

# AGENDA

## Space Allocation and Utilization Subcommittee (SAUS)

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November 4, 2021: 1:00 PM

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

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Dr. Brian Stephens – Chair SAUS

Committee members MUST record their presence on the Attendance Sheet ([attached](#)) in the Teams folder for this meeting date.

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### **2. Approval of Meeting Notes: October 7, 2021**

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In Teams Folder – [prior meeting notes were approved by the members.](#)

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### **3. Old Business**

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No Old business.

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

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- Space Allocation Request: Strategic Enrollment Management operations
  - Request submission in Teams folder

[This proposal was presented by Vice President Lee Young. The full presentation as well as feedback forms are attached to these meeting notes.](#)

# University of Houston Clear Lake

## FY2021 - FY2022 Space Allocation and Utilization Sub-Committee Attendance Sheet: Nov 4, 2021

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

Guest  
 Elizabeth Beavers  
 Christine Walthers  
 Yvette Bendeck

# 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: Space Request Proposal

Date of Request: \_\_\_\_\_ Division/Department Making Request: Strategic Enroll. Mgmt

- **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)

The Strategic Enrollment Management (SEM) Division is a new division that was established by the University President to lead the university's strategic enrollment management effort/campaign. The current SEM Division Administrative Office staff (2 persons) has temporarily been located in the Vice President for Student Affairs (VP SA) Suite on the 2<sup>nd</sup> floor of Bayou, room 2523. The plan is to relocate the SEM Administrative Office Staff to the space currently occupied by the University Advancement Office (UA) also located on the 2<sup>nd</sup> floor of Bayou, room 2508

- **Current space use:**

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

Currently, the SEM Administrative Office staff are stationed in 2 temporary offices in the VP SA suite. The total SEM Administrative Office staff will have approximately 10 full-time staff and 4-6 UG and GR student employees. The UA Office suite has 11 office spaces. The UA Office staff and its MARCOMM Department will relocate to the 3<sup>rd</sup> floor of the Student Services Center Building (SSCB) and occupy offices in suite S3201, previously occupied by the Veterans Affairs (VA) Office. They will share suite S3203 with the Office of Strategic Partnership.

The VA Office will be relocated to the 1<sup>st</sup> floor of the SSCB, room 1302, next to the Student Counseling Center. The Accessibility Support Center currently located next to the Student Counseling Center will be relocated to the 1<sup>st</sup> floor of the Bayou Building rooms 1435 & 1437 (low use classrooms).

- **Challenges from current space use:**

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

First, the SEM Administrative Offices are located in two temporary office spaces located in the VP of Student Affairs suite. This space is insufficient to house the entire SEM Administrative staff and it restricts the functionality, effectiveness and efficiency of the SEM Administrative staff. In order for the SEM Administrative Office to be relocated to the UA Office suite and the UA Office and MARCOMM to be relocated to the 3<sup>rd</sup> floor of the SSCB, the following multiple relocation moves have to occur in the following sequence (see attachment)

- **Alternate solutions not requested:**

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

For the past 6 plus months the Vice Presidents studied, reviewed and accessed multiple alternative options but the aforementioned plan of actions provided the best resolves for all parties involved in this relocation plan.

- **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)

Increased engagement, visibility, synergy and student services afforded to our new, current, former students as the key SEM Division offices, services and location, on the 1<sup>st</sup> floor of the SSCB, creates a true functional and strategically located "One-Stop-Shop" in one of the most frequently traveled and utilized building by students on the UHCL campus

- **Alignment with Strategic Plan:**

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

Improve the UHCL experience for students and parents , improve campus collaboration, improve the student experience, improve business and academic operations, improve alignment of resources with priorities, increase the synergy and efficiency within the SEM Division, increase student engagement, retention, persistence, success, degree completion and increase revenue generation.

**Endorsement:**

**Requestor**

Name: Lee Young, Ph.D.

Email: Youngl@uhcl.edu

Date: 10/26/21

Phone: x-3011

Alternate: \_\_\_\_\_

Division/Department: Strategic Enrollment Management

Vice President: \_\_\_\_\_

*Lee Young*  
Y

Signature: \_\_\_\_\_

*Lee Young*

Approve this request: (circle one)

Y N

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: \_\_\_\_\_

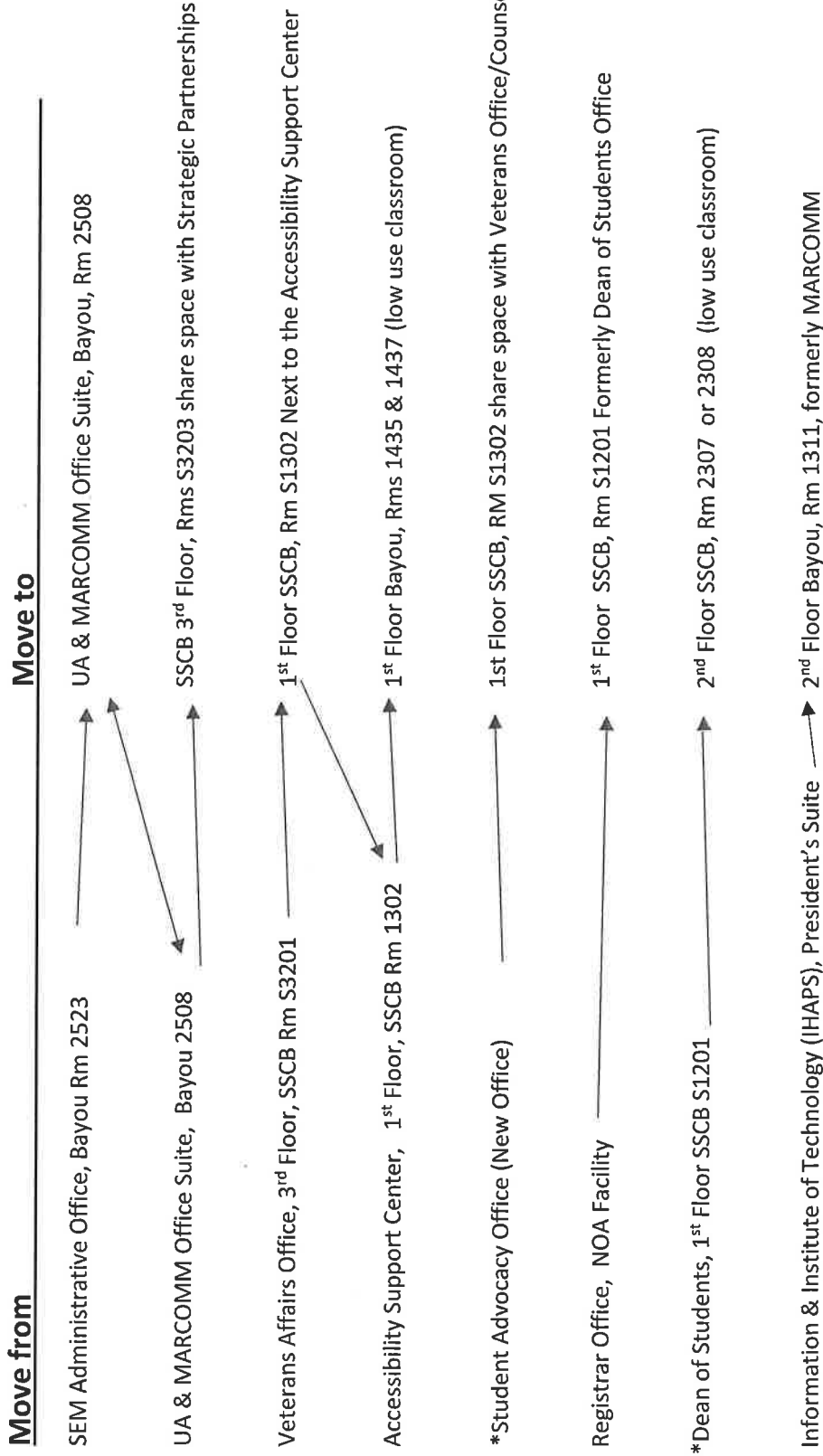
Signature: \_\_\_\_\_

FSSC Co-Chair: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## Relocation Step-By-Step Plan



### Key Code

- UA University Advancement
- SEM Strategic Enrollment Management
- SSCB Student Service Classroom Building
- NOA North Office Annex

## THE STRATEGIC ENROLLMENT MANAGEMENT (SEM) DIVISION RELOCATION PROPOSAL

THE RELOCATION "STEP-BY-STEP PROCESS"



