Student InterCouncil
Monday, April 10, 2017
University Center Tower
Room 1726, President’s Boardroom
5:30 p.m. – 7:30 p.m.

Minutes

I. Call to Order & Approval of 3/7/17 Minutes. …………………….Margaret Wang, SIC President
The March 7, 2017 minutes was approved as written.

Attendance: Sunil Acharya, Alix Baycroft, Alem Belachew, Mason Borth, Pratikkumar Chaudhary, Marian Chen, Connor Cordray, Jingcheng Du, Hallye Fogtman, Palak Jalan, Brittany Jewell, Brandon McCullough, Michael McGuire, Jacquelyn Randle, Stephen Sinnamon, Smruthi Vijayaraghavan, Margaret Wang, Eric Solberg (SIC Advisor), Kathy Rodgers (SIC advisor), and Corrin Ordner (SIC advisor)

Absent: Katie Oetken, Pritul Patel, Gil Rosas, and Robert Williams, Charlie Figari (SIC Advisor)

II. Standing Committee Reports.
A. SAC-Crawfish Boil …………………………………………………….Sunil Acharya and Michael McGuire, Co-Chairs
A short recap was reported on the crawfish boil:
• Another successful year with the help of Auxiliary Enterprise staff
• Approximately 765 total attendance
• Food ran out around 6pm, so for next year look at serving sizes and no seconds on crawfish until everyone served
• Beer was limited to 3 per person and should have been 2 per person
• Suggest that there be a meeting with Auxiliary Enterprise prior to event to assure that SIC members and Auxiliary staff are on same page for serving and other duties as needed.
• Would be great if SIC could have a special banner just for crawfish event – Table at eating instructions
• Suggest that a survey be completed by students as parking validations are picked up or as students leave

B. Project Funding ………………………………………………………………….Smruthi Vijayaraghavan, Treasurer
A Project Funding application was received from School of Nursing’s Student Government Organization for funding support of the 2017 Spring Graduation Party and Silent Auction. The Project Funding Committee declined this application as it was considered a social event and did not fall under the SIC guidelines.

C. Scholarship Committee ………………………………………………………Alix Baycroft, Secretary
The SIC distributed $4,000 for the three major SIC Awards that are reviewed and selected by the SIC Scholarship Committee and the SIC Alumni Association.
• The SIC Academic Merit Award had two winners out of 34 applicants. Each winner received $1,000:
  Smruthi Vijayaraghavan and Erin Williams, both from GSBS.
• The Toshi Nikaidoh Service Award had one winner out of 7 applicants. Winner received $1,000: Jamie Mae Wright from MMS/GSBS (MD/PhD student).
The Shohrae Hajibashi Memorial Leadership Award had one winner out of 14 applicants. Winner received $1,000: Tanya Sue Maestas from SOD. This award is selected by the SIC Alumni Association members.

The SIC also distributed $9,000 in scholarship funds to 12 students in 2016-2017. These are $750.00 awards based on student financial need. The student recipients were selected by the Office of Student Financial Services. Each year the SIC awards $750.00 to each of the six schools, but this year the endowment was able to distribute two $750.00 awards to each school.

III. Ad Hoc/External Committee Reports

A. Community Outreach Committee (UT House Medics) .................Mason Borth/Angelina Williams

We have requested an expense budget from Dennie Clemons, UT House Medics Coordinator, since SIC is sponsoring the event up to $3,000. Right now expenses will include t-shirts, food, home repair supplies and a Port-A-John. There are many SIC members that have yet to sign up for either April 22nd or April 27th. We encourage all SIC members to please volunteer as this is an official SIC co-sponsored event.

B. Ad Hoc Group Reports (draft of committee reports discussed)

1. Housing .................................................................Palak Jalan, Chair

Ms. Jalan submitted the draft of her final report after discussions with Mr. Charles Figari, Vice President and Chief Auxiliary Officer regarding UT Housing. The following recommendations were made:
   • UT Housing website should be updated and better organized
   • Customer service training for all UT Housing staff should be conducted by Human Resources
   • UT Housing should have routine “Open House” events to improve communication between customers and UT Housing office.
   • UT Housing should get a recycling vendor and residents should be required to follow the recycling policy.

