

A.D. BRUCE RELIGION CENTER



Student Fees Advisory Committee (SFAC)
PROGRAM QUESTIONNAIRE FOR FY19

UNIVERSITY of
HOUSTON
A.D. BRUCE RELIGION CENTER

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 benefits for students.**

Since its opening in the fall of 1964 and its dedication in May 1965, the A.D. Bruce Religion Center has been a focal point for numerous on-campus religious activities for 52 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 through our facilities management and resources, providing opportunities for student employment and internships and providing quality customer service to students, faculty, staff and our University guests.

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

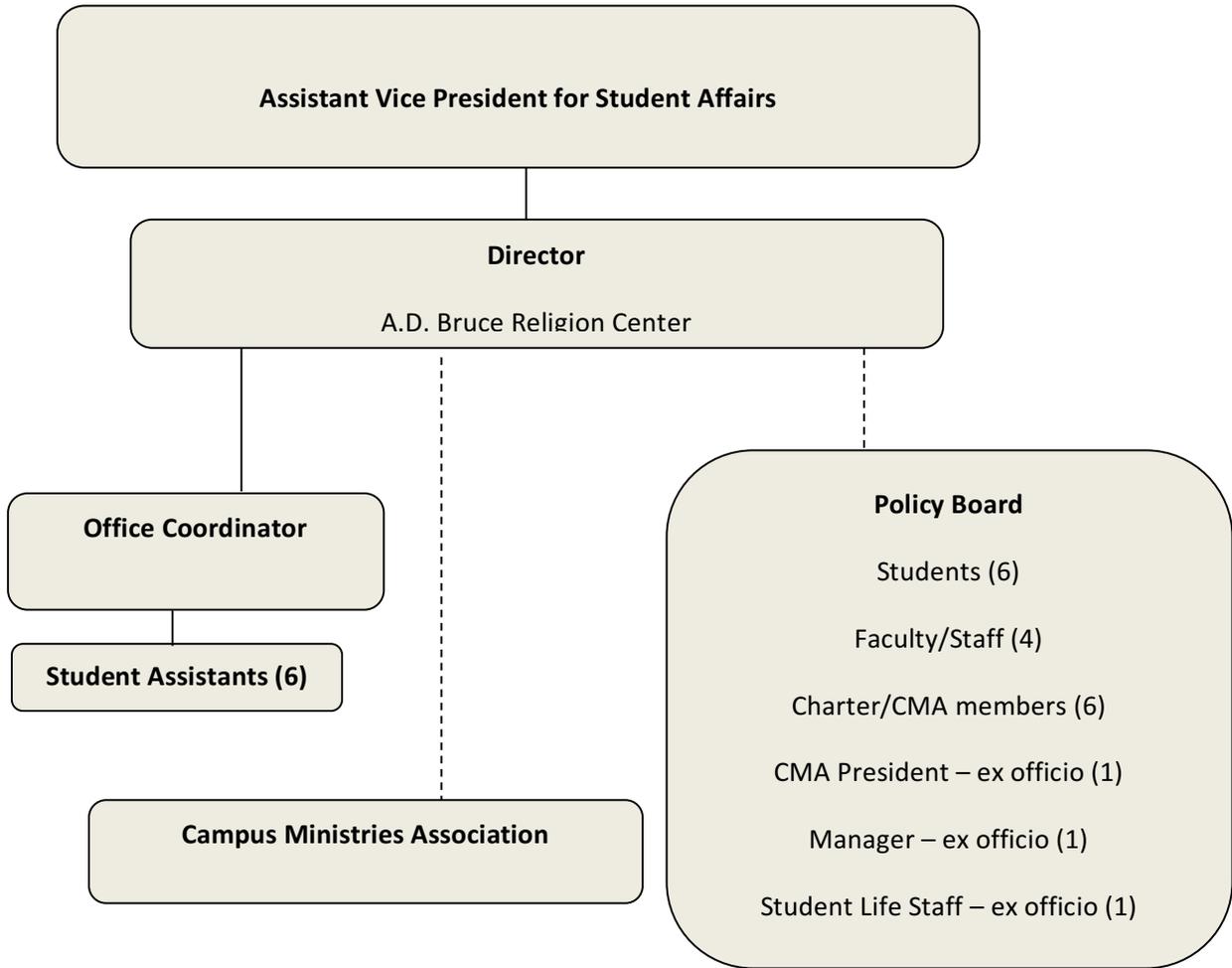
The original Charter denominations or Resident Ministries are: **Baptist Student Union** [*now Baptist Student Ministry*], **B'nai B'rith Hillel**, **Catholic**, **Christian Science**, **Church of Christ**, **Disciples of Christ** [*now included in United Campus Ministries*], **Lutheran** [*Missouri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