SEM ADMINISTRATIVE STAFF  
FROM VP SA, BAYOU, RM 2523



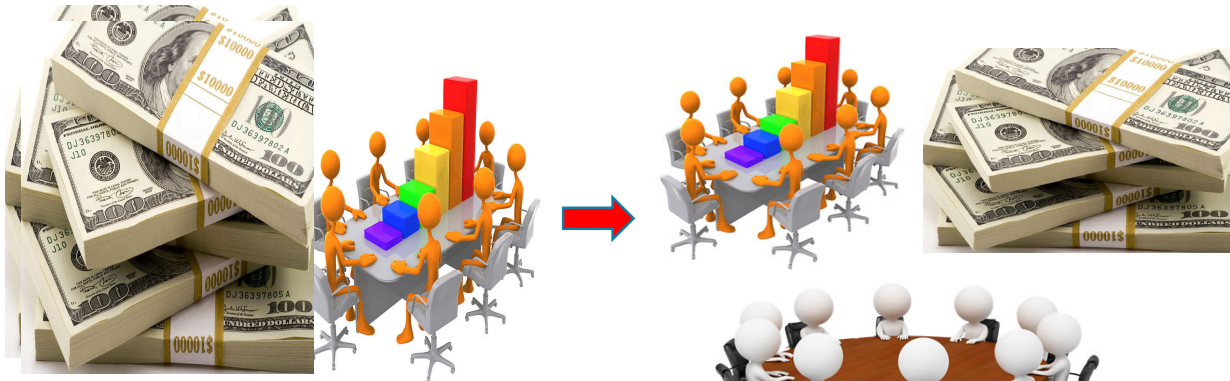
UNIVERSITY ADVANCEMENT (UA)  
SUITE, BAYOU RM 2508



**UA & MARCOMM FROM BAYOU**



**SSCB 3<sup>RD</sup> FL WITH STRATEGIC PARTNERSHIPS**



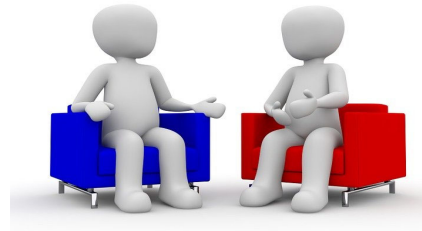
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**VETERANS AFFAIRS, 3<sup>RD</sup> FL  
SSCB**



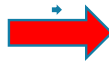
**SSCB 1<sup>ST</sup> FL, RELOCATE  
ACCESSIBILITY SUPPORT CENTER**



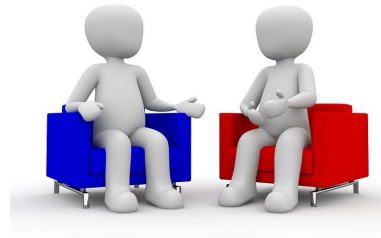
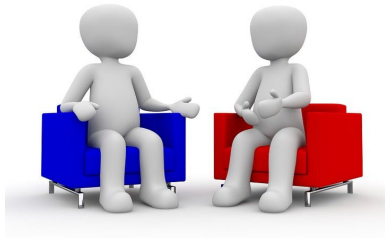
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**ACCESSIBILITY SUPPORT  
CENTER 1<sup>ST</sup> FL SSCB RM 1302**



**1<sup>ST</sup> FL BAYOU, RMS 1435  
& 1437**



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This Photo by !

**STUDENT ADVOCACY OFFICE  
(NEW OFFICE)**



**1<sup>ST</sup> FL SSCB RM S1302 WITH  
VETERANS OFFICE**



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**REGISTRAR'S OFFICE, NOA**



**1<sup>ST</sup> FL SSCB, RM S1201  
FORMERLY DEAN OF STUDENTS**



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**DEAN OF STUDENTS, 1<sup>ST</sup> FL  
SSCB**



**2<sup>ND</sup> FL SSCB, RMS 2307  
OR 2308**



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**INFORMATION & INSTITUTE OF TECHNOLOGY, PRESIDENT SUITE**



**2<sup>ND</sup> FL BAYOU, RM 2519  
FORMERLY MARCOMM**



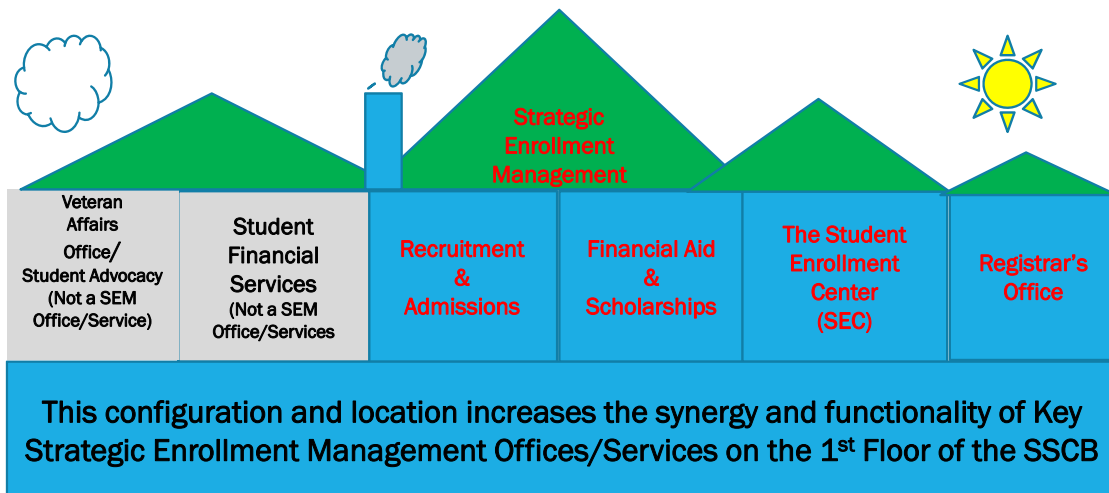
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**THE OPERATIONAL & PRAGMATIC SEM “ONE STOP SHOP”**



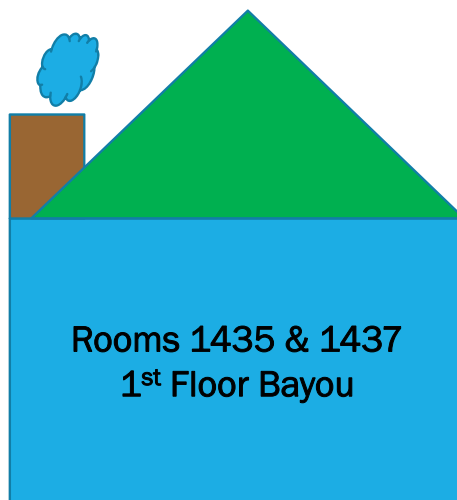
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**UNIVERSITY ADVANCEMENT, STRATEGIC PARTNERSHIP & MARCOMM'S  
CENTRALIZED LOCATION WILL ENHANCE UHCL'S INTERNAL/EXTERNAL VISIBILITY,  
ENGAGEMENT AND COLLABORATION, 3<sup>RD</sup> FLOOR SSCB**

