

University of Houston Clear Lake

Facilities and Support Services Committee

Monday, October 28, 2019

10-11:00 am

Room: B1335

Meeting Notes

Facilitator: Dr. Chris Ward, Chair

Present: Rebeca Huss-Keeler, Tim Richardson, David Rachita, Anton Dubrovskiy, Tonya Jeffery, Leroy Robinson, Sana Zeidan, Kim Herhold, Aaron Hart, Maria Curtis, Eric Herrera, Chris Ward

I. Call to order/Opening Remarks

Dr. Ward

The meeting was called to order at 10:05 a.m.

II. Action Items

Dr. Chris Ward began the meeting by referencing agenda item IV. B. Secretary position – Dr. Ward shared with the committee there is no longer administrative support for the shared governance committees; therefore, we no longer have Vanessa Cubides as secretary. So, Dr. Ward asked if anyone would be willing to take notes for today's meeting. Dr. Tonya Jeffery volunteered to take notes.

III. Information Items

A. Committee Reports

a. Update on Construction Projects

Mr. Herrera

Mr. Herrera updated the committee on the status of the following construction projects:
Cafeteria Expansion: Construction is on schedule for Phase II of the Patio Cafe, which will involve the Starbucks coffee shop. This project is scheduled to be completed in November, one week before Thanksgiving. Training will be provided to all cafeteria staff on the proper techniques involved with making Starbucks coffees/drinks/etc.

Road Construction: In an effort to take advantage of the upcoming Thanksgiving and Winter Break, plans are to do more road construction because it is one of the biggest challenges. There was an RFP submitted for roadwork repairs across campus. The next construction project will be the repairing of Graduate Dr., which will cost approximately \$155,000. This project is scheduled to be completed

STEM Building: The warranty has expired on building construction project, so FMC will now complete and/or fix any issues related to STEM Bldg.

Bayou Building: Current construction projects in Bayou include new furniture, carpeting, lighting, and painting. The focus will be on the 2nd floor in areas where there is heavy

student traffic. The cost of purchasing the furniture is approximately \$170,000; Cost of carpeting is approximately \$150,000. The committee working on this project includes the President's Offc, MARCOMM & FMC.

Mr. Herrera displayed the three (3) choices for carpet selection via computer. The next step in the process is voting: So, the choices will be taken to SGA, then Faculty Senate, then brought to FSSC.

*Question by Dr. Dubrovskiy: Is it possible to place this same furniture in the STEM Bldg. ? Faculty are hearing complaints from students is that there is a lack of seating in the lobby area of the STEM Bldg. Mr. Herrera responded, "No, this furniture cannot be placed in the STEM Bldg. because it has already been accounted for."

*Question by Dr. Ward: Has there been any thoughts about charging stations with the new furniture being placed in Bayou Bldg.? Mr. Herrera responded, "Yes. MARCOM is working on free charging stations. Due to the limited electrical outlets in Bayou, FMC will be enhancing the

Mr. Herrera mentioned that the team is being aggressive with ordering and hope the voting is completed soon. The team would like the carpet and furniture project to be completed over winter break.

Mr. Rachita discussed his concern about one particular style of chairs and the comfort level of these chairs. He does not believe the chairs are comfortable. Mr. Rachita & Dr. Huss-Keeler then recommended that Mr. Herrera's committee seek input from students and/or have a 'test sit' before purchasing.

*Question by Dr. Hart: When will you need the SGA vote? Mr. Herrera responded "By the end of this month. Or, this deadline can be extended if necessary." Dr. Hart shared that SGA meets every Tuesday, so he will have them vote and send a response to Mr. Herrera on Tues., Nov. 5.

Dr. Curtis asked about how the old fitness center space in SSCB is now being utilized. Dr. Hart responded by sharing that the old fitness zone is currently broken into three (3) spaces:

1. Conference Room/Student Orgs. Space
2. Group space for student collaborations
3. First part of the space (Front portion) is a student study lounge/social space

Mr. Herrera summarized the construction project plans to share that ideally, these student spaces will help to free up other spaces in Bayou, such as the Garden Room, Forest Room, etc. He also reiterated the following regarding the focus of construction projects:

- FY 20 – Focus on 2nd Flr, Bayou Bldg.
- FY 21 – Focus on 3rd or 1st Flr, Bayou Bldg., whichever one has the most need.

