

Facilities and Support Services Committee

Tuesday, November 14, 2017

10:00 a.m.-11:00 a.m.

Bayou Building, Room 1215

Minutes

Facilitator: Dr. M. Bazlur Rashid, Chair

Present: Amber Brown, Rodger Carr, Kent Case, Kim Edwards, Kimberly Herhold, Jennifer Holland, Ju Kim, Mike Livingston, Ward Martaindale, Usha Mathew, Monica McKey, Alex Milam, M. Bazlur Rashid, Debra Ross, Andrew Reitberger, Jeffrey Ryan, Thomas Schanding, Troy Voelker

Absent: Darlene Biggers, Albert Black, Dwayne Busby, Allen Hill, Rebecca Huss-Keeler, Alfredo Perez-Davila, Rosana Salinas

1. Call to order/Opening remarks

Dr. Rashid called the meeting to order at 10:03 a.m.

2. Action Items

- a. The minutes from October 17, 2017 were approved as presented.

3. Information Items

- a. Update on Construction Projects

Ward Martaindale

- Mr. Martaindale reported that all major projects are moving forward. Construction for the Health Sciences building in Pearland has begun. Contractors are currently clearing the land.
- Waterproofing for the glass around the Student Services Building began on November 14th. The glass is being re-caulked and some areas might be removed and waterproofed. This is expected to resolve and prevent leaking issues.
- Replacement of the Bayou Building chiller is underway. The chiller is in place. The shut down and switch over is expected to take place during the holiday break in December.
- An email was sent out to occupants of the Arbor Building letting them know construction on the roof will begin within the next day or two. The project is expected to take 2-3 months to complete and should be ready by mid-February.
- The chillers for the Delta Building have been ordered. These are expected to take 8 weeks to arrive and will be replaced after January. There should not be any disruptions since they will be replaced 1 or 2 at a time, so as to always have at least one working.
- The floor repairs at the Pearland campus are going well. FMC staff has been working on Saturdays to make the repairs.
- The final draft of the Master Plan was sent out to the committee and the feedback was submitted to the architects. The final document is being finished and will be posted on the website once it is ready. The architects will be presenting on campus on November 15th at 1:00 p.m. in SSCB 3310.

- b. Parking and Traffic Safety Subcommittee (PTSS)

Amber Brown

The committee has not met.

- c. Space Allocation and Utilization Subcommittee (SAUS)

Troy Voelker

The first SAUS meeting will be later this month. The subcommittee will be reviewing the last minutes available and will be setting the direction for the spring.

d. Computer Services Advisory Committee (CSAC)

Rodger Carr

The committee typically meets in the spring. If there are any issues, please let Mr. Carr know. When the committee meets, they draft a budget for refreshing labs and other special requests, which are arranged by priority. Representatives from the four colleges, the Neumann Library, University Computing and Administration and Finance are present. The chair has not yet been determined, but it will be a faculty member.

e. Library Advisory Committee

Jennifer Holland

The Library Advisory Committee has not met and there is no information to report. The committee is usually made up of faculty from the four colleges who submit request and receive information for faculty support.

f. Campus signage

- Ad hoc committee

Ms. Kimberly Herhold, Ms. Kim Edwards, Ms. Brenda Ross and Dr. Amber Brown volunteered to serve on the ad hoc committee. Mr. Martaindale provided a handout and explained the process for developing signage used by the University of Houston. He will be assisting the committee.

Mr. Carr suggested allowing the ad hoc committee to also work on the room locator for the UHCL website. UCT has a project team that can develop the room locator if the committee can define the requirements for the locator.

4. New Business

a. Bayou Building elevators

Dr. Rashid inquired about the progress of the elevator repairs. He noted that it seems to have been fixed, however, most were broken during this past month.

Mr. Martaindale explained that the delay in the elevator repairs was due to Harvey. The equipment was backordered, but the elevators have since been repaired and should be in working order.

b. Drinking water fountains

There have been complaints recently from students and faculty regarding the quality of the water and the cleanliness of the drinking water fountains. Dr. Rashid inquired as to how often the filters are changed on these water fountains. Mr.

Martaindale clarified that the current water dispensers have cooling compressors, but no filters.

Mr. Jeffrey Ryan inquired as to the feasibility of adding water fountains with bottle dispensers to the existing buildings. Mr. Martaindale will provide an estimate at the next meeting, but funding will need to be located before any changes can be made.

c. Lot R kiosk

Ms. Jennifer Holland inquired as to the feasibility of changing the location of the pay station in Lot R. Many people have observed that there can be traffic back-ups when visitors are unsure of how to use the kiosk.

The issue was referred to the Parking and Traffic Safety Subcommittee for consideration.

d. Bayou entry vending machines

There have been complaints regarding the singing vending machines at the entrance of the Bayou Building. Jennifer Holland asked if the machines could be muted. Andrew Reitberger said he had spoken with Debra Carpenter prior to the meeting and she said it had been silenced due to complaints. Each machine has a contact number/email you can contact to report any issues. Alicia Gookin can also help with any issues, but be sure to include the machine's identification number.

e. Open discussion

Debra Ross inquired on the status of the bottled water contract. Usha Mathew informed the committee that the contract had been successfully renegotiated and signed. The Senior Business Coordinators should have already started placing the requisitions.

5. Adjournment

The meeting was adjourned at 10:34 a.m.

- a. Next Meeting:** Tuesday, February 27, 2018
 9:00 a.m.-10:00 a.m.
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