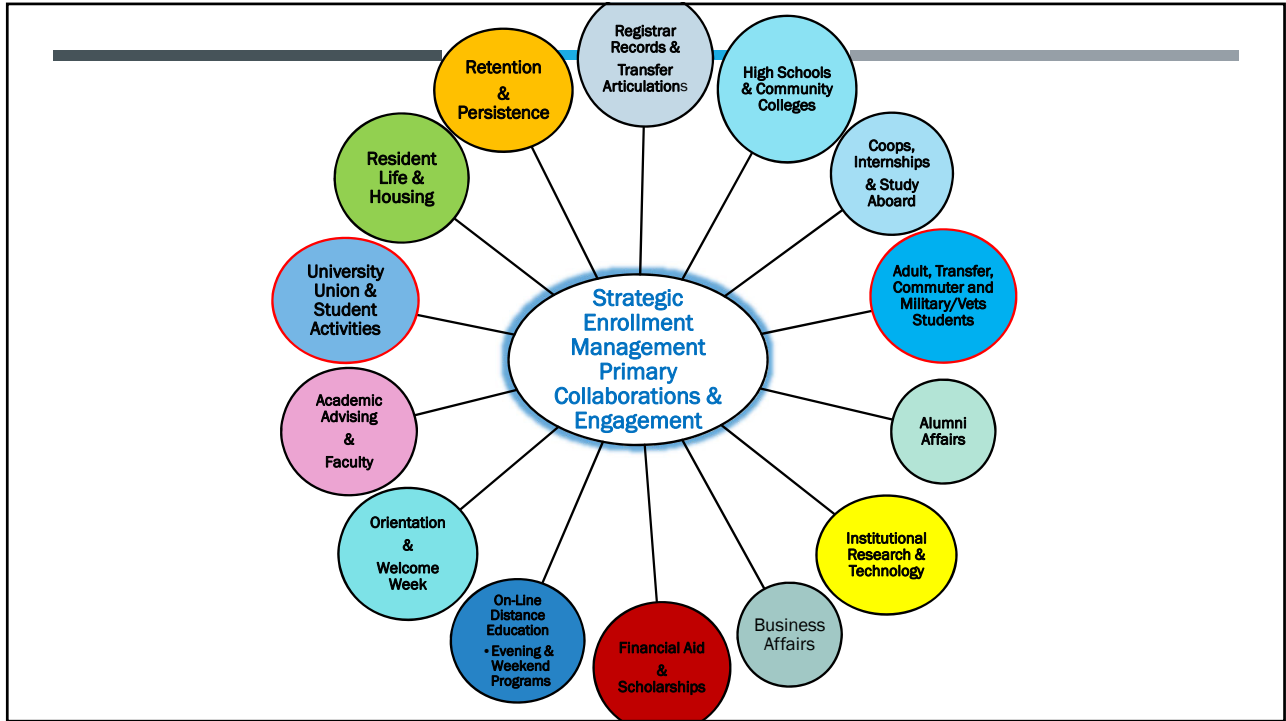


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**THE RELOCATION WILL PROVIDE THE ACCESSIBILITY SUPPORT CENTER  
WITH ADDITIONAL SPACE TO ENHANCE ITS  
ASSISTIVE TECHNOLOGIES SERVICES TO STUDENTS**



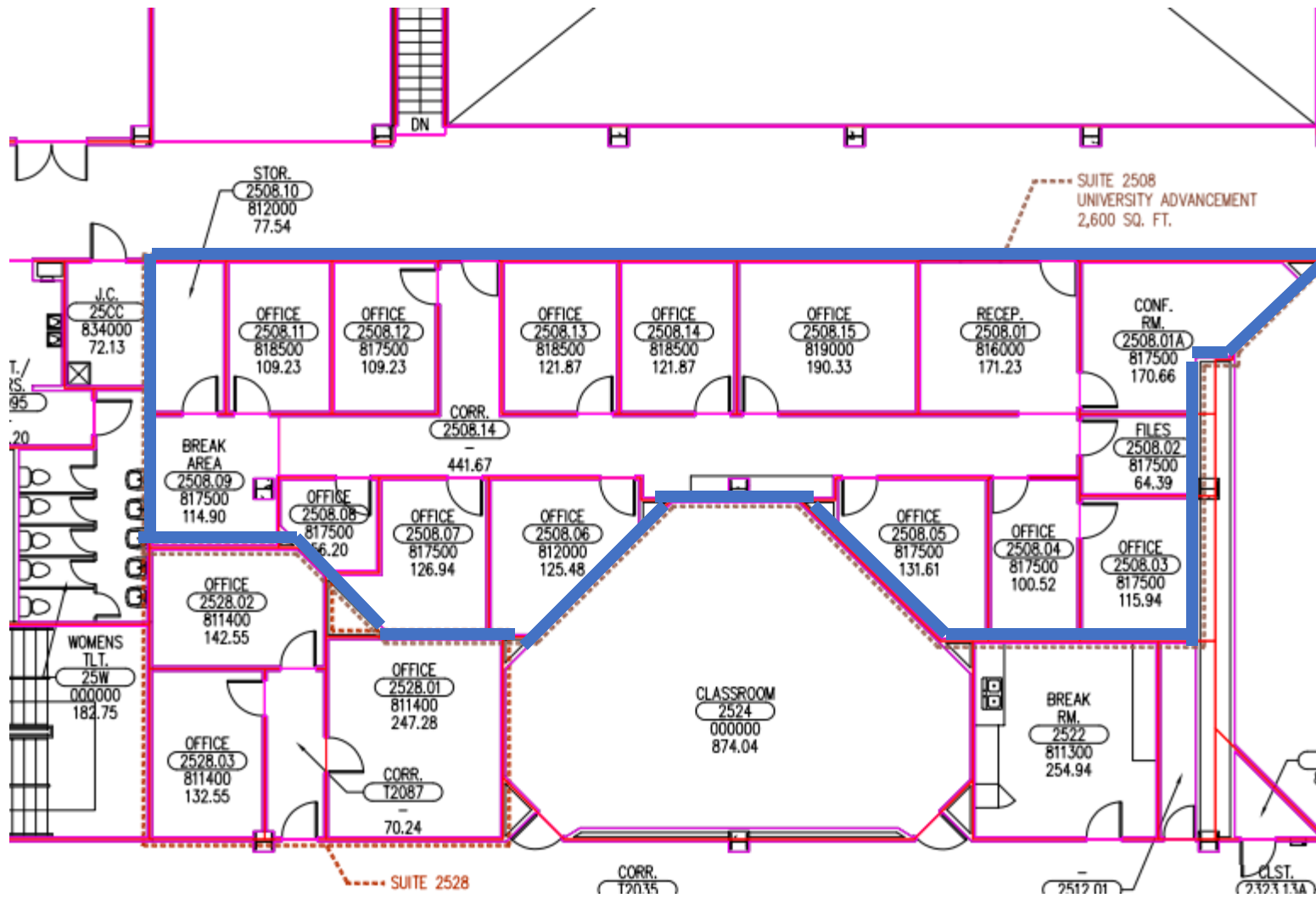
**Rooms 1435 & 1437  
1<sup>st</sup> Floor Bayou**



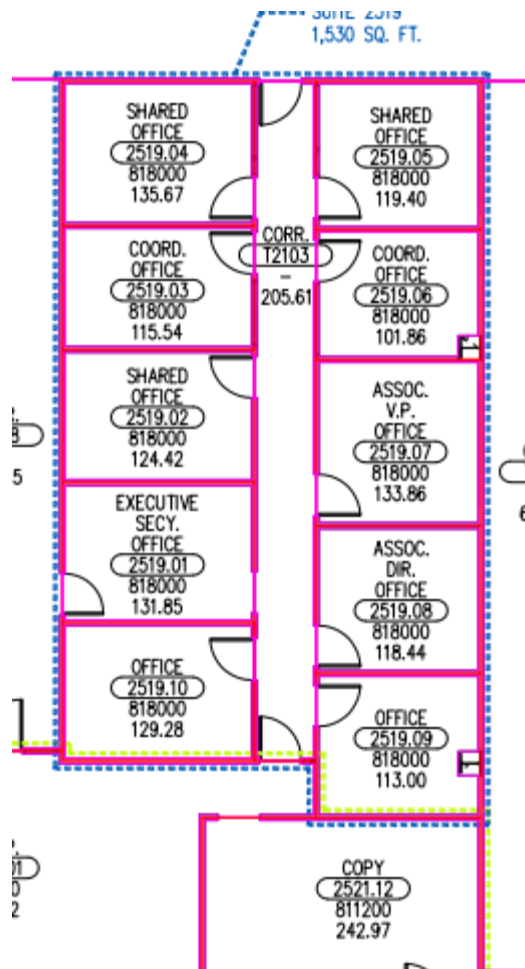
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**Q & A**

