

University of Houston Clear Lake

Facilities and Support Services Committee

February 25, 2019
10:00 a.m. – 11:00 a.m.
Bayou 2524

Minutes

Present: Sheila Baker, Lisa Coen, Mark Denney, Anton Dubrovskiy, Kim Edwards, Kimberly Herhold, Eric Herrera, Jennifer Holland, Rebecca Huss-Keeler, Ju Kim, Stuart Larson, Daniel Maxwell, Alex Milam, Alfredo Perez-Davila, David Rachita, Leroy Robinson, Jeffrey Ryan, Gavin Steiger, Chris Ward

Absent: Dwayne Busby, Chelsea Crouse, Tonya Jeffery, Mike Livingston, Shanshan Pan, Andrew Reitberger, Timothy Richardson, Debra Ross, Rosana Salinas

I. Call to Order – Dr. Ward called the meeting to order at 10:04 a.m.

II. Action Items

A. Approval of Minutes – Minutes from December were approved with amendments.

III. Committee Reports

A. Update on construction projects

- Pearland construction is complete. There are only minor items pending in order to close out the financial side of the project.
- The STEM and Rec Center have open items from warranty.
- Student housing still on schedule, with completion expected in July.
- The major Patio Cafe expansion has been postponed until summer of 2020 due to issues with the contract. The project has been given to FMC, but they will need some time to prepare, which is the reason for the delay. Some work and equipment purchases will take place over the summer break in order to prepare for students who will be living on campus.
- Current capital projects include the replacing the lights in the student lot with LEDs, in addition to some road construction.
- Half of the lights in the student lots will begin shutting off at 1 a.m.; all perimeter lights will remain on throughout the night.
- Mold and asbestos were found in a dressing room in the Bayou Theater. Abatement is underway; once that is complete, plans for renovations will be revisited. At this time, the Welcome Desk area is unaffected.
- The first phase of the elevator renovations began during the winter holiday and is still in process. In about two weeks, work for the final phase will begin on one elevator at a time.
- There are plans to replace the interior lights with LEDs. FMC will begin working on a schedule to replace not only the lights, but also the carpet and furniture in the classrooms.

B. Space Allocation and Utilization Subcommittee

- SAUS met on February 12 and discussed revisions to the new forms and feedback on the proposal process. Members asked to clarify the role of SAUS and that of FSSC in this process in order to eliminate redundancy. Karen Fiscus presented a proposal for art storage space, however, more information was needed to make a recommendation. The next meeting will be on March 19 and the discussion will include the Emergency Operations Center proposal.

C. Parking

- Parking met on February 13 to discuss ongoing issues. They are still working on a solution for the kiosk in Lot R. Parking committee will be updated as the new Parking and Transportation Department meets with Pasadena ISD and San Jacinto College to discuss the possibility of expanding our transportation options.

D. Computer Service Advisory Committee

- Dr. Larson explained that CSAC meets a couple of times per year in order to determine how to spend the ~\$500K from student computer use fee, which can only be spent on computing services. The committee's mission is to solicit feedback regarding equipment needs and new software for multi-use computer labs. Each year, about 250 computers are replaced.
- This year the committee has been working with UCT on the assessment by UH; they have been testing Wi-Fi strength, checking servers and making sure that things are set up correctly, as well as interviewing UCT employees.
- The solicitation usually goes to the associate deans or department chairs, who then forward the request to CSAC; however, it is unknown if the community knows of this process. The faculty representatives will be asked to make an announcement at their next faculty meeting. Dr. Larson was referred to SGA to have a representative assigned to join CSAC.

IV. New Business

A. Parking and Transportation Dept. Proposal

- The shuttle service, previously managed by Student Life, has been moved over to the parking department, which has been renamed "Parking and Transportation Department." This will allow for more reliable service, since more staff will be available to drive, should someone call out. In addition, this will allow vehicle servicing to be directly provided by UHCL maintenance staff. One additional goal is to provide shuttle service between the Bay Area location and Pearland.
- There are no accounting challenges expected with this move. The student support fee which funds the shuttle will be moved over to parking, but will still be used for the shuttle.
- Another initiative associated with the shuttle will be the use of Telnet student ID cards. These will be used in the new residence hall as well as for the meal plan. This will allow students to swipe their card when they get on the shuttle, giving us a better look at who uses the shuttle, the average number of riders and the best location for stops. Custom software will also allow for the optimization of the route and will allow students to "call" for the shuttle through an app on their phone.
- The next phase of this plan is to propose a student access fee to provide additional funds for the shuttle. The hope is to have it approved in a student referendum in the fall.

B. Wayfinding Solutions

- FMC is working on updating the current floorplans for all buildings. There will be an architect walking the building, floor by floor, in order to make the new floorplan. Eventually, software will be available that will allow for 3D views of the classrooms and atriums. There will be a meeting to choose a vendor who can upload all floorplans into a web-based format.
- Online room availability and requests are being worked on. This will go through FMC using existing software.

C. Concerns

- First floor renovations are coming out of the FMC budget. They are moving towards purchasing their own equipment, rather than paying outside vendors for services FMC can perform.
- The University Staff Association was asked to provide feedback on a possible location for staff awards. Attendees asked Mr. Denney to also check with Faculty Senate for feedback, since the awards taken down also included those for staff.
- A request was made to install a ramp on the side of the Bayou Building next to Lot A.

V. Adjournment - The meeting adjourned at 11:10 a.m.

A. Next Meeting: Monday, March 25, 2019
 10:00 a.m. – 11:00 a.m.
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