

## Special Called Facilities and Support Services Committee

Tuesday, June 19, 2018

9:00 – 10:00 p.m.

Bayou Building, Room 2236

### Minutes

**Facilitator:** Dr. M. Bazlur Rashid, Chair

**Present:** Albert Black, Amber Brown, Ward Martaindale, Thomas Schanding, Usha Mathew, Chelsea Crouse, Kim Edwards, Jennifer Holland, Ju Kim, Russell Miller, Derrell Means, M. Bazlur Rashid, Debra Ross, Andrew Reitberger, Jeffrey Ryan

**Absent:** Kent Case, Kimberly, Zenia Latoff, Herhold, Darlene Biggers, Dwayne Busby, Mike Livingston, Monica McKey, Rosana Salinas, Troy Voelker, Alex Milam, Dilani Perera-Diltz, Alfredo Perez-Davila,

#### 1. Call to order/Opening remarks by Chair

Dr. Rashid called the meeting to order at 9:00 a.m., acknowledging attendance met requirement for a quorum.

#### 2. Action Items

Ward Martaindale welcomed FSSC and the Wayfinding ad hoc committee members, expressing appreciation to those attending the special called meeting. The meetings purpose is for the phase 1 study presentation by the Wayfinding ad hoc committee. The committee began in January, chaired by Chelsea Crouse. Technical design support provided by designLAB, is associated with the College of Architecture at UH.

Ward Martaindale explained the format of the project as follows, acknowledging that it may take a few years to get through all four phases:

1. Schematic Design of Exterior Signage
2. Design/Implementation Package and Bidding of Exterior Signage Final Production
3. Interior Signage Design
4. Donor Signage Design

The current Phase 1 of four, Schematic Design of Exterior Signage, addresses the exterior of the campus first as shown on the Master Plan (handout). It was determined that project could be addressed with a little bit of funding and make a significant impact.

- Goal is to send the right message to campus visitors as well as provide better night visibility.

- The same vendor provided the redesigning of signage for UH’s Main Campus. UHCL’s goal is that the signage coincide with the brand guide colors and font. The final colors selected were the UHCL blue and green along with two shades of gray, both dark and light.
- The presentation illustrated several sign samplings that will be either two or four sided for easy legibility and included:

Primary Entry Monument (18’)	Secondary Entry Monument (12’)	
Primary Vehicular Directional	Secondary Vehicular Directional	Traffic Signs
Parking Lot Designator	Pavement Markers	Parking Area Marker
Pay Station Marker	Pay Station Marker	Primary Pedestrian Directional
Campus Directory	Building Identifier	Feature Identifier
Nature Interpretive	Nature Informational	

- The Master Plan map distributed provided an overview of proposed locations. Specific locations will be illustrated in the final presentation. Ward Martaindale stated the quantity shown appears to be sufficient.
- Logos are only included on the monument entrance as the logo may change if rebranding occurs.
- There is a recommendation that two tallest primary monument signs flank each other at entrance 1. In addition, signs would be landscaped and illuminated in blue to create a great entryway.
- The PowerPoint illustrated (attached) proposed the locations and specifications. Ward Martaindale stated that the proposed signs meet ADA requirements.
- UH went with a porcelain surface due to the red color fading to a pink tone from sun exposure. UHCL is considering the same for blue areas but will look into cost before deciding. The product longevity is a strong selling point along. Use of vinyl lettering rather than painted would provide the ability to revise the wording easily without evidence of ghosting left from the previous lettering.
- A question was raised if signs were digital; response was no but that placement of digital interior signs in a later phase are being considered. Everything outside is a static print.
- Jeffrey Ryan’s recommended the addition of number identifiers to buildings and within maps to assist new students.
- The new AVP for Marketing assist in streamlining the process. In addition, the Parking Subcommittee will likely contribute recommendations for identifiers.
- There was a discussion on the challenges of using Google maps to pin locations of UHCL buildings with a private addresses.
- The system design includes all the signage that is necessary to create additional signs needed for the incoming residential housing. Ward clarified that going forward; this system will apply to new building signage and updates.

- Usha Mathew asked if a timelines in addition to cost has been set. Ward Martaindale responded that the timeline will be driven by funding and Senior Leadership approval, once the approximate cost is known, He replied that the monument signs are the most expensive and will require the most time. Once on campus, the expectation is the directional sign fabrication and installations should be quick.

An estimated timeline would be roughly 9 months for installation of exterior signage after the approval of the system by FSSC and the Core Leadership:

- Design phase would probably take about 3 months to go through process to final fabrication and prepare for bid.
  - Fabrication, not knowing lead time, would likely be 3 months
  - Installation would likely be 3 months as well.
- **The Chair called the members of FSSC to vote on the recommendation. It was unanimously approved without any changes required.**

### 3. Next Steps

The final presentation will be made to President Blake and the Core Leadership and include additional estimated costs provided by the consultant team. Once approved by the President and Core Leadership, the next step will be Phase 2, Design/Implementation Package and Bidding of Exterior Signage Final Production, which is expected to be done this year.

### 4. Adjournment

Ward Martaindale encouraged volunteering for membership on the ad hoc committee for those interested in continuing to the next phase. He acknowledged the benefit of the continuity of members to really impact the campus.

The Chair adjourned the meeting at 10:00 a.m.