# Space 1:A. 2,600 Square Feet



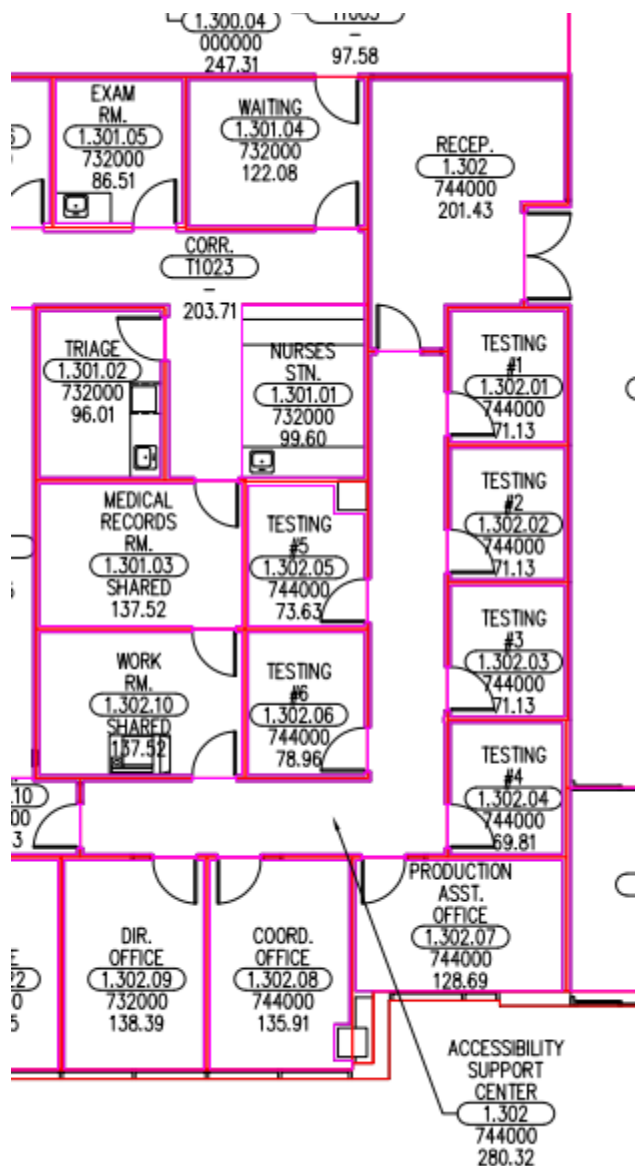
Space 1:B. 1,530 Square Feet



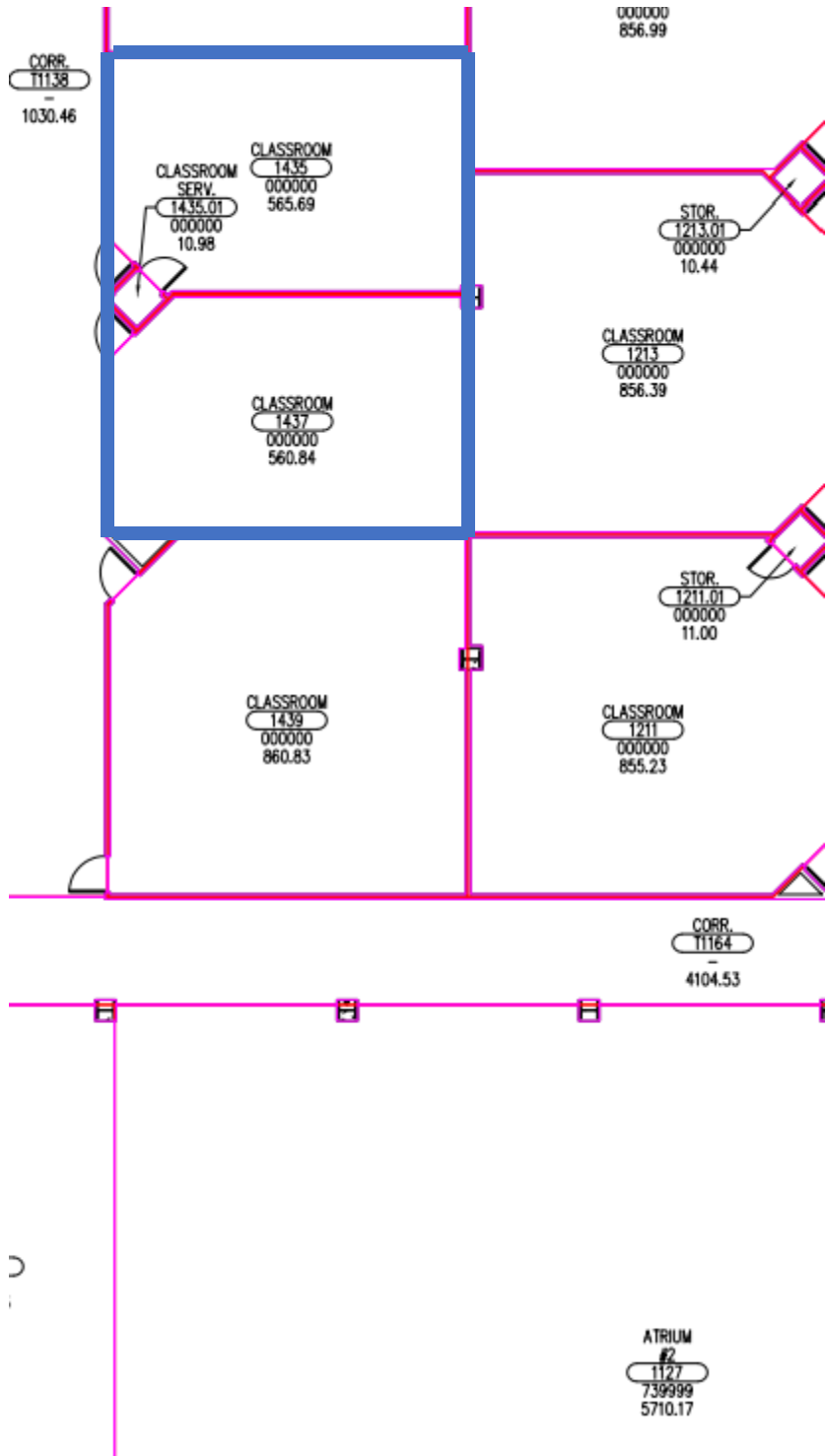




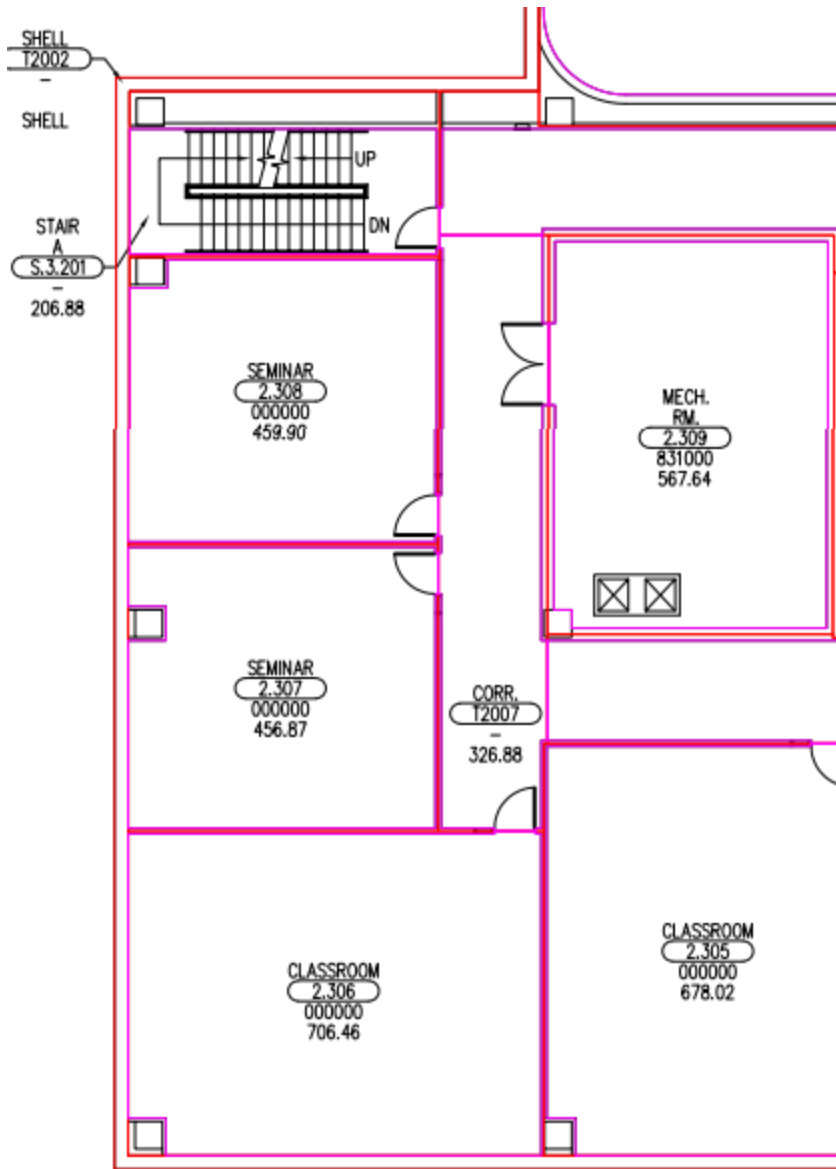
SPACE 1:D. 1,458 SQUARE FEET



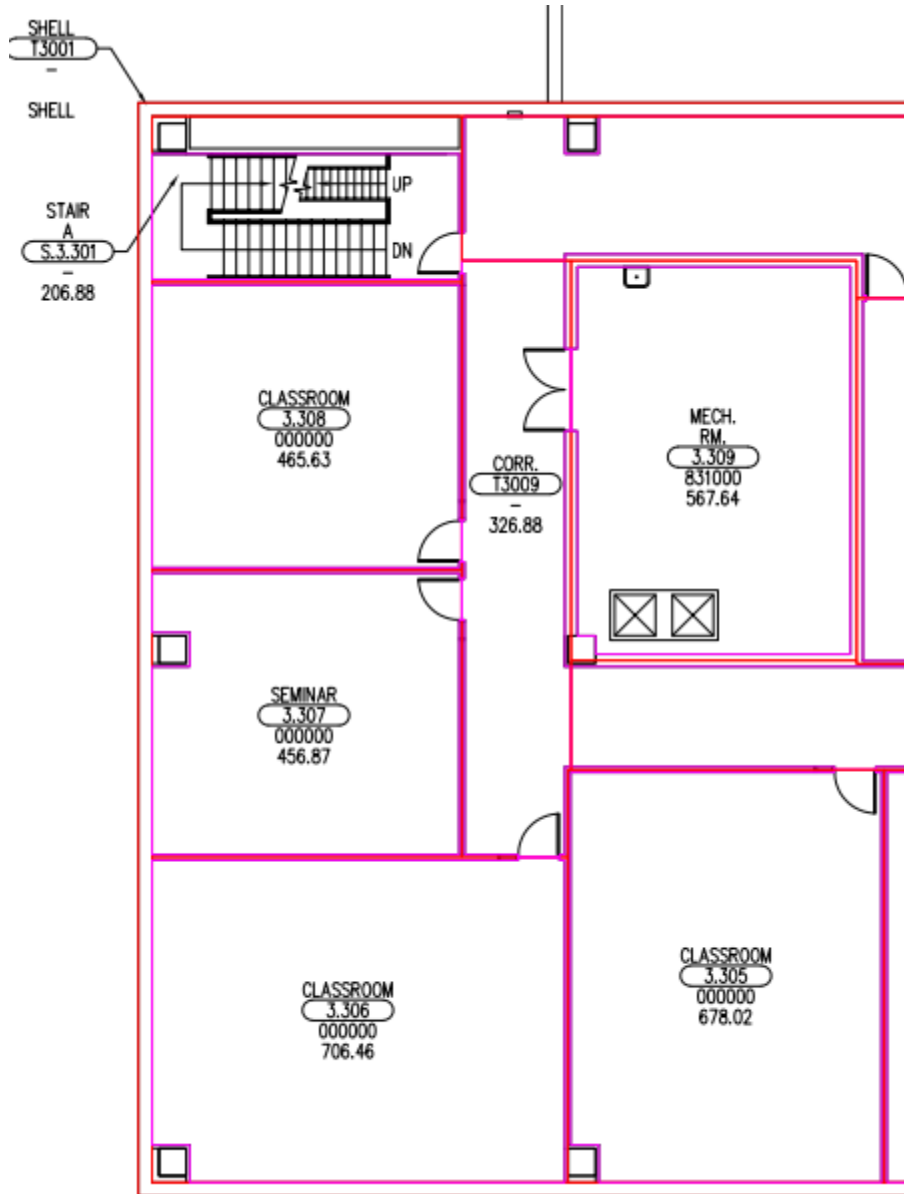
SPACE 1:E. 1,126 SQUARE FEET



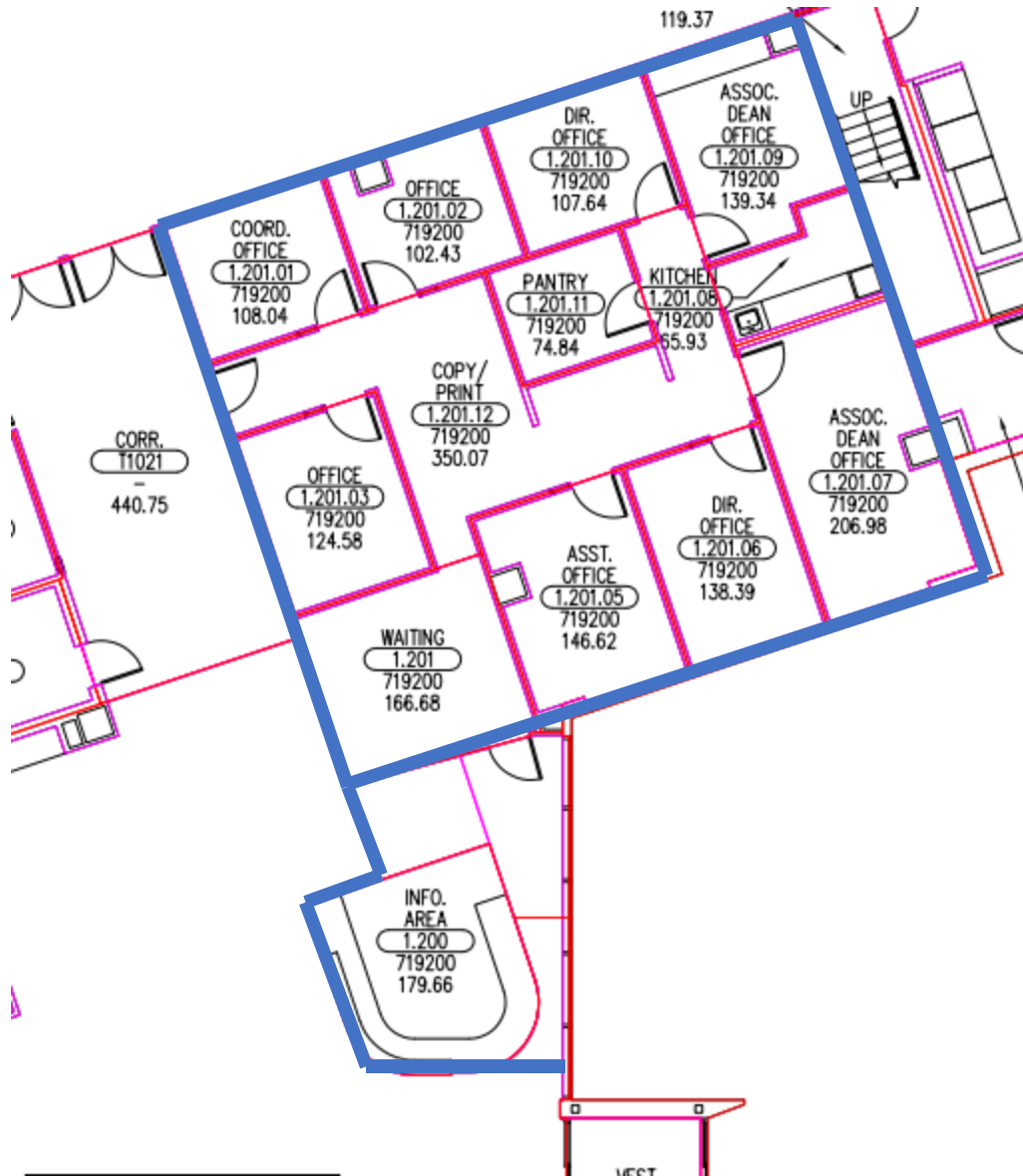
SPACE 2:A. 922 SQUARE FEET



SPACE 2:A. 922 SQUARE FEET



SPACE 2:B. 1,911 SQUARE FEET



Bayou 1435 (Cap Size 27)

	Course/Section	Days Met	Start Time	End Time	Room	Term	Cross-List	Instructor	Enrollment	Max Enrollment	College	Undergrad/Grad
	BIOL 6838/01 SEM	W	7:00 PM	9:50 PM	BAYOU 1435	Spring 2017		Guillen	8	10	CSE	Graduate
	MGMT 6731/01 SEM	T	7:00 PM	9:50 PM	BAYOU 1435	Spring 2017		Martynov	21	27	BUS	Graduate
	SILC 4312/01 LEC	M	7:00 PM	9:50 PM	BAYOU 1435	Spring 2017		SaBell	23	24	COE	Undergraduate
	PSYC 6735/01 LEC	R	7:00 PM	9:50 PM	BAYOU 1435	Spring 2017		McIntyre	7	22	HSH	Graduate
Total Courses: 4												
