



UNIVERSITY OF HOUSTON SYSTEM
UNIVERSITY OF HOUSTON

Capital Renewal and Deferred Maintenance Planning Committee

Minutes Meeting # 1
January 27, 2010
1:00 P.M.

Attendees

Sue Yerby	Spencer Moore	Craig Ness
James G. Norcom, III	Lillian Wanjagi	Sameer Kapileshwari
Malcolm Davis	Rosemary Grimmet	
Bob Schneller	Melissa Bellini	

Meeting Notes

Item 1: The meeting was called to order and committee members were introduced.

Melissa Bellini opened the discussion with an overview of the guideline draft for finalization:

- The number of Committee members was reviewed and additional members recommended were:
 - Representative from the Faculty Senate
 - Craig Ness will represent CLASS for now

Item 2: Guidelines draft and review for finalization

- The guideline review was done by section and the following key points were made:
 - The annual planning process section paragraph 2... CRDM funding Request Form will be downloadable from the Plant Operation Website once it is operational.
 - Annual planning process section paragraph 2dii, some departments may need levels of approval prior to presentation to the Provost.
 - A review of the CRDM Request Form resulted with the suggestion to add Division Administrator signature block.
 - A recommendation to define emergency CRDM request and show examples in the guidelines. This definition will be added to the back of the guidelines.
 - The CRDM tracking sheet review resulted with recommendation to add columns to show code for THCB reporting categories, Arch, HVAC, PE, Safety, ADA
 - Current encumbered funds were reviewed.
 - Total available funds were reviewed by FY and the reserving of renewal emergency plant operations funds in the amount of \$1,166,666.67 was proposed to the committee.

Item 3: Current and Past Plan Review - Discussion of Critical issues or targeted improvement where funding should be reserved/ allocated included:

1. Campus Infrastructure (electrical grid study),(water, sewer, storm) and development of a master plan (Spencer Moore)
2. SERC – HVAC issues
3. Law Center – water infiltration study
4. MDA Library – Multiple issue matrix reviewed by committee
5. School of Music – Foundation study and remediation
6. Classrooms (list to be provided at the next committee meeting) Craig Ness
7. Safety – Campus Fire Alarm network (design network into four sections)
 - i. Security Master Plan - Malcolm Davis
8. Other critical issues:
9. Walk in the Dark – campus lighting , sidewalk conditions (Ask UH Center for Disabilities for ADA campus issues)
10. S&R II HVAC redundancy plan
11. Cullen Plaza Repairs
12. Fire Violations and related project recommendations
13. TDLR issues – pending list is where?

Action Items:

1. Craig Ness – Prioritized list of Classroom upgrades for 2010 with supporting request form and documents will be brought to February or March Meetings
2. Spencer Moore – Will review infrastructure master plan with Executive Committee this week for input
3. Sue Yerby – update CRDM Request form, tracking log, and guideline corrections prior to next meeting.
4. Melissa will work with Cydney on developing a capital website page

NEXT MEETING- February 25th 2-3pm (Room GSB 203A)

1. **Follow up reports on action items – all**
2. **Discussion of Critical Priorities and Initial Allocations to Study or Address Issues**
 - a. **Updates as available**
 - b. **Review of Fire Violations listing and target some projects to advance forward**
3. **Quarterly and Annual Process Draft Review and Development/Modifications**
4. **Other/Open Items**