The Religion Center also provides support for the Campus Ministries Association (CMA) which is comprised of all of the full time staff of the campus ministry programs at the University of Houston currently representing 17 various faiths and denominations. CMA sponsors free lunches on Wednesdays during the fall and spring semester and host Inter-Faith Dialogue conversations during free lunches as well as through collaborative events with other ministries.

The Religion Center Policy Board meets during the fall and spring semesters and provides guidance and support for the programs, services and policies of A.D. Bruce Religion Center.

University of Houston students, faculty, and staff utilize the Center for programs, lectures, meetings, and special events. General purpose rooms are available for worship, study, discussions, and reflection. The Religion Center's University Chapel, with seating for 275, is the site for weddings, memorials, funerals, baptisms and quinceañeras, including the University's annual memorial service. The Meditation Chapel and two classrooms provide Friday Prayer space for the Muslim Student Association. The Religion Center provides office space for three Registered Student Organizations: Chi Alpha, Mission 24 and Muslim Student Association.

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, advisor, etc.), note this on your chart. Student employees should be cited on the chart and identified as students.



3. **List your unit's strategic initiatives and action steps identified for the 2016-2017 academic year and cite the specific Division of Student Affairs and Enrollment Services (DSAES) Strategic Initiatives and University of Houston Strategic Goals to which they relate (links below). Please comment on your success in achieving these strategic initiatives/action steps. If a strategic initiative/action step changed during the year, please note this and explain. Also, list any new strategic initiatives/action steps, the rationale for the addition, and comment on your success in achieving these items.**

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

Action Step 1.1: Develop a plan of action that will address and prioritize facility needs for repair and/or replacement. The plan of action will outline a process for identifying financing these projects through the religion center budget, Student Life and DSAES development resources. Special attention will be given to proposing a viable payment process should an interdepartmental funding source is identified and approved.

Status: Ongoing – The initial Stantec I report was released in October 2016. The data included in the report assisted in a successful one-time funding for replacing the roof at the Religion Center as well as providing short and long-term plan of action for repair and maintenance for the next several years. Walter P. Moore & Associates provided an in depth analysis of the Religion Center in spring 2017. They developed a plan of action to re-route drainage piping around the Religion Center; as they will design and replace the Religion Center roof in December – January of FY18.

Action Step1.2: Monitor and review the UH Service Level Agreements for housekeeping, maintenance and grounds to ensure the Religion Center needs are met and cost savings are achieved where applicable.

Status: Completed and Ongoing –Service Level Agreements to increase the number of months for landscape services during the growing months.

Action Step1.3: Develop a working partnership with the new custodial vendor and monitor the Custodial Cleaning Frequency Charts to ensure facility cleanliness and consistent staffing to support student organization activities and special event needs.

Status: Completed and Ongoing - New housekeeping vendor started at beginning of FY17; the Religion Center was able to retain AM housekeeping staff from previous contractor. The Religion Center now is sharing Event Reports with UH staff and MetroClean regarding daily housekeeping concerns.

Action Step1.4: Review and revise the student assistant training program for special event assistance and improving and maintaining customer service based on an ethic of care.

Status: Completed and Ongoing – fall workshop for student assistants was held on August 21, 2017 that focused on commitment to Customer Service, Diversity and Inclusion, Communications, & Event Management. Saturday scheduling conflicts did not allow for a spring workshop.