	FINC 5231/21 LEC	R	7:00 PM	9:50 PM	BAYOU 1435	Fall 2017		Williams	16	20	BUS	Graduate
	ADSU 6436/01 LEC	M	7:00 PM	9:50 PM	BAYOU 1435	Fall 2017		Worthy	13	25	COE	Graduate
Total Courses: 2												
	PSYC 6739/02 PRA	R	7:00 PM	9:50 PM	BAYOU 1435	Spring 2018		Milam	7	20	HSH	Graduate
	TCED 4303/03 LEC	W	7:00 PM	9:50 PM	BAYOU 1435	Spring 2018		Burchfield	25	25	COE	Undergraduate
	ECON 3371/01 LEC	T	7:00 PM	9:50 PM	BAYOU 1435	Spring 2018		Cotten	15	40	BUS	Undergraduate
Total Courses: 3												
	ACCT 5432/01 LEC	M	7:00 PM	9:50 PM	BAYOU 1435	Fall 2018		Marks	17	25	BUS	Graduate
	PSYC 5339/01 LEC	W	7:00 PM	9:50 PM	BAYOU 1435	Fall 2018		Milam	5	22	HSH	Graduate
	SOCI 5731/01 LEC	T	7:00 PM	9:50 PM	BAYOU 1435	Fall 2018		Cherry	11	20	HSH	Graduate
Total Courses: 3												
	BIOL 5234/01 LEC	W	7:00 PM	9:50 PM	BAYOU 1435	Spring 2020		Guillen	6	12	CSE	Graduate
Total Courses: 1												
	ENSC 6838/01 SEM	W	7:00 PM	9:50 PM	BAYOU 1435	Fall 2021		Zhang	2	15	CSE	Graduate
Total Courses: 1												

