

# University of Houston Clear Lake

## Facilities and Support Services Committee

Monday October 22, 2018

10:00 a.m. – 11:00 a.m.

Bayou Building, Room 1335

### Minutes

**Present:** Lisa Coen, Chelsea Crouse, Kim Edwards, Kimberly Herhold, Eric Herrera, Allen Hill, Rebecca Huss-Keeler, Izuh Ikpeama, Tonya Jeffery, Mike Livingston, Alex Milam, Alfredo Perez-Davila, Andrew Reitberger, Timothy Richardson, Leroy Robinson, Debra Ross, Rosana Salinas, Miles Shellshear, Ishaq Unwala, Chris Ward, Naomi Wiggins

**Absent:** Sheila Baker, Dwayne Busby, Anton Dubrovskiy, Pam Groves, Jennifer Holland, Ju Kim, Daniel Maxwell, Russell Miller, Shanshan Pan, David Rachita, Jeffrey Ryan

#### I. Call to Order

Dr. Chris Ward called the meeting to order at 10:05 a.m.

#### II. Action Items

- A. Minutes from September 13, 2018 were approved as presented.

#### III. Information Items

##### A. Update on Construction Projects

Mr. Eric Herrera was introduced as the new AVP for Facilities.

Construction at the Pearland campus is on schedule and completion is scheduled for December 2018. The first classes held there will take place on Jan 14 through Alvin Community College. At this time, the exterior of the building is being finalized.

The construction of the dorm is still on schedule, despite significant rain delays. The target for completion is July 2019. There have been some safety related items, including complaints about open fences where students might be able to walk into the construction area. Those have been addressed.

There have been issues with the elevators in the Bayou Building. As of October 22, only one elevator is down. Part of the problem is the age of the equipment and another has been an issue with the contract at the system level. The contract has been finalized and contractors will be on campus on Wednesday, October 24 to conduct an assessment of all elevators on campus and give recommendations for updates.

There have been ADA complaints regarding handicap switch on the doors of the new STEM and Classroom Building and the Recreation and Wellness Center. The buttons were not working due to a conflict with the system used by the police department to lock the doors, which was overriding the push button function. This has since been fixed. The buildings are fully functional, with the exception of some minor items.

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

Dr. Rebecca Huss-Keeler reported that the subcommittee had not met, however, Mr. Mark Denney, the new VP for Administration & Finance, has confirmed that he will serve as the administrative co-chair for SAUS. This year the subcommittee will work on streamlining procedures for the request of permanent space.

**C. Parking and Traffic Safety Subcommittee (PTSS)**

Dr. Leroy Robinson reported that the subcommittee will meet in November; their meetings will be on the third Monday of each month.

**D. Campus Signage Ad Hoc**

Ms. Chelsea Crouse reported that the committee met last Monday to talk about phase two of the signage project. Phase one was completed over the summer; the plan was presented to Dr. Blake and Senior Leadership and they approved both the cost and design. Phase two includes final messaging on all signage and beginning the bidding process to find vendors. This part of the project should be completed within ten months. The signs will be illuminated, but the lights are not part of the package. Ms. Crouse will confirm if the vendor has completed usability testing for the design. The PDF of the presentation made over the summer will be sent out via email.

**IV. New Business**

**A. Wayfinding Project Presentation**

Ms. Naomi Wiggins, Student Project Manager for the Office of the President, presented solutions for wayfinding on the website. The presentation was made to Senior Leadership in September and it is unknown if they have reached a decision. A copy of the presentation will be sent out via email.

**B. Proposal for Space Reallocation Procedure**

Mr. Izuh Ikpeama asked the committee to consider procedures for reallocation of spaces not being used, such as the Fitness Zone in SSCB, which is currently vacant. This will be the charge for the Space Allocation and Utilization Subcommittee for the year. To clarify, this is in regards to permanent space requests and not event space, which is requested through [Scheduling@uhcl.edu](mailto:Scheduling@uhcl.edu). SAUS will need to find where this process is breaking down and how to fix those issues. This will include outlining a procedure, creating forms, and determining who will present on behalf of the organization/department requesting space.

**C. Prioritization of Classrooms by College**

There was a question regarding what colleges “own” specific classrooms and how that is determined. The issue came up because are times when large classes will be bumped for smaller classes because those classrooms are said to belong to a college; there have also been instances of requests for empty classrooms being denied for the same reason.

Mr. Herrera will investigate and that present information at the next meeting.

#### **D. Open Discussion**

- A complaint was made regarding poor exterior lighting at the Pearland campus. Mr. Herrera agreed to review the mutual agreement with Alvin ISD, which might include information for addressing this issue.
- There was a request to add a representative from Disability Services to the committee. The FSSC bylaws will be reviewed to determine how to go about that.
- At the Kick-Off meeting, the committee discussed possible ways to address the vacant administrative co-chair position for FSSC. The Dr. Berberich has asked the committee to hold off on making a recommendation to University Council. He and Dr. Maxwell have been discussing possible candidates for the position. Once a decision has been reached, all edits will be passed to University Council as recommendations.

#### **V. Adjournment**

The meeting was adjourned at 11:02 AM.

#### **A. Next Meeting**

Thursday, December 13, 2018  
9:00 a.m. – 10:00 a.m.  
STEM Building, Room 2115