

AGENDA

Space Allocation and Utilization Subcommittee (SAUS)

December 3, 2020: 1:00 PM

1. Call to order

Sai Sreerama, Chair

See attached sign in roster

2. Approval of Meeting Notes: November 5, 2020

In Teams Folder – Jeff Lash moved, and Leslie Thomas second, approved with no objections

3. Old Business

- No Old Business
-

4. New Business/Announcements

The following space allocation requests are mentioned and still waiting for the space request forms

- College of HSH
 - Advising Space Relocation Request
 - Texas Dept. of Criminal Justice (TDC) Relocation Request

Notes: The request was presented to the Committee. Attached to the notes is a copy of the presentation, submitted committee member feedback forms, and the committee pro/con summary of the request. The committee recommended that this proposal be forwarded to Facilities Support Services Committee (FSSC) with their support.

Additional discussion on topics not included on this agenda:

1. A follow up conversation related to the space proposal submitted by the College of HSH was if this space would be sufficient for the long term. While not specific to this request or to this question, Mark Denney, VPA&F outlined the current request of the University in their current Legislative Appropriations Request (LAR) for funding of a Tuition Revenue Bond

item. If approved, it would provide \$111 Million (unless reduced by the legislature) to accomplish the following: Construct a new STEM II building, Renovate the following buildings: Bayou, Delta, and the SSCB. Finally, it would provide funding to build out the currently unfinished classrooms in STEM I and the 3rd floor of the HSCB at Pearland. This would, if approved, enable the University to again conduct an infill study and identify priorities for how the unfinished and vacated space would be renovated and reallocated. The construction of STEM I did not provide funding to accomplish the infill study don't at that time, so, if funded, this would be significant.

2. A space allocation proposal recently submitted from the Division of Student Affairs had moved forward to the FSSC but will be modified. The basic request was to convert existing auxiliary space from the previous locker rooms adjacent to the old Fitness Center that has already been converted to Student Government meeting, collaboration, and student organization space. This proposal erroneously included University Education and General space that cannot be converted to Auxiliary space. As such, the request will be modified to adjust and recognize that the existing E&G space will remain such.

University of Houston Clear Lake

FY2021 - FY2022 Space Allocation and Utilization Sub-Committee Attendance Sheet Meeting Date: Dec 3, 2020

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

Alternates	Seat	Role	Email	Absent/Present
Patrick Cardenas	Student Affairs (Alt. 2)	Division Representative	Cardenas@uhcl.edu	Present
LeeBrian Gaskins	UCT	Department Representative	Gaskins@uhcl.edu	Absent
J'Naudia Hunter-Phillips	Student Accessibility Support Center	Department Representative	Hunterphili@uhcl.edu	Present
David Rachita	Student Affairs (Alt. 1)	Division Representative	Rachita@uhcl.edu	Absent
Nicholas Shaman	Faculty 4 Alternate	HSH Faculty Alternate	Shaman@uhcl.edu	Present
Jingshan Xiao	Library	Department Representative	Xiao@uhcl.edu	Present

Jason Barkemeyer	Guest	HSH Advising Director	barkemeyer@uhcl.edu	Present
Samuel Gladden	Guest	HSH Interim Dean	gladden@uhcl.edu	present

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: HSH Office of Academic Advising

Date of Request: 9/21/2020

Division/Department making Request: SSI & HSH

- **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 HSH Office of Academic Advising needs renovation and expansion in order to accommodate the expanded staff, a result of staff expansion and university reorganization of academic advising services. We are requesting annexing BAYOU 1613, renovation to BAYOU 1615, and annexing space from BAYOU 1617. BAYOU 1613 and 1617 are utilized by the TDCJ-Academic for Offenders Program. The proposed renovation with relocate the ITV services of 1613 to interior of 1617. The annexed space of 1617 would result in a door being relocated in 1617 as well. The space of 1613 and 1615 would then be renovated to house a staff of 8 employees. 6 offices and a front desk area.