Strategic Initiative 2: Provide administrative, advising and program support for the programs and services of the Campus Ministries Association (CMA). **UH – 2; DSAES – 1, 2, 3, 4 & 6**

Action Step 2.1: Develop program initiatives to support interfaith dialogue, campus outreach to further develop collaborative programs and services with registered student organizations and colleges and departments.

Status: Completed and Ongoing – Collaborated with Human Resources and CMA to present: Spirituality Wellness Lunch and Learn -- **Living With: A Journey to Wholeness** – April 27, 2017.

Action Step 2.2: Coordinate with the Center for Diversity and Inclusion, UH Wellness, the Religious Studies Department, the Campus Ministries Association and UH Contracts and Grants to plan a variety of InterFaith Dialogue programs that provided students different learning options; this included speakers, cohort groups and reading options.

Status: Ongoing – InterFaith Week event presented February 12-17, 2017. CMA to present InterFaith programs for October 2017.

Action Step 2.3: Identify and recruit a graduate assistant for the Religion Center to assist with the development of interfaith dialogue initiatives, support campus and community outreach, and assist with the development and implementation of assessment projects.

Status: On Hold – Request for GA included in budget request to SFAC in October 2017. It was not approved for FY 2018. Will continue to request with FY2019 budget request.

Action Step 2.4: Develop a student / staff task force that will identify resources and models that will strengthen current CMA initiatives on interfaith dialogue and identify new programs and services for spiritual wellness and improve religious competencies of the UH campus community. The task force will represent interested members of the Campus Ministries and representatives from Religious Studies and DSAES stake holders.

Status: Not completed – Informal conversations have been held with key CMA leaders regarding the campus ministry model at UH. This will continue to be a goal for FY17

Strategic Initiative 3: Market the Religion Center programs and services to UH and the greater Houston area. **UH – 2; DSAES – 4, 5 & 6**

Action Step 3.1: Develop a plan of action in collaboration with the Student Center Conferences and Reservations [CARS] Office and the University Hilton that will showcase UH facilities as a destination for special events.

Status: Not Completed.

Action Step 3.2: Produce a quarterly Religion Center newsletter; review and update the Religion Center’s web site; and explore new and different ways in which the digital kiosk can further promote Religion Center events and support special events.

Status: Not Completed.

Action Step 3.4: Review and update A.D. Bruce Religion Center’s social media presence and marketing to include the A.D. Bruce Religion Center web site [www.uh.edu/adbruce] and other social media options.

Status: Completed and Ongoing – Seasonal updates to web site were made during home football games regarding parking; Linked Religion Center Policy added to web site. Photographs and events are updated to Religion Center Facebook account. Developed a “WE ARE HERE” marketing plan that was included in Center for Student Media welcome back and calendar publications.

Strategic Initiative 4: Continue to develop assistance for and partnerships with students, registered student organizations (RSOs), colleges / departments and non-UH entities with the planning and presentation of their programs and events in the Religion Center. **UH – 2; DSAES – 1, 2 & 6**

Action Step 4.1: Continue to work with Student Government Association, Student Affairs and Enrollment Services, Advancement, the UH Alumni Association, UH Marketing and the Campus Ministries Association in the development and planning of the Annual UH Memorial Service.

Status: Ongoing – UH Day of Remembrance was held, Tuesday, March 7, 2017.

Action Step 4.2: Develop a partnership with the College of Education and the Hilton College of Hotel and Restaurant Management that will further support student learning and engagement through internships, graduate assistantship and employment.

Status: Ongoing. Graduate Assistantship was not approved; will continue to work into next budget year for this student success position. Religion Center works with HRM, University Career Services, and the DSAES Student Life areas to promote and identify applicants for our student assistant positions.

Action Step 4.3: Collaborate with the Moores School of Music to schedule and promote recitals and concerts at the A.D. Bruce Religion Center.

Status: Completed and Ongoing – Concerts were held in fall 2017. Three music student recitals were held throughout the year. An “End of Year” concert was held on May 1, 2017 featuring three a Capella groups. The Religion Center continues to work with the School of Music to include their support of the UH Day of Remembrance.

