

AGENDA

Space Allocation Utilization Sub-Committee (SAUS)

October 7th, 2021:1:00 pm

1. Call to order

- All members and guests must record their attendance on the roster/sign in sheet. It can be found in the Folder for this month's meeting – please do not forget.
- The signed attendance roster is attached to these meeting notes.

2. Approval of Meeting Notes: *March 4th, 2021?*


- No notes were provided from the Sept meeting, where the only action was to elect a chair and set meeting dates/times for this academic year.

3. Old Business

- There was no old business

4. New Business/Announcements

1. College of Business create additional office space
 - a. Cost estimates are recent, so they can be reliable
 - b. Data lines and other elements will not need to be moved.
 - c. A floor plan needs to be added to the proposal.
 - d. The proposal and other supporting documents are included in these notes.

University of Houston  Clear Lake

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

Name	Seat	Role	Present	Alternates	Present
Amber Brown	Faculty 1	COE Faculty Representative	Amber Brown - Present	Andrea Black	
Mark Denney	Co-Chair	Division Representative	Mark Denney - Present	Shirley Edun	
Jonathan Everhart	Faculty 2	COB Faculty Representative		Yvonne Hernandez Friedman	
Aaron Hart	Student Affairs	Division Representative		LeeBrian Gaskins	present
Bubba Jones	Facilities	Department Representative	Bubba Jones-Present (BJ)	Bubba Jones	
Jeff Lash	Faculty 3	HSH Faculty Representative		David Rachita	Present
Vivienne McClendon	Library	Department Representative	Present	Gene Shan	
Russell Miller	Admin & Finance	Division Representative		Steven Sutherland	Present
ASC Assistant Director (TBD)	Student Success Initiatives	Department Representative		Jingshan Xiao	
John Rodriguez	Office of Information Technology	Department Representative	John L. Rodriguez - Present		
Brian Stephens	Faculty 4/Chair	CSE Faculty Representative	BWS present		
Mary Washington	Ex-Officio	Function Representative	Mary Washington-Present (MW)		
	USA	Staff Representative			
	SGA	Student Representative			



UNIVERSITY OF HOUSTON-CLEAR LAKE
OFFICE OF THE PRESIDENT
SIGNATURE REQUEST FORM



Requesting Office	Provost Office
Requesting Staff/Faculty Member	Charise Armstrong
Requester's Phone Number	x3004; please email armstrongch@uhcl.edu
Request Reply By	

Upon Signature:

Please Call	→ x3000 for pick up (by Provost Office Student Worker)
Phone number/extension	

Background explanation and/or justification

Date to President: 9/15/21
Please see attached email or below note.
Permanent Space Allocation Request Form
Please see request form + subsequent emails.

President's Office Use Only			
Received Date 9/15/21	Received Time 4:06 pm	Log No. 118	J Nixon

Please print on Canary Yellow paper and clip to the cover of your document needing the President's signature.

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: COB Wall (Additional Office) for Bayou, Suite 2111, Room #2

Date of Request: 9/15/21 Division/Department Making Request: COB

- **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)

Wall will be built to make a separate office for our Healthcare Advisor (Senior Advisor) and Peer Advisor. They will rotate the office space.

- **Current space use:**

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

Current space is the workroom which houses the copier, refrigerator, 3 - IA desks and office supplies. Everyone is constantly in and out of this room on a daily basis.

- **Challenges from current space use:**

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

Currently, there is no divider between the office space and everything else in the room. There is no privacy which would impair having an advising appointment which does not allow for confidentiality nor in compliance with FERPA.

- **Alternate solutions not requested:**

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

White noise machine - still does not allow for confidential conversations and is actually a nuisance and hard to talk over. The space is in a "fish bowl" and would have all information heard by anyone that comes into that 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)

Both the Senior Advisor and Peer Advisor would have a space to conduct confidential advising appointments while adhering to FERPA. Advisees would be more comfortable during their appointments and sharing private information.

- **Alignment with Strategic Plan:**

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

Provides a conducive space to allow intrusive advising which will ensure that students are in the most appropriate major to satisfy their long-term career goals.

Waller, Edward Roland

From: Waller, Edward Roland
Sent: Wednesday, September 15, 2021 11:00 AM
To: Walker, Twana Lachandra
Cc: Wheelbarger, LeeAnn
Subject: RE: Updated Proposal Bayou Bldg. 2111
Attachments: Permanent Space Allocation Request Form - fillable.pdf; Permanent Space Allocation Request Form processing guidance.pdf; Permanent Space Allocation Request Form.docx; FW: Updated Proposal Bayou Bldg. 2111

Good Morning Twana,

I am supportive of the request in the attached email.

However, my understanding is that it isn't as straightforward as my saying yes. Specifically, the following are the steps the VP of Finance has sent to me to obtain the necessary approvals for construction. When the Space Allocation Request form is completed, please send to me as per the instructions I've received from the VP and I will start the process of getting the necessary approvals.

Of course, let me know if you have any questions.

The Space Allocation Request form is attached as a fillable PDF and as a word document, use whichever you find more helpful.

