

University of Houston Clear Lake

Space Allocation and Utilization Subcommittee

March 19, 2019

1:00 p.m. – 2:00 p.m.

Bayou 1104

Minutes

Present: Lisa Coen, Derek Delgado, Mark Denney, Kim Edwards, Samuel Gladden, Eric Herrera, Allen Hill, Rebecca Huss-Keeler, Ju Kim, Alix Valenti, Mary Washington, Chloris Yue, Sana Zeidan

Absent: John Decman, Tonya Jeffery, Mike Livingston, Daniel Maxwell, Russell Miller, David Rachita, Debra Ross, Miles Shellshear, Gavin Steiger

1. Call to order/Opening remarks

The meeting was called to order at 1:02 p.m.

2. Action Items

- a. Approval of minutes
 - i. January 16, 2019 – Minutes were approved as presented.
 - ii. February 12, 2018 – Minutes were approved as presented.

3. New Business

- a. Review and Approval Permanent Space Allocation Proposal Feedback Form
The form now includes an area to cast votes. This change was made because public voting might make people feel pressured to vote against how they truly feel. Among the three voting options, there is now a place to request additional information prior to moving forward. If work needs to be done, the comments section offers the presenter(s) feedback on how to move forward. Mr. Denney will be meeting with FSSC on March 25 to discuss their needs in order to make the process more efficient. It was also suggested that University Council members be asked if they wish to still review proposals not moved forward by SAUS. There was also a request to create a log for “waitlisted” proposals.
- b. Emergency Operations Center Proposal – Mr. Denney presented on behalf of the Office of Emergency Management. Currently, the Emergency Operations Center does not have a physical location. The area being requested is Bayou 1636, previously occupied by the UHCL Police Department.

- Challenges: The Emergency Operations Center does not have a permanent physical location. Currently, when the EOC is needed, the group meets in the VPAF Conference Room. This space is not large enough and does not have the adequate technology or security for the EOC to be housed there.
- Proposal: The space being requested is Bayou 1636. This location would be the place where the Emergency Response Team would meet in case of an event and begin coordinating a response with community resources. Computers, situational maps and other equipment would be kept there. The only other location that has similar equipment would be the Police Building.
The space would not be used frequently. It is small and awkward, but for a short-term response event it works well enough. Additionally, it still serves as a backup dispatch area.
- Alternate Solutions: The Police Building is not a good location for this because, in times of extreme weather, the building has lost power. When that happened, the PD moved back to B1636 until the issue was resolved.
- Other Considerations: UHCL received a \$25,000 grant from the Department of Education for the creation of the Emergency Operations Center. If the proposal is not approved, funds from the grant obtained from the Department of Education might be diverted to other places, but this is the ideal use. To divert funds would require re-approval by the Department of Education; otherwise, funds must be returned.
The problem with the use of the Garden Room or other shared spaces is that, according to federal guidelines, the room must be fully operational in 15 minutes or less. To evacuate those areas during an emergency, set up equipment, etc. would take longer than that. In addition, there is no security for the equipment.
- Results: Mr. Herrera opposed the proposal and expressed that the space is not architecturally suited for this use. To use the space for anything other than storage would be a safety hazard. Due to the safety concerns, the proposal was put on hold.

4. Information Items

a. Proposal Status Updates

i. Disability Services

Dr. Timothy Richardson, the sponsor for the Disability Services proposal, is working on an alternative proposal. A timeline has not been provided, so it remains pending until further information is received.

- ii. Art Storage
The hope is to find space available once the new software is live. That might make it possible to trade spaces in order to make this work. No updates on the additional information requested from Ms. Fiscus have been received.
- iii. Renovation of the Fitness Zone is on hold until funding can be located. The layout is not expensive, but it will still require funds. SAUS co-chairs would like for it to be presented this year for it to be worked on over the summer, if possible.
- b. Field Verification: There will be an architect walking the second floor of the Bayou Building on March 22 completing field verification for accurate blueprints of the facilities.
- c. Master Plan: UHS is asking for a report on how UHCL will achieve the goals outlined in the master plan. Mr. Denney will go to FSSC to discuss how to determine which parts of the master plan should be prioritized. The discussion will center on how these decisions will be made and what metrics will be used to determine if the need exists.

