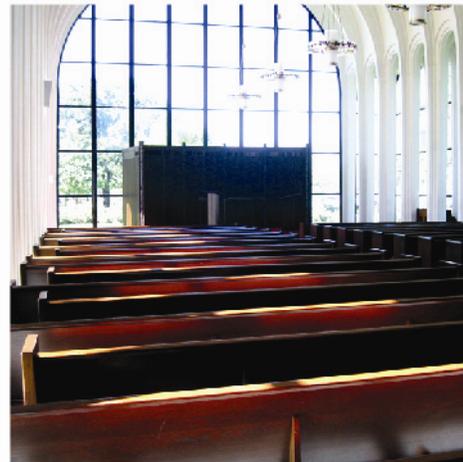
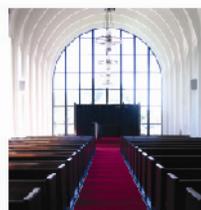




A. D. BRUCE RELIGION CENTER

Student Fees Advisory Committee (SFAC)
Program Questionnaire for FY 2013-2014



- 1. Please provide a one-page executive summary of your questionnaire responses. This summary should include, in brief terms; your unit's mission, how you accomplish your unit's mission, and a justification of your unit's student fee allocation in terms of benefit for students.**

Since its dedication in May 1965, the A.D. Bruce Religion Center has been a focal point for numerous on-campus religious activities for over 47 years. While the building is a bustling center of many ongoing educational programs, activities and services, it is also a place for both quiet meditation and spiritual discovery and growth.

In support of the University's mission, the A. D. Bruce Religion Center provides an organized means for celebrating diversity, assisting in establishing and encouraging inter-faith dialogue, and the promotion of a continuing search for knowledge. The Religion Center supports student success with our facilities management and resources, providing opportunities for student employment and internships and providing quality customer service to students, faculty, staff and our non-university guests.

The Religion Center is home to 10 campus ministry programs. These ministries provided financial support [minimum of \$10,000] for the construction of the Religion Center. Three of those groups [Catholic Newman, Baptist Student Ministry and Hillel] subsequently constructed off campus centers. They continue to retain their office suites in the A.D. Bruce Religion Center.

The original Charter denominations are: Baptist Student Union [*now Baptist Student Ministry*], B'nai B'rith Hillel, Catholic, Christian Science, Church of Christ, Disciples of Christ [*now included in United Campus Ministries*], Lutheran [*Missouri Synod*], Lutheran / National [*now Evangelical Lutheran Church in America/ELCA*], Methodist, Presbyterian [*now included in United Campus Ministries*] and Protestant Episcopal.