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

- A. Number of Registered Student Organizations making reservations.
There was a decrease in RSOs submitting reservation requests for FY17 [22] compared to FY16 [32].
- B. Number of bookings by Registered Student Organizations.
There was a decrease in the number of bookings in FY 17 [656] compared to FY16 [767].
- C. Event hours by Registered Student Organizations.
There was a decrease in the number of event hours in FY2017 [1,486] compared to FY16 [1,726]
- D. Estimated Attendance by Registered Student Organizations [self-reported].
However, there was an increase in self-reported attendance in FY17 [25,139] compared to the 22,808 reported in FY16.

	FY11	*FY12	*FY13	*FY14	FY15	FY16	FY17
RSOs Making Reservations	25	30	36	36	39	32	22
RSO Bookings	764	775	817	997	773	767	656
RSO Event Hours	1683	1691	1834	3444	1717	1726	1486
RSO Attendance	22,449	39,630	39,630	51,429	26,793	22,808	25,139
* Increase attributed to the SC Transformation Project							

Student Affairs Assessment Initiatives

- A. IDEALS - TIME 2 assessment, a national four-year longitudinal study to examine students’ spiritual and interfaith experiences on campus and how they relate to a host of outcomes including global citizenship, commitment to a pluralistic world, appreciation for inter-religious commonalities and interfaith leadership and service. IDEALS 1 was completed and reported on in FY16. IDEALS – Time 2 was conducted in March 2016 and reported in spring 2017. Completed; ongoing.

Major findings: N=98; 53 / 54.1% response rate.

Worldview: *A guiding life philosophy, which may be based on a particular religious tradition, spiritual orientation, nonreligious perspective, or some combination of these.*

Peer: *Carnegie Classification*

1. In IDEALS – TIME 2, FY16 freshmen continue to mirror peer group and national group in terms of collapsed worldview identity. That is, there were similarities with the worldview majority, the worldview minority, nonreligious and other worldview groups.
2. 75% of FY16 freshmen indicate that UH provided space for support and spiritual expression. [Peer – 63; National- 67]
3. 92% indicated that there was LOW insensitivity on the UH campus. [Peer – 84; National – 83]

Planned Action: By gathering baseline data on UH freshmen students regarding religion and spirituality, information received will assist in identifying areas of change from their first year to their fourth year, determine how UH compares with other colleges and universities and assist with the development of religious / spiritual programs and services. More time is needed to compare changes between IDEALS and IDEALS –TIME 2.

- B. Pipe Organ Fees Assessment, a review of the policies for and the fees charged for pipe organ services by Greater Houston Area churches / venues, Texas colleges / universities, and national benchmark groups.

Major findings: N=39

1. Of the seven Greater Houston Area venues, six had separate pipe organ fees and only one included the pipe organist in the reservation fee.
2. The pipe organ fees for the Greater Houston Area venues ranged from \$250 – \$350.
3. Texas colleges and other national benchmark groups had a range of pipe organ fees from \$175 – \$350.

Planned Action: By gathering baseline data for the Greater Houston Area churches / venues, the A.D. Bruce Religion Center pipe organ fee was increased to \$225 and is now a separate fee and no longer part of the facilities reservation fee. The client is directly responsible for the pipe organ fee and is paid directly to the assigned pipe organist. There was no change to the facility reservation fee.

Benchmark Colleges & Universities, Houston Churches, & Professional Organizations

Campus Ministry Programs

- Florida State University
- Massachusetts Institute for Technology
- North Carolina State University – Chaplains Cooperative
- Northern Illinois University – Association of Campus Religious Organizations
- University of Notre Dame
- Pennsylvania State University
- University of Nebraska – Lincoln
- Southern Illinois University - Edwardsville
- 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 Univ. – Andrew Ranking Memorial Chapel | Univ. of Kansas – Danforth Chapel |
| Indiana Univ. – Beck Chapel | Univ. of Maryland – Memorial Chapel |
| Michigan State Univ. – Alumni Chapel | Univ. of Mississippi – Paris Yates Chapel |
| Northwestern Univ. – Chapel [2] | Univ. of Missouri – A.P. Green Chapel |
| Rice – Memorial Chapel | Univ. of Southern California |
| Southern Methodist University – Perkins Chapel | Univ. of Southern Mississippi – Danforth Chapel |
| Texas Tech Univ. – Kent Hance Chapel | Univ. of Tulsa – Sharp Chapel |
| Trinity Univ. – Chapel | |

Houston Area Churches and Other

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

American Guild of Organists

American Youth Corp [*national interfaith dialogue org*]

5. **Please discuss any budget or organizational changes experienced since your last (FY2018) 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 FY2015 with a Fund 3 addition to Fund Equity, please describe the conditions which caused the addition.**

There were no budget or organizational changes since the SFAC presentation in October 2016.