5. Adjournment:

The meeting adjourned at 1:54 p.m.

- a. Next Meeting: April 16, 2019
 1:00 p.m. – 2:00 p.m.
 Bayou 1104

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 in-voluntary relocation. One-time space use allocation decisions will continue to be made on a first-come-first served, space available basis.

Title of Request: Emergency Operations Center (EOC)

Date of Request: 02/05/2019 Division/Department making Request: Emergency Operations

- 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)

An EOC is the command center that is stood up during any emergency on the UHCL campus, and operates as the primary control/management center for the duration of the event. It is responsible to coordinate with external relief agencies and emergency responders and coordinates the University's primary response ensuring safety of students, staff/faculty, and university resources.

The space requested is the space previously housing the campus policy office (B1636) – located on the first floor of the Bayou building. It is safe from most anticipated extreme weather events, has backup power, and is not suitable for permanent occupancy by any other administrative function. As this space would only be occupied during emergency operations, the cramped and low ceiling would be endurable and not inhibit command and control in the EOC.

- Current space use:

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

The space is currently empty except for a technical work room in the rear that is still in use and some storage in the front office. The space is maintained by the UHCL Police department. It is likely that the full space will not be required for EOC operations. The balance of the space not required may be allocated for other uses.

- Challenges from current space use:

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

The current EOC location is the Vice President A&F's conference room. This space is not equipped to handle emergency management operations. It will not accommodate the number of individuals that maybe needed during operations. It also is lacking in adequate technology (computers connections and audio/video support). Currently this room is lacking security features that would allow for the space to be secured during emergency operations as recommended by the Federal Emergency Management Agency for EOC locations.

The Police Building could be used, except during an extreme weather event, that space may not be habitable, and require evacuation, leaving no space set up in advance to perform this function. Due to the communications and necessity to track/manage several functions simultaneously, appropriate communication equipment must be in place in advance of an emergency event. It cannot be set up ad-hoc.

- Alternate solutions not requested:

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

1. Leaving the Police station as the EOC – this is acceptable except in any extreme weather event, when that space would not be habitable.
2. Identifying alternative spaces in one of the other buildings on campus – many other spaces would support the EOC, such as a computer lab or sufficiently equipped conference room, but all would have other permanent functions. The space identified in this request, due to the low ceiling height would be challenging for any permanent use, and is only acceptable in a temporary use status.

- 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)

As this is a space for a function only used in emergency operations, no metrics are suggested.

- Alignment with Strategic Plan:

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

Within the current UHCL Strategic Plan, the following Strategic Goal and Strategies apply:

- Strategic Goal 3: Enhance a campus which is attractive, functional, safe and supportive of the university's mission; promote an environment for effective collaboration; and maintain fiscal responsibility.
 - Strategy A: Acquire and maintain an appropriate infrastructure, including property, facilities, and technology
 - Strategy B: Ensure the physical safety and security of the campus
 - Strategy E: Exercise prudent stewardship of human, financial, physical and environmental resources.

Additional comments: UHCL has applied for, and been awarded a Federal Dept. of Education grant for costs associated to the recovery of past costs and the mitigation of future extreme weather events such as Hurricane Harvey of approximately \$25,000 which will be used to refurbish and space and purchase the necessary command and control technology to be placed in the space. Cost estimates related to this proposal are still being collected, so the extent at which the grant funds will fully satisfy the needs of this request are not yet known, but it is anticipated that there will be residual costs, primarily in the installation of the equipment that are not covered by the grant. As the space will be used on a temporary basis, upgraded furniture beyond what is currently in the space will not be required, and no modification of the physical space beyond the potential minor access control measures (install doors, remove windows, etc.) to ensure proper information dissemination and flow will be required.

