

# AGENDA

## Space Allocation and Utilization Subcommittee (SAUS)

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Oct 1, 2020: 1:00 PM

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### **1. Call to order**

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Sai Sreerama was present, but driving, for safety, Mark Denney, Co-Chair handled the meeting.

Roll was taken (see attached) and the meeting was called to order

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### **2. Approval of Meeting Notes: March 16, 2020**

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Due to Covid19, no meetings were held following the March 16<sup>th</sup> meeting, the notes and attached documents are for review and approval.

Meeting notes were approved by majority – no opposed, no abstentions – minutes

They will be posted to the SAUS web site.

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### **3. Old Business**

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Review and approval to forward the proposed changes to FSSC bylaws related to SAUS

The recommended changes were included in the March 16, 2020 meeting notes and will be forwarded to FSSC

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### **4. New Business/Announcements**

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The following space allocation requests are submitted for discussion and forwarding with comment to FSSC:

1. Strategic Partnerships (attached)
  - a. Rationale for the move – with the creation of the Center for Engagement, Teaching, and Learning (CETL), University Advancement needed to relocate to the former space of Faculty Development, Faculty Senate Executive Committee and Strategic Partnerships. Leaving Strategic Partnerships with no home. They have requested this space to better coordinate collaboration with Career Services, a department with which they work closely and are also on SSCB 3<sup>rd</sup> Floor, though in the other wing. This space became available when the College of Education moved faculty out of this location into Bayou over the summer.
  - b. Comments:

- i. Eric Herrera: Concerns over small unit moving into larger space, utilities, and removes future availability to a larger unit
    - c. Other Discussion: Fair amount of discussion over permanence of this move – not permanent until President Blake is presented with a final proposal and she accepts, though they needed some place, and have temporarily moved into these spaces, though beyond support with physical move, no resources have been spent to facilitate their relocation or prepare the spaces.
    - d. Voting:
      - i. In favor: 10
      - ii. Opposed: 3
- 2. New Business: UHCL has been designated as a Voting poll location for early voting for Harris County for the November, 2020 general election. Key information:
  - a. Early Voting: Dates: Oct 12 – Oct late – will close before actual voting on Nov 3
  - b. Location: Atrium 1 and Garden Room
  - c. Campus Rec will act as polling location on Nov 3
  - d. Parking: Lot D
  - e. All signage/equipment to be provided by Harris County
  - f. Harris county will handle staffing, have requested if we have volunteers – but volunteers should go through Harris County
  - g. Crowd control, etc. to be handled by Harris County
  - h. Cannot MANDATE face masks or distancing, though we will offer masks to all
  - i. UHCL Custodial staff will sanitize following each day of early polling and on actual voting day.

Future Business: Two informational space requests are moving forward:

- 1. Student Affairs – reuse the old locker rooms from the Fitness Center into new Student Space, this is space the students have as their Student Union, and the Student Service fee is funding the renovation – therefore, this will be informational once ready to come to SAUS
- 2. HSH Advising – to make room for HSH undergrad advising, some offices must be moved within their administration spaces. The proposal is still being worked and will come before as informational once it is ready.

# University of Houston Clear Lake

## FY2021 - FY2022 Space Allocation and Utilization Sub-Committee Attendance Sheet

Meeting Date: Oct 1, 2020

Members	Seat	Role	Email	Signature
Mark Denney	Co-Chair	Division Representative	Denney@uhcl.edu	
Aaron Hart	Student Affairs	Division Representative	HartA@uhcl.edu	
Eric Herrera	Facilities	Department Representative	HerreraE@uhcl.edu	
Demetrius Knight	SGA	Student Representative	Could not locate in Outlook	
Vivienne McClendon	Library	Department Representative	McClendonV@uhcl.edu	
Russell Miller	Admin & Finance	Division Representative	MillerR@uhcl.edu	
John Rodriguez	UCT	Department Representative	RodriguezJohn@uhcl.edu	
Christal Seahorn	Faculty 1	HSH Faculty Representative	Seahorn@uhcl.edu	
Sai Lakshmi Sreerama	Chair	Computing	Sreerama@uhcl.edu	
Leslie Thomas	Student Accessibility Support Center	Department Representative	ThomasL@uhcl.edu	
Alix Valenti	Faculty 2	COB Faculty Representative	Valenti@uhcl.edu	
Mary Washington	Ex-Officio	Function Representative	WashingtonMA@uhcl.edu	
	<b>Faculty 3</b>	<b>CSE Faculty Representative</b>		
Amber Brown	<b>Faculty 4 COE</b>	<b>COE Faculty Representative</b>		
	<b>USA</b>	<b>Staff Representative</b>		