The annual allocation from the Rockwell Endowment of \$20,725 is used for the annual operation of the A.D. Bruce Religion Center.

The Religion Center concluded FY2017 with an equity balance of \$112,968 which has been held in reserve to cover the cost of structural engineering studies and for the Roof Replacement project.

- 6. If your unit concluded FY2017 with a Student Service Fee (SSF) Fund 3 addition to the SSF Reserve in excess of \$5,000, please describe the conditions which caused the addition and provide a line-item identification of the budgetary source(s) of the addition (i.e. lapsed salary, conference travel, etc.).**

There was a One Time Roll Fund Equity of \$112,968 at the beginning of FY18 as approved by Dr. Richard Walker. The balance is a result of the deferred maintenance amount previously set aside for the Religion Center window glazing project. It will be directed to additional costs of the Roof Replacement project scheduled for December / January in FY18. The Religion Center received \$500,000 in one time funding from the Student Fees Advisory Committee for the Roof Replacement project for FY17, which was transferred to Facilities, Planning and Construction (FP&C) once they approved in June 2017.

The previous window glazing project was placed on hold due to changes in FP&C which now requires all projects to be processed and approved through the Small Projects Program. In careful evaluation of the program, which now requires an architect to review and develop plans. After further studies by an architectural firms it was determined that a Roof Replacement Project should take priority.

However, before final approval could be given to move forward on the Roof Replacement project, Facilities, Planning and Construction [FP&C], required further study of the foundation which was conducted in May / June 2017. The results of that study concluded that a collapsed drain pipe that ran underneath the Religion Center needed to be capped and rerouted. The Drain Pipe project is a UH funded project and will begin in mid-November 2017. Upon completion of the Drain Pipe project, the Roof Replacement project will begin in December 2017 and should be completed by January 2018.

7. Please list your 2018-2019 strategic initiatives and action steps in priority order and cite the specific Division of Student Affairs and Enrollment Services Strategic Initiatives and University of Houston Strategic Goals to which they relate. 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.) that you intend to implement to accomplish your stated initiative.

Strategic Initiative 1: Manage and provide for a satisfying and well maintained auxiliary facility for the use of UH students faculty, staff, alumni and University guests.
UH – 2; DSAES – Accountability

Action Step 1.1: Develop a plan of action that will address and prioritize facility needs for repair and/or replacement. The plan of action will outline a process for identifying financing for these projects through the Religion Center budget and/or DSAES development resources.

Action Step 1.2: Monitor and review the UH Service Level Agreements for housekeeping, maintenance and grounds to ensure Religion Center needs are met and cost savings are achieved where applicable.

Action Step 1.3: Develop a working partnership with the new custodial vendor and monitor the Custodial Cleaning Frequency Charts to ensure facility cleanliness and consistent staffing to support student organization activities and special event needs.

Action Step 1.4: Review and revise the student assistant training program for special event assistance and improving and maintaining customer service based on an ethic of care. Special attention will be given to CPR and AED training for student assistants and resident ministry leadership.

Strategic Initiative 2: Provide administrative, advising and program support for the programs and services of the Campus Ministries Association (CMA).
UH – 2; DSAES – Collaboration

Action Step 2.1: Develop program initiatives to support interfaith dialogue, campus outreach to further develop collaborative programs and services with registered student organizations and colleges and departments.

Action Step 2.2: Coordinate with the Center for Diversity and Inclusion, UH Wellness, the Religious Studies Department, the Campus Ministries Association and UH Contracts and Grants to plan a variety of InterFaith Dialogue programs that will provide students different learning options, to include speakers, cohort groups and reading options.