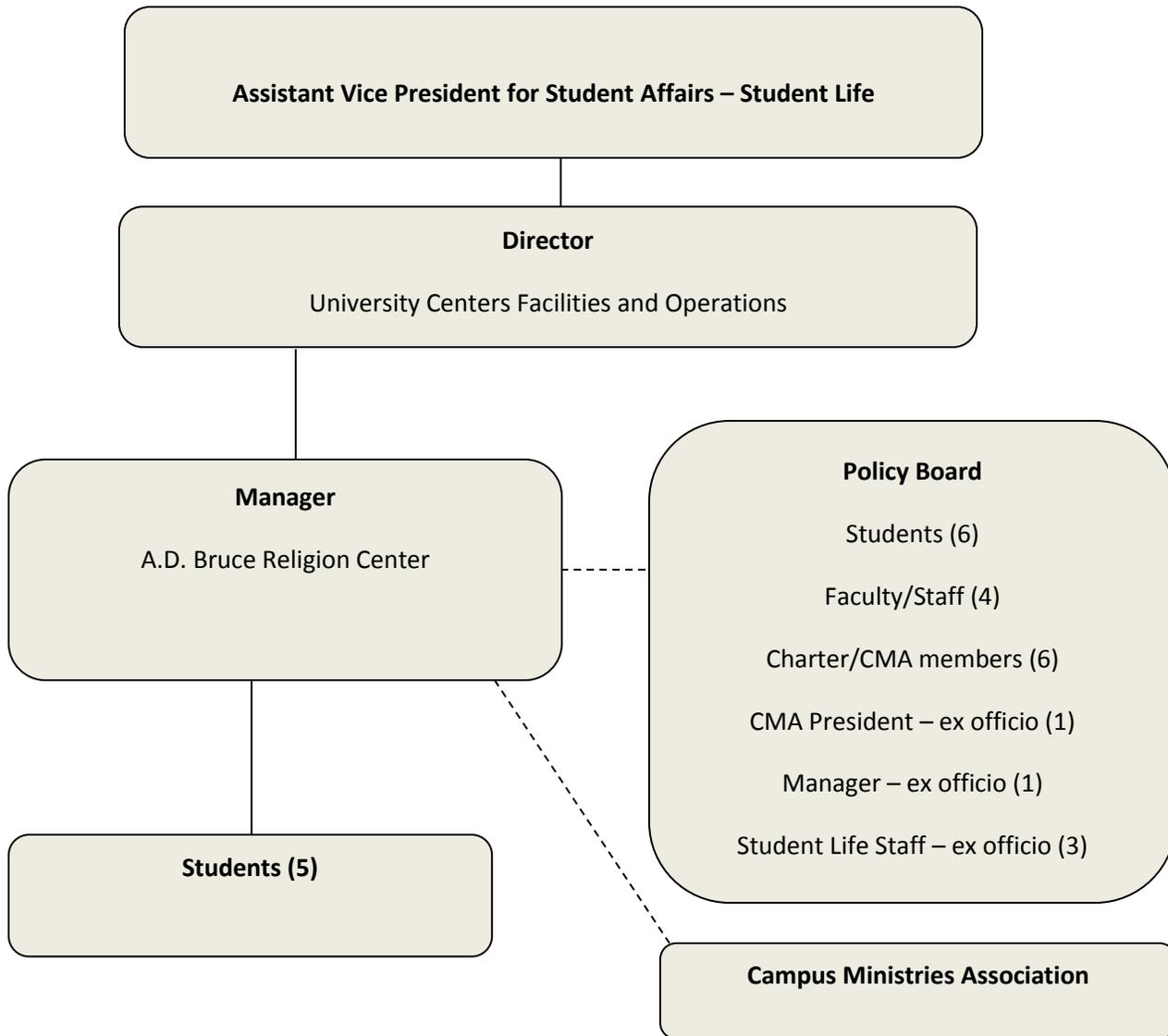
University of Houston students, faculty, and staff utilize the Center for programs, lectures, meetings, and special events. Several general purpose rooms are available for worship, study, discussions, and reflection. The Religion Center's main chapel, with seating for 275, is the site for weddings, memorials, funerals, baptisms and quinceañeras, including the University's annual memorial service. The small chapel and two classrooms provide Friday Prayer space for the Muslim Student Association.

There were 63 University of Houston Registered Student Organizations (RSO's) that self-identified as Religious / Spiritual in 2011-2012. There were 57 RSO's in 2010/11 and 47 in 2009/10. Many of those organizations as well as other RSO's hold meetings, bible studies, religious services and social events at the Religion Center.

The Campus Ministries Association (CMA) is comprised of all of the full time staff of the various campus ministry programs at the University of Houston. CMA sponsors free lunches on Mondays and Wednesdays during the fall and spring semester. Their 4-week Interfaith Dialogue programs are held each semester providing an opportunity for UH students, faculty and staff to share and learn how various issues affect their particular faith. Over 12,800 FREE lunches are provided to UH students each fall and spring semester.

2. Provide an organization chart of your unit. Large units may need to have an overview chart and then more specific charts for each program. Where you have multiple staff in the same position (e.g. counselor, custodian, etc.), note this on your chart. Student employees should be cited on the chart and identified as students.

A.D. Bruce Religion Center:



3. List the objectives that you identified for the 2011-2012 academic year. Please comment on your success in achieving these objectives. If an objective changed during the year, please note this and explain. Also, list any new objectives, the rationale for the addition, and comment on your success in achieving these objectives.

