadership for review and possible implementation. The hope is that this exercise, since carried out by internal communications teams, would have a better chance to impact change compared to previous efforts by external agencies. This was followed by extensive discussion with the SIC members, wherein all the members gave their comments and suggestions for better university-wide communication.

B. Emergency response action.....................................Corrin Ordner, Senior Project Manager and SIC Advisor

Ms. Ordner reported about her meeting with Environmental Health and Safety (EHS) to discuss the procedures for emergency response at UTHealth. She mentioned that EHS is going out to the UTHealth community for feedback from students, staff and faculty about the current response and text alert system that is in place. The EHS Team has decided that emergency communication at UTHealth would depend on the scenario and the intensity of the situation, in order to prevent the transmission of an excess of text alerts. This was followed by a discussion among the SIC students about the issues that students currently face with the emergency response system. Some issues discussed were the easy access to the emergency information on the UTHealth website and students not receiving the emergency texts although they had signed up for the alerts. Some suggestions made by the SIC members included creating a quick link to the safety website on the UTHealth homepage and school websites for easy accessibility.
III. Standing Committee Reports.
A. SAC-Crawfish Boil………………………………………………….Sunil Acharya and Michael McGuire, Co-Chairs

Sunil and Michael updated the SIC on the organization for the Crawfish Boil to be held on April 7th. They have confirmed the order for the food and drinks with Marcela Zepeda in Auxiliary Enterprises, and also placed the order for the giveaways, which are sunglasses and bottle cap openers. Work is currently being finalized on the advertisement and flyers that will go out to the students.

B. UTPD Visit………………………………………………….Sunil Acharya, Palak Jalan and Angelina Williams

Members of the SIC who attended the UTPD Tour gave a summary of their experience. They mentioned that they met with the Ms. Maribel Salazar, in Community Outreach, who set up the UTPD Tour. The students learned about strategic planning, how UTPD handles emergency situations and even got to experience the shooting range at UTPD. The SIC members were very impressed with how well the visit was organized and even got to meet with the UTPD Chief Adcox. Finally, Margaret brought the idea of having a collaborative project between SIC and UTPD, and Palak Jalan suggested that co-organizing or promoting some of the training sessions offered by UTPD (e.g. the rape aggression defense training) could be a good collaborative project.

IV. Ad Hoc/External Committee Reports
A. Community Outreach Committee (UT House Medics)..................Mason Borth/Angelina Williams

Mason and Angelina gave an overview on their progress with the UT House Medics. Dates of the event will be Saturday, April 22nd and Saturday, April 29th. They are currently working with Dennie Clemons, UT House Medics Coordinator, about ordering T-shirts and finalizing the flyers. They mentioned that once the flyers are ready they would be distributed to SIC members and they would work with the SAC committee to set up a table at the Crawfish Boil to further promote the volunteer project to students. UT House Medics website as well as the SIC website is currently being updated to reflect sponsorship by SIC towards this volunteer project. The volunteer form can be found on the UT House Medics page, so all SIC members were encouraged to get their form submitted.

B. Ad Hoc Group Reports
1. Housing………………………………………………………………………..Palak Jalan, Chair

Palak Jalan met with Mr. Charlie Figari, Vice President and Chief Auxiliary Officer, to discuss concerns raised by students living in student housing including, communication between student residents and staff, pest control, recycling, waitlist priority, and other minor issues. Prior to the meeting, Ms. Jalan surveyed SIC members regarding concerns they had (or their constituents had) with housing and focused on these concerns during the meeting. Her committee decided to focus on communication with the leasing office, which could involve conducting an open house for the students and residents with the leasing office for them to voice their concerns and foster communications.

2. Shuttle………………………………………………………………………..Michael McGuire

Michael mentioned that based on feedback from students, the main issue with the current shuttle system is the long wait for shuttles late in the evening after 7pm. To address this, he met with Mr.
Charlie Figari, they have decided to shift one bus from the morning to the late evening since there are five shuttles running currently. He also mentioned that this would be a trial run during the Spring break week. Another option discussed was potentially having two routes, one going down Bertner Ave and another going back and forth between the GSBS/SPH and UCT, and there was discussion among the SIC members about the feasibility of this plan.

3. **Community Service**
   
   Stephen Simington reported that he and his committee are currently looking at the state of participation in community service events and ways to increase involvement. Committee members are also looking at having a central website or blog that provides information on events from every school, since currently there is no central awareness of the community service activities happening across campus. Lastly, his group is looking at having incentives for participation in community service activities, which could involve an award at the end of the year for the most enthusiastic participant. Meredith Raine, in Public Affairs suggested meeting with Jennifer Canup and her I.T. group about the feasibility of creating and maintaining a central website.

4. **Communication**
   
   Hallye mentioned that she is meeting with Public Affairs regarding implementing changes in student central and the giving student feedback for the communications refresh project. Her group’s primary focus is on how student central could better serve the students since the current system of emails from the bursar office and financial services office is not cohesive. Having a central notification system would be highly beneficial for the students as a one-stop shop to get notifications.

Ms. Wang, SIC President, briefly discussed about the end of year reports for these ad-hoc committees. She mentioned that the next step could be to talk to students at the other UTHealth schools and the national rep for medical schools, to get a feel about how things work at the other institutions. She mentioned that the ad-hoc committee chairs would document the final recommendations and have the rough drafts back to her by April 2nd. The final version of this document will be included in the SIC annual report and reported at the SIC Deans dinner. The annual report, after being vetted by SIC Advisors, will be submitted to the President’s office and with the President’s approval shared at the University Executive Leadership meeting in June.

V. **Call of 2017-2018 SIC Officer**

   A call for nominations was placed at this meeting for the following SIC officer positions. SIC members can contact the SIC President if they care to nominate anyone or themselves for any positions still open.

   Voting will take place at the April meeting for the following positions:

   1. President - OPEN
   2. Vice President – Stephen Simington nominated and accepted
   3. Secretary - OPEN
   4. Treasurer - OPEN
   5. Historian - OPEN
   6. UTSSAC – two, one year positions; one, two-year alternate position
VI. **Announcements**
- It was mentioned that the free 1.5 hour student parking at UCT would not be available effective August 1st 2017.
- Margaret emphasized again to all SIC members the importance of responding to SIC emails within 24 hours.

VII. **The meeting adjourned at 7:30 p.m.**