All Highlighted Names were Present

Alternates	Seat	Role	Email	Signature
Patrick Cardenas	Student Affairs (Alt. 2)	Division Representative	Cardenas@uhcl.edu	
LeeBrian Gaskins	UCT	Department Representative	Gaskins@uhcl.edu	
J'Naudia Hunter-Phillips	Student Accessibility Support Center	Department Representative	Hunterphili@uhcl.edu	
David Rachita	Student Affairs (Alt. 1)	Division Representative	Rachita@uhcl.edu	
Jingshan Xiao	Library	Department Representative	Xiao@uhcl.edu	

Guests:

Mike Livingston - UCT

Mike Wetzel - FMC

# University of Houston Clear Lake

## Space Allocation and Utilization Subcommittee

**Monday March 16, 2020**

1:00 -2:00

Room: B 2104

1. Call to order/Opening remarks
  - a. Approval of meeting notes from February 17, 2020
    - i. Notes were reviewed and accepted without modification or adjustments
2. Old Business -Updates on Administrative Space Reallocation
  - a. The Subcommittee chair gave an update on the recent space allocation proposals.
    - i. Clear Lake Library furniture/carpet/misc. upgrade – the proposal is supported, and may be funded as one of the future cycle projects such as the furniture and carpet replacement project for Bayou 2<sup>nd</sup> floor that was completed for FY20. No decision has yet been made as to the next iteration of those projects, which include: Bayou 3<sup>rd</sup> floor, Delta and Arbor bldgs., Pearland Academic bldg. and the SSCB.
    - ii. Pearland Library expansion – this proposal is supported, but as yet, no funding has been identified, and while it was identified that it could be accommodated, the decision to convert the existing classroom, # 105, has not been finalized.
    - iii. Admissions Orientation space – this has been approved and funding identified within the Admissions Office. The project needs final planning and scheduling.
    - iv. Bayou Administrative Space Reallocation – this proposal is moving forward with work beginning soon following the completion of asbestos testing. The scheduled completion date for the project remains before the start of Fall, 2020.
3. New Business
  - a. SAUS By-Laws vs. FSSC Bylaws
    - i. The current section of the FSSC Bylaws were presented and proposed changes were discussed.
    - ii. Mark Denney, VPAF, has created a draft proposal of the existing bylaws and are attached as an addendum to these notes. The changes will be discussed at the next SAUS meeting.
  - b. Creating SAUS procedures for proposals

- i. Mark Denney, VPAF will prepare a simple process sheet to accompany the existing forms for requesting space reallocation.
- c. Open Discussion
  - i. Additional topics such as classroom renovations, door locks, technology in renovated classrooms, etc. were discussed. The FSSC Bylaws include “general classroom upgrades” as under the purview of SAUS. These projects have not been brought to SAUS in the recent past – for the next meeting, AVP Herrera will present the current classroom renovation proposal for comment.
- d. Adjournment

**Next Meeting: April 20, 2020 100-2:00 B 2104**

**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 3<sup>rd</sup> 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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 1<sup>st</sup> 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 3<sup>rd</sup> 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)

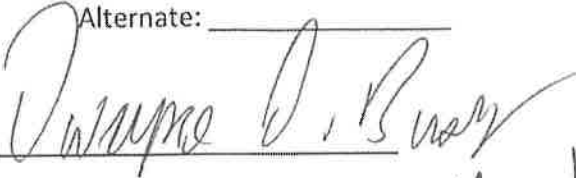
No technology support beyond individual work station support, already exists in these spaces, and conference room setup and connections.

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)

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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: \_\_\_\_\_