- A. Manage and provide for a pleasant and well-maintained auxiliary facility for the use of UH students, faculty and staff and the greater Houston Community.
 - 1. Carpet was installed on the 2nd floor in public spaces [One Time - SFAC / FY11].
 - 2. Purchased banquet / event chairs for the Atrium [One Time - SFAC / FY12].
 - 3. Coordinated the cleaning of Chapel, Entry and Atrium windows in Aug 2012.
 - 4. Coordinated with the Charter ministries for the installation of punch locks for their individual office suites; to provide better and convenient access for their students.
 - 5. Installed three community bulletin boards that had previously been part of the Center for Student Involvement and were removed for the UC Transformation Project.
 - 6. Acquired 6 bistro tables and 3 smaller tables from CSI as a result of the UC Transformation Project, to increase programming / set up options for customers.
 - 7. Acquired 80 event chairs to upgrade seating for the two small meeting rooms from CSI as a result of the UC Transformation Project.
 - 8. Expanded student assistant support for evening and weekend events due to the Facilities Management Centralization of housekeeping and maintenance [One Time & Base Augmentation– SFAC / 2012].
- B. Market the Religion Center programs and services to UH and the greater Houston community.
 - 1. Developed a successful working relationship with UH Hilton to help promote special events
 - 2. Continual review and update of A.D. Bruce Religion Center web site.
 - 3. Provided email updates to campus ministry programs regarding Center for Student Involvement listserv updates, University press releases and policy updates.
- C. Provide administrative, advising and financial support for the Campus Ministries Association programs.
 - 1. Provided advising and financial assistance to CMA for the 2012 Annual UH Memorial Service on Tuesday, April 24, 2012.
 - 2. Coordinated sponsorship efforts for Annual Memorial Service with Student Government Association, Division of Student Affairs and the UH Alumni Association.
 - 3. Provided marketing and financial support for CMA for their Fall Open House, InterFaith Dialogue programs and FREE lunch events on Mondays and Wednesdays in the fall and spring semester.
- D. Assist registered student organizations, colleges/departments and off campus entities in the planning and presentation of their programs and events in the Religion Center.
 - 1. Upgraded the reservations kiosk to improve on-site quality service to customers.
 - 2. Updated web site to include: suggested timelines for Chapel events, updated campus ministry information for students looking seeking campus involvement.
- E. Provide assistance and coordinate support in the development and presentation of annual UH traditions.
 - 1. Coordinated with UH student organizations, departments, alumni and community services for financial and marketing support for the Annual UH Memorial Service [4/24/12].

F. Change to FY12 Objectives

The plan to re-glaze or replace the windows on the east wing of the Religion Center was placed on hold until the finalization of the Facilities Condition Audit (FCA) that was being completed by UH Facilities Management for the Religion Center. The draft FCA report was shared in late April which indicated other facility issues.

SFAC had provided a One Time allocation of funds in the amount of \$338,676 for FY12.

At the request of the Vice President for Student Affairs, a 3-5 year plan of action for the repair and maintenance for the A. D. Bruce Religion Center will be developed in FY13 for review and approval.

4. Please discuss the means that you are utilizing to evaluate both your success in achieving the aforementioned objectives and their importance as compared to other objectives that you might pursue. Where data exist, discuss the number of persons served by each of your programs and any assessment measures used to evaluate program success. Please provide the method for collecting these data.

The A.D. Bruce Religion Center office and student assistants worked with UH students, faculty, staff, student organizations, campus departments and off-campus customers to ensure effective planning and management of several special events in addition to those already hosted by the ministries from the various charter groups. Specifically, in FY2012, the Center served over 30 UH student organizations which included both student groups affiliated with the charter religious groups seeking to utilize the Center's facilities with 1,136 reservation bookings and an attendance of **43,765** as reported by the reserving groups. Total attendance as reported by the reserving groups for all events at A.D. Bruce Religion Center – **99,546**.