A document that outlines the guidance in the full process of requesting new space allocation requests is also attached.

The necessary steps are:

1. Complete the request form
2. If you want floorplans of the space you are submitting the request on – send Mark Denney the room numbers and building – and he will print them off and email to you, you can then, if you want, add/remove walls etc. to graphically demonstrate what your proposal would do.
3. Send to me when the request form is complete.
4. I will then forward it to Dr. Maynard to make sure he supports the request as evidenced by him signing the request form.
5. If he is supportive, I will forward to Mark Denney and he will get you on the agenda for an upcoming SAUS meeting
6. You will then give the presentation to SAUS, answer questions, etc.
 - a. For that presentation, you can do a PowerPoint or your request form can stand alone – the committee members will have everything you submit in advance, so they will hopefully have read it all – so your presentation will be quick, and their questions will be ready.

Waller, Edward Roland

From: Walker, Twana Lachandra
Sent: Wednesday, September 15, 2021 9:58 AM
To: Waller, Edward Roland
Cc: Wheelbarger, LeeAnn
Subject: FW: Updated Proposal Bayou Bldg. 2111
Attachments: Bayou2111.pdf

Importance: High

Good Morning Dean Waller:

Hoping that you and your family had minimal impact from the storm.

Attached, please find the estimate for the wall for Suite 2111, Room #2. We have just hired a Peer Advisor to assist with the advising needs for COB and this person would need a space that will allow confidential conversations to occur. Additionally, Sarah Rose will be joining us on Thursdays and she needs a space to meet with students while adhering to the FERPA regulations. I have spoken with Dr. Richardson regarding this and he recommended that I get the estimate and pass along to you.

The way that the work room is set up now does not allow for the privacy that would be necessary for either the Peer Advisor or Sarah to conduct advising appointments. With that being said, may we proceed with the construction of the wall? I greatly appreciate your prompt attention to the matter and consideration for the wall. I look forward to hearing back from you soon.

Best regards,

Twana L. Walker, M.S.

Director of Academic Advising
Office of Academic Advising
College of Business
Bayou Building, Suite 2111

University of Houston-Clear Lake

2700 Bay Area Blvd. | Houston, Texas 77058

o: 281.283.3113 | f: 281.283.3951

e: walkert@uhcl.edu | uhcl.edu

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From: Rico, Toni Rocha
Sent: Friday, September 10, 2021 8:48 AM
To: Walker, Twana Lachandra <walkert@UHCL.edu>
Subject: FW: Updated Proposal Bayou Bldg. 2111

We have our estimate for the wall. It is attached.

Toni

From: Jones, Bubba Lee
Sent: Friday, September 10, 2021 8:44 AM
To: Rico, Toni Rocha <RicoToni@UHCL.edu>
Cc: Jones, Bubba Lee <JonesBu@UHCL.edu>
Subject: Fw: Updated Proposal Bayou Bldg. 2111

8/27/2021 9:29 AM	59775	Request Rico, Toni	Bayou 2 2111	Building Maintenance Other	Jones	Open / Normal
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Comments: This is a request to get an estimate to have a wall put back in 2111 - 2.

From: Volker Manns <mannscarpentry@yahoo.com>
Sent: Thursday, September 9, 2021 2:11 PM
To: Jones, Bubba Lee <JonesBu@UHCL.edu>
Subject: Updated Proposal Bayou Bldg. 2111

Bubba,

I attached the updated Proposal for the Room "2111"

Volker J. Manns
Manns Carpentry 2325 Avenue H
San Leon, TX 77539-7094
Office: (281) 559-3570 / (713) 298-2259
[https://urldefense.com/v3/http://www.mannscarpentry.com;!!BCR0FSePrR4x!QYNzydxxwlgk2PIfyccKKHBjUSOL-x6oPg-8X2Jh1sj8k4Wult9waR7XCX-F5-I\\$](https://urldefense.com/v3/http://www.mannscarpentry.com;!!BCR0FSePrR4x!QYNzydxxwlgk2PIfyccKKHBjUSOL-x6oPg-8X2Jh1sj8k4Wult9waR7XCX-F5-I$)

The information contained in this e-mail may be confidential, proprietary, and/or legally privileged. It is intended only for the person or entity to which it is addressed. If you are not the intended recipient, you are not allowed to distribute, copy, review, retransmit, disseminate or use this e-mail or any part of it in any form whatsoever for any purpose. If you have received this e-mail in error, please immediately notify the sender and delete the original message. Thank you.

Manns Carpentry

2325 Avenue H
San Leon, TX 77539-7094



Proposal

Name / Address							
University of Houston/Clear Lake 2700 Bay Area Blvd. Houston, TX 77058							
						Date	Estimate #
						9/9/2021	2121
P.O. No.	Terms	Account #	FOB		Project	Pick up Date	
	Net 30						
Item	Description	Qty	Cost	Material	Amount	Sales ...	Total
Drywall	Vendor ID: 0000121620 Project location: Bayou Bldg. Suite 2111 "College of Business Academic Advising Project: Framing/Drywall Wall: -frame and sheetrock 7' x 10' wall -install 5/8" drywall on both sides -tape, float wall and prep ready for paint. Paint: -paint 7' x 10' wall and 12' x 10' wall with one coat of primer and two coats of paint	1	1,900.00		1,900.00		1,900.00

All work will be done in a workmanlike manner according to standard practice. Any alteration or deviation from the above specification involving extra cost will be executed upon written orders, and will become an extra charge over & above this estimate. This proposal subjects to acceptance within 30 days, thereafter at the option of the undersigned.

