

AGENDA

Space Allocation and Utilization Subcommittee (SAUS)

March 4, 2021: 1:00 PM

1. Call to order

Sai Sreerama, Chair

People were directed to the Teams folder for the meeting date: 2021-03-04 and asked to mark themselves present

2. Approval of Meeting Notes: February 4, 2021

In Teams Folder

The meeting notes were approved without exception – they will be posted to the web site.

3. Old Business

No Old business.

4. New Business/Announcements

- Space Allocation Request: Strategic Enrollment Management
 - Mark Denney presented the space request from the Office of the Vice President for Strategic Enrollment Management.
 - This proposal creates space for the newly formed Division offices for Strategic Enrollment Management. It utilizes open space made possible by the relocation of faculty from the College of Education in the summer of 2020.
 - This request would enable not only for new office space for the new Vice President position, but also the relocation of the Registrar's Office from NOA II, where they are disconnected from other Enrollment Management functions, and from students who need support from the Registrar's Office.
 - Cost would be minimal, as only one wall would need to be removed, to combine two small offices into a office for the Vice President, giving space for both work and small meetings, and to convert one existing office into a conference room, new conf. room furniture and technology would need to be purchased.
 - This does not fulfill the long term vision of the Office of Strategic Enrollment Management, but that will require a much more comprehensive allocation of space, such as what occurred when the STEM building was built on the campus.

- Update on the Library.
 - In FY 2020, a renovation of the Neumann Library was made to SAUS, Dr. McClendon gave an update (attached)

University of Houston Clear Lake

FY2021 - FY2022 Space Allocation and Utilization Sub-Committee Attendance Sheet Meeting Date:

Members	Seat	Role	Email	Absent/Present
Amber Brown	Faculty 3	COE Faculty Representative	BrownA@uhcl.edu	Present
Mark Denney	Co-Chair	Division Representative	Denney@uhcl.edu	Present
Aaron Hart	Student Affairs	Division Representative	HartA@uhcl.edu	
Eric Herrera	Facilities	Department Representative	HerreraE@uhcl.edu	Present
Demetrius Knight	SGA	Student Representative	Could not locate in Outlook	
Jeff Lash	Faculty 4	HSH Faculty Representative	Lash@uhcl.edu	late... but present
Vivienne McClendon	Library	Department Representative	McClendonV@uhcl.edu	present
Russell Miller	Admin & Finance	Division Representative	MillerR@uhcl.edu	Present
John Rodriguez	UCT	Department Representative	RodriguezJohn@uhcl.edu	Present
Larry Rohde	Faculty 1	CSE Faculty Representative	Rohde@uhcl.edu	
Sai Lakshmi Sreerama	Chair	Computing	Sreerama@uhcl.edu	Present
Leslie Thomas	Student Accessibility Support Center	Department Representative	ThomasL@uhcl.edu	
Alix Valenti	Faculty 2	COB Faculty Representative	Valenti@uhcl.edu	
Mary Washington	Ex-Officio	Function Representative	WashingtonMA@uhcl.edu	Present
	USA	Staff Representative		
Michael Wetzel	Facilities	Department Representative	Wetzel@UHCL.Edu	Present
Alternates	Seat	Role	Email	Absent/Present
Patrick Cardenas	Student Affairs (Alt. 2)	Division Representative	Cardenas@uhcl.edu	
LeeBrian Gaskins	UCT	Department Representative	Gaskins@uhcl.edu	
J'Naudia Hunter-Phillips	Student Accessibility Support Center	Department Representative	HunterJD@uhcl.edu	present
David Rachita	Student Affairs (Alt. 1)	Division Representative	Rachita@uhcl.edu	present
Nicholas Shaman	Faculty 4 Alternate	HSH Faculty Alternate	Shaman@uhcl.edu	
Jingshan Xiao	Library	Department Representative	Xiao@uhcl.edu	Present

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: _____

Date of Request: _____ Division/Department Making Request: _____

- 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)

- Current space use:

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

- Challenges from current space use:

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

- Alternate solutions not requested:

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

- 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)

- Alignment with Strategic Plan:

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

Endorsement:

Requestor

Name: _____ Email: _____

Date: _____

Phone: _____

Alternate: _____

Division/Department: _____

Vice President: _____ Signature: _____

Approve this request: (circle one) **Y** **N**

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

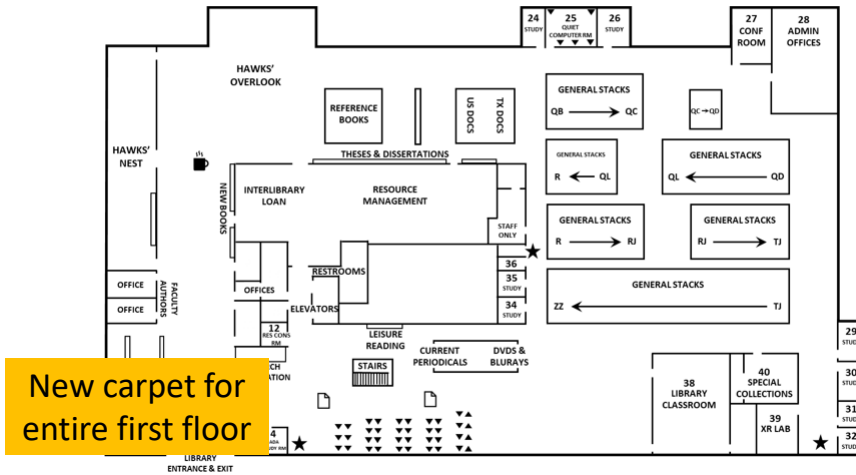
FSSC Co-Chair: _____ Signature: _____

FSSC Co-Chair: _____ Signature: _____

Recommendation: _____

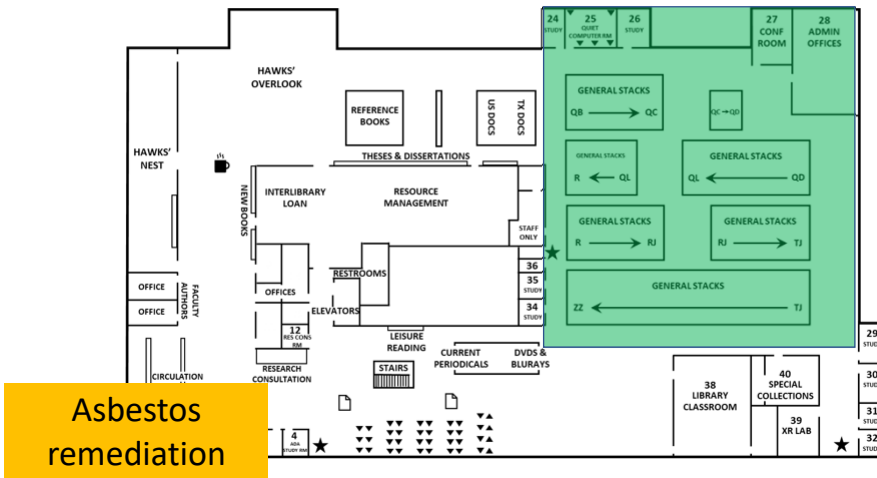
Oleudu | #F d u s h w l q j # d q g # J h q r y d w l r q v # v d w k v

Alfred R. Neumann Library MAIN FLOOR



X s frp l q j # J h p h g l d w l r q

Alfred R. Neumann Library MAIN FLOOR



F'dushwlgj



New carpeting and insets for new seating areas

Suhsdudwlrqv#Frp schwhg



Removed wall in Hawk's Nest



Suhs dudwlrqv#Frp sdwhg



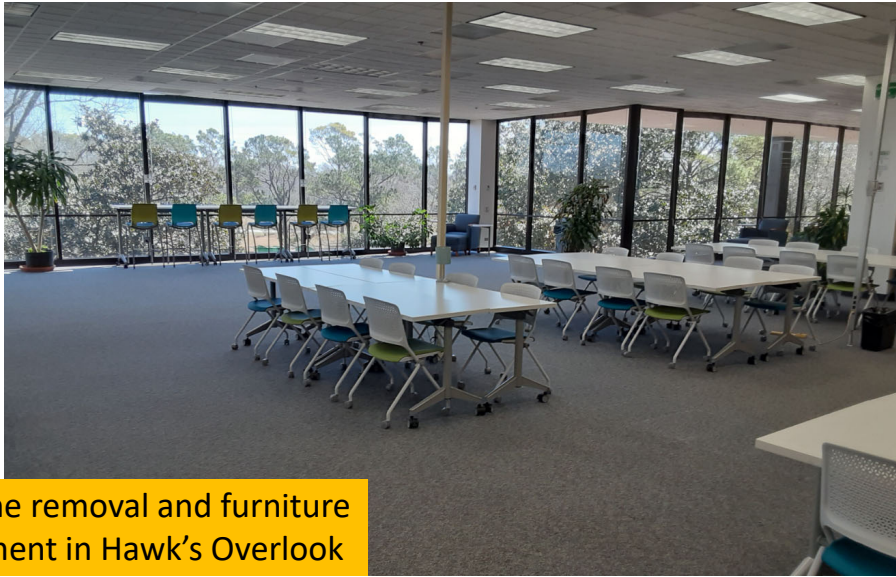
Microfiche removal and furniture replacement in Hawk's Overlook