The Center was utilized by 18 campus departments for special events including graduation ceremonies for special programs, meetings, workshops and seminars, memorial services, and receptions. The Center's chapels were utilized for an additional 364 special events involving UH students, faculty, staff, alumni, and community members which included weddings, quinceañeras, rehearsals, receptions, baptisms and memorial services.

Bookings by Customer Category:

- Event bookings by UH registered student organizations
FY11 - 783 **FY 12 - 774**

- Event bookings by the Campus Ministries Association and Charter member groups
FY11 - 366 **FY12 - 930**

- Event bookings by campus departments
FY 11 - 647 **FY12 – 1,136**

- Event bookings by UH students, faculty, staff and alumni
FY 11 - 138 **FY12 - 177**

- Event bookings by community members
FY 11 - 162 **FY12 - 187**

Total Event hours

FY11 - 4,588 **FY12 6,857**

The Religion Center building traffic Count for FY12 was **146,866** compared to FY11 traffic count of 110,681. A month-by-month count is identified below.

	Sept - 11	Oct - 11	Nov - 11	Dec - 11	Jan - 12	Feb - 12
Main Door	12,300	12,797	8,453	5,233	8,497	9,885
Side Door	4,286	4,361	3,043	1,210	1,700	733
TOTAL	16,586	17,158	11,496	6,443	10,197	10,618
	Mar - 12	APR - 12	May- 12	June - 12	July - 12	Aug- 12
Main Door	10,144	17,191	8,546	12,410	4,001	8,253
Side Door	2,387	2,090	1,905	2,230	776	2,435
TOTAL	12,531	19,281	10,451	14,370	4,777	10,958

Student Affairs Assessment Initiatives

The A. D. Bruce Religion Center developed and presented a plan of action in summer 2012 for three assessment programs in FY 2013:

1. To determine if Religion Center building hours should be extended to 12 midnight to accommodate Registered Student Organizations unable to meet in the University Center due to the UC Transformation Project.
2. To assess customer service satisfaction of student organizations, UH departments, alumni and off campus groups using the Religion Center to help in developing strategies for improving customer service.
3. To determine the level of learning that is occurring as well as identify potential gaps in learning that may exist within the student employment program and experience for the Religion Center student staff based on the six (6) identified and established Student Life student learning outcomes.

Research/communication continues with other colleges & universities and other organizations with similar programs and services:

Campus Ministry Programs

Florida State University
 Massachusetts Institute for Technology
 North Carolina State - Chaplains Cooperative
 Northern Illinois University - Association of Campus Religious Organizations
 University of Notre Dame
 Pennsylvania State University
 University of Nebraska - Lincoln
 Western Carolina University

Chapels

Auburn University - University Chapel	Tulane University - Rogers Memorial Chapel
Bastyr (WA) University - Chapel	Univ. of Chicago - Rockefeller Memorial Chapel
Emory University - Cannon Chapel	Univ. of Georgia - Chapel

Howard University - Andrew Ranking Memorial Chapel
Indiana University - Beck Chapel
Michigan State University - Alumni Chapel
Northwestern University - Chapel (2)
Rice - Memorial Chapel
Southern Methodist University - Perkins Chapel
Trinity University - Chapel

Univ. of Kansas - Danforth Chapel
Univ. of Maryland - Memorial Chapel
Univ. of Mississippi - Paris Yates Chapel
Univ. of Missouri - A. P. Green Chapel
Univ. of Southern California
Univ. of Southern Mississippi - Danforth Chapel
Univ. of Tulsa - Sharp Chapel

Houston Area Churches

Christ Church Cathedral (Episcopal)
Christ the King Lutheran Church
First Evangelical Lutheran Church
First Methodist Church
First Presbyterian Houston
Houston First Baptist Church
Saint John Vianney Catholic Church
Saint Paul's Methodist Church

5. Please discuss any budget or organizational changes experienced since your last (FY2013) SFAC request, their impact on your programs, and your reason for implementing them. SFAC recognizes that some programs did not receive the funds that they requested, that some programs were impacted by additional expenses after the conclusion of the budget cycle, and that some programs may be ahead of or behind their self-generated income projections. In addition, if your unit concluded FY2012 with a Ledger 3 Fund Equity balance, please describe the conditions which caused the fund balance.