- i. Bayou renovations: Dr. Huss-Keeler shared the report from Mark Denney and the SAUS meeting:
 - **Biology classrooms, offices and labs**-The biology department has moved into these spaces, which has given them expanded room and faculty offices were able to be consolidated within one area. Some renovations still need to be done.
 - **Psychology research areas in Arbor and SSCB**-These areas are in full use and as a result the Psy.D. program passed its on-campus accreditation visit.
 - **Student Organization Center and Lounge**-This area took over the previous fitness zone in SSCB. They are in the process of selecting carpet and other amenities for the space.
 - **Art Storage Area**-This area was originally supposed to move to B 3407 from several closets and the basement but now it is tentatively proposed to occupy a storage area in the International office suite on the second floor of Bayou as part of the “Bayou Shuffle
 - **Emergency Operations Center**-This grant funded project which occupies the former police area on the first floor of Bayou is almost complete. There are some electronic and telecommunication things to install yet.
 - **Disability Services Proposal**- This proposal was not approved. They requested space for testing and to consolidate their staff into one location. The requested space was allocated to HSH for research labs. This division continues to seek space to accommodate students who need special testing accommodations.
- ii. **Future projects: Bayou Shuffle**
 - a. Center for Teaching and Learning (formerly the Center for Faculty Development)- may go to University Advancement area on the first floor of Bayou along with the Faculty Senate Office.
 - b. University Advancement may then move to where the Center of Faculty Development and Faculty Senate Office is now; Part of Phase II – Bayou Shuffle
 - c. Office of Strategic Partnerships may move out of their office and a place has not been decided for them yet.
 - d. Title IX office - may move to where OIE used to be on the second floor.
 - e. OIE office is moving to B2123, the second floor international office space. Pat Cuchens office is currently in two separate offices. She wants both offices in one locations, so her office will be moving into the Int’l Admissions Office area. They will have some storage space on the third floor.
 - f. MARCOMM – expanding their space
 - g. Art storage is moving to the OIE space on the 3rd floor, but now that space is diminished because of the archeology lab.in B3409.
 - h. OIP – Rooms 3407 & 3405 will be combined to form one office

There was some concern that B3405 was not recognized as a research lab and the faculty were not contacted to inform them of construction plans. Dr. Ward emphasized the purpose of this committee and stated that there is a process and FSSC must be made aware of any decisions so that the university faculty, staff, students are all informed of changes prior to final decisions being made.

Mr. Herrera stated that because the Bayou Shuffle only involve offices and does not involve classrooms with these changes, departments can move without there being a vote.

c. PTSS

Dr. Robinson

Dr. Robinson provided highlights from the Parking Sub-Committee which took place on Tuesday, Oct. 22, 2019 from 1-2pm.

- The gate to Lot B is getting fixed so that only faculty, staff and admin. can park in this lot.
- The first 92 slots next to SSCB will be made into Reserved/Premium Parking spaces. The spaces will have the same price for this academic year. Remotes will be provided to those who park in this space at no cost. However, next academic year a fee will be charged for those with remotes.
- Plans are underway to provide better parking for faculty and staff in NOA I & II.
- Plans are also underway to provide better lighting for bike racks across campus.
- Lighting upgrades for all parking lots is complete.
- Harris County is proposing to extend their bike route onto the UHCL campus.
- There are two new shuttles on campus; one electric and one gas. A faculty member requested a special shuttle route between Arbor & Bayou for classes that begin at 7pm. Currently there is only one shuttle that travels one way during this time.
- There is a proposal for a student access fee, not yet set.
- Discussions are underway about reserved parking locations for the Advising shuttle used during Orientation campus tours.

d. Campus Signage Ad Hoc Committee

- Mr. Herrera shared the signage is out for a bid, since it is over \$1M.
- Mr. Rachita recommended adding the words 'Tobacco and Vape-Free' campus, to include the word 'Vape' because this is very important.

IV. Discussion Item

A. Updates to FSSC By-Laws

Dr. Ward discussed the need for the committee's Bylaws to be 'updated'. If anyone is interested in assisting with the By-laws, contact Chris.

B. Secretary position – See II. Action Items section.

V. Adjournment

The meeting was adjourned at 11 am.

Next Meeting: November 25, 2019