

Approved by SAUS 2019-11-18

University of Houston Clear Lake

Space Allocation and Utilization Subcommittee

Monday October 21, 2019

10-11:00 am

Room: B 2104

Minutes

Present: David Rachita, Mark Denney, Samuel Gladden, Eric Herrera, Rebecca Huss-Keeler, Demetrius Knight, Vivienne McClendon, Lillian McEnery, Joseph Pyrtle, Larry Rohde, Leslie Thomas, Mary Washington, David Wetzel

Absent: Alix Valenti, Ahmed Abukmail

1. Call to order/Opening Remarks

Rebecca Huss-Keeler

The meeting was called to order at 1:00 p.m.

2. Action Items

Minutes from May 12, 2019 were approved with the addition of the comment from Dr. Samuel Gladden about the need for all space requests not within their own colleges or divisions to go through shared governance.

3. Old Business

Mark Denney and Eric Herrera

Mr. Denney and Mr. Herrera updated the committee on the status of the following approved proposals from last academic year:

- **Biology classrooms, offices and labs**-The biology department has moved into these spaces, which has given them expanded room and faculty offices were able to be consolidated within one area. Some renovations still need to be done.
- **Psychology research areas in Arbor and SSCB**-These areas are in full use and as a result the Psy.D. program passed its on-campus accreditation visit.
- **Student Organization Center and Lounge**-This area took over the previous fitness zone in SSCB. They are in the process of selecting carpet and other amenities for the space.
- **Art Storage Area**-This area was originally supposed to move to B 3407 from several closets and the basement but now it is tentatively proposed to occupy a storage area in the International office suite on the second floor of Bayou as part of the "Bayou Shuffle". The new residence hall took some of the art and committee members were invited to contact Karen Fiscus to see about obtaining art from the collection for their offices. Karen is creating a data base with pictures of the objects. She still needs to work on inventorying art collection items in people's offices, etc.
- **Emergency Operations Center**-This grant funded project which occupies the former police area on the first floor of Bayou is almost complete. There are some electronic and telecommunication things to install yet.

Approved by SAUS 2019-11-18

- **Disability Services Proposal**- This proposal was not approved. They requested space for testing and to consolidate their staff into one location. The requested space was allocated to HSH for research labs. This division continues to seek space to accommodate students who need special testing accommodations.

4. New Business

- a. Rebecca Huss-Keeler showed the information on the FSSC website pertaining to SAUS. It needs to be updated, including the members, dates of the meetings. One form used for proposals has been updated to reflect technology requirements and will be sent to Marcom to post on the site. The proposal approval process was discussed.

A follow-up discussion arose about the need to document space moves within units as well as those to external locations. It was mentioned that even the office that does room requests did not realize that that one college moved offices between two suites. FMC also needs to be aware of these moves as well. This is something that needs to be discussed at a future meeting.
- b. Mark Denney discussed the need for SAUS to have its own set of by-laws outlining the composition of the committee, procedure, etc. Currently there are no by-laws in place. They can be modeled after the ones from FSSC.
- c. Mark Denney described the tentative plans for the “Bayou Shuffle” which consists of a series of moves by several offices within the Bayou Building. It was emphasized that these are just plans and that they are not final. They would ultimately come through SAUS and FSSC before being finally implemented. Mr. Denney remarked that these new configurations would create more open and inviting spaces for these offices.
 - a. Center for Teaching and Learning (formerly the Center for Faculty Development)- may go to University Advancement area on the first floor of Bayou along with the Faculty Senate Office.
 - b. University Advancement may then move to where the Center of Faculty Development and Faculty Senate Office is now.
 - c. Office of Strategic Partnerships may move out of their office and a place has not been decided for them yet.
 - d. Office of Institutional Effectiveness (OIE) may move to the third floor B 3407 where the Art Storage was supposed to go
 - e. Art Storage may move to a storage space in the International Office on the second floor.
 - f. Title 9 and Diversity Office may move to where OIE used to be on the second floor.
 - g. MarCom will expand into the balance of the space and may I share a conference room with the Title 9 and Diversity Office.
 - h. Office of International Educational Programs (OIEP) may move to B 3404.
- d. Eric Herrera demonstrated the new web based platform which shows all rooms through electronic drawings. They are in the process of being put into the system as the rooms are laser measured. It allows FMC to access architectural drawings electronically. Mary Washington has ownership of the areas and is putting in information to the systems about the rooms as the maps become available. It is an active, visual system which gives the dimensions of each

Approved by SAUS 2019-11-18

classroom, etc. Wayfinding area of Bayou will be entered at the end of the month. Several other of the buildings have their information completed.

It was decided because Mr. Denney will be presenting the "Bayou Shuffle" proposals during the November 18 meeting that it was agreed to have a two hour meeting from 10-12. We will invite Dr. Berberich, Dr. Rob Bartch from the Center for Teaching and Learning and Mr. Joe Staley from Advancement to join our meeting.

The meeting was adjourned at 11:00

Members toured the new Emergency Operations Center in Bayou. The tour was conducted by Al Black, Director EHS and Emergency Management assisted by Lieutenant Pyrtle from the UHCL Police Department.