Overall Income and Expenditure increased from the amount on SFAC request form by \$28,406 as explained below. These changes have significant impact on the Religion center ability to fulfill its mission.

A. Income

Overall income increased from the amount on SFAC request form by \$28,406 as follows:

Office coordinator salaries and benefits	\$11,755
One time general M & O	<u>\$16,651</u>
	\$28,406

B. Expenses

Increase salaries and benefits	\$ 16,317
Decrease in utilities	(\$ 4,296)
Increase administrative charge	\$ 6,492
Repair and maintenance – Internal services	\$ 10,801
Decrease supplies	<u>(\$ 908)</u>
	\$28,406

The A.D. Bruce Religion Center Ledger 3 concluded FY2012 with a fund balance carry forward of \$33,684 and an equity balance of \$361,566. That balance is a result of the deferred maintenance including amount set aside for the window glazing project. The window glazing project was placed on hold due to changes in FP&C. Now all projects are required to go through the Small Projects Program. In careful evaluation of the program which now required an architect to review and develop plans, it was determined that a careful evaluation of the building through Phase II of the campus building evaluation program was necessary. The Phase II report has not been finalized or released.

6. The terminology for responding to this item has been amended to be consistent with the strategic planning framework. Therefore, SFAC requests that you report your success measures in terms of strategic initiatives and action steps versus goals and objectives as previously requested. To this end, please list your 2013-2014 strategic initiatives and action steps in priority order. Larger units may wish to group responses by subprogram. Under each strategic initiative, please state the specific action steps (programs, activities, services, policies/procedures, etc.) you implemented to accomplish your stated initiative.

Division of Student Affairs' Strategic Initiatives

1. *Create new opportunities for student success through learning, engagement and discovery.*
2. *Actualize and leverage the fiscal, human, technological, and facility resources that enhance the student experience.*
3. *Foster the creation of a global learning community that actualizes and embraces inclusion while preparing students to become active citizens.*
4. *Develop a culture of innovation and accountability in the redesign of Division policies, processes and procedures.*
5. *Cultivate a collective identity that demonstrates a unified vision.*
6. *Create and engage in strategic partnerships*

Strategic Initiative: Manage and provide for a pleasant and well maintained auxiliary facility for the use of UH students faculty, staff, alumni and non-university guests. **DSA – 1, 2, 4 & 6**

Action Step: Review all Facilities Condition Audits and identify a five (5) year renovation plan and budget implications related to the AD Bruce Religion Center facility.

Action Step: Establish a position of Office Coordinator to assist with the Religion Center day to day operations.

Action Step: Assess level of learning that is occurring and identify potential gaps in learning that exists within the student employment program and experience for the A. D. Bruce Religion Center student staff.

Action Step: Continue working with UC Facilities & Operations with the quarterly review of facility Service Level Agreements to ensure Religion Center needs are met and cost savings are achieved where applicable.

Action Step: Continue review/revision of facility Custodial Cleaning Frequency Charts to ensure facility cleanliness and consistent staffing to cover identified needs for the Religion Center's 1) weekly and 2) weekend Chapel events.

Action Step: Revise procedures and update Student Assistant Handbook.

Action Step: Develop an on-going student assistant training program for event assistance and improving customer service based on an ethic of care.

Action Step: Continue to collaborate with students, faculty and staff through the A.D. Bruce Religion Center Policy Board in the review of policies and planning initiatives.

Action Step: Work in partnership with Student Affairs in the creation and implementation of a division-wide advancement and fundraising program.

Strategic Initiative: Continue to market the Religion Center programs and services to UH and the greater Houston area. **DSA – 4, 5 & 6**

Action Step: Coordinate with Student Life in the development of an A.D. Bruce Religion Center logo.