- **Current space use:**

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

The HSH Office of Academic Advising currently resides in BAYOU 1615, comprised of 3 offices, a front desk area, and an open walled desk area. This space was sufficient when the office was only 4 staff members. The space allows for private appointments with students (pursuant to FERPA regulations, along with student intake and service at the front desk.

- **Challenges from current space use:**

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

With the expansion of the staff to 8 members, there is no longer the ability to house everyone in the space provided. Advisors would not have an office to conduct private meeting with students. FERPA controls are no longer in place. Current staff consists of a Director, five academic advisors, a peer advisor and administrative assistant. At times, there could also be a student worker, bringing office total staff to 9. Director and academic advisors need to have private offices at the very least. Peer advisor program could be adjust for lack of private space. Sound from 1613 bleeds into 1615. Housing the ITV classroom in 1617 mitigates this.

- **Alternate solutions not requested:**

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

Relocation to other contiguous space. After space analysis, there is not a contiguous space available in the university that would house all members of the office while being in the proper space to meet the needs of HSH students.

- **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)

With appropriate space, we should see an increase in availability to students, measured by total appointments.

- **Alignment with Strategic Plan:**

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

Academic advising is documented as being a key factor in the retention, persistence and graduation of students. A quality academic advising session also directly impacts the satisfaction of students, again leading to increases in retention, persistence and graduation of students. Financially, academic advisors play an integral role to the registration of students.

- **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)

For the Office of Academic Advising, typical office set up with computer and voice over IP, as is standard for any office. Technology is not a financial cost in this proposal, as it is already owned. For TDCJ, relocation and sound proofing of the ITV room.

Endorsement:

Requestor:

Name: Jason Barkemeyer

Email: barkemeyer@uhcl.edu

Date: _____

Phone: x3334

Alternate: x3333

Division/Department/Dean: _____

Vice President: Steven J Babcock

Signature: 

Approve this request: Y N (circle one)

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 Chair: _____

Signature: _____

FSSC Vice-Chair: _____

Signature: _____

Recommendation: _____

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: Modification of Bayou Suite 1617 (Texas Dept. of Corrections office)

Date of Request: 10/13/20 Division/Department Making Request: HSH

- 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)

This request follows from the request for HSH Advising to take over the small room currently used for broadcasting lectures over ITV to incarcerated students in the "Academics for Offenders" program offered by HSH for the Texas Department of Corrections. We seek to modify the TDC office space to make room for a broadcast facility. Specifically, we will modify the copy room (currently unnumbered) in suite 1617 by eliminating an existing overhang, installing ITV equipment in the unnumbered copy space, and adding a door to copy space to ensure the security of the equipment and confidentiality regarding incarcerated students participating in the lectures.

- Current space use:

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

The space is currently used solely by the TDC program for a copy center, break area, and storage.

- Challenges from current space use:

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

Without these modifications, the current space will not provide sufficient square footage to house the ITV equipment and the teaching station. This equipment must be secure, and the broadcast space must be constructed so as to protect the identities of students enrolled in the program.

- Alternate solutions not requested:

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

One alternative would be to use the copy space "as is" for ITV. This is not a viable solution because the room's low clearance presents a danger to those who would occupy the 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)

N/A

- Alignment with Strategic Plan:

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

Learner focused: ITV technology has allowed the university to expand to two prison sites remotely, offering correctional education to students in a technologically driven teaching format. Delivery of instruction to incarcerated students has been part of the work of UHCL since its beginning and epitomizes the transformational nature of higher education.

Endorsement:

Requestor

Name: William Powers Email: powers@uhcl.edu

Date: 10/13/20

Phone: 281-283-3385

Alternate: _____

Division/Department: HSH/Texas Department of Corrections Program

Vice President: Steven Barberich

Signature: 

