

AGENDA

Facilities & Support Services Committee (FSSC)

10/11/2021 2:30 p.m. to 3:30 p.m.

1. Call to order

Yvette Bendeck, Chair

Members were reminded to Sign in on the attendance roster in the meeting folder in Teams

The sign in attendance sheet is attached

2. Approval of Meeting Notes: 5/13/2021

Moved by Mark Denney, second by Miguel Gonzalez, Passed, 10/0/0

Those meeting notes are attached to these meeting notes.

3. Old Business

None

4. New Business/Announcements

STEM 2 Building - Mark Denney

A discussion was held by Mark Denney discussing the current plan to build a STEM II building. The original plan for the existing STEM building, built in 2018 was for a larger building that could accommodate Biology as well as the other disciplines currently in the STEM building, but the budget did not allow so the building was reduced in size.

The current planning would allow Biology, Computer Science and Computer Engineering to all move from Bayou and Delta to the new STEM II building.

The funding would come from the State using their Covid19 Stimulus funding in lieu of issuing Tuition Revenue Bonds. This would enable the State to essentially pay cash vs. issuing long term debt. The challenge to the current projection is that only Universitie's top projects would be funded – this would leave out funding requested by UHCL to renovate vacated space in Bayou, Delta, and SSCB, critical to enabling the University to reuse that space vacated, should a STEM II building be actually built.

At present, there is no approval for this funding proposal, it is just pending. However, in order to be prepared, the University is embarking on a programming exercise to determine what functions and objectives the building would serve for the campus, and what would be in the building. These are critical planning steps that will be necessary for an eventual architectural firm to take these planning documents and actually design a building to achieve those needs, than a construction firm can then bid on and construct, once funding is actually available.

This work has been ongoing for approximately three months and has engaged faculty from across many disciplines within the College of Science and Engineering, the Dean, Academic Affairs, and Facilities.

The projected location of the STEM II building if approved would be per the current master plan located at the northern most portion of parking lot B, creating the initial portion of the projected green space that would become the central focus of the campus.

Master Plan Review – Mark Denney

Vice President Denney gave a discussion on the Master Plan. The issue is that the plan was completed in 2017. Normally, a master plan will be the guide to all planned campus growth, new construction, and improvements. As UHCL is now at the 5-year point, it is a good time to discuss the Master Plan and the assumptions inherent in it.

The plan is to bring up different elements of the Master Plan each month and get feedback and discussion to see how those assumptions, either their accuracy or their inaccuracy could influence future decisions until a new Master Plan is developed for our Campus.

Space Allocation and Utilization Sub-Committee Report – Brian Stephens

Mark Denney gave an update of the committee meeting. They heard one proposal that was informational only from the College of Business needing to modify space to accommodate academic advising now that the advising center has been decentralized out to the colleges. This is a similar, though less expensive proposal as was submitted for HSH in the prior year. The work will be scheduled and completed this year by FMC. A copy of the proposal is attached.

Parking and Traffic Sub-Committee – Soma Datta

Sept meeting appointed Dr. Soma Datta

Oct Meeting finalized committee members from USA

Formal membership was discussed and voted, at the next FSSC meeting, these changes to the bylaws will be discussed and receive a vote:

- Title of Disability Coordinator was updated to the Director for the Student Accessibility Services.
- Director for Parking and Transportation was added as the Committee Co-Chair.

Discussion on the proposed parking fee increase. This is an ongoing conversation, and a formal recommendation is not yet being presented.

No other new business was presented and the meeting was adjourned.

University of Houston Clear Lake

FY2021 - FY2022 Facilities and Support Services Committee Sign In Sheet: Oct 11, 2021