Endorsement:

Requestor:

Name: _____ Email: _____ Date: _____

Phone: _____ Alternate: _____

Division/Department: _____

Vice President: _____ 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 Co-Chair: _____ Signature: _____

FSSC Co-Chair: _____ Signature: _____

Recommendation: _____



University of Houston Clear Lake

Facilities Management and Construction

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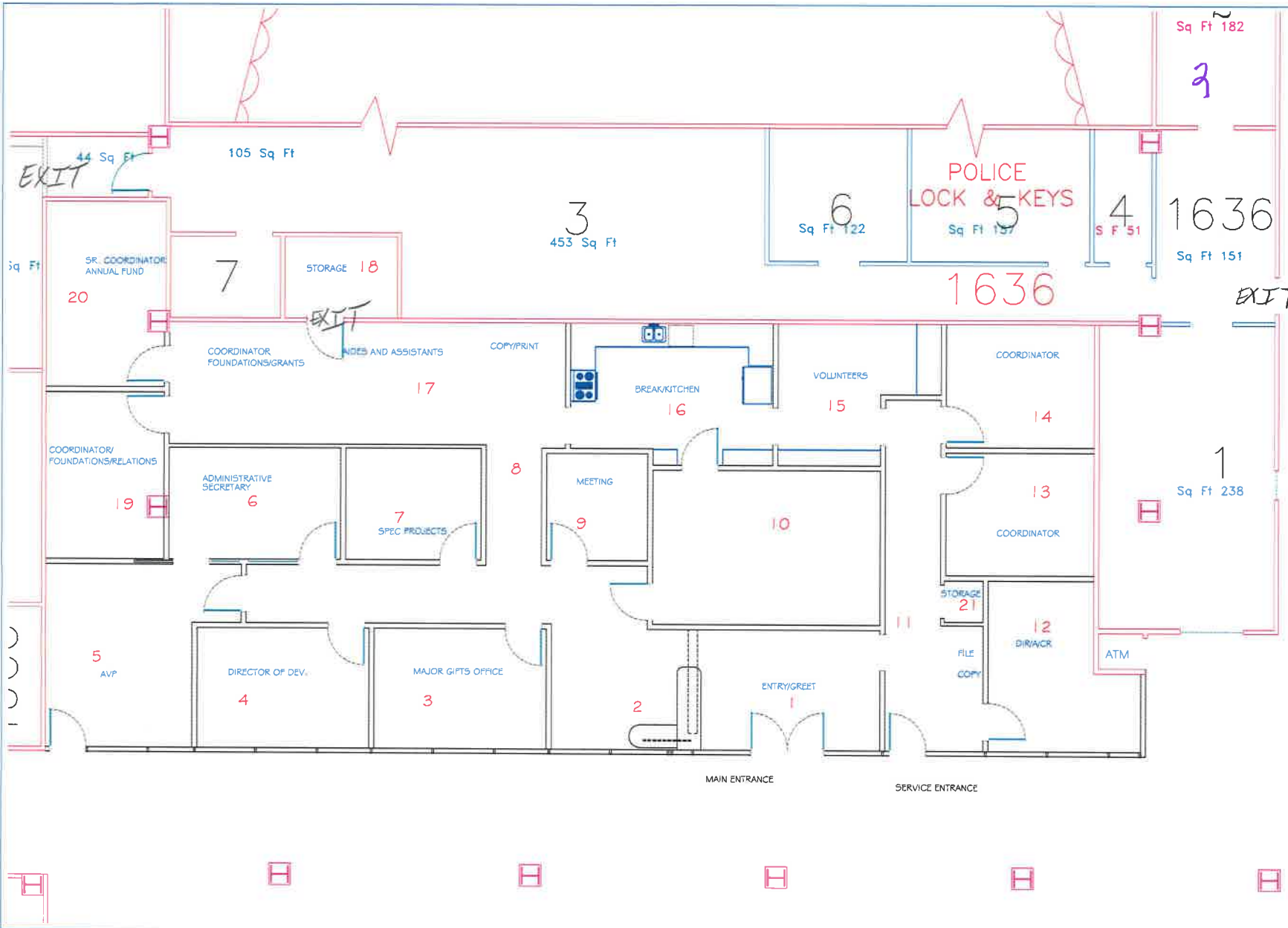
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DATE 11/14/2014