Approve this request: (circle one) **Y** **N**

SUAS Co-Chair: _____ Signature: _____

SUAS Co-Chair: _____ Signature: _____

Recommendation: _____

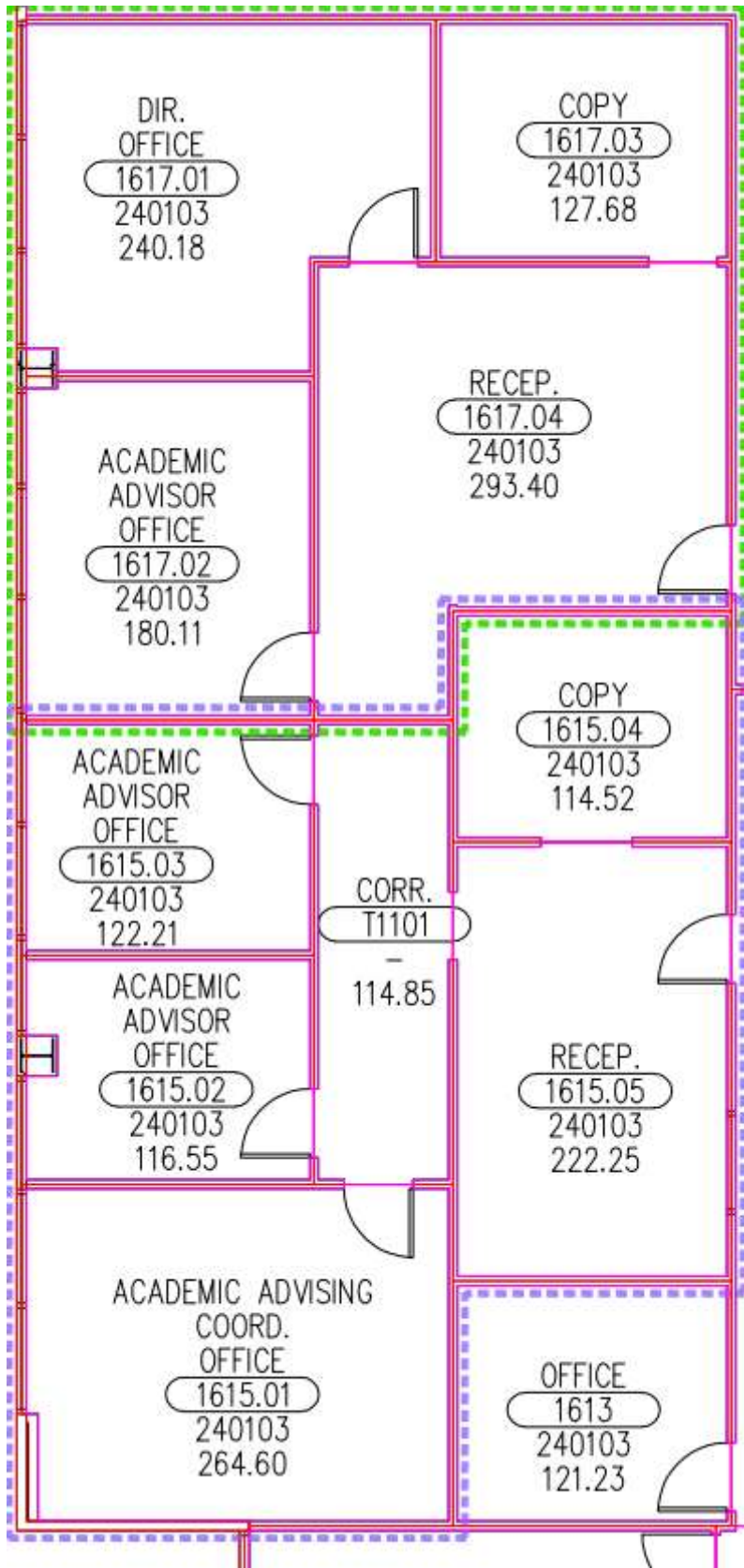
Attachments:

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: _____



Space Utilization and Allocation Subcommittee

Proposal: HSH Advising/TDC spaces Date presented to SUAS: DEC 3, 2020

Pro Elements:

PRO	
1.	Consolidating space – efficiency for the College
2.	Facilitates Advising restructure
3.	Efficient space use
4.	
5.	
6.	
7.	
8.	
CON	
2.	Challenge if this will work for long term needs
3.	
4.	
5.	
6.	
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10.	