1. **Call to order**

Sai Sreerama was present, but driving, for safety, Mark Denney, Co-Chair handled the meeting.

Roll was taken (see attached) and the meeting was called to order

2. **Approval of Meeting Notes: March 16, 2020**

Due to Covid19, no meetings were held following the March 16th meeting, the notes and attached documents are for review and approval.

Meeting notes were approved by majority – no opposed, no abstentions – minutes

They will be posted to the SAUS web site.

3. **Old Business**

Review and approval to forward the proposed changes to FSSC bylaws related to SAUS

The recommended changes were included in the March 16, 2020 meeting notes and will be forwarded to FSSC

4. **New Business/Announcements**

The following space allocation requests are submitted for discussion and forwarding with comment to FSSC:

1. **Strategic Partnerships (attached)**
   a. Rationale for the move – with the creation of the Center for Engagement, Teaching, and Learning (CETL), University Advancement needed to relocate to the former space of Faculty Development, Faculty Senate Executive Committee and Strategic Partnerships. Leaving Strategic Partnerships with no home. They have requested this space to better coordinate collaboration with Career Services, a department with which they work closely and are also on SSCB 3rd Floor, though in the other wing. This space became available when the College of Education moved faculty out of this location into Bayou over the summer.
   b. Comments:
i. Eric Herrera: Concerns over small unit moving into larger space, utilities, and removes future availability to a larger unit

b. Other Discussion: Fair amount of discussion over permanence of this move – not permanent until President Blake is presented with a final proposal and she accepts, though they needed some place, and have temporarily moved into these spaces, though beyond support with physical move, no resources have been spent to facilitate their relocation or prepare the spaces.

d. Voting:
   i. In favor: 10
   ii. Opposed: 3

2. New Business: UHCL has been designated as a Voting poll location for early voting for Harris County for the November, 2020 general election. Key information:
   a. Early Voting: Dates: Oct 12 – Oct late – will close before actual voting on Nov 3
   b. Location: Atrium 1 and Garden Room
   c. Campus Rec will act as polling location on Nov 3
   d. Parking: Lot D
   e. All signage/equipment to be provided by Harris County
   f. Harris county will handle staffing, have requested if we have volunteers – but volunteers should go through Harris County
   g. Crowd control, etc. to be handled by Harris County
   h. Cannot MANDATE face masks or distancing, though we will offer masks to all
   i. UHCL Custodial staff will sanitize following each day of early polling and on actual voting day.

Future Business: Two informational space requests are moving forward:

1. Student Affairs – reuse the old locker rooms from the Fitness Center into new Student Space, this is space the students have as their Student Union, and the Student Service fee is funding the renovation – therefore, this will be informational once ready to come to SAUS
2. HSH Advising – to make room for HSH undergrad advising, some offices must be moved within their administration spaces. The proposal is still being worked and will come before as informational once it is ready.
### FY2021 - FY2022 Space Allocation and Utilization Sub-Committee Attendance Sheet

**Meeting Date:** Oct 1, 2020

<table>
<thead>
<tr>
<th>Members</th>
<th>Seat</th>
<th>Role</th>
<th>Email</th>
<th>Signature</th>
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<tbody>
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<td>USA</td>
<td>Staff Representative</td>
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<th>Seat</th>
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Guests:
- Mike Livingston - UCT
- Mike Wetzel - FMC
Space Allocation and Utilization Subcommittee

Monday March 16, 2020
1:00 - 2:00
Room: B 2104

1. Call to order/Opening remarks
   a. Approval of meeting notes from February 17, 2020
      i. Notes were reviewed and accepted without modification or adjustments

2. Old Business - Updates on Administrative Space Reallocation
   a. The Subcommittee chair gave an update on the recent space allocation proposals.
      i. Clear Lake Library furniture/carpet/misc. upgrade – the proposal is supported, and may be funded as one of the future cycle projects such as the furniture and carpet replacement project for Bayou 2nd floor that was completed for FY20. No decision has yet been made as to the next iteration of those projects, which include: Bayou 3rd floor, Delta and Arbor bldgs., Pearland Academic bldg. and the SSCB.
      ii. Pearland Library expansion – this proposal is supported, but as yet, no funding has been identified, and while it was identified that it could be accommodated, the decision to convert the existing classroom, # 105, has not been finalized.
      iii. Admissions Orientation space – this has been approved and funding identified within the Admissions Office. The project needs final planning and scheduling.
      iv. Bayou Administrative Space Reallocation – this proposal is moving forward with work beginning soon following the completion of asbestos testing. The scheduled completion date for the project remains before the start of Fall, 2020.

3. New Business
   a. SAUS By-Laws vs. FSSC Bylaws
      i. The current section of the FSSC Bylaws were presented and proposed changes were discussed.
      ii. Mark Denney, VPAF, has created a draft proposal of the existing bylaws and are attached as an addendum to these notes. The changes will be discussed at the next SAUS meeting.
   b. Creating SAUS procedures for proposals
i. Mark Denney, VPAF will prepare a simple process sheet to accompany the existing forms for requesting space reallocation.

c. Open Discussion
i. Additional topics such as classroom renovations, door locks, technology in renovated classrooms, etc. were discussed. The FSSC Bylaws include "general classroom upgrades" as under the purview of SAUS. These projects have not been brought to SAUS in the recent past – for the next meeting, AVP Herrera will present the current classroom renovation proposal for comment.

d. Adjournment

Next Meeting: April 20, 2020 100-2:00 B 2104
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 SSSC 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 workstation 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.