Action Step: Coordinate with Student Life in the development of a marketing plan that will introduce the Religion Center to the UH community as well as promoting the Religion Center as a venue of choice for off campus customers.

Action Step: Continue to update and improve the A.D. Bruce Religion Center web site [www.uh.edu/adbruce].

Strategic Initiative: Provide administrative, advising and financial support for the Campus Ministries Association (CMA). **DSA – 1, 2, 3, 4 & 6**

Action Step: Coordinate with the Campus Ministries Association to develop a variety of InterFaith Dialogue programs that will provide students different learning options, to include speakers, cohort groups and reading options.

Action Step: Coordinate with the various campus ministries to provide information to the Metropolitan Volunteer Program about their individual service learning and mission projects.

Action Step: Coordinate with the Campus Ministries Association in the planning and presentation of a Week of Welcome event that introduces new and returning students to the Religion Center.

Action Step: Work with the Campus Ministries Association to research and develop a plan of action that will provide an on-going program on spirituality and the world's religions.

Strategic Initiative: Continue to develop assistance to and partnerships with students, registered student organizations (RSOs), colleges / departments and off campus entities with the planning and presentation of their programs and events in the Religion Center. **DSA – 1, 2 & 6**

Action Step: Develop a web based on line form for reservations and facilities use requests that can be submitted on line.

Action Step: Continue to work with Student Government Association, Student Affairs, Advancement, the UH Alumni Association and the Campus Ministries Association in the development and planning of the Annual UH Memorial Service.

Action Step: Collaborate with Student Life in the development of additional assessments that supports student involvement and engages more students in the programs and services of the Religion Center.

Action Step: Develop a partnership with the Hilton College of Hotel and Restaurant Management that will further support student learning and engagement through internships and employment.

Action Step: Collaborate with the Moores School of Music to develop a student organist program for Chapel events and to promote the Religion Center as a performance space for students and faculty.

7. What are the other possible sources of funding available to your unit and what efforts are being made to access them (e.g. grants, donations, etc.)? If you receive funds from other sources, please briefly describe the source, purpose, and duration of the funding and report the amounts received in the appropriate rows/columns on the SFAC Spreadsheet.

The A.D. Bruce Religion Center applied for two grants:

Texas Hazard Mitigation Grant - \$3.1M to develop a plan of action and to replace the roof and windows of the A.D. Bruce Religion Center. STATUS – Not Funded.

Delphian Foundation Grant - \$980 for a portable PA / playback system for Atrium events. STATUS – Not Funded

The Policy Board of the A. D. Bruce Religion Center will be asked to review level and categories of the building use rental fees and damage deposits for all groups that schedule events at the A.D. Bruce as a result of the benchmarking research and updates from universities and other similar organizations.

A list of projects and funding needs was developed and submitted in spring 2012 to the Vice President for Student Affairs as part of the initiative to establish a Division wide Development / fund raising program:

FRIENDS OF THE CHAPEL Program

- 1] Chapel seating – refurbish/reupholster pews
- 2] Chapel Sound System – system upgrade and moved to Organ Loft
- 3] Chapel Altar Screen – refurbish [wood and mosaic tiles]
- 4] Chapel Lighting – refurbish [chandeliers / glass tiles]
- 5] Organ repair / replacement

NAMING RIGHTS

- 1] Large Chapel
- 2] Small Chapel
- 3] Atrium
- 4] Lobby
- 5] Conference Room – 113C
- 6] Classroom – 202
- 7] Classroom – 204
- 8] Meditation Garden
- 9] Office Suite – 113

OTHER

- 1] Public Space Furniture – Lobby, Atrium and RC Office
- 2] Window Treatments – Install energy efficient shade system for all offices and South Atrium windows
- 3] Landscaping – to include entire RC Grounds, developing a Meditation Garden, exterior lighting and building spot lights

8. **Please describe any services that are similar to yours and/or any overlap between your unit and any other unit(s) providing services to students and the rationale for the overlap.**

There is no overlap between other units and the A.D. Bruce Religion Center.