Bayou 1437 (Cap Size 22)

	Course/Section	Days Met	Start Time	End Time	Room	Term	Cross-List	Instructor	Enrollment	Max Enrollment	College	Undergrad/Grad
	CHEM 4335/01 LEC	R	7:00 PM	9:50 PM	BAYOU 1437	Spring 2017		Lu	10	20	CSE	Undergraduate
	CHEM 4371/01 LEC	T	7:00 PM	9:50 PM	BAYOU 1437	Spring 2017		Lu	9	20	CSE	Undergraduate
	PSYC 6739/01 PRA	M	7:00 PM	9:50 PM	BAYOU 1437	Spring 2017		Milam	9	20	HSH	Graduate
	EDCI 7035/01 LEC	W	7:00 PM	9:50 PM	BAYOU 1437	Spring 2017		Kahn	8	15	COE	Graduate
Total Courses: 4												
	EDUC 6032/01 LEC	M	7:00 PM	9:50 PM	BAYOU 1437	Fall 2017		Bartsch	12	22	COE	Graduate
Total Courses: 1												
	EDLS 7031/01 LEC	W	7:00 PM	9:50 PM	BAYOU 1437	Spring 2018		Lastrapes	6	20	COE	Graduate
	HIST 5130/01 LEC	R	7:00 PM	9:50 PM	BAYOU 1437	Spring 2018		Hodges	7	15	HSH	Graduate
Total Courses: 2												
	FINC 6731/31 SEM	M	7:00 PM	9:50 PM	BAYOU 1437	Fall 2018		Michael	4	20	BUS	Graduate
	EDLS 8530/01 SEM	W	7:00 PM	9:50 PM	BAYOU 1437	Fall 2018	2060_1_00	Peters	10	10	COE	Graduate
	EDCI 8530/01 SEM	W	7:00 PM	9:50 PM	BAYOU 1437	Fall 2018	2060_1_00	Peters	8	10	COE	Graduate
Total Courses: 3												
	CRIM 5036/01 LLB	T	7:00 PM	9:50 PM	BAYOU 1437	Fall 2019		Dodson	13	20	HSH	Graduate
Total Courses: 1												
	HIST 5131/01 LEC	R	7:00 PM	9:50 PM	BAYOU 1437	Spring 2020		Dugre	11	15	HSH	Graduate
Total Courses: 1												
	ENSC 5530/01 SEM	W	7:00 PM	9:50 PM	BAYOU 1437	Fall 2021		Zhang	0	15	CSE	Graduate
Total Courses: 1												

SSCB 2307 (Cap Size 20)

	Course/Section	Days Met	Start Time	End Time	Room	Term	Cross-List	Instructor	Enrollment	Max Enrollment	College	Undergrad/Grad
	ACCT 4352/01 LEC	T	4:00 PM	6:50 PM	SSB 2307	Spring 2017		Kim	13	20	BUS	Undergraduate
	EXHS 5132/01 LEC	M	7:00 PM	9:50 PM	SSB 2307	Spring 2017		Dupler	11	25	HSH	Graduate
	MKTG 5031/02 LEC	T	7:00 PM	9:50 PM	SSB 2307	Spring 2017		Robinson	5	40	BUS	Graduate
	WRIT 3312/011 LEC	TR	1:00 PM	2:20 PM	SSB 2307	Spring 2017		Djordjevic	23	23	HSH	Undergraduate
Total Courses: 4												
	COJN 6639/06 PRA	W	4:00 PM	6:50 PM	SSB 2307	Fall 2017		Tello	7	6	COE	Graduate
	PSYC 7531/01 LEC	M	9:00 AM	11:50 AM	SSB 2307	Fall 2017		Short	1	5	HSH	Graduate
	STAT 3308/04 LEC	TR	5:30 PM	6:50 PM	SSB 2307	Fall 2017		Onken	23	35	CSE	Undergraduate
Total Courses: 3												
	ENVR 4391/01 LEC	W	7:00 PM	9:50 PM	SSB 2307	Spring 2018	2040_1_00	Garland	12	15	BUS	Graduate
	ENVR 6333/01 LEC	W	7:00 PM	9:50 PM	SSB 2307	Spring 2018	2040_1_00	Garland	5	15	BUS	Graduate
Total Courses: 2												
	PSYC 6636/01 PRA	F	9:00 AM	11:50 AM	SSB 2307	Fall 2019		Brown	13	8	HSH	Graduate
Total Courses: 2												

SSCB 2308 (Cap Size 20)

