

University of Houston Clear Lake

Space Allocation and Utilization Subcommittee

Monday February 17, 2019

1:00 -2:00

Room: B 2104

1. Call to order/Opening remarks

- a. Approval of meeting notes from December 9
 - a. Review and approval of the December 2019 meeting notes were tabled until the March meeting as few SAUS members were present (see attached sign in sheet)

2. Old Business

- a. Pearland Library Expansion Proposal Update and Current Neumann Library Internal Changes
 - i. The Pearland Library Expansion proposal was discussed further, but minimally as previous SAUS questions had been responded to, and membership had opportunity to read the responses to those questions. They are included with the full proposal documents.
 - ii. The Current Neumann Library internal changes was presented as informational. The proposal is primarily new flooring and furniture with minimal removal of some walls to expand student collaboration space. At present, no coordination with FMC has been made, and no funds have been identified. The documents they provided are attached in the notes.
- b. Administrative Space Reallocation Update
 - i. This proposal was presented as informational. President Blake has approved this proposal and a kickoff meeting of all parties will be held soon with work following. The completion set by Dr. Blake was that the Center for Engagement, Teaching, and Learning (CETL) must open by Fall, 2020. The project is on track for that.
 - ii. The original cost projection was \$400K. The current projection is likely to be closer to \$500K. As the University is closer to year end, VP Denney will discuss with Dr. Blake to get approval for the cost. The full proposal is included here again in the notes for transparency.



3. New Business

- a. Admissions Office reconfigure proposal
 - i. This was presented as informational only as no new space is requested. It was presented that the Office of Admissions has the funding for this project. That information has not yet been provided to Division of Admin and Finance and will impact this proposal moving forward. The full proposal as presented is attached in these notes.

4. The balance of the topics on the Agenda were not discussed as time ran out.
 - a. SAUS By-Laws vs. FSSC Bylaws
 - b. Procedures for Creating SAUS Proposals
 - c. Open discussion
 - d. Adjournment

Next Meeting: March 23 1:00-2:00 B 210

SAUS Attendance Sheet
February 17, 2020

Name	Signature
Rebecca Huss-Keeler	Rebecca Huss-Keeler
Mark Denney	
Larry Rohde	Larry Rohde
Ahmed Abukmail	
Samuel Gladden	
Alix Valenti	
Aaron Hart	
David Rachita	DR
Vivienne McClendon	Vivienne M. Clendon
Jingshan Xiao	
Leslie Thomas	L Thomas
Eric Herrera	
MICHAEL David Wetzel	Michael S. Wetzel
Mary Washington	Mary Wash
Mike Livingston	
Sana Zeidan	Sana Zeidan
Kim Edwards	Kim Edwards
Joseph Pyrtle	
Russell Miller	
Demetrius Knight	
Lisa Coen	
Tonya Jeffery	
Debra Ross	

AI Black

Ad Black

SAUS Attendance Sheet
February 17, 2020

Erin Willey	
Albert Black	Al Black
John Decman	John Decman
Felix Simieou	
Kara Hadley-Shakya (guest)	Kara HS
Tiffany King	Tiffany King
Chloe Y	Chloe Y
Nuta Jambhekar	NJ
David Palmer	David Palmer

Permanent Space Allocation Request Form

Overview: This process is envisioned to address the permanent allocation of space for 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 involuntary relocation. One-time space use allocation decisions will continue to be made on a first-come-first served, space available basis.

Title of Request: Office of Admissions Presentation Room

Date of Request: 2/13/20 Division/Department Making Request: Admissions

- 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)

Take existing space in the Admissions Office (SSCB 1.102.15, 1.102.16A, and 1.102.16) and convert it into a presentation room. This space is currently used for a mail-room, storage room, and an office. On average, the Campus Tour Program will see roughly 4,500 prospective students a year. As the university continues to grow, visits will increase.

- Current space use:

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

Currently we reserve academic classroom space to accommodate our three daily tours, depending on the size of the tour we may need to reserve multiple classrooms.

- Challenges from current space use:

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

Currently, some space challenges include: space not large enough to accommodate tour size, having to reserve multiple spaces, being kicked from space for other priorities, and not having room available due to academic class offerings. There has been a number of occasions we have been kicked from spaces and put in the atrium.

- Alternate solutions not requested:

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

An alternate solution would be to create a designated presentation space taking up academic space.

- 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)

- Alignment with Strategic Plan:

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

Per the new strategic plan this request meets objectives 6, 7, and 10. This space would allow us to increase resources by recruiting new students to the university. Provide opportunity for collaboration with high schools and community colleges by having a dedicated presentation space for tours.

