

**Facilities and Support Services Committee**  
**Thursday, April 20, 2017**  
**11:30 a.m.-1:00 p.m.**  
**Bayou Building, Room 1333**  
**Minutes**

**Present:** Darlene Biggers, Steve Bistricky, Andrea Crucian, Kim Edwards, Amanda Johnston, Rajib Hasan, Brittany Hiatt, Rebecca Huss-Keeler, Pam Groves, Usha Mathew, David Palmer, Alix Valenti, Radu Vlas.

**Absent:** Mary Ann Shallberg, Lynn Glazner, Samina Masood, Mark Shermis, Monica McKey, Rodger Carr, Jennifer Holland, Cenzig Sisman, Nishok Vishnuganesan.

**1. Action Items**

**a. Approval of minutes**

There was an amendment to add “Building” to the sixth bullet, ninth line – to read “Bayou Building”. The minutes of February 2, 2017 were approved as amended.

**2. Information Items**

**a. Master Plan Update**

**Pamela Groves**

There will be a meeting on May 2, 2017 regarding the Master Plan. They will be presenting three different concepts and would like feedback regarding those. They are in the process of gathering data on the infrastructure and utilities. The plan will be based on a projected growth of 15,000 in the student population so it should be good for the next 10-20 years.

**b. Facilities Projects Update**

Facilities is currently repairing a structure at the Central Plant which should be complete by May 5, 2017. They will replace the chiller in that same building after the structure repairs are complete.

The mailroom moved out of the first floor of the Bayou Building on May 12, 2017. There will be an asbestos abatement coming up in that area. This area will become an extension of the Art Gallery and will have some small offices towards the back.

Phase two of the LED lighting project will begin in May. Street lights will follow shortly after their completion.

We are waiting for the contractor for the Police Building to sign the contract and send it back.

The backstage women’s restroom in the Bayou Theater will undergo renovations during the summer.

Groundbreaking for the Health Sciences and Classroom Building at Pearland will be April 28<sup>th</sup> at 2:00 p.m.

The preliminary design for the Student Housing project is complete. Construction will begin August of 2017 in order for the building to open for use fall of 2018.

**3. Committee Reports**

**a. Parking & Traffic Safety Subcommittee (PTSS)**

**Dr. Rebecca Huss-Keeler**

*Action Item:* There was a proposal in February from PTSS to add 40 new faculty slots in Lot D, near SSCB, to handle increase in faculty in SSCB and, possibly, the new buildings. SGA representatives were against this, however, Derrell Means noted that the student lots have never been full, whereas the staff and faculty lots do fill up. As of now, when the staff lot gets full, employees still have to park in the student parking area, so they are

already filling those spots. There was the concern that, while the student lots do not fill up now, the addition of the student housing could change that. The location of the space was also a concern, but it was determined that, because staff must clock-in, it was preferred that it should be closest to the building. The proposal passed with eleven votes in favor, no opposition, and two abstaining from the vote.

There were several complaints regarding members of the community parking in the Delta faculty lots to play sports. There were also reports of these community members harassing the faculty. The Parking Department has set up enforcement and the issue seems to be resolved, however, there were reports that they were spotted back in the area on April 19<sup>th</sup>. Reports should be made to the Parking Department for documentation and they can send out an officer if they are harassing anyone.

There will be 60 new parking slots added at Pearland for the opening of the Health Sciences and Classroom Building.

There have been issues reported with the parking website. Derrell Means and Harry Glass are working with an administrative assistant to enhance the website so it gives detailed instructions for faculty on how to obtain parking codes for their guests. The same administrative assistant is currently working on the new building construction web management, so the concern has not been addressed as of this meeting. There are blackout dates preventing any data from being posted on to the website, which has also added to the delay.

Gavin Steiger and Derrell Means investigated the possibility of adding another curb cut in front of the Bayou Building on the same side as the ramp. Currently, the curb cut is on the other side so people have to walk across the front of the Bayou Building to get to it. This project was authorized in addition to build a handicap ramp and add a van-only handicap parking space in front of the ramp. Since UHCL has met the minimum number of regular handicap spots, the Parking Department can enforce the van-only spots. It was mentioned that the issue with the new curb cut is that wheelchairs cannot be unloaded on the left of the vehicle (some vehicles only allow unloading from the left) because it is a one-way street. The issue will be referred back to Gavin Steiger.

In an effort to get reach out to students, the Parking Department sets up an information table to distribute handouts and help students purchase permits several time throughout the semester. Email notifications and updates are also forwarded.

In regards to the Master Plan Survey, it was suggested that a bicycle and walking engineering study be conducted for the campus. Derrell Means met with consultants of the Master Plan on March 31<sup>st</sup> to review the draft of their parking and traffic analysis report. Those recommendations are still under review and could be released.

Robert Bartsch, from the University Life Committee, and Keith Daniels, from the Neumann Library, presented their Transportation Subcommittee report, which addressed transport issues for international students living in the apartments surrounding UHCL. The report is available upon request. It includes seven suggestions to how to best address the lack of transportation for these students. PTSS members suggested using grant money might be available for transportation; the Office of Sponsored Programs might be able to help. The committee is seeking feedback on the report and is planning to conduct a survey of the students.

**b. Space Allocation and Utilization Subcommittee (SAUS)**

**Amanda Johnston**

A survey of HSH faculty revealed that most faculty felt a mother's room was not a need for them since they have locking offices. The mother's room would be of more use to staff and students.

Some faculty were asking about the survey that SAUS sends out at the end of the academic year asking for feedback regarding any issues with classrooms or spaces. It was noted that, since the surveys were not generating very many responses, they were not being done every year, but if there is a need, the survey can be sent out. During the discussion, it was found that many faculty did not know how to address these issues through work requests. A suggestion was presented that an email, similar to UCT's Words for Wednesday, could be sent out with that information.

Dr. Johnston decided that she would consult with Ward to create the survey and, in the body of the email, include the work order information.

#### **4. New Business**

It was suggested that the Parking Department add instructions for using promo codes to their website. It was noted that the kiosk itself includes prompts for use. It was then suggested that the order of the prompts be changed, since the promo code is requested at the end of the process. Dr. Huss noted that COE sends out instructions for use with the code, but that visitors could also contact the Parking Department for help.

Representatives mentioned that when groups come to visit and park in Lot R, they block traffic from both directions. Currently, visitors must pay and are then given access to the lot. It was suggested that visitors could pay on the way out, to avoid back-ups. It was also noted that when large groups visit the campus, the Police Department should be alerted so that they can help direct traffic and avoid these issues.

Another issue related to the kiosks is that the signage for these is not high enough to see from afar. Suggestions included raising the height of the existing signage or replacing these with more prominent signs.