

Student InterCouncil

Saturday, September 16, 2017

University Center Tower (Rm 1726), 8:45 a.m. – 12:00 p.m.

Minutes

ORIENTATION MINUTES

I. Call to Order and Introductions..... Stephen Simington, SIC President
Meeting started at 8:48 am

Attendance: Emily L Barlow, Alem Belachew, Quinten T Bolden, Kimberly A D'Souza, Jingcheng Du, Pearl Eni, , Brittany E Jewell, Shiping Jiao, Michael McGuire, Austin B Miller, Angie Nguyen, Pritul V Patel, Prithvi Patil, Jacquelyn Randle, Alec Santiago, Megan M Short, Stephen W Simington, Tristen Tellman, Rachel Treistman, , Jennifer M Velasquez

Absent: Palak R Jalan, Brenda Saucedo (excused), Sayali S Tungare (excused), Brennan J Welch (excused)

Advisors: Kathy Rodgers, Assistant Director for Academic Affairs, Eric Solberg, Vice President for Academic & Research Affairs, Corrin Ordner, Senior Program Manager (out of town), Charlie Figari, Vice President and Chief Auxiliary Officer, (out of town)

II. SIC Responsibilities Eric Solberg, VP for Academic & Research Affairs

Mr. Solberg first briefly introduced himself and his career history. He then presented a brief history of UTHealth as well as its six schools. He reminded the SIC of the reason we were founded and emphasized the role that the SIC plays at UTHealth. He also provided insight into the responsiveness of UTHealth leadership to student opinions and needs. In addition, Mr. Solberg introduced other constituency councils within UTHealth including University Classified Staff Council (UCSC) and University Interfaculty Council (IFC). Mr. Solberg reminded all the SIC members on the commitment to their professional responsibilities in SIC.

III. SIC Business

a. Role of a SIC Member..... Stephen Simington, SIC President

SIC President explained the roles and expectations of SIC members. SIC members are required to formally participate in at least three committees, one of which must be a standing committee. Committees are required to actively contribute and be able to provide status updates at each general meeting. Updates should be send to the SIC Secretary 24 hours before the general meeting. A general report should be submitted at the end of the academic year by each committee chair. SIC members must attend 50% of all meetings and official SIC events in a given semester unless granted an excused absence. Excused absences may be granted with appropriate cause by the SIC president no later than 72 hours prior to the event or meeting, when possible. SIC members should use UTHealth email for SIC business (start memo line with SIC) and respond promptly to all correspondence. It was explained that HOOP stands for the Handbook of Operating Procedures. A full listing of all policies of UTHealth can be found online at <https://www.uth.edu/hoop/index.htm>.

b. Committee Descriptions..... Jacquelyn Randle, SIC Vice President

SIC Vice President and other members of the SIC executive committee described each committee and answered questions from members about the committees. Members were asked to complete a form listing their committee preferences and to turn the form in to Jacquelyn Randle (SIC Vice President) before leaving the meeting. Members will be assigned to their committees and will be notified by the next SIC meeting on 9/25/17.

- c. **Community Service and Career Development..... Stephen Simington, SIC President**
SIC president presented his vision on the community service and career development. He shared three ideas to the SIC members: enter to learn, leave to serve; give back to the community; diversify and enhance your skill set to become more marketable in the job force. SIC president emphasized that this will be one of the focuses of SIC in the new academic year.
- d. **T-shirts and Event Marketing Strategy..... Brittany Jewell, SIC Historian**
SIC Historian introduced the SIC T-shirts and each member signed up on the size for T-shirts. She introduced event marketing strategy and presented guidelines to publicize the SIC events. The guidelines include: contact SIC Advisor, Corrin Ordner and copy Stephen Simington, and Brittany Jewell; determine appropriate publicity; provide advertisement materials or design. . A question was raised on limitations in regard to posting SIC information on social media accounts other than SIC and it was noted that members should not change the official flyers or advertisement that SIC sends to the UTHealth student community. Members can, in their own words, encourage involvement and participation to the events.
- e. **SIC Fall Meeting Dates..... Jingcheng Du, SIC Secretary**
The SIC Secretary presented the proposed fall meeting dates. The first SIC meeting will be on Monday, September 25th, 2017. For meetings in October and November and next January, he provided three candidate dates for each month. A mandatory Doodle poll link will be sent to all SIC officers and members after Orientation. SIC members should check all the dates that work for them and at least check one date each month. There will be no meeting scheduled for December 2017. All the SIC monthly meeting will be at UCT 1726 from 5:30 PM to 7:30 PM. Parking will be validated and dinner will be served.
- f. **SIC Projected Budget Plan..... Alem Belachew, SIC Treasurer**
The SIC Treasurer presented the proposed budget for academic year 2017-2018. The Student Union fund of \$10,000 was presented and the SIC Operating Budget showing approximately \$28,750 for FY2018. The proposed budget for each event was also explained by the SIC Treasurer.
- g. **SIC Events Timeline..... Stephen Simington, SIC President**
The SIC President presented a tentative timeline of the events for the 2017-2018 academic year.
Fall 2017: Salutation - Tuesday, October 3rd, 2017; Stop the bleed - Thursday, November 2nd, 2017; Community Outreach – Harvey Relief , Toy Drive, Turkey-Star of Hope;
Spring 2018: Community Outreach – UTHealthCares, Saturday, February 3rd, 2018; Career Day - February/March (TBD); Crawfish Boil to include activities such as Masseur/Custom license plate - April 6, 2018; Deans Dinner – April (TBD) 2018.

IV. **SIC Icebreaker**

SIC members completed the Bingo Fun Fact game. Members obtained the names and acquired a fun fact from the persons that are not from their school. Members gave a different fact to every person they talked with. One SIC member was chosen to present the facts she collected. A prize was given to that SIC member.

V. **SIC Business Updates**

- a. **Salutation 2017 Updates..... Kathy Rodgers, SIC advisor**
Mrs. Rodgers explained the Salutation event to all the SIC members. Salutation will be held on Tuesday, October 3rd, 2017 from 5:30pm – 7:30pm in the Cooley Conference Center. A volunteer sign-up sheet will be provided at the next SIC meeting on September 25th. It was noted that all the

six school student governance organizations will have a booth at Salutation this year. At this time it has not been confirmed if the new UT System Student Regent will be attending this year.

VI. Adjourn

a. Motion to Adjourn

A motion was made and seconded to adjourn the meeting.

The meeting adjourned at 10:57 a.m.

