

Space Allocation and Utilization Subcommittee

Thursday, November 30, 2017

1:00 p.m. – 2:00 p.m.

Bayou Building, Room 2230

Minutes

Facilitator: Dr. Troy Voelker

Present: Rodger Carr, John Decman, Kim Edwards, Samuel Gladden, Ju Kim, Ward Martaindale, Usha Mathew, Debra Ross, Andrew Reitberger, Raj Satya, Alix Valenti, Troy Voelker, Mary Washington, Karen Wielhorski

Absent: Darlene Biggers

1. Call to order/Opening remarks

Dr. Voelker welcomed attendees. Brief introductions followed.

2. Action Items

- a. Minutes from May 5, 2016 were approved as presented.

3. Old Business

- a. Past space needs

Past space needs were not discussed.

- b. 2016 Classroom and Lab Concerns Survey

The Classroom and Lab Concerns Survey was found to be inefficient and is no longer being conducted. Most issues reported were FMC/UCT related or conflicting preferences which do not fall under this subcommittee's responsibilities. Concerns regarding ADA compliance should be directed to Gavin Steiger, while issues with other employees should be addressed with the Office of Human Resources. If it is determined that this survey is needed, it can be reinstated.

4. New Business

- a. Choosing a direction for spring 2018

As the new buildings are opened, space needs will become an issue. A lot of CSE will be moving to the STEM Building. Once the space in the older buildings is vacated, it will become "university space." The University of Houston System Planning Group suggested bringing in a consultant to determine the best way to allocate the vacant space. A proposal was requested from Facility Programming & Consulting. The process will begin with interviews with all of the departments, followed by an electronic survey. The firm will be able to take each requests and put it in a report to be considered by the university in determining request prioritization. The contract with the firm should be finalized within the next 2-3 weeks and initial interviews are expected to begin in January 2018.

The initial idea was that SAUS would review the information and decide how to allocate the space. However, since it is university space and not department-to-department, as is usually the

case with SAUS, the decision will most likely take place at the executive level. Dr. Voelker will most likely serve as the SAUS representative on that committee. Mr. Carr recommended including UCT on that committee, since they are currently in the process of installing the VOIP system. It would not make sense to install infrastructure for the VOIP for departments that would be affected.

The role of the SAUS in this process will be, primarily, to report updates and to help resolve some of the politics that may arise. It will be important for representatives to report these updates to their constituents, not only for feedback, but to ensure that any concerns are addressed at the appropriate time.

Another thing SAUS will be focusing on during spring will be on finding a way to make the transition between fiscal years easier and more effective. This will include defining the process for the allocation of space. This should help to answer why things are done a certain way for future subcommittee members. Additional tasks will include defining the background and duties of the subcommittee and, perhaps, establish information to be included in reports from facilities or computing that will give future subcommittee chairs meaningful insight on the year's goals.

5. Adjournment

a. Next Meeting: Monday, March 5, 2018

10:30 a.m. – 11:30 a.m.

Bayou Building, Room 2236