

AGENDA

Facilities and Support Services Committee (FSSC)

11/11/2020 | 9:00-10:00am

1. Call to order

Chris Ward, Chair

See attached Attendance Roster – members signed in live during the meeting to the attendance sheet in the Teams folder

2. Approval of Meeting Notes: 10/8/20

Notes from the previous meeting were reviewed and approved – see attached

3. Old Business

None

4. New Business/Announcements

Update on Construction Projects

Mr. Herrera

- Harris County Bike/Hike path – 80% done
- Working with EIH to install native plants along the path
- Winter projects – list provided
- Title IX, Diversity, Inclusion, and Equity renovation – final phase of Bayou Administration space reallocation to facilitate the creation of the Center for Engagement Teaching and Learning (CETL)

Committee Updates:

Space Allocation and Utilization Subcommittee (SAUS)

Ms. Sreerama

First Read: Strategic Partnership space request

- The Proposal is attached

- Discussion: With the move of Faculty Development (now CETL) it necessitated a large reorganization of many spaces within Bayou, leaving no space for Strategic Partnerships.
- College of Education relocated their faculty from the spaces on the 3rd floor SSCB making this space available.
- There was discussion to waive the normal process to hear a proposal at one meeting and provide a recommendation at the following, but it was not acted on – this proposal will come back for recommendation at Dec meeting.
- Next meeting – information item to renovate student spaces in the SSCB under the Student Center as well as a small space at Pearland. This proposal was presented to SAUS and needs to be reviewed in full and will come to FSSC at the next meeting

Parking and Traffic Safety Subcommittee (PTSS)

Dr. Gauna

- No information or updates were entered.

Update: FMC has loaded detailed building floorplan maps to their web site. It was discussed to have Marketing and Communication add a link to the MAPS site on the UHCL web page to take people to the FMC site if they want building maps.

Additional wayfinding project to work with Marketing and Communications to add a list of common locations on campus that people new to the campus would want to find – the site will have a link to a customized map for that location and possibly photos of the space. No anticipation of the timing on this project.

University of Houston Clear Lake

FY2021 - FY2022 Facilities and Support Services Committee Attendance Sheet

Members	Seat	Role	Email	Signature
Mark Denney	Ex-Officio	Division Representative	Denney@uhcl.edu	Mark Denney
Anton Dubrovskiy	Faculty 1	CSE Faculty Rep	Dubrovskiy@uhcl.edu	Anton Dubrovskiy
Leslie Gauna	Faculty 2	COE Faculty Rep	Gauna@uhcl.edu	
Aaron Hart	Student Affairs	Division Representative	HartA@uhcl.edu	
Khondker Hasan	Faculty 3	CSE Faculty Rep	HasanK@uhcl.edu	
Eric Herrera	AVP Facilities, Maint, Const	Vice-Chair	HerreraE@uhcl.edu	present
Edna Juarez	SGA	Student Representative	JuarezE2971@uhcl.edu	
Pat McCormack	Faculty 4	BUS Faculty Rep	McCormack@uhcl.edu	
Evelyn Miralles	Office of the President	Division Representative	Miralles@uhcl.edu	present
Joan Pedro	College Dean	College Representative	Pedro@uhcl.edu	Joan Pedro
VACANT	Faculty 5	COE Faculty Rep		
Tim Richardson	Student Success Initiatives	Division Representative	RichardsonT@uhcl.edu	
Wanalee Romero	Faculty 6	HSH Faculty Rep	Romero@uhcl.edu	present
Sai Sreerama	UCT	Department Representative	Sreema@uhcl.edu	Sai Sreerama
Chris Ward	Chair/HSH Faculty Rep	Faculty 7	WardChris@uhcl.edu	Chris Ward
Mike Wetzel	Facilities	Department Representative	Wetzel@uhcl.edu	present
Jingshan Xiao	Library	Department Representative	Xiao@uhcl.edu	Jingshan Xiao
Kim Edwards	USA	Staff Representative	Edwardsk@uhcl.edu	Kim Edwards