Name	Seat	Role	Present	Alternates	Present
Jennifer Beamer	SGA	Student Representative		Anne Anders	
Yvette Bendeck	Faculty 1	BUS Faculty Representative	Yvette Bendeck	Leslie Gauna	
Amber Brown	Faculty 2	COE Faculty Representative	Amber Brown	Yvonne Hernandez Friedman	Yvonne Hernandez Friedman
Kate Carter	Library	Department Representative	Kate Carter	Neeta Jambhekar	Neeta Jambhekar
Mark Denney	Ex-Officio	Division Representative	Mark Denney: Preser	Mike Livingston	
Neal Dugre	Faculty 3	HSH Faculty Representative	Neal Dugre	Joan Pedro	
Kim Edwards	USA	Staff Representative	Kim Edwards	David Rachita	David rachita
Miguel Gonzalez	College Dean	College Representative	Miguel Gonzalez	Daniel Ramirez	Daniel Ramirez
Shanna Graves	Faculty 4	COE Faculty Representative	Shanna Graves	Deja Sero	
Aaron Hart	Student Affairs	Division Representative			
Daniel Imrecke	Faculty 5	CSE Faculty Representative	Daniel Imrecke		
Bubba Jones	Manager Facilities Services	Vice-Chair			
Evelyn Miralles	Office of the President	Division Representative	Evelyn Miralles	Megan Topham	
Allan Patrolia	Facilities	Department Representative	Allen Patrolia		
J'Naudia Hunter-Phillips	Student Success Initiatives	Department Representative	J'Naudia Hunter-Phillips		
Desdama Rios	Faculty 6	HSH Faculty Representative			
Bianca Schonberg	USA	Staff Representative	Bianca Schonberg		
Gene Shan	Faculty 7	CSE Faculty Representative	Gene Shan		
Sai Sreerama	Office of Information Technology	Department Representative	sai sreerama		

Guests

Permanent Space Allocation Request Form

Overview: This process is envisioned to address the permanent allocation of space for 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: COB Wall (Additional Office) for Bayou, Suite 2111, Room #2

Date of Request: 9/15/21 Division/Department Making Request: COB

- **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)

Wall will be built to make a separate office for our Healthcare Advisor (Senior Advisor) and Peer Advisor. They will rotate the office space.

- **Current space use:**

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

Current space is the workroom which houses the copier, refrigerator, 3 - IA desks and office supplies. Everyone is constantly in and out of this room on a daily basis.

- **Challenges from current space use:**

(Briefly identify why/how the current space allocation inhibits the success of the program)

Currently, there is no divider between the office space and everything else in the room. There is no privacy which would impair having an advising appointment which does not allow for confidentiality nor in compliance with FERPA.

- **Alternate solutions not requested:**

(Briefly identify alternative solutions to the challenges identified above and why those solutions are not being sought)

White noise machine - still does not allow for confidential conversations and is actually a nuisance and hard to talk over. The space is in a "fish bowl" and would have all information heard by anyone that comes into that space.

- **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)

Both the Senior Advisor and Peer Advisor would have a space to conduct confidential advising appointments while adhering to FERPA. Advisees would be more comfortable during their appointments and sharing private information.

- **Alignment with Strategic Plan:**

(Briefly identify how this proposal aligns with the strategic plan for the University, Division, or Department)

Provides a conducive space to allow intrusive advising which will ensure that students are in the most appropriate major to satisfy their long-term career goals.

Waller, Edward Roland

From: Waller, Edward Roland
Sent: Wednesday, September 15, 2021 11:00 AM
To: Walker, Twana Lachandra
Cc: Wheelbarger, LeeAnn
Subject: RE: Updated Proposal Bayou Bldg. 2111
Attachments: Permanent Space Allocation Request Form - fillable.pdf; Permanent Space Allocation Request Form processing guidance.pdf; Permanent Space Allocation Request Form.docx; FW: Updated Proposal Bayou Bldg. 2111

Good Morning Twana,

I am supportive of the request in the attached email.

However, my understanding is that it isn't as straightforward as my saying yes. Specifically, the following are the steps the VP of Finance has sent to me to obtain the necessary approvals for construction. When the Space Allocation Request form is completed, please send to me as per the instructions I've received from the VP and I will start the process of getting the necessary approvals.

Of course, let me know if you have any questions.

The Space Allocation Request form is attached as a fillable PDF and as a word document, use whichever you find more helpful.

A document that outlines the guidance in the full process of requesting new space allocation requests is also attached.

The necessary steps are:

1. Complete the request form
2. If you want floorplans of the space you are submitting the request on – send Mark Denney the room numbers and building – and he will print them off and email to you, you can then, if you want, add/remove walls etc. to graphically demonstrate what your proposal would do.
3. Send to me when the request form is complete.
4. I will then forward it to Dr. Maynard to make sure he supports the request as evidenced by him signing the request form.
5. If he is supportive, I will forward to Mark Denney and he will get you on the agenda for an upcoming SAUS meeting
6. You will then give the presentation to SAUS, answer questions, etc.
 - a. For that presentation, you can do a PowerPoint or your request form can stand alone – the committee members will have everything you submit in advance, so they will hopefully have read it all – so your presentation will be quick, and their questions will be ready.

