1. **Call to order**

Chris Ward, Chair

See attached Attendance Roster – members signed in live during the meeting to the attendance sheet in the Teams folder

2. **Approval of Meeting Notes:** 10/8/20

Notes from the previous meeting were reviewed and approved – see attached

3. **Old Business**

None

4. **New Business/Announcements**

Update on Construction Projects  
Mr. Herrera

- Harris County Bike/Hike path – 80% done
- Working with EIH to install native plants along the path
- Winter projects – list provided
- Title IX, Diversity, Inclusion, and Equity renovation – final phase of Bayou Administration space reallocation to facilitate the creation of the Center for Engagement Teaching and Learning (CETL)

Committee Updates:

Space Allocation and Utilization Subcommittee (SAUS)  
Ms. Sreerama

First Read: Strategic Partnership space request

- The Proposal is attached
• Discussion: With the move of Faculty Development (now CETL) it necessitated a large reorganization of many spaces within Bayou, leaving no space for Strategic Partnerships.
• College of Education relocated their faculty from the spaces on the 3rd floor SSCB making this space available.
• There was discussion to waive the normal process to hear a proposal at one meeting and provide a recommendation at the following, but it was not acted on – this proposal will come back for recommendation at Dec meeting.
• Next meeting – information item to renovate student spaces in the SSCB under the Student Center as well as a small space at Pearland. This proposal was presented to SAUS and needs to be reviewed in full and will come to FSSC at the next meeting.

Parking and Traffic Safety Subcommittee (PTSS) Dr. Gauna

• No information or updates were entered.

Update: FMC has loaded detailed building floorplan maps to their web site. It was discussed to have Marketing and Communication add a link to the MAPS site on the UHCL web page to take people to the FMC site if they want building maps.

Additional wayfinding project to work with Marketing and Communications to add a list of common locations on campus that people new to the campus would want to find – the site will have a link to a customized map for that location and possibly photos of the space. No anticipation of the timing on this project.
# University of Houston Clear Lake

**FY2021 - FY2022 Facilities and Support Services Committee Attendance Sheet**

<table>
<thead>
<tr>
<th>Members</th>
<th>Seat</th>
<th>Role</th>
<th>Email</th>
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<tbody>
<tr>
<td>Mark Denney</td>
<td>Ex-Officio</td>
<td>Division Represenative</td>
<td><a href="mailto:Denney@uhcl.edu">Denney@uhcl.edu</a></td>
<td>Mark Denney</td>
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<tr>
<td>Anton Dubrovskiy</td>
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<td>Anton Dubrovskiy</td>
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<tr>
<td>Leslie Gauna</td>
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<td></td>
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<tr>
<td>Aaron Hart</td>
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<td></td>
</tr>
<tr>
<td>Khondker Hasan</td>
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<td>CSE Faculty Rep</td>
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<td></td>
</tr>
<tr>
<td>Eric Herrera</td>
<td>AVP Facilities, Maint, Const</td>
<td>Vice-Chair</td>
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<td>present</td>
</tr>
<tr>
<td>Edna Juarez</td>
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<td></td>
</tr>
<tr>
<td>Pat McCormack</td>
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<td></td>
</tr>
<tr>
<td>Evelyn Miralles</td>
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<td>present</td>
</tr>
<tr>
<td>Joan Pedro</td>
<td>College Dean</td>
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<td>Joan Pedro</td>
</tr>
<tr>
<td>VACANT</td>
<td>Faculty 5</td>
<td>COE Faculty Rep</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tim Richardson</td>
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<tr>
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<tr>
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<td>Chris Ward</td>
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<td>Kim Edwards</td>
</tr>
<tr>
<td>Alternates</td>
<td>Seat</td>
<td>Role</td>
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<tr>
<td>Patrick Cardenas</td>
<td>Student Affairs (Alt. 2)</td>
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<td><a href="mailto:Cardenas@uhcl.edu">Cardenas@uhcl.edu</a></td>
<td>Patrick L. Cardenas</td>
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<tr>
<td>Maria Curtis</td>
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<td></td>
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<tr>
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<td>College Represenative</td>
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<td></td>
</tr>
<tr>
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<td>Office of the President</td>
<td>Division Represenative</td>
<td><a href="mailto:Herhold@uhcl.edu">Herhold@uhcl.edu</a></td>
<td></td>
</tr>
<tr>
<td>Martha Hood</td>
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<td>Department Represenative</td>
<td><a href="mailto:Hood@uhcl.edu">Hood@uhcl.edu</a></td>
<td></td>
</tr>
<tr>
<td>Anna Klyueva</td>
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<td>Faculty 2</td>
<td><a href="mailto:Klyueva@uhcl.edu">Klyueva@uhcl.edu</a></td>
<td>Anna Klyueva</td>
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<tr>
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<td><a href="mailto:Rachita@uhcl.edu">Rachita@uhcl.edu</a></td>
<td>present</td>
</tr>
<tr>
<td>Debra Ross</td>
<td>USA</td>
<td>Staff Represenative</td>
<td><a href="mailto:RossD@uhcl.edu">RossD@uhcl.edu</a></td>
<td>Debra Bonton Ross</td>
</tr>
</tbody>
</table>
Overview: This process is envisioned to address the permanent allocation of space for both Academic, Student support, research, administrative, and institutional support. It is not necessary that first there must be vacant space, though if requested space is not already vacant, significant priority will be assigned to the continuing tenant if the proposal involves involuntary relocation. One-time space use allocation decisions will continue to be made on a first-come-first served, space available basis.