Action Step 2.3: Identify and recruit a graduate assistant for the Religion Center to assist with the development of interfaith dialogue initiatives, support campus and community outreach, and assist with the development and implementation of assessment projects.

Action Step 2.4: Develop a student / staff task force that will identify resources and models that will strengthen current CMA initiatives on interfaith dialogue and identify new programs and services for spiritual wellness and improve religious competencies of the UH campus community. The task force will represent interested members of the Campus Ministries and representatives from Religious Studies and DSAES stake holders.

Strategic Initiative 3: Market the Religion Center programs and services to UH and the greater Houston area. UH – 2; DSAES – Accountability

Action Step 3.1: Develop a plan of action in collaboration with the Student Center Conferences and Reservations [CARS] Office and the University Hilton that will showcase UH facilities as a destination for special events.

Action Step 3.2: Produce a quarterly Religion Center newsletter; review and update the Religion Center’s web site; and explore new and different ways in which the digital kiosk can further promote Religion Center events and support special events.

Action Step 3.3: Review and update A.D. Bruce Religion Center’s social media presence and marketing to include the A.D. Bruce Religion Center web site [www.uh.edu/adbruce] and other social media options.

Strategic Initiative 4: Expand assistance for and partnerships with students, registered student organizations (RSOs), colleges / departments and non-UH entities with the planning and presentation of their programs and events in the Religion Center. UH – 2; DSAES – Collaboration

Action Step 4.1: Continue to work with Student Government Association, Student Affairs and Enrollment Services, Advancement, the UH Alumni Association, UH Marketing and the Campus Ministries Association in the development and planning of the Annual UH Memorial Service.

Action Step 4.2: Develop a partnership with the College of Education and the Hilton College of Hotel and Restaurant Management that will further support student learning and engagement through internships, graduate assistantship and employment.

Action Step 4.3: Collaborate with the Moores School of Music to schedule and promote recitals and concerts at the A.D. Bruce Religion Center.

8. Recognizing that the potential to generate additional Student Service Fee income for FY2019 base funding is extremely limited and recognizing that it is likely that some units will not be allocated the FY2019 base budget augmentations and/or one-time funds requested. Please provide a narrative of how your unit would accommodate a reduction of 5% in your total approved FY2018 base Student Service Fee budget and provide a line-item explanation of where budgetary cuts would be made.

A 5% budget reduction of \$10,873 would create major challenges for the daily operation of the A.D. Bruce Religion Center.

All budget items in the FY18 budgets are critical to the mission of the Religion Center with the exception of Travel and Membership dollars. Professional Development for the 2 full time staff members would be narrower in scope and limited to only on campus opportunities. All other budget lines are critical to the day to day operation of the Center and would reduce building and program services.

Having to cut student wages will impact on the Center’s ability to provide setup and intake services for RSOs, colleges and departments and non-UH paying guests. Losing student wage dollars would require a reduction in building hours which is currently 8:00 AM to 10:00 PM [Sunday through Friday] during the fall and spring semesters. A reduction in building hours will directly impact RSOs and our campus ministry programs. Those groups would have to seek other meeting and event spaces on campus and could impact an already busy Student Center, meeting, and program venues on campus.

The greatest impact would be on income generation. SFAC has consistently challenged the Religion Center to seek additional funding resources. A reduction in building hours would also realize a possible reduction in income. One of our paying customers that consistently have booked space in the Center are facing a reduction in their funding and program participation which would result in 7% reduction in revenue.

FY18 SFAC	\$ 217,443.00	
5% cut	10,873.00	
	Student Wages	\$ 9,120.00
	Travel	\$ 1,000.00
	Membership	\$ 100.00
	6% Admin Charge	653.00
	TOTAL	10,873.00

- 9. 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 will continue to benchmark with local venues and colleges and universities to stay competitive in the pricing of event space and facility services with the ultimate goal of increasing revenue.

The Rockwell Endowment provides annual support for the operation of the Religion Center

The Religion Center collaborates with University Development to identify foundations, grants and individuals donors to support program initiatives and the Restoration of and Transformation of the Religion Center.

10. 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.