

**Facilities and Support Services Committee**  
**Meeting 1/19/17**  
**11:30 – 1:00**  
**B2235**  
**Minutes**

**Present:** Darlene Biggers, Steve Bistricky, Rodger Carr, Kent Case, Andrea Crucian, Kim Edwards, Lynn Glazner, Rajib Hasan, Brittany Hiatt, Rebecca Huss-Keeler, Amanda Johnston, Ward Martaindale, Usha Mathew, David Palmer, Joan Pedro, Robert Phalen, Mary Ann Shallberg, Alix Valenti, Radu Vlas

**Absent:** Jennifer Holland, Mike Livingston, Samina Masood, Monica McKey, Cenzig Sisman, Nishok Vishnuganesan

**1. ACTION ITEMS**

Minutes of November 17, 2016 meeting were approved.

**2. INFORMATION ITEMS**

**a. Facilities Projects Update – Ward Martaindale**

The Master Plan is a seven to eight month project. The process is just getting started. The Steering Committee and the Master Plan Committee have met. The biggest task of the Master Plan Committee is data gathering. Having a chance to look at all the information on what has taken place in the past. Part of the interviewing process is meeting with the individual senior administrators, the deans and the groups around campus including the Master Planning Committee Group to get their vision on where the campus is right now and where it needs to go in the next five to twenty years. They will be back at least a couple more times.

*Rebecca Huss-Keeler noticed that there were no questions about parking on the survey that was sent out. Parking is a big deal for this campus. Will send concerns to Ward Martaindale.*

The soccer field lights construction work has been completed. The manufacturer of the system and the contractor are working out the program. These lights will be programmed remotely through the computer so the rec center will be able to program the lights to turn on and off for events.

The EIH Boat Barn has been completed.

The Arbor Building addition is practically completed. They put a temporary glass front entrance in because the permanent one was not complete and will have to come back and replace it. The inside is complete and occupied.

The sidewalk lighting project's 1<sup>st</sup> phase is complete. Are now getting quotes for the second phase. It is a two to three year project to upgrade all of our sidewalk lighting. Once the sidewalk lighting upgrade to LED is complete we will start on the street lighting. When the street lighting is complete we will start on the parking lot lighting. It's part of our annual capital renewal plan where we try to stay ahead of maintenance by taking care of

things before they get bad. Over the next three to five years we will be improving the exterior lighting.

The Delta Building exterior doors have been replaced because there were problems for a long time with the doors breaking and students breaking into them.

The Arbor Building Broadcast Room is complete. That space is occupied.

During the Christmas break some facility employees restriped Lot D.

The STEM and Classroom Building, the Rec and Wellness Center and the Health Sciences and Classroom Building in Pearland are all in various stages of architectural design. The STEM and Classroom Building is the furthest along. We're at the point of getting it priced out by the contractor and getting the contract in place. It's close to the end of the design process and ready for construction. The Rec Center is about a month behind that and the Health Sciences and Classroom Building is about a couple months behind the Rec Center. We don't have firm dates on ground breaking yet.

The STEM and Classroom Building and the Rec and Wellness Center is planned to have a groundbreaking ceremony at the end of March. The Health Sciences Building groundbreaking ceremony is planned the end of April. Once dates are certain, the university and community will be notified.

The fourth project that hasn't been started yet is the Student Housing Project. The architect selection is going through the final internal review for selection. Then it has to go through internal audit and legal review before we are able to notify the vendor. The contractor for student housing has been selected which is Tellepson which is the same firm as the STEM Building and the Rec and Wellness Center. So we have one contractor doing all three major projects here on campus. We feel like it's a big advantage from a logistics standpoint. We feel like we are seeing really good pricing. They had a very significant turnout when they did their pre-bid. When they had the bids submitted they had over 300 subs that had submitted for different pieces of the process. They said that was the best turnout they ever had.

Update on Arbor Roof Replacement: We have selected an architect. The contract is not in place yet. The way it works with state agencies is to select professionals like engineers and architects; you do not put out for bids and take bids. You select the most qualified person based on their submission. We had several people submit and narrowed it down to one firm. They have sent their proposal and we are finalizing the contract. In some of the discussions with them discussed the time and noise factor. The architect is aware that we need to coordinate with the occupants in the building to discuss concerns.

#### **b. Parking and Traffic Safety Update – Rebecca Huss-Keeler**

This report is a follow-up report on the items discussed at our last meeting on Monday, November 14, 2016. Our next meeting is Monday, January 23, 2017 from 11:30-1:00 in the Provost Conference Room. Some of these issues will be discussed further at our next meeting.

**Van Parking Issue** – Over break, four additional Van Only parking slots were designated along with appropriate signage. Three were in the back along the curb in Lot D, closest to Bayou and one was in the back closest to SSCB. Gavin was informed that as

long as we have adequate regular handicapped parking spaces to be in compliance that we could designate additional Van Only spaces.