	Course/Section	Days Met	Start Time	End Time	Room	Term	Cross-List	Instructor	Enrollment	Max Enrollment	College	Undergrad/Grad
	HIST 5931/02 LEC	M	7:00 PM	9:50 PM	SSB 2308	Spring 2017		Hodges	7	15	HSH	Graduate
	LITR 5831/01 LEC	W	7:00 PM	9:50 PM	SSB 2308	Spring 2017		Klett	12	15	HSH	Graduate
	LITR 5434/01 LEC	T	4:00 PM	6:50 PM	SSB 2308	Spring 2017		Clody	9	15	HSH	Graduate
	LITR 5435/01 LEC	W	4:00 PM	6:50 PM	SSB 2308	Spring 2017		Marcoline	7	15	HSH	Graduate
	INST 5333/04 LEC	T	7:00 PM	9:50 PM	SSB 2308	Spring 2017		Kidney	12	20	COE	Graduate
Total Courses: 5												
	LITR 5132/01 LEC	W	7:00 PM	9:50 PM	SSB 2308	Fall 2017		McNamara	12	20	HSH	Graduate
	LITR 5831/01 LEC	W	4:00 PM	6:50 PM	SSB 2308	Fall 2017	2030_1_00	Marcoline	10	17	HSH	Graduate
	LITR 5435/01 LEC	R	7:00 PM	9:50 PM	SSB 2308	Fall 2017		Day	5	20	HSH	Graduate
	LITR 5439/01 LEC	T	7:00 PM	9:50 PM	SSB 2308	Fall 2017		Clody	7	20	HSH	Graduate
	PSYC 5535/02 LEC	T	1:00 PM	3:50 PM	SSB 2308	Fall 2017		Haque	18	25	HSH	Graduate
	PSYC 6233/02 LEC	T	4:00 PM	6:50 PM	SSB 2308	Fall 2017		Prinsloo	16	25	HSH	Graduate
Total Courses: 6												
	LITR 5431/01 LEC	W	7:00 PM	9:50 PM	SSB 2308	Spring 2018		McNamara	15	20	HSH	Graduate
	PSYC 6031/01 LEC	T	1:00 PM	3:50 PM	SSB 2308	Spring 2018		Fritz	11	15	HSH	Graduate
	LITR 5430/01 LEC	T	4:00 PM	6:50 PM	SSB 2308	Spring 2018		Eleftheriou	10	20	HSH	Graduate
	LITR 5434/01 LEC	W	4:00 PM	6:50 PM	SSB 2308	Spring 2018		Klett	12	20	HSH	Graduate
	LITR 5435/01 LEC	R	7:00 PM	9:50 PM	SSB 2308	Spring 2018		Day	11	20	HSH	Graduate
Total Courses: 5												
	LITR 5132/01 LEC	W	7:00 PM	9:50 PM	SSB 2308	Fall 2018		McNamara	14	20	HSH	Graduate
	LITR 5435/01 LEC	T	7:00 PM	9:50 PM	SSB 2308	Fall 2018	2060_1_00	Marcoline	14	15	HSH	Graduate
	LITR 5434/02 LEC	M	7:00 PM	9:50 PM	SSB 2308	Fall 2018		Clody	13	20	HSH	Graduate
	WGST 5931/02 LEC	T	7:00 PM	9:50 PM	SSB 2308	Fall 2018	2060_1_00	Marcoline	3	5	HSH	Graduate
Total Courses: 4												
	LITR 5431/01 LEC	W	7:00 PM	9:50 PM	SSB 2308	Spring 2019		White	17	20	HSH	Graduate
	SWRK 4338/01 LEC	M	4:00 PM	6:50 PM	SSB 2308	Spring 2019		Stagg	13	25	HSH	Undergraduate
	WGST 5931/01 LEC	T	7:00 PM	9:50 PM	SSB 2308	Spring 2019	2070_1_00	Klett	2	5	HSH	Graduate
	LITR 5831/01 LEC	T	7:00 PM	9:50 PM	SSB 2308	Spring 2019	2070_1_00	Klett	14	15	HSH	Graduate
	LITR 5434/01 LEC	M	7:00 PM	9:50 PM	SSB 2308	Spring 2019		Clody	9	20	HSH	Graduate
	LITR 5435/01 LEC	R	7:00 PM	9:50 PM	SSB 2308	Spring 2019		Marcoline	8	20	HSH	Graduate
Total Courses: 6												
	LITR 5130/01 LEC	T	4:00 PM	6:50 PM	SSB 2308	Fall 2019		Diepenbrock	9	20	HSH	Graduate
	LITR 5132/01 LEC	M	7:00 PM	9:50 PM	SSB 2308	Fall 2019		Clody	11	20	HSH	Graduate
	LITR 5431/01 LEC	W	7:00 PM	9:50 PM	SSB 2308	Fall 2019		McNamara	17	20	HSH	Graduate
	PSYC 5737/01 LEC	T	1:00 PM	3:50 PM	SSB 2308	Fall 2019		Fessler	13	20	HSH	Graduate
	PSYC 6233/01 LEC	M	9:00 AM	11:50 AM	SSB 2308	Fall 2019		Brown	14	20	HSH	Graduate
	LITR 5434/01 LEC	R	7:00 PM	9:50 PM	SSB 2308	Fall 2019		Day	9	20	HSH	Graduate
	LITR 5831/02 LEC	T	7:00 PM	9:50 PM	SSB 2308	Fall 2019		Marcoline	9	20	HSH	Graduate
Total Courses: 7												
	LITR 5831/01 LEC	T	7:00 PM	9:50 PM	SSB 2308	Spring 2020		Marcoline	10	20	HSH	Graduate
	HIST 5130/01 LEC	M	7:00 PM	9:50 PM	SSB 2308	Spring 2020		Hodges	6	15	HSH	Graduate
	LITR 5434/02 LEC	W	7:00 PM	9:50 PM	SSB 2308	Spring 2020		Klett	15	20	HSH	Graduate
	LITR 5435/01 LEC	R	7:00 PM	9:50 PM	SSB 2308	Spring 2020		Day	14	20	HSH	Graduate
Total Courses: 4												





## SSCB

Suite	Room	Sq Feet
1302	Lobby	201.43
	1302.01	71.13
	1302.02	71.13
	1302.03	71.13
	1302.04	69.81
	1302.05	73.63
	1302.06	78.96
	1302.07	128.69
	1302.08	135.91
	1302.09	138.39
	1302.1	137.52
	Hallway	280.32
		1,458.05

Suite	Room	Sq Feet
3201	3201.05	845.36
	3201.060	78.49
	3201.05C	153.66
	3201.058	110.53
		1,188.04

Suite	Room	Sq Feet
3203	Lobby	184.52
	2303.01	241.78 Stp
	2303.02	157.15 Stp
	2303.03	161.68 Stp
	2303.04	161.90 Stp
	2303.05	220.67
	2303.06	131.61
	2303.07	151.95
	2303.08	153.92
	2303.09	151.91
	2303.1	152.04
	2303.11	153.92
	2303.12	151.98
	2303.13	147.68
	2303.14	149.61
	2303.15	145.62
	2303.16	164.75
	2303.17	145.64
	2303.18	216.77
	Hallway	1,104.51
		4,249.61

Other space	Sq Feet
3311 Classroom	1,017.68
3312 Study Room	142.80
3301 Sm Conf Rm	142.80
	1,303.28

## Admissions

Suite	Room	Sq Feet
1101	1101	468.77
	1102	670.13
1102	1102.01	135.13
	1102.02	135.13
	1102.03	138.39
	1102.04	135.13
	1102.05	135.13
	1102.06	138.39
	1102.07	135.13
	1102.08	135.13
	1102.09	138.39
	1102.1	152.94
	Hallway	510.60
	1102.12	137.85
	1102.13	137.85
	1102.14	133.16
	1102.15	488.44
	1102.15A	115.66
	1102.17A	131.02
	1102.17B	131.03
	1102.18	131.53
Hallway	280.59	
1102.19	108.92	
1102.2	108.92	
1102.21	217.80	
1102.22	132.64	
	5,223.80	

## Financial Aid

Suite	Room	Sq Feet
1105	Reception	709.76
	1105.01	135.76
	1105.02	120.93
	1105.03	95.51
	1105.04	95.51
	1105.05	147.57
	1105.06	138.39
	1105.07	135.85
	1105.08	135.85
	1105.09	138.39
	1105.10	147.57
	1105.11	196.00
	1105.12	104.83
	1105.13	196.00
1105.14	15.83	
	2,513.75	

## Student Records

Suite	Room	Sq Feet
1109	Records	2,623.11
	1109.01	197.07
	1109.02	132.14
	1109.03	138.39
	1109.04	146.94
	1109.05	137.19
	1109.06	135.70
	1109.07	135.70
	1109.08	137.19
	1109.09	147.15
	1109.10	136.68
	4,067.26	
	1,804.81	

## Student Business Svcs

Suite	Room	Sq Feet
1103	1103.02	187.77
	1103.05	96.98
		284.75

## Dean of Students

Suite	Room	Sq Feet
1201	1201.01	108.04 < SAO
	1201.02	102.43 < SAO
	1201.03	124.58 < SAO
	1201.05	146.62
	1201.06	138.39
	1201.07	206.98
	1201.08	65.93
	1201.09	139.34
	1201.1	107.64
	1201.11	74.84
	1201.12	350.07 < hallway
	1201 waiting	166.68 < SAO
	1200 info desk	179.66
	SAO	501.73
	Dean of Students	1,409.47

## Bayou

Suite	Room	Sq Feet
1435	Classroom	565.69
	1437 Classroom	560.8
	1311 Classroom	562.85
	1,689.34	

Suite	Room	Sq Feet
2508	2508.01	171.23
	2508.01A	170.66
	2508.02	64.39
	2508.03	115.94
	2508.04	100.52
	2508.05	131.61
	2508.06	125.48
	2508.07	126.84
	2508.08	56.20
	2508.09	114.90
	2508.10	77.54
	2805.11	109.23
	2508.12	109.23
	2508.13	121.87
	2508.14	121.87
2508.15	190.33	
Hallway	441.67	
	2,349.53	

Suite	Room	Sq Feet	STP
2519	2519.01	131.85	STP
	2519.02	124.42	STP
	2519.03	115.54	STP
	2519.04	135.67	IHAPS
	2519.05	119.40	IHAPS
	2519.06	101.86	IHAPS
	2519.07	133.86	STP
	2519.08	118.44	STP
	2519.09	113.00	STP
	2519.1	129.28	STP
	Hallway	205.61	
		1428.93	STP
	971.005	IHAPS	
	457.93		

Suite	Room	Sq Feet
2525	2525.06	212.21
	2525.07	209.77

## NOA II

Suite	Room	Sq Feet
1200	1200.03	142.28
	1200.04	1,157.07
	1200.05	241.85
	1200.06	119.99
	1200.07	119.99
1200.08	100.30	
	1,200.09	149.61
		2,031.09

# Space Utilization and Allocation Subcommittee

Proposal: Strategic Enrollment Management Operations

Date presented to SUAS: 11/04/2021

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: Was there a survey of the existing space to see if it is being utilize fully?

\_\_\_\_\_  
\_\_\_\_\_

c. Challenges from current space use:

i. What additional comments would you like to add: Don't know fully, has there been a survey of usage for the current spaces.

\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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? Possibly

Yes  No

iii. What additional comments would you like to add: \_\_\_\_\_

While I agree a one-stop-shop for students is ideal, I don't see how these moves will increase enrollment.