Suhs dudwlrqv#Frp sdwhg



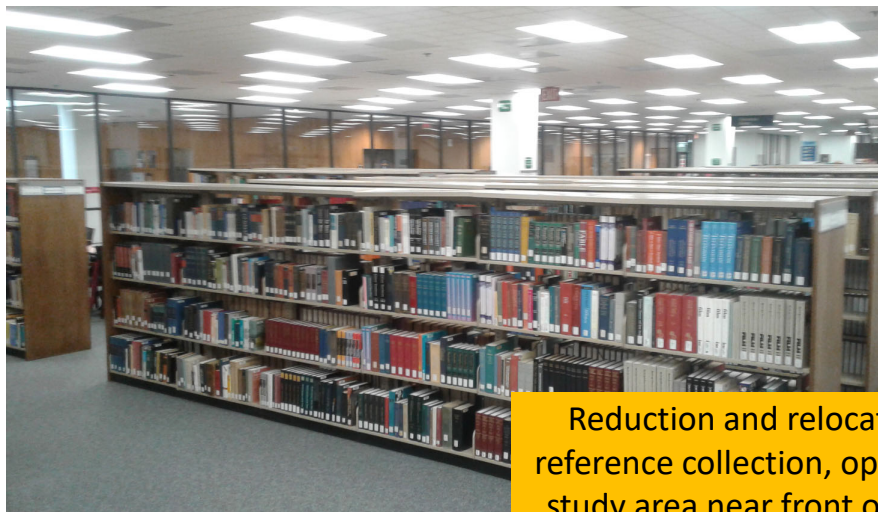
Microfiche removal and furniture replacement in Hawk's Overlook

Suhsdudwlrqv#Erp schwhg



Microfiche removal and furniture replacement in Hawk's Overlook

Suhsdudwlrqv#Erp schwhg



Reduction and relocation of reference collection, opening up study area near front of library

Suhs dudwlrqv#Frp schwhg



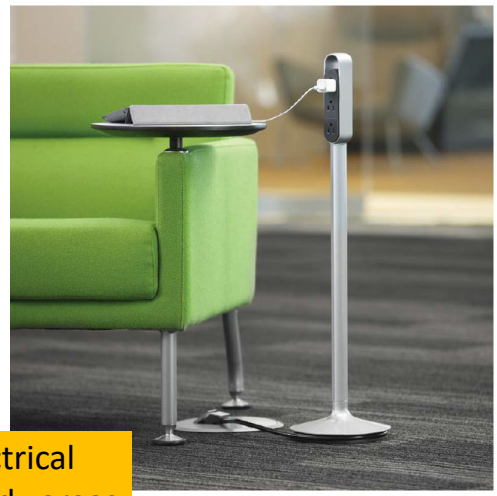
Reduction and relocation of reference collection, opening up study area near front of library

Suhs dudwlrqv#Frp schwhg



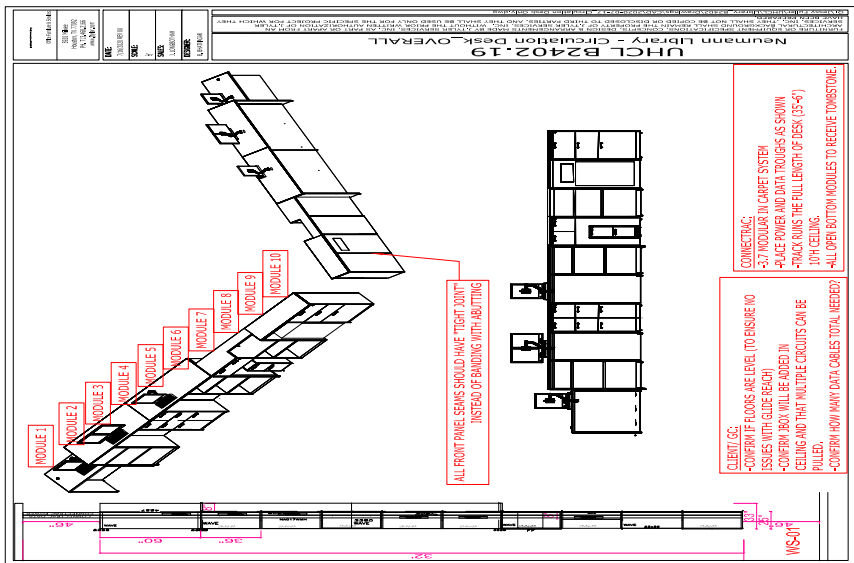
New administration office suite

X s frp lqj #X qghu#F dus hw#Hh fwlfdo



Floor electrical access in study areas

X s frp lqj



New public service desks

X s frp lqj



New public service desks