

Facilities and Support Services Committee
Tuesday, October 17, 2017
10:00 a.m.-11:00 a.m.
Bayou Building, Room 1215
Minutes

Present: Albert Black, Amber Brown, Rodger Carr, Kent Case, Kim Edwards, Kimberly Herhold, Allen Hill, Jennifer Holland, Rebecca Huss-Keeler, Ju Kim, Mike Livingston, Ward Martaindale, Monica McKey, Alex Milam, Alfredo Perez-Davila, M. Bazlur Rashid, Debra Ross, Andrew Reitberger, Jeffrey Ryan, Thomas Schanding, Troy Voelker

Absent: Darlene Biggers, Dwayne Busby, Usha Mathew, Rosana Salinas

1. Call to order/Opening remarks

M. Bazlur Rashid

The meeting was called to order at 10:02 a.m.

2. Action Items

a. Approval of minutes

Minutes from April 20, 2017 and September 21, 2017 were approved as presented.

3. Information Items

a. Update on Construction Projects

Ward Martaindale

- On Friday, October 20th, the large chiller in the Bayou building will be replaced. The chiller was original to the building. They will be placing it in the building with a crane; barricades will be in place. The project is expected to be complete within the next two to three weeks.
- The contract for the roof of the Arbor building was signed. Construction will begin in the next couple of weeks and is expected to be completed sometime in late January.
- The three small chillers in the Delta building will be replaced this year as part of a planned maintenance schedule. The chillers will be replaced one or two at a time, so as to always have at least one working. At this time, we have prices, but no contract. The work will take place during the cooler part of the year and should be complete by the summer of 2018.
- The STEM and Classroom Building and the Recreation and Wellness Center are still on schedule. The contractor was able to use contingency rain days during Harvey, so the final delivery has not changed. There has been a lot of progress. The interior walls are being added. This week, they will be pouring the concrete for the indoor running track on the second floor of the Rec Center.
- The Police Building has been assembled and the contractor is now working on interior finishing. Completion is expected for winter, in late November or early December. The building is expected to be ready for occupancy during semester break.
- The final contract for the Health Sciences and Classroom Building in Pearland is currently waiting for the chancellor's signature. That document should be back within the next couple of days, at which point the contractor will be notified so that work can begin.
- The Student Housing Project design was completed several weeks ago. The pricing was out of our budget so, the design was adjusted. The new design is currently being priced. The changes had no impact on the number of beds. We should be ready to move forward within the next couple of weeks. Completion of this project was

postponed to fall of 2019, which also helped to save money. There will be 294 beds total and the building will follow the look of the other new buildings.

- There was some flood damage from Harvey at the Pearland campus, however, it was not extensive. The drywall was cut in order to dry the interior of the walls. Instead of replacing the drywall, FMC staff will be installing taller baseboards. They are currently in the process of gathering materials to be cut and painted. Work on this project should begin within the next few weeks and will be completed by FMC staff during weekends, so as not to interfere with classes.
- An update of the Master Plan was sent out last week for feedback. There were questions as to how the Master Plan will address parking issues, especially after the new buildings have opened. A study revealed that we do have sufficient parking, however, it is not in the best place. The Master Plan is based on continued growth of up to 15,000 students, so it includes future buildings and additional parking. Due to the culture of the campus, the Master Plan was careful to address both the need for growth and the environmental concerns. In an effort to preserve the natural grounds, any future parking needs will be resolved by the addition of a parking garage. Other issues the new Master Plan explored were signage and storm water control. Due to Harvey, the contractor of the Health Sciences and Classroom Building will be constructing the new structure seven to eight inches above the current building.

b. Parking and Traffic Safety Subcommittee (PTSS)

Dr. Rebecca Huss-Keeler

- Dr. Huss-Keeler announced that she will be chairing the Parking Subcommittee for this fall of 2017.
- Dr. Alfredo Perez-Davila accepted his nomination to chair the subcommittee during the spring of 2018.
- The 40 faculty/staff spaces in Lot D which were approved during the April meeting have not yet been chosen. Those spaces will be identified as we get closer to the opening of the new buildings.
- A curb cut was added to the Bayou traffic circle last year. There is no signage there yet, so there are regular cars are parking/blocking the curb cut. This concern will be brought up with Derrell Means.
- There was an issue regarding the signage in Lot B. Currently, the sign only faces one way, so visitors and students are not aware that they cannot park there until they are actually in the lot.
- Dr. Huss-Keeler asked for an update regarding the U-bend bike racks for the Pearland campus. No update was available.
- The Parking Department's webpage has not yet been updated. Mr. Martaindale spoke with Derrell Means earlier in the day and that was on his list of pending items.

c. Space Allocation and Utilization Subcommittee (SAUS)

Dr. Troy Voelker

- Dr. Troy Voelker was introduced as chair of the Space Allocation and Utilization Subcommittee. He will be working with staff support to identify representatives and set up meeting times.