Title of Request: Strategic Partnerships relocation to SSCB 3rd Floor

Date of Request: 10/01/2020 Division/Department making Request: Office of the President

- **General Description of space request:**
  (Briefly identify the nature of the space request proposal, what space is being requested, and the operational requirement of the request)

  Relocate the offices of Strategic Partnerships from Bayou 2nd floor, as to the establishment of the Center for Engagement, Teaching and Learning required the relocation of University Advancement, which then required the relocation of Strategic Partnerships – the requested space was vacated by the College of Education faculty during the summer, 2020. This relocation will enable greater collaboration with Career Svcs, also on 3rd floor SSCB, and Strategic Partnerships.

- **Current space use:**
  (Briefly outline current space allocated to the program, function, etc. If the Program is new, attach program approval supporting documents)

  The current space is vacant due to a voluntary reorganization of faculty offices by the Dean, College of Education.

- **Challenges from current space use:**
  (Briefly identify why/how the current space allocation inhibits the success of the program)

  Required relocation to support the expansion and move of Faculty Development and Faculty Senate Executive to Bayou 1st Floor.

- **Alternate solutions not requested:**
  (Briefly identify alternative solutions to the challenges identified above and why those solutions are not being sought)

  With the creation of the Center for Engagement, Teaching and Learning, there was space created on Bayou 3rd floor, but the space in SSCB facilitates collaboration with Career Services and Student Affairs, which is integral with Strategic Partnerships mission, goals and objectives.

- **Proposal Metrics if applicable:**
  (Identify what metrics can be used to measure success of the program if this space request is approved, compare to current metrics)

  Operational metrics for Strategic Partnerships will remain unchanged, though it is anticipated that experiential learning opportunities for our students will increase with this relocation.

- **Alignment with Strategic Plan:**
  (Briefly identify how this proposal aligns with the strategic plan for the University, Division, or Department)

  The Mission of the Dept. of Strategic Partnerships aligns with the Strategic Plan of UHCL: 2025 and Beyond. This relocation will support and facilitate their dept. mission, goals and objectives that support the strategic plan.

- **Technology requirements of this proposal:**
  (Briefly identify what impact on current technology exists within this space. If this is a critical element of the proposal – ensure UCT adds analysis)

  No technology support beyond individual work station support, already exists in these spaces, and conference room setup and connections.
Endorsement:

Requestor:
Name: ExDir Dwayne Busby    Email: Busby@UHCL.edu    Date: 
Phone: 281-283-2073    Alternate: 
Division/Department/Dean: 

Vice President: VPA&F, Mark Denney    Signature: 
Approve this request: Y   N (circle one)

SUAS Co-Chair:    Signature: 
SUAS Co-Chair:    Signature: 
Recommendation: 

Attachments:
1. Shared Governance Space Utilization and Allocation Subcommittee Comments
2. Shared Governance Space Utilization and Allocation Subcommittee Pro/Con listing

FSSC Chair:    Signature: 
FSSC Vice-Chair:    Signature: 
Recommendation: 

Proposed new location:

943.48 Square feet, includes shared conference room not previously part of Strategic Partnerships space allocation.
Previous Spaces in Bayou, 2nd floor, off Atrium I
784.68 Square Feet with no Conference Room.

This space has been restructured to house University Advancement as they were relocated to support the creation of the Center for Engagement, Teaching, and Learning or CETL.
Space Utilization and Allocation Subcommittee

Proposal: Strategic Partnerships – SSCB 3rd Floor       Date presented to SUAS: Oct 1, 2020

1. Please provide your thoughts and comments on each element of the presentation:
   a. General Description of Space Request:
      i. In general, was the request clearly stated     Yes [x] No
      ii. In general, were the elements of the request well presented: Yes [x] No
      iii. What additional comments would you like to add: _____________________________
   
   b. Current space use:
      i. What additional comments would you like to add: _____________________________
   
   c. Challenges from current space use:
      i. What additional comments would you like to add: _____________________________
   
   d. Alternate solutions not requested:
      i. Did the proposal offer any alternate solutions     Yes [x] No
      ii. Were the arguments connected to program outcomes: Yes [x] No
      iii. What additional comments would you like to add: _____________________________
   
   e. Proposed Metrics if applicable:
      i. Do the provided metrics align with the overall program goals Yes [x] No
      ii. Is data for the metrics obtainable? Yes [x] No
      iii. What additional comments would you like to add: _____________________________
   
   f. Alignment with Strategic Plan:
      i. Does this proposal aligns with the University’s Strategic Plan  Yes [x] No

   g. What additional comments would you like to add: _____________________________

If desired, provide additional comments on reverse
Space Utilization and Allocation Subcommittee