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

Mr. McGuire submitted the draft of his final report on UT Shuttle. After discussion with Mr. Figari and Ms. Ronda Mullane in Auxiliary Enterprises the following recommendations were made:
   • Shift the route of one bus from morning to late evening allowing an extra bus in the evening.
   • The shift of buses will run as a pilot during the spring semester.
   • A survey was designed for student who ride the shuttle late at night. The results will be to be reviewed by Auxiliary and SIC to determine if more changes need to be made.

3. Community Service ..............................................Stephen Simington

Mr. Simington submitted the draft of his final report on Community Service. After meetings with Public Affairs, Information Technology groups the following recommendations were made:
   • Start a website to record community service between all six school’s registered student organizations.
   • Recommendation of Four Phases (over 4 year period) to implement the webpage
1. **1st Year-Start webpage containing events from all six schools, upload pictures, possibly model page after GSBS page**

2. **2nd Year-Establish events to be used for recognition; establish possible volunteer tracking software**

3. **3rd Year-Renze schools based on participation in qualifying events with awards at SIC Deans Dinner; post monthly leaderboard**

4. **4th Year-Renze individuals based on participation with awards at SIC Deans Dinner**

4. **Communication**

   Ms. Fogtman submitted the draft of her final report regarding communication for students at UTHealth. The following recommendations were made after her meetings with Public Affairs to discuss the PA Communications Refresh Project and student feedback:

   - Student Central needs to be added to student orientations along with advertising to students that it is an important source of university-wide information
   - Develop a quick link to Student Central from the school’s home page area frequented by students.
   - Student should receive timely notifications about payment due dates, financial aid deadlines, etc. through better coordinated emails that integrate communications across various administrative offices (registrar, bursar and student financial services).
   - Notifications should be posted on myUTH, individual websites, Canvas, school newsletters and text messaging.
   - Registrar, Bursar and Student Financial Services should pull their resources together and create one single website that would provide a one-stop shop for students and reduce the redundancy for the same links or information on the current three separate websites.
   - A short list of services offered by each office (registrar, bursar, sfs) could be incorporated on each office’s “Contact Us” page as well if they create a single website
   - A comprehensive, integrated calendar that incorporates all the relevant due dates and schedules for registrar, bursar and student financial services would help guide students to a single source, rather than three separate ones to find relevant information.

Ms. Wang, SIC President, briefly discussed about the end of year reports for these ad-hoc committees. The final version of these ad hoc reports will be included in the SIC annual report and reported at the SIC Deans dinner. The annual report, after being vetted through SIC Advisors, will be submitted to the President’s office on behalf of the SIC President and members.

IV. **SIC Officer Nomination/Vote for 2017-2018**

   A call for nominations from the floor was placed at this meeting for the following SIC officer positions. Each candidate gave a brief statement about their vision for the SIC prior to final vote. Candidates stepped out of the meeting room and voting was done by majority vote. The new SIC 2017-2018 officers are:

   1. President – Stephen Simington (SBMI representative)
   2. Vice President – Jacquelyn Randle (Underrep Rep, MMS)
   3. Secretary – Jingcheng Du (SBMI representative)
   4. Treasurer – Alem Belachew (GSBS representative)
   5. Historian – Brittany Jewell (Underrep Rep)
6. UTSSAC – Stephen Simington (1 year rep); Michael McGuire (1 year rep). The alternate representative will be voted on with the incoming 2017-2018 members since that position is a 2-year position with the first year (2017-2018) being an alternate.

V. New Business – SIC Annual Reports
Margaret Wang, SIC President announced that all SIC Standing Committee Chairs and the Ad Hoc Committee Chairs must submit year-end reports that summarizes the activities and/or any recommendations the committees may have for the following year. Reports are to be submitted via email to SIC Advisor, Kathy Rodgers by May 7th and copy SIC President, Margaret Wang. Ms. Wang will compile a final annual report that to be presented to Dr. Colasurdo, UTHealth President, in early June.

VI. The meeting adjourned at 7:30 p.m.