

University of Houston Clear Lake

Facilities and Support Services Committee

Thursday, September 13, 2018

2:30 p.m. – 3:30 p.m.

Bayou Building, Room 1211

Minutes

Present: Sheila Baker, Lisa Coen, Anton Dubrovskiy, Kim Edwards, Pam Groves, Kimberly Herhold, Jennifer Holland, Rebecca Huss-Keeler, Tonya Jeffery, Mike Livingston, Daniel Maxwell, Alex Milam, Russell Miller, Leroy Robinson, Debra Ross, Rosana Salinas, Chris Ward

Absent: Dwayne Busby, Allen Hill, Ju Kim, Shanshan Pan, Alfredo Perez-Davila, Andrew Reitberger

I. Call to Order/Opening Remarks

The meeting was called to order at 2:40 p.m. by Dr. Maxwell. Brief introductions followed.

II. Action Items

A. Approval of minutes from June 19, 2018

Minutes were amended to move voting (previously #3) to the action items section.

Eight members abstained from voting since they were not part of the FY18 committee. Minutes from June 19, 2018 were approved as amended.

B. Nomination/Election of Chairpersons

- Facilities and Support Services Committee (FSSC)

The sole nominee, Dr. Chris Ward, accepted the nomination. Voting to confirm his appointment followed.

Results: All in favor. Appointment confirmed.

- Space Allocation and Utilization Subcommittee (SAUS)

The committee discussed the need to have someone vocal as the chair of this committee to ensure that constituents are heard. The sole nominee, Dr. Rebecca Huss-Keeler, accepted the nomination. Voting to confirm her appointment followed.

Results: All in favor. Appointment confirmed.

- Parking and Traffic Safety Subcommittee (PTSS)

The sole nominee, Dr. Leroy Robinson, accepted the nomination. Voting to confirm his appointment followed.

Results: All in favor. Appointment confirmed.

C. Meeting Times for fall 2018

The committee decided to determine fall times using an online voting poll.

D. Revision of FSSC Bylaws

Edits were made to correct University Staff Association representation; following the PASA/SSA merger,

University Council agreed to keep two representatives on each committee and subcommittee. In regards to the co-chair replacement, several suggestions were made, however, it was decided that Dr. Berberich should be given the option to choose a replacement, since he would be losing a representative. The document would then be forwarded to Dr. Blake for review, prior to being presented at University Council for approval.

III. Information Items

A. Campus Signage Ad Hoc Committee

The committee will continue their work through FY19. Ms. Chelsea Crouse will most likely remain chair of the committee. Other members are expected to remain on the committee as well; however, this will be confirmed prior to the next meeting. It was noted that Ms. Crouse should be included in future meetings.

The signage proposal was based on the needs of the Bayou Building, keeping in mind the long-term vision for the university. FSSC approved the proposal at the last meeting of FY18. The presentation to president was to be made by the sub-contractor, but they still need to set a date with Dr. Blake.

IV. Open Discussion

A. FY19 Focus Items

- Committee members expressed the need to update the campus maps and to have an advanced mapping system on the homepage of the website.
Members inquired about the possibility of having the individual building addresses added to Google Maps.
It was noted that, while these items fall under the purview of the Signage Ad Hoc Committee, UCT and MarComm should be included in these conversations. UCT can help identify the technology that could be applied, while MarComm is responsible for all aspects of web design.
- It was reported that signs at the end of the hallways used to identify room numbers were missing. Representatives from the Ad Hoc Committee explained that this would fall under phase 3 of the signage project.
- One of the committee members requested that the committee review the Space Utilization Request Form (not to be confused with the “Facility Request Form” used for event space) used to request additional space. The location of the form on the website could not be identified. Further, there seems to be no way to obtain updates on the status of these forms.
- Dr. Ward clarified that this committee’s focus is permanent space allocation, rather than temporary space (events).

V. Adjournment

The meeting was adjoined at 3:40 p.m.