Total **\$1,900.00**

THIS PROPOSAL IS FOR THE COMPLETE JOB ONLY. INDIVIDUAL PRICES MAY CHANGE.

Signature: _____

Phone #	Fax #	E-mail	Web Site
281-559-3570		mannscarpentry@yahoo.com	www.mannscarpentry.com

Endorsement:

Requestor

Name: Edward Waller Email: waller@uhcl.edu

Date: 9/15/21

Phone: EXT 3206

Alternate: _____

Division/Department: Academic Affairs - College of Business - Advising

President: Ira K. Blake

Signature: Ira K. Blake

Approve this request: (circle one) Y N

Ira K. Blake, President

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

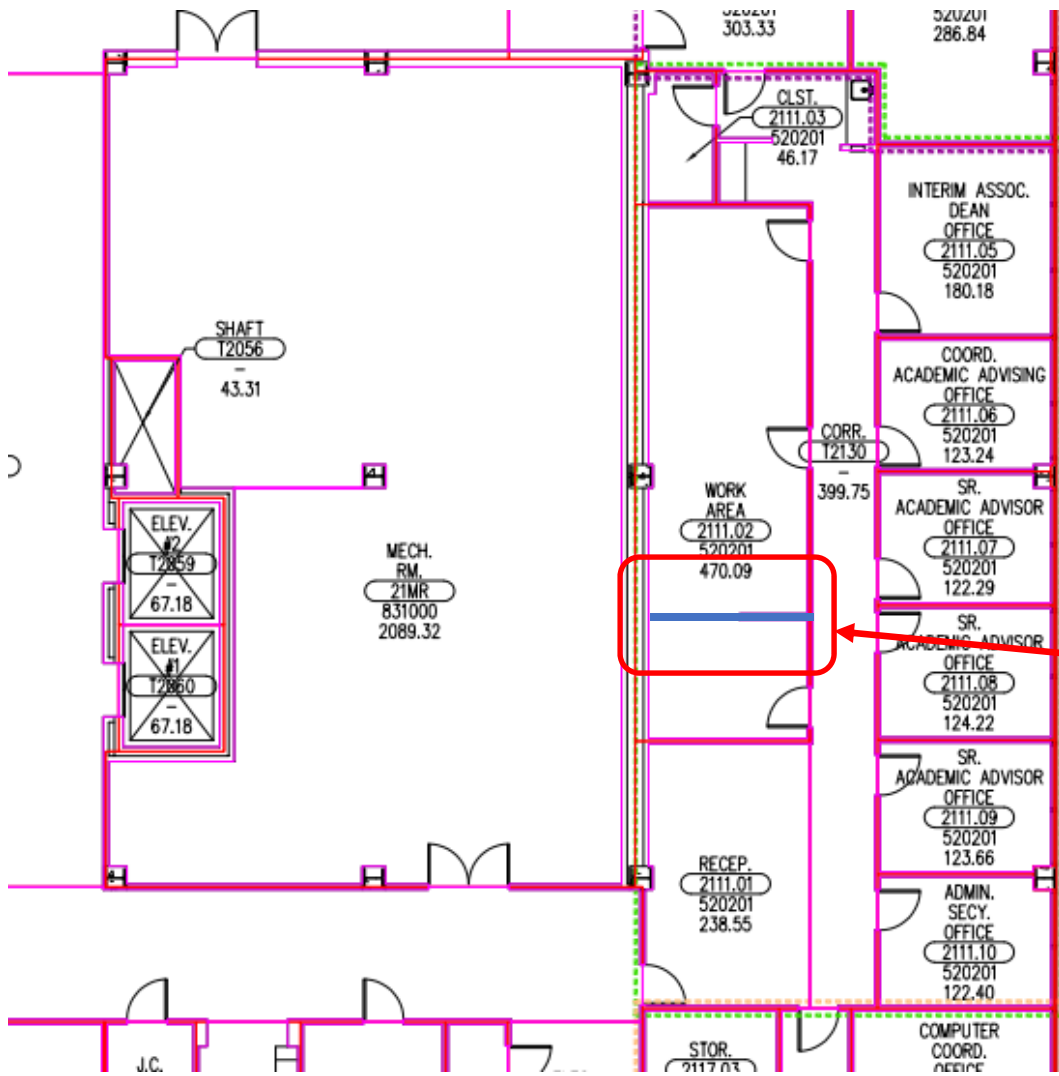
FSSC Co-Chair: _____

Signature: _____

FSSC Co-Chair: _____

Signature: _____

Recommendation: _____



SUITE 2111
COLLEGE OF BUSINESS
2,110 SQ. FT.

Replace wall that was previously here