Alternates	Seat	Role	Email	Signature
Patrick Cardenas	StudentAffairs (Alt. 2)	Division Representative	Cardenas@uhcl.edu	Patrick L. Cardenas
Maria Curtis	Faculty Representative	Faculty 1	Curtis @uhcl.edu	
Samuel Gladden	College Dean	College Representative	Gladden@uhcl.edu	
Kim Herhold	Office of the President	Division Representative	Herhold@uhcl.edu	
Martha Hood	Library	Department Representative	Hood@uhcl.edu	
Anna Klyueva	Faculty Representative	Faculty 2	Klyueva@uhcl.edu	Anna Klyueva
David Rachita	Student Affairs (Alt. 1)	Division Representative	Rachita@uhcl.edu	present
Debra Ross	USA	Staff Representative	RossD@uhcl.edu	Debra Bonton Ross

Overview: This process is envisioned to address the permanent allocation of space for both Academic, Student support, research, administrative, and institutional support. It is not necessary that first there must be vacant space, though if requested space is not already vacant, significant priority will be assigned to the continuing tenant if the proposal involves in-voluntary relocation. One-time space use allocation decisions will continue to be made on a first-come-first served, space available basis.

Title of Request: Strategic Partnerships relocation to SSCB 3rd Floor

Date of Request: 10/01/2020 Division/Department making Request: Office of the President

- **General Description of space request:**

(Briefly identify the nature of the space request proposal, what space is being requested, and the operational requirement of the request)

Relocate the offices of Strategic Partnerships from Bayou 2nd floor, as to the establishment of the Center for Engagement, Teaching and Learning required the relocation of University Advancement, which then required the relocation of Strategic Partnerships – the requested space was vacated by the College of Education faculty during the summer, 2020. This relocation will enable greater collaboration with Career Svcs, also on 3rd floor SSCB, and Strategic Partnerships.

- **Current space use:**

(Briefly outline current space allocated to the program, function, etc. If the Program is new, attach program approval supporting documents)

The current space is vacant due to a voluntary reorganization of faculty offices by the Dean, College of Education.

- **Challenges from current space use:**

(Briefly identify why/how the current space allocation inhibits the success of the program)

Required relocation to support the expansion and move of Faculty Development and Faculty Senate Executive to Bayou 1st Floor.

- **Alternate solutions not requested:**

(Briefly identify alternative solutions to the challenges identified above and why those solutions are not being sought)

With the creation of the Center for Engagement, Teaching and Learning, there was space created on Bayou 3rd floor, but the space in SSCB facilitates collaboration with Career Services and Student Affairs, which is integral with Strategic Partnerships mission, goals and objectives.

- **Proposal Metrics if applicable:**

(Identify what metrics can be used to measure success of the program if this space request is approved, compare to current metrics)

Operational metrics for Strategic Partnerships will remain unchanged, though it is anticipated that experiential learning opportunities for our students will increase with this relocation.

- **Alignment with Strategic Plan:**

(Briefly identify how this proposal aligns with the strategic plan for the University, Division, or Department)

The Mission of the Dept. of Strategic Partnerships aligns with the Strategic Plan of UHCL: 2025 and Beyond. This relocation will support and facilitate their dept. mission, goals and objectives that support the strategic plan.

- **Technology requirements of this proposal:**

(Briefly identify what impact on current technology exists within this space. If this is a critical element of the proposal – ensure UCT adds analysis)

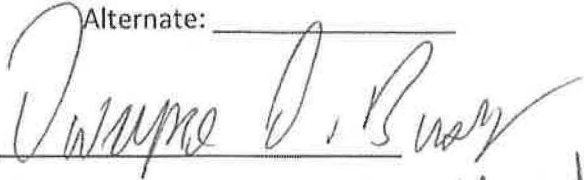
No technology support beyond individual work station support, already exists in these spaces, and conference room setup and connections.