Summary of Feedback:

Is this proposal ready to be submitted to the Facilities Support Services Committee (FSSC)

☑ Yes, this is a fully developed proposal which I support, as expressed in the above comments

☐ No, this proposal is fully developed, but I do not support it, as expressed in the above comments

☐ No, this proposal is not fully developed, as expressed in the above comments
Space Utilization and Allocation Subcommittee

Proposal: Strategic Partnerships – SSCB 3rd Floor  Date presented to SUAS: Oct 1, 2020

1. Please provide your thoughts and comments on each element of the presentation:
   a. General Description of Space Request:
      i. In general, was the request clearly stated: Yes ☒ No ☐
      ii. In general, were the elements of the request well presented: Yes ☒ No ☐
      iii. What additional comments would you like to add: ___________________________
          none________________________________________________________________

   b. Current space use:
      i. What additional comments would you like to add: ___________________________
          none______________________________________________________________

   c. Challenges from current space use:
      i. What additional comments would you like to add: ___________________________
          none______________________________________________________________

   d. Alternate solutions not requested:
      i. Did the proposal offer any alternate solutions: Yes ☐ No ☒
      ii. Were the arguments connected to program outcomes: Yes ☐ No ☒
      iii. What additional comments would you like to add: ___________________________
          none______________________________________________________________

   e. Proposed Metrics if applicable:
      i. Do the provided metrics align with the overall program goals: Yes ☐ No ☒
      ii. Is data for the metrics obtainable?: Yes ☐ No ☒
      iii. What additional comments would you like to add: ___________________________
          not sure we heard about any metrics______________________________

   f. Alignment with Strategic Plan:
      i. Does this proposal aligns with the University’s Strategic Plan: Yes ☒ No ☐

   g. What additional comments would you like to add: ___________________________
Space Utilization and Allocation Subcommittee

If desired, provide additional comments on reverse

Good use of space.

Summary of Feedback:

Is this proposal ready to be submitted to the Facilities Support Services Committee (FSSC)

☐ Yes, this is a fully developed proposal which I support, as expressed in the above comments

☐ No, this proposal is fully developed, but I do not support it, as expressed in the above comments
No, this proposal is not fully developed, as expressed in the above comments
Space Utilization and Allocation Subcommittee

Proposal: Strategic Partnerships – SSCB 3rd Floor       Date presented to SUAS:  Oct 1, 2020

1. Please provide your thoughts and comments on each element of the presentation:
   a. General Description of Space Request:
      i. In general, was the request clearly stated   Yes  No
      ii. In general, were the elements of the request well presented: Yes  No
      iii. What additional comments would you like to add: _________________________________
            The decision and move was already done before presented to SAUS
            _________________________________
   b. Current space use:
      i. What additional comments would you like to add: _________________________________
   c. Challenges from current space use:
      i. What additional comments would you like to add: _________________________________
   d. Alternate solutions not requested:
      i. Did the proposal offer any alternate solutions   Yes  No
      ii. Were the arguments connected to program outcomes: Yes  No
      iii. What additional comments would you like to add: _________________________________
   e. Proposed Metrics if applicable:
      i. Do the provided metrics align with the overall program goals Yes  No
      ii. Is data for the metrics obtainable? Yes  No
      iii. What additional comments would you like to add: _________________________________
   f. Alignment with Strategic Plan:
      i. Does this proposal aligns with the University’s Strategic Plan   Yes  No
   g. What additional comments would you like to add: _________________________________

   As long as the move is temporary and the new space can be used more efficiently in the future, I don’t see this a permanent move. This decision and move had taken place before being presented to SAUS. _________________________________

If desired, provide additional comments on reverse
Space Utilization and Allocation Subcommittee

Summary of Feedback:

Is this proposal ready to be submitted to the Facilities Support Services Committee (FSSC)

☐ Yes, this is a fully developed proposal which I support, as expressed in the above comments
☐ No, this proposal is fully developed, but I do not support it, as expressed in the above comments
☐ No, this proposal is not fully developed, as expressed in the above comments
Space Utilization and Allocation Subcommittee

Proposal:  **Strategic Partnerships – relocation to SSCB 3rd floor** Date presented to SUAS:  **Oct 1, 2020**

Pro Elements:

<table>
<thead>
<tr>
<th>PRO</th>
</tr>
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<tbody>
<tr>
<td>1. Good use of free space</td>
</tr>
<tr>
<td>2. This is a great utilization of this space and bring Strategic Partnerships closer to the students they serve in the SSCB</td>
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CON

| 1. Concerns that the physical move, even though temp. until approved, occurred before the request was presented |
| 2. Size of space vs. No. Of People – waste of space |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |
| 10. |