4. New Business

a. Campus Signage

Dr. Rebecca Huss-Keeler

- Several issues related to signage have been reported. There are currently no signs directing visitors from the Bayou Building to the Student Services Building. The buildings are not properly marked, especially on the sides facing the Alumni Plaza. Existing signage which falls is not being replaced in a timely manner. There are also no signs identifying stairwells, advising offices, the bookstore, the Garden Room, the Forest Room and other major offices. There was no funding available to have a student worker at the Hawk Helpdesk by the Patio Café

and there is no one available at the information booth on the weekends to direct guests. Maps posted throughout the campus are not accurate and the numbering system for the building is difficult to understand.

- There have also been signage issues found in the parking areas. The signs for the PASA and SSA spots are no longer accurate and have not been used since the beginning of the semester. Some of the signs have mold on them and are no longer legible.
- Mr. Martaindale told the group that the Master Plan did not include an in-depth study of our existing signage, but they did have good suggestions on how to improve what we already have. One of those suggestions was to start at the front entrance. The idea is to have different types of signs for different types of entrances. The suggested approach was to tackle the signage in stages. First, get visitors parked; then get them to the correct building; finally, get them to the correct room/office. Another thing which was pointed out was that our signs have too much information on them. Mr. Martaindale suggested that a small group of FSSC volunteers be charged with the task of redesigning the signage this year.
- Attendees suggested creating a task force to address the issue of signage. Before changes can be made, there will need to be a study on the current signage and how to improve it. A determination will need to be made as to which items need to be prioritized as well. The immediate fix is to correct paper maps located throughout the campus. FMC will be updating those maps within the next few weeks. In addition, a large map will be placed at the student entrance inside a glass case.
- Attendees mentioned that malls now have touchscreens to show visitors how to get to different stores. If we do something like that, we can even connect the rooms to events happening that day. The long term goal is to install touchscreens with those capabilities and change the room numbering system. For now, we will need to focus on smaller, more cost efficient projects.
- An ad hoc committee will be assembled to tackle this. Attendees were asked to contact Dr. Rashid if interested.

b. Real Time Locating System/Internal GPS for Finding Rooms

M. Bazlur Rashid

- Dr. Rashid presented an example of a possible room locator system that might work for the UHCL website. The Washtenaw Community College room locator (<http://www.wccnet.edu/about-us/room-locator/>) allows users to click on a building, choose the floor, and then find room number. This is one possible solution, but the systems might be copyrighted. Attendees suggested creating a cell phone application. One of the biggest challenges with doing this will be keeping the maps/signage updated. There needs to be ongoing maintenance to ensure accuracy.
- Debra Ross pointed out that the UHCL website has locator information, but users must navigate through construction pages to get to it. Kim Edwards asked if there was a way to add that link to the main webpage; currently, the only link on the main page to maps shows only a map of the grounds. Mr. Martaindale will discuss adding the link to the main page with Communications, but the decision will be up to them.
- Dr. Rashid explained that GPS works well for locating outdoors, but it does not do well indoors. Real time locating systems (RTLS) are what we would use to locate places inside of a building. This systems is complicated and is currently used mostly in hospitals. A detailed room locating systems, such as the one presented, might be a better option at this time.

c. Repairs to University Drive

Rebecca Huss-Keeler

- The road by Lot B, right before the turn, is deteriorating. Repairs have been made, but patching it has not been working.

- Mr. Martaindale confirmed that the damage is caused by the heavy trucks coming in and out due to the construction. Right now, they are using steel plates to cover potholes. Repairing it at this time would be a waste. The same issue is happening in Lot D4, by NOA, but it will also need to wait until the construction has been finished.

d. Open Discussion

- Dr. Huss-Keeler presented an inquiry on behalf of Karen Fiscus. She asked if FMC will be installing a door to the new gallery area, instead of police tape. Mr. Martaindale confirmed that a door will be placed there, but they are waiting on funding from University Advancement.
- The visitor pay station kiosk for Pearland has been received.
- The footlight by the pond is broken. Since the parts are not readily accessible, the footlight will probably will be taken out. There is street lighting in that area at this time.
- **The following issues were presented, but Mr. Martaindale noted that these needs to be addressed through work requests.**
 - There is a broken LED in front of the SSCB.
 - In the hallway by B3326, Dr. Brown saw students taking pictures of a large mold stain and posting it on social media. Albert Black said that this had not been reported to the Health and Safety Department. They are currently working in Arbor, so there has not been regular monitoring of this. As soon as that work is done, they will return to regular monitoring.

5. **Adjournment:** The meeting was adjourned by Dr. Rashid at 11:07 a.m. The next meeting will be on Tuesday, November 14, 2017 from 10:00 a.m. to 11:00 a.m. in B1215.