FY2010 BAYOU BAYOU BUILDING FIRST FLOOR PLAN

UNIV. ADVANCEMENT & POLICE SUITES 1604 & 1636

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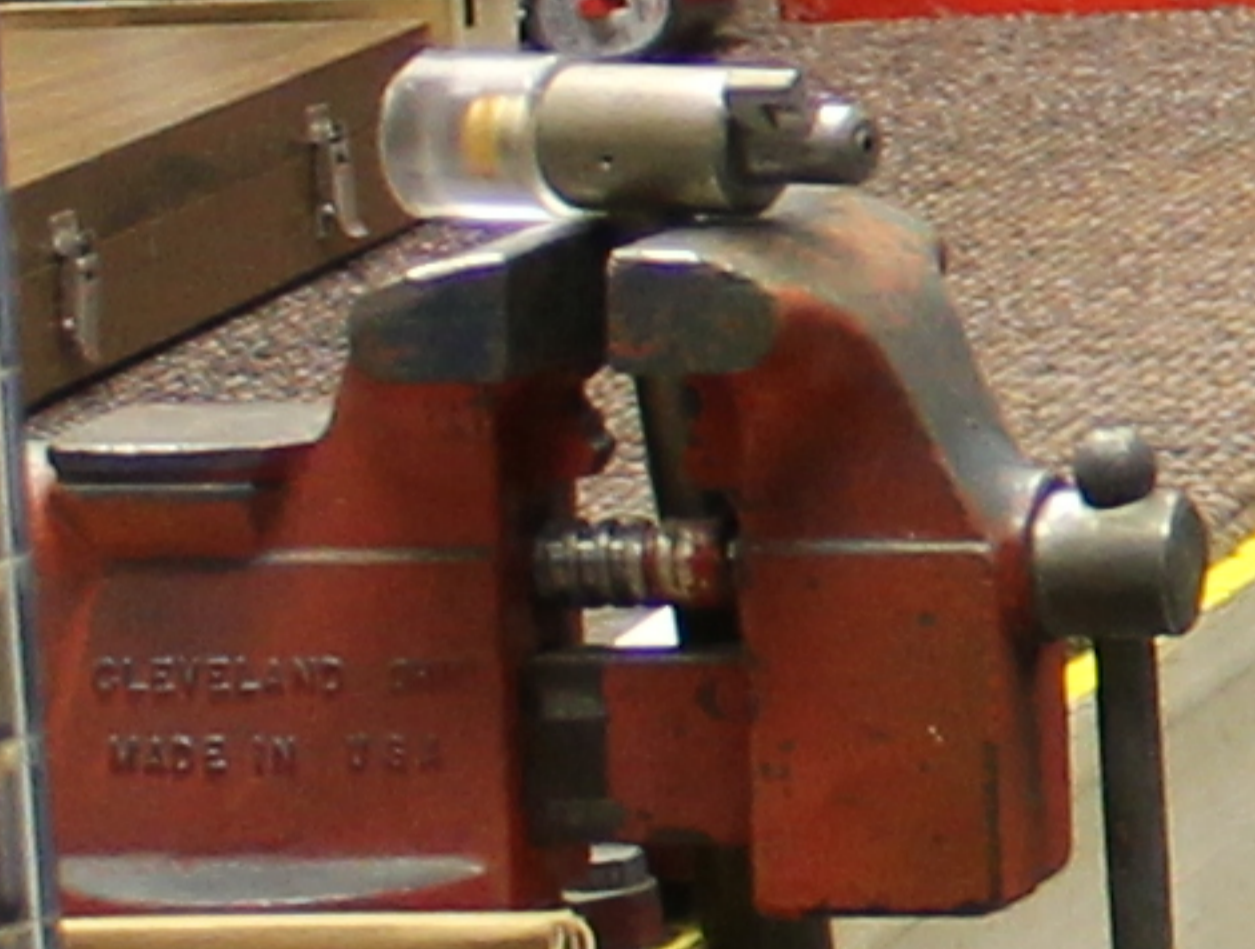




Division
UHCL SOFS
J. Morgan
Preston

Preston

Luzian



ED
IS



GENERAL PARTS



ICOP
Parts

FLEET





SCHEDULING
DISPLAY CASE
KEY
**FOR
SERGEANTS
USE ONLY**

15 Hdd's
1 Chassis





RECYCLED

lightness

Entertainment Target

Entertainment Target



GO HAWKS!