Endorsement:

Requestor:

Name: ExDir Dwayne Busby Email: Busby@UHCL.edu Date: _____

Phone: 281-283-2073 Alternate: _____

Division/Department/Dean: 

Vice President: VPA&F, Mark Denney Signature: 

Approve this request: Y N (circle one)

SUAS Co-Chair: _____ Signature: _____

SUAS Co-Chair: _____ Signature: _____

Recommendation: _____

Attachments:

1. Shared Governance Space Utilization and Allocation Subcommittee Comments
 2. Shared Governance Space Utilization and Allocation Subcommittee Pro/Con listing
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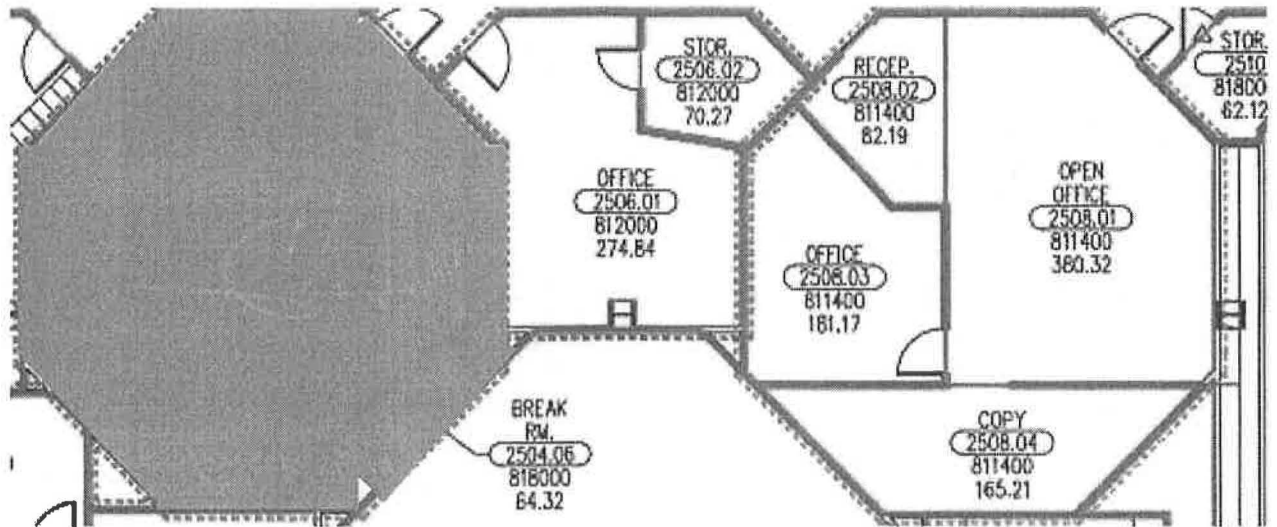
FSSC Chair: _____ Signature: _____

FSSC Vice-Chair: _____ Signature: _____

Recommendation: _____

Previous Spaces in Bayou, 2nd floor, off Atrium I

784.68 Square Feet with no Conference Room.



This space has been restructured to house University Advancement as they were relocated to support the creation of the Center for Engagement, Teaching, and Learning or CETL.

Space Utilization and Allocation Subcommittee

Proposal: Strategic Partnerships – SSCB 3rd Floor

Date presented to SUAS: Oct 1, 2020

1. Please provide your thoughts and comments on each element of the presentation:

a. General Description of Space Request:

i. In general, was the request clearly stated

Yes

No

ii. In general, were the elements of the request well presented: Yes

No

iii. What additional comments would you like to add: _____

b. Current space use:

i. What additional comments would you like to add: _____

c. Challenges from current space use:

i. What additional comments would you like to add: _____

d. Alternate solutions not requested:

i. Did the proposal offer any alternate solutions

Yes

No

ii. Were the arguments connected to program outcomes: Yes

Yes

No

iii. What additional comments would you like to add: _____

e. Proposed Metrics if applicable:

i. Do the provided metrics align with the overall program goals Yes

Yes

No

ii. Is data for the metrics obtainable? Yes

Yes

No

iii. What additional comments would you like to add: _____

f. Alignment with Strategic Plan:

i. Does this proposal aligns with the University's Strategic Plan Yes

Yes

No

g. What additional comments would you like to add: _____

If desired, provide additional comments on reverse

Space Utilization and Allocation Subcommittee

Summary of Feedback:

Is this proposal ready to be submitted to the Facilities Support Services Committee (FSSC)

Yes, this is a fully developed proposal which I support, as expressed in the above comments

No, this proposal is fully developed, but I do not support it, as expressed in the above comments

No, this proposal is not fully developed, as expressed in the above comments

Space Utilization and Allocation Subcommittee

Proposal: Strategic Partnerships – SSCB 3rd Floor

Date presented to SUAS: Oct 1, 2020

1. Please provide your thoughts and comments on each element of the presentation:

a. General Description of Space Request:

i. In general, was the request clearly stated

Yes No

ii. In general, were the elements of the request well presented: Yes

No

iii. What additional comments would you like to add: _____

_____none_____

b. Current space use:

i. What additional comments would you like to add: _____

_____none_____

c. Challenges from current space use:

i. What additional comments would you like to add: _____

_____none_____

d. Alternate solutions not requested:

i. Did the proposal offer any alternate solutions

Yes No

ii. Were the arguments connected to program outcomes: Yes

No

iii. What additional comments would you like to add: _____

_____none_____

e. Proposed Metrics if applicable:

i. Do the provided metrics align with the overall program goals Yes

No

ii. Is data for the metrics obtainable? Yes

No

iii. What additional comments would you like to add: _____

_____not sure we heard about any metrics_____

f. Alignment with Strategic Plan:

i. Does this proposal aligns with the University's Strategic Plan Yes

No

g. What additional comments would you like to add: _____

Space Utilization and Allocation Subcommittee

If desired, provide additional comments on reverse

_____ Good use of
space. _____

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Space Utilization and Allocation Subcommittee

No, this proposal is not fully developed, as expressed in the above comments

Space Utilization and Allocation Subcommittee

Proposal: Strategic Partnerships – SSCB 3rd Floor

Date presented to SUAS: Oct 1, 2020

1. Please provide your thoughts and comments on each element of the presentation:

a. General Description of Space Request:

i. In general, was the request clearly stated

Yes

No

ii. In general, were the elements of the request well presented: Yes

No

iii. What additional comments would you like to add: _____

___The decision and move was already done before presented to SAUS _____

b. Current space use:

i. What additional comments would you like to add: _____

c. Challenges from current space use:

i. What additional comments would you like to add: _____

d. Alternate solutions not requested:

i. Did the proposal offer any alternate solutions

Yes

No

ii. Were the arguments connected to program outcomes: Yes

Yes

No

iii. What additional comments would you like to add: _____

e. Proposed Metrics if applicable:

i. Do the provided metrics align with the overall program goals Yes

Yes

No

ii. Is data for the metrics obtainable? Yes

Yes

No

iii. What additional comments would you like to add: _____

f. Alignment with Strategic Plan:

i. Does this proposal aligns with the University's Strategic Plan Yes

Yes

No

g. What additional comments would you like to add: _____

___ As long as the move is temporary and the new space can be used more efficiently in the future, I don't see this a permanent move. This decision and move had taken place before being presented to SAUS. _____

If desired, provide additional comments on reverse

Space Utilization and Allocation Subcommittee

Summary of Feedback:

Is this proposal ready to be submitted to the Facilities Support Services Committee (FSSC)

Yes, this is a fully developed proposal which I support, as expressed in the above comments

No, this proposal is fully developed, but I do not support it, as expressed in the above comments

No, this proposal is not fully developed, as expressed in the above comments

Space Utilization and Allocation Subcommittee

Proposal: Strategic Partnerships – relocation to SSCB 3rd floor Date presented to SUAS: Oct 1, 2020

Pro Elements:

PRO	
1.	Good use of free space
2.	This is a great utilization of this space and bring Strategic Partnerships closer to the students they serve in the SSCB
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
CON	
1.	Concerns that the physical move, even though temp. until approved, occurred before the request was presented
2.	Size of space vs. No. Of People – waste of space
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	