Endorsement:

Requestor

Name: Tiffany King Email: kingt@uhcl.edu
Date: 2/13/20
Phone: 281-283-2656
Alternate: 281-283-2515

Division/Department: Enrollment Services/Office of Admissions

Vice President: Charlotte Jullas Signature: Charlotte Jullas

Approve this request: (circle one) Y N

SUAS Co-Chair: _____ Signature: _____

SUAS Co-Chair: _____ Signature: _____

Recommendation: _____

Info Only

Attachments:

1. Shared Governance Space Utilization and Allocation Subcommittee Comments
2. Shared Governance Space Utilization and Allocation Subcommittee Pro/Con listing

FSSC Co-Chair: _____ Signature: _____

FSSC Co-Chair: _____ Signature: _____

Recommendation: _____

Admissions Presentation Room Space Proposal

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Overview

- Why?
 - Current Programming Structure/Limitations
 - Future Potential
 - Daily Visit Numbers
 - Increase programming options
 - Want a competitive visit program
- Purposed Recommendation
 - Admissions Presentation Space
 - Continue University Branding



Campus Tour Program

Individual Tours

10 a.m. and 2 p.m. Monday Thru Thursday
10 a.m. Friday

Tour Includes: Presentation and a 1.5 hour walking tour.
Individual Tour could be 1 prospective student, 1 student and parent, 1 student and both parents or even extended family. We typically have multiple individuals and or families at a time.

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Campus Tour Program

Group Tours

9:30 a.m. Monday Thru Friday

Tour Includes: Presentation and a 1.5 hour walking tour.

Group Tours minimum 10 students. Depending on age group we may take 150 students in a day or more depending on space and guide availability.

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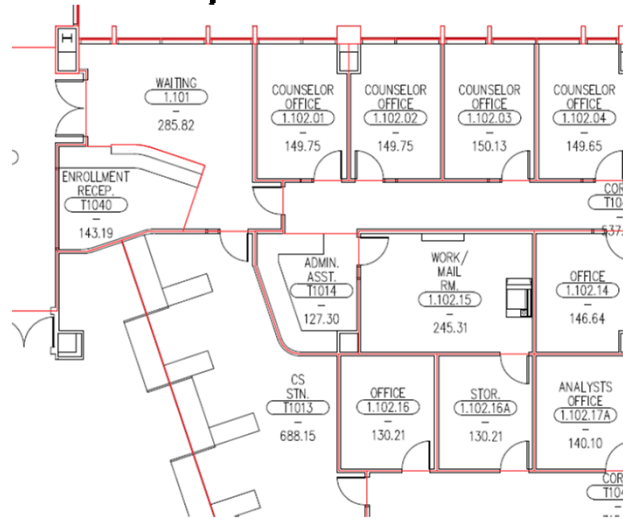
Other Programming

- Graduate Information Sessions – Times Vary
- Admissions Previews – Thursday evenings
- Saturday Campus Visits – Saturday Mornings
- Program Specific Information Sessions – Times Vary
- Other Department Needs



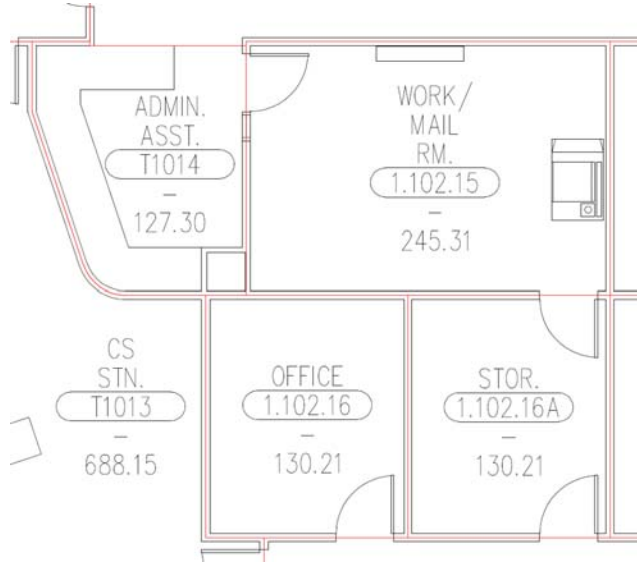
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Current Space

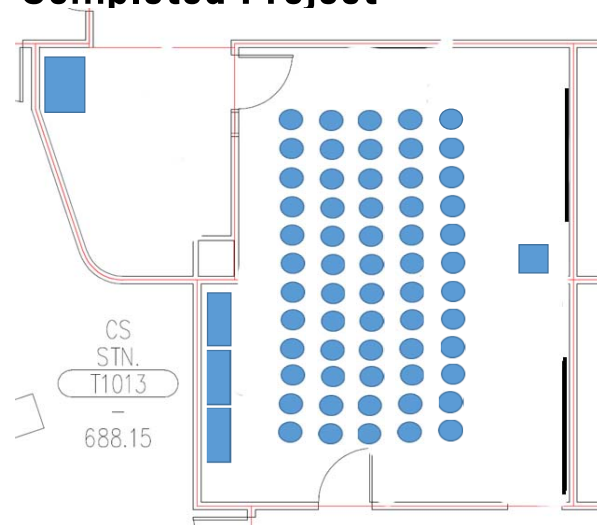



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Current Space



Completed Project



University Branding



UHCL

University Branding



UHCL