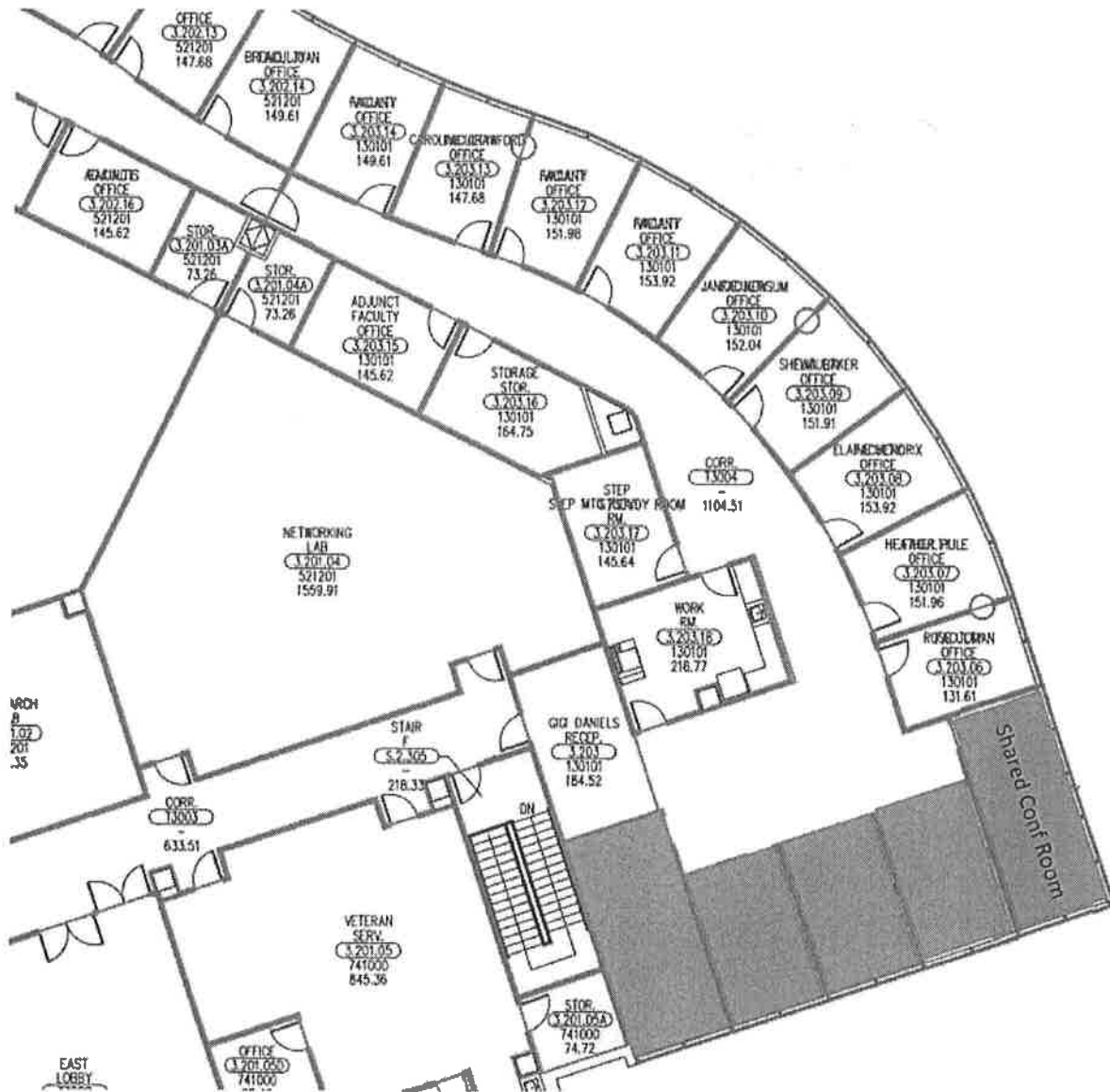
FSSC Vice-Chair: \_\_\_\_\_ Signature: \_\_\_\_\_

Recommendation: \_\_\_\_\_  
\_\_\_\_\_



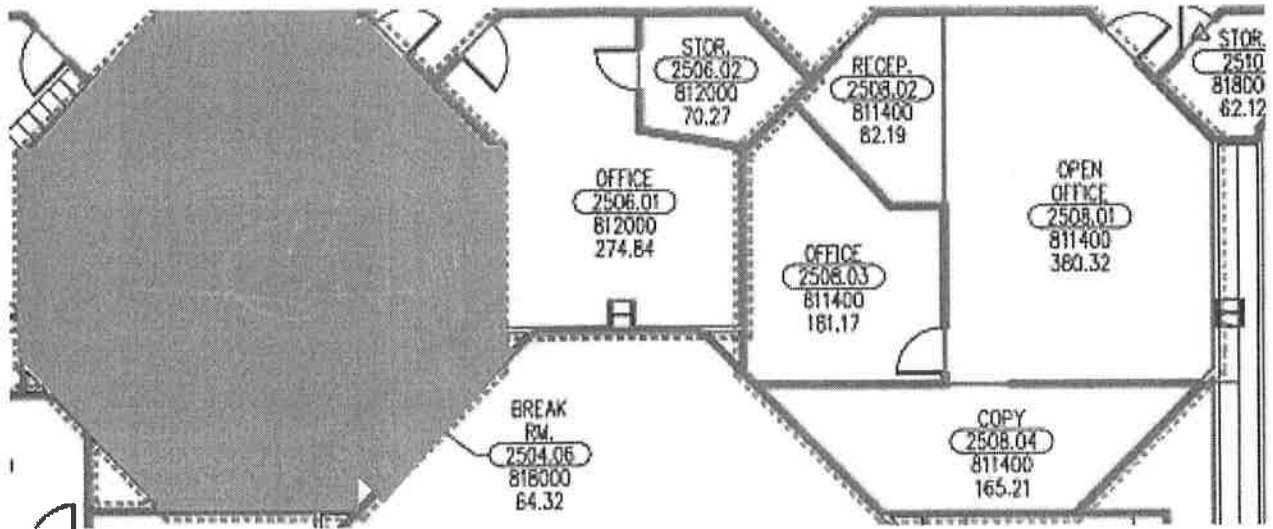
Proposed new location:

943.48 Square feet, includes shared conference room not previously part of Strategic Partnerships space allocation.



Previous Spaces in Bayou, 2<sup>nd</sup> 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.