\_\_\_\_\_  
\_\_\_\_\_

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

Proposal: Strategic Enrollment Management Operations

Date presented to SUAS: 11/04/2021

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: \_\_\_\_\_ In general, the request was clear. There still remains concern over taking academic spaces to grow administrative spaces. While the promise was that the administrative space is necessary for growing the number of and serving our students, this same growth would mean greater demands on academic spaces.

From others on the call but not on the committee: It is unclear from the presentation and request why most of the requested moves are needed. Some details (i.e., office/unit names, room numbers) are inaccurate, which made some aspects of the request confusing.

b. Current space use:

i. What additional comments would you like to add: One of the other attendees asked: "Do you know that the two classrooms you selected are reserved and use by OSIL and student organizations on M-F 8am-6:45pm? In September those rooms were used for 100 hours, almost 70 hours in October and have already been reserved for almost 60 hours in November? Can this committee ensure that we will have other rooms reserved for Student's through OSIL moving forward to replace 1435 and 1437?" The response that every effort will be made to find space and to build it into future plans did not address the concerns. The request would have students lose space on the promise/hope that space can be reallocated later. If the goal is serving our students, I think it necessary to have these new accommodations built into the current plan. This inclusion would allow for a more informed stance when voting on moving this request forward.

From others on the call but not on the committee: Based on the presentation/proposal, it seems that almost all the offices/units involved in the proposed move are functioning well in their current space.

c. Challenges from current space use:

i. What additional comments would you like to add: \_\_\_\_\_ From others on the call but not on the committee: The only challenge described in the presentation/proposal is that SEM is sharing space with SA, and SEM will need more space if additional office staff are hired.

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: \_\_\_\_\_ I appreciate the inclusion of the space utilization statistics for the classrooms being modified for administrative spaces. It was helpful to see that two rooms being modified had other classrooms designed exactly the same, withing the same building, that were underutilized. This addressed several concerns raised by HSH faculty. I do think it is necessary to address, as stated above, the lost space that is being utilized in the current proposal. Additionally, the Testing Center is proposed to move to a very noisy area within the Bayou Building. Given that many who use the Testing Center do so as an accommodation from Disability Services for space with reduced distractions. This

# Space Utilization and Allocation Subcommittee

new space would work against the needs of students who may already be at a disadvantage in higher education. There was a suggestion that the new space would try to make adjustments to solve for this concern. However, there were no alternatives offered and no guarantees regarding the modifications of this space. Again, it is necessary to see this built into the current proposal to ensure it is done and that an inability to guarantee this would be considered when voting on the proposal.

From others on the call but not on the committee: The presenters said that alternate solutions had been considered, but few details of the alternate solutions were included in the presentation.

iv. Proposed Metrics if applicable:

- v. 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: It is difficult to determine whether the metrics for continued growth are attainable. Although we have seen growth during the pandemic, while other institutions have not, we can't project constant growth based on current data. We don't yet know what impacts the pandemic will have on the future of higher education models.

From others on the call but not on the committee: Metrics were referenced to justify labeling the classrooms included in the proposal as low enrollment, and the presenters said student enrollment would be used as an indicator of the success of the moves. No additional specific metrics were included in the proposal/presentation.

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: From others on the call but not on the committee: The proposal states that the moves align with improving student experience, but some of the moves may hurt the student experience and retention, particularly the changes in Accessibility Support and resources currently housed in the Dean of Students office. Moving Accessibility support to a different building does not fit the goal of a "one stop shop" for students.

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If desired, provide additional comments on reverse

There was an emphasis placed on the needs being dictated by projected student growth. This allows us to use budget now to answer a projected future. What happens if the budget is used for this, instead of an immediate need, and the growth does not occur. We have projected continuous growth in



# Space Utilization and Allocation Subcommittee

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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: SEM Space Request

Date presented to SUAS: 2021-10-07

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: It was made clear how the space would be used, but it was not made clear at all what operational challenges are being experienced without the space.

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b. Current space use:

i. What additional comments would you like to add: This is a lot of relocation when it is clear that at least in the near future (5-7 years) there will be many other options, so this is a potential extensive cost, for a relatively short term challenge.

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c. Challenges from current space use:

i. What additional comments would you like to add: While classroom usage may be low, pre- Covid, it is unlikely that the University will be able to build new classrooms for some time, really question if this is a good plan to permanently remove classrooms from inventory??

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: Several months prior, it was proposed that SEM move to SSCB 3<sup>rd</sup> floor. Why is that proposal no longer on the table? It would offer more or equal space, allow the Registrar to co-locate, all at a much lower cost, it was not explained at all why SEM needs to be in Bayou? The argument was not made how/why being in Bayou will improve program outcomes. Didn't even hear an attempt.

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: \_\_\_\_\_

The metrics offered are not clear at all as to how they would be measured, or achieved.

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f. Alignment with Strategic Plan:

i. Does this proposal align with the University's Strategic Plan Yes  No

g. What additional comments would you like to add: It may, but it wasn't well articulated in the proposal – vague statements of engagement, etc.

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# Space Utilization and Allocation Subcommittee

Proposal: Strategic Enrollment Management Operations

Date presented to SUAS: 11/04/2021

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: \_\_\_\_\_

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b. Current space use:

i. What additional comments would you like to add: \_\_\_\_\_

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c. Challenges from current space use:

i. What additional comments would you like to add: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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If desired, provide additional comments on reverse



# Space Utilization and Allocation Subcommittee

Proposal: Strategic Enrollment Management Operations Date presented to SUAS: <sup>SAUS</sup> 11/04/2021

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: Currently housed in provost area. Anticipated team growth requires dedicated space.

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: No room for growth.

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: \_\_\_\_\_

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: \_\_\_\_\_

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: \_\_\_\_\_

If desired, provide additional comments on reverse



# Space Utilization and Allocation Subcommittee

Proposal: Strategic Enrollment Management Operations

Date presented to SUAS: 11/04/2021

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: No additional comments.

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b. Current space use:

i. What additional comments would you like to add: No additional comments.

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c. Challenges from current space use:

i. What additional comments would you like to add: No additional comments.

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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: No additional comments.

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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: No additional comments.

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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: No additional comments.

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If desired, provide additional comments on reverse



Proposal: Strategic Enrollment Management Operations Date presented to SUAS: 11/04/2021

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 proposal does not include detailed information for example square footage information.

- b. Current space use:
  - i. What additional comments would you like to add: The proposal seemed a bit one sided where it would only benefit one department which is SEM. Did not hear from the other departments.

- 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  No
  - iii. What additional comments would you like to add: yes + no  
\_\_\_\_\_  
\_\_\_\_\_

- 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If desired, provide additional comments on reverse

\_\_\_\_\_  
\_\_\_\_\_



## Space Utilization and Allocation Subcommittee

Some of the proposal is conducive, such as MARCOMM and UA moving to SSCB. I would add that MARCOMM in new suite 2325 should move to SSCB as well. It is never good to separate departments in different areas. If MARCOMM must remain in Suite 2325, IHAPS should move into Suite 2325 with MARCOMM. Moving IHAPS to Suite 2519 is too large of space for two/three people. B1435 and B1437 is not a great location for Accessibility due noise and highly traffic area. In addition, Accessibility is moving into smaller square footage. Moving Dean of Students from 1,874 s.f. space to 916.77 is a bit of a stretch.

### 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 Enrollment Management Operations

Date presented to SUAS: 11/04/2021

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: It is unclear from the presentation and request why most of the requested moves are needed. Some details (i.e., office/unit names, room numbers) are inaccurate, which made some aspects of the request confusing.

b. Current space use:

i. What additional comments would you like to add: Based on the presentation/proposal, it seems that almost all the offices/units involved in the proposed move are functioning well in their current space.

c. Challenges from current space use:

i. What additional comments would you like to add: The only challenge described in the presentation/proposal is that SEM is sharing space with SA, and SEM will need more space if additional office staff are hired.

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: The presenters said that alternate solutions had been considered, but few details of the alternate solutions were included in the presentation.

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 The metrics were defined as the increase in student enrollment and would be used as an indicator of the success of the moves. However, there was no data suggesting that the move would increase enrollment above our current increase enrollment and the data would be helpful to determine the effectiveness of this proposal. The specific metrics were included in the proposal/presentation. The only metrics and data were used to label the classrooms included in the proposal as low enrollment for converting them to office space.

Not enough information given to answer ii part of this question \_\_\_\_\_

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: The proposal address the formation of a "one stop shop for enrollment, admission, registrar, etc. However, it will be breaking up of the "one stop shop for student service by separating accessibility service, Dean of Students

