



UNIVERSITY OF HOUSTON SYSTEM
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Capital Renewal and Deferred Maintenance Planning Committee

Minutes Meeting # 3
April 22, 2010
2:00 P.M. – GSB 203A

Attendees:

Melissa Bellini
Spencer Moore
James G. Norcom, III
Mike Yancey
Lillian Wanjagi

Sameer Kapileshwari
Sue Yerby
Craig Ness
Rosemary Grimmet
Diane Murphy
Jim Bradley

1. **Melissa Bellini opened the meeting.**
2. **Action items Reviewed from Last Meeting:**
 - a. Craig Ness added Representative Sujit Sansgiry as the Faculty Senate Representative.
 - b. Post meeting an addition of a member from the registrar's office was also made.
 - c. Priority list for classroom projects #3, #2, #1 dated March 24th, request will be reviewed and IT plus AV added to scope of work. Estimate to complete by next CRDM meeting in May.
3. **Remaining funds was discussed and overall summary. The reports were accepted.**
4. **New request:**
 - a. Melissa Bellini presented a request to perform Facility Condition Assessment of all buildings including auxiliary units. This study will make up part of the long-term Capital Plan. All members agreed to the cost and scope. Once funded, a project manager for this effort will be assigned.
 - b. Mike Yancey also presented design review and project request. Owner design guideline Standards would establish a Master Construction Specification All members agreed to cost and scope. The question was asked, who approves guidelines of Master Specification? The suggestion was made maybe there is a need to have a review committee/advisory team. The committee agreed and approved.
5. **The Physical Capital Planning/ Annual Capital Planning Team Development document draft** was reviewed and will be re-distributed for committee feedback. Once this document is complete it will go to Ed Hugetz for his space and capital planning efforts review.
 - One comment to delete "applicable" auxiliaries.

Next meeting will be May 27, 2010 at 2pm in GSB 203A.