Waller, Edward Roland

From: Walker, Twana Lachandra
Sent: Wednesday, September 15, 2021 9:58 AM
To: Waller, Edward Roland
Cc: Wheelbarger, LeeAnn
Subject: FW: Updated Proposal Bayou Bldg. 2111
Attachments: Bayou2111.pdf

Importance: High

Good Morning Dean Waller:

Hoping that you and your family had minimal impact from the storm.

Attached, please find the estimate for the wall for Suite 2111, Room #2. We have just hired a Peer Advisor to assist with the advising needs for COB and this person would need a space that will allow confidential conversations to occur. Additionally, Sarah Rose will be joining us on Thursdays and she needs a space to meet with students while adhering to the FERPA regulations. I have spoken with Dr. Richardson regarding this and he recommended that I get the estimate and pass along to you.

The way that the work room is set up now does not allow for the privacy that would be necessary for either the Peer Advisor or Sarah to conduct advising appointments. With that being said, may we proceed with the construction of the wall? I greatly appreciate your prompt attention to the matter and consideration for the wall. I look forward to hearing back from you soon.

Best regards,

Twana L. Walker, M.S.

Director of Academic Advising
Office of Academic Advising
College of Business
Bayou Building, Suite 2111

University of Houston-Clear Lake

2700 Bay Area Blvd. | Houston, Texas 77058

o: 281.283.3113 | f: 281.283.3951

e: walkert@uhcl.edu | uhcl.edu

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From: Rico, Toni Rocha
Sent: Friday, September 10, 2021 8:48 AM
To: Walker, Twana Lachandra <walkert@UHCL.edu>
Subject: FW: Updated Proposal Bayou Bldg. 2111

We have our estimate for the wall. It is attached.

Toni

From: Jones, Bubba Lee
Sent: Friday, September 10, 2021 8:44 AM
To: Rico, Toni Rocha <RicoToni@UHCL.edu>
Cc: Jones, Bubba Lee <JonesBu@UHCL.edu>
Subject: Fw: Updated Proposal Bayou Bldg. 2111

8/27/2021 9:29 AM	59775 Request Rico, Toni	Bayou 2 2111	Building Maintenance Other	Jones	Open / Normal
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Comments: This is a request to get an estimate to have a wall put back in 2111 - 2.

From: Volker Manns <mannscarpentry@yahoo.com>
Sent: Thursday, September 9, 2021 2:11 PM
To: Jones, Bubba Lee <JonesBu@UHCL.edu>
Subject: Updated Proposal Bayou Bldg. 2111

Bubba,

I attached the updated Proposal for the Room "2111"

Volker J. Manns
Manns Carpentry 2325 Avenue H
San Leon, TX 77539-7094
Office: (281) 559-3570 / (713) 298-2259
[https://urldefense.com/v3/ http://www.mannscarpentry.com](https://urldefense.com/v3/http://www.mannscarpentry.com) ;!!BCR0FSePrR4x!QYNzydxxwlgk2PIfyccKKHBjUSOL-x6oPg-8X2Jh1sj8k4Wult9waR7XCX-F5-I\$

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Manns Carpentry

2325 Avenue H
San Leon, TX 77539-7094



Proposal

Name / Address						Date		Estimate #		
University of Houston/Clear Lake 2700 Bay Area Blvd. Houston, TX 77058						9/9/2021		2121		
P.O. No.		Terms		Account #		FOB		Project		Pick up Date
		Net 30								
Item	Description				Qty	Cost	Material	Amount	Sales ...	Total
Drywall	Vendor ID: 0000121620 Project location: Bayou Bldg. Suite 2111 "College of Business Academic Advising Project: Framing/Drywall Wall: -frame and sheetrock 7' x 10' wall -install 5/8" drywall on both sides -tape, float wall and prep ready for paint. Paint: -paint 7' x 10' wall and 12' x 10' wall with one coat of primer and two coats of paint				1	1,900.00		1,900.00		1,900.00
							Total	\$1,900.00		

All work will be done in a workmanlike manner according to standard practice. Any alteration or deviation from the above specification involving extra cost will be executed upon written orders, and will become an extra charge over & above this estimate. This proposal subjects to acceptance within 30 days, thereafter at the option of the undersigned.

Signature: _____

THIS PROPOSAL IS FOR THE COMPLETE JOB ONLY. INDIVIDUAL PRICES MAY CHANGE.