**Bike Rack Issue** – Over break a number of U-Bend bike racks were installed around campus. There are three installations in front of Bayou and one installation in back of Bayou in Lot D. There is also one rack in front of Delta. The old racks are still in front of SSCB because Derrell Means said that we cannot drill in the slate surface to install the racks because it will crack. There is also one remaining old rack in front of Bayou with a bike chained to it. Derrell said he cannot remove it for 30 days. The bike has been there since before break. There appears to be no bike racks in front of either side of Arbor. Signage telling students that they cannot chain their bikes to the light poles, benches or railings has been installed. Some students have not heeded the signs. We will be discussing how students will be notified of the new bike racks and the new rules.

**Lower Rates for Part Time Employees** – Nikki Olivas and Derrell Means worked out a plan where situations will be handled on an individual basis and they will get a reduced rate of parking.

**Parking fees for temporary parking:** How is it being communicated? The information will be put in the part-time employee manual. The places that hire those people should inform them.

**Is it permanent part-time as well as temporary part-time non-student?** Not sure but will check into it further.

**Will the part-time rate be prorated if an employee starts mid-semester?**

**High School Parking and Traffic Issues** – Derrell Means said an arrangement has been worked out with the UHCL police to patrol at Entrance One in the morning to make sure that pedestrians going to the high school are able to get there safely. – *The police have already begun patrolling at Entrance One.*

#### c. **Space Allocation & Utilization Subcommittee (SAUS) – Amanda Johnston**

No Report. SAUS committee has not met yet. At the last meeting the mother's room was brought up. Nikki Olivas presented it to staff. There is a faculty group that is formed to look at family related policies at the university. Amanda Johnston will reach out to the person that is chairing that group to get information on a faculty perspective to see if a mother's room would be something the faculty would be interested in since most have locking offices, and if not will just focus on the needs of the staff and students at the university.

#### **New Business:**

Connectivity in the library is really bad. It can take up to five minutes to log in. This issue started occurring after computer software was updated. Also when a person is attempting to print out a one page document it would print out a dozen copies. It has only happened a few times. Was wondering if it also happened in the computer lab as well. – *It was recommended to put in a work request to UCT so that they can address the issue at x2828 or [supportcenter@uhcl.edu](mailto:supportcenter@uhcl.edu). Rodger Carr says that they will research it to see why those issues are occurring.*

Regarding computers available to students. In the Student Services Classroom Building there are two separate banks of computers on the first floor. One is across from Student Business Services, some across from Students Assistance Center and some across from the Dean of Students Office. Occasionally students who will need to use the computers when the labs and library are not open. There really isn't any other place. When the building was built we realized that we would need to have something that was accessible. Many universities have banks of computers or a kiosk where students can go. The building is over ten years old which means those computers are old. We tried to get funding for that but wasn't successful. We are replacing as we can. We are in the process of ordering two computers to go across from the Student Assistant Center. The old ones that are there we will move across from the Dean of Students Office until they are useless. Hoping to replace those maybe at the end of the year if there is money left. Chris Ross in Student Business Services will replace those across from her.

Faculty have been requesting certain classrooms but have not been getting assigned those types of classrooms and when asking to switch classrooms they have been getting a lot of resistance. There is an HSH faculty member that has a disability and is only able to teach in a certain classroom and has put that request in but did not receive that type of classroom and was at one point told that they would not switch the classroom. This person cannot physically teach in the classroom that was assigned. Also faculty requesting a computer lab because they are teaching statistics was assigned a regular classroom and was told they would not switch them. It's not just a personal preference. Who would be the person to talk to? - *If there is a disability an ADA request can be made for certain accommodations which would go through HR. If it is not a disability they would not go through HR. Other than that it would go through Mary Washington in scheduling.*

**Survey:** With the process of being able to submit work requests that seemed to address specific issues more than the surveys. The surveys didn't seem to generate a lot of responses. Unless there seems to be a need to revitalize that angle of survey process we would abandon it for now. Do you think it was worthwhile? - *The form gave us an opportunity to get this group to understand that we just can't solve some of the problems. Some of the faculty are requesting conflicting changes. These are conflicts that can't necessarily be addressed with just a request. The different schools don't understand how the administration works in making the decision. We need to make sure we get out and make it known to people. Until we have some sort of feedback from the group we don't necessarily know to bring them up.*

As conditions change it will bring on new challenges. We need something to assess those changes. The value that the survey has is that it brings us to discuss the problems that we otherwise won't know about.

Maybe we can come up with a different way other than a survey to get concerns and needs from faculty.

Maybe there needs to be a site where someone has a comment/suggestion electronically. - Someone would have to own that in order to respond to that.

Place for students to gather and hang out. If you check around you will see them gathering in different spots. The problem is there are not enough places for them to plug in. One of the faculty members suggested there be power strips at the tables. How would we go about requesting that? We need to make the Bayou Building more accessible to

being able to gather and plug in laptops. Brittany Hiett will bring it up in the SGA meeting.

Another challenge we face is that we start anew every September. There are new people on the committee every September. As FSSC goes into a new year we need to better communicate suggestions to the new people. What kind of orientation we can do at the first meeting every year?

The Science lab above the library had a leak and chairs were damaged. What can be done to identify the leaks in the lab? - *Leaks are going to occur. Make the dean of the specific college aware of it.*

Future meetings will continue to be on the third Thursday of the month. There will not be a meeting in March.

Meeting adjourned @ 12:54 p.m.