Phone #	Fax #	E-mail	Web Site
281-559-3570		mannscarpentry@yahoo.com	www.mannscarpentry.com

Endorsement:

Requestor

Name: Edward Waller Email: waller@uhcl.edu

Date: 9/15/21

Phone: EXT 3206

Alternate: _____

Division/Department: Academic Affairs - College of Business - Advising

President: Ira K. Blake

Signature: Ira K. Blake

Approve this request: (circle one) Y N

Ira K. Blake, President

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

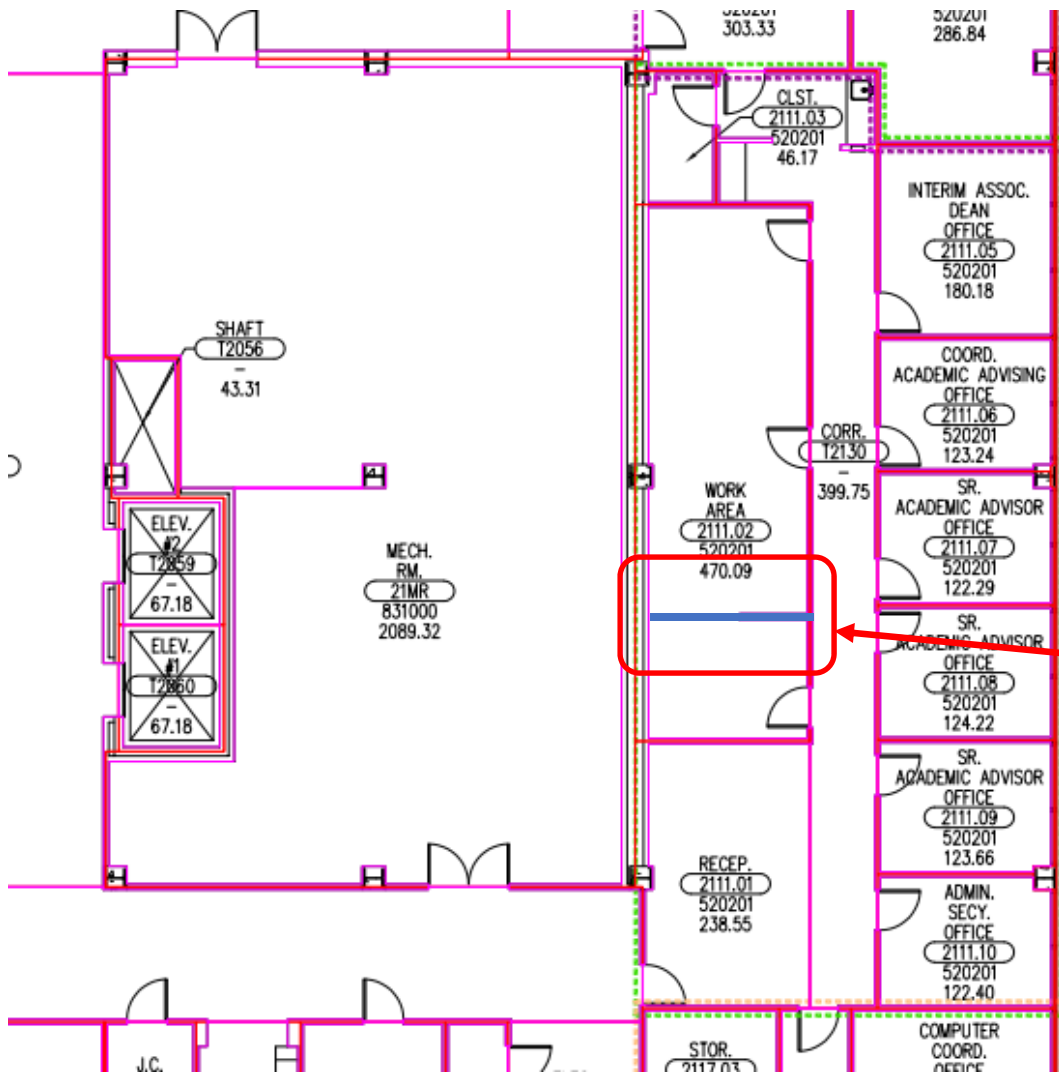
FSSC Co-Chair: _____

Signature: _____

FSSC Co-Chair: _____

Signature: _____

Recommendation: _____



SUITE 2111
COLLEGE OF BUSINESS
2,110 SQ. FT.

Replace wall that was previously here