

FACILITIES PLANNING SUB-COMMITTEE to University Space Committee

MEETING NOTES

December 16, 2015

Members in attendance: Carol Dietz, Kris Willis, Rich Bretz, Roy Day, Debbie Nixon, Connie Brooks, Caragh Rose, Rory Hill, Gretchen Weitbrecht, David Wong, Jim Burke

1. Welcome to first meeting of Facilities Planning sub-committee. Introductions were made. Members are as follows:
 - *Chair*, Kris Willis - Facilities Planning, Project Manager
 - *Chair is to serve as rep to the main University Space Committee*
 - *Facilities rep:* Rich Bretz
 - *Facilities Scheduling rep:* Rory Hill
 - *Registrar's office rep:* Caragh Rose
 - *CAS faculty rep:* Roy Day
 - *Boler faculty rep:* TBD
 - *Information Technology Services rep:* Jim Burke
 - *Student Affairs rep:* Gretchen Weitbrecht
 - *Staff Council reps:* Connie Brooks & Debbie Nixon
 - *Budget Office rep:* David Wong
2. The roll and charge of the sub-committee was reviewed as well as the overall guiding principles, and goals and objectives for FY15-16. Our initial focus will be on current "space utilization". Longer term we will make recommendations for applicable policies, make assessments and recommendations for capital renewal work, and continue to keep the space inventory up to date.
3. Kris provided overview of the existing space inventory, the associated drawings, and the updates and review meetings that are in process.
 - a. We have been focusing on academic departments, but will be moving to other buildings and departments soon. The space inventory is in spreadsheet form in Excel. Each building is currently totaled separately. All spaces are listed by room number and are documented with a HEGIS code corresponding to its current primary use. Information was provided regarding HEGIS codes, ("Higher Education General Information Survey"), which is a standard system used in higher education to categorize space usage. This information is available for more detailed form in the "Postsecondary Education and Facilities Inventory and Classification Manual" at: <http://nces.ed.gov/pubs2006/2006160.pdf>.
 - i. A sample of a colored floor plan and related spreadsheet of the inventory was provided as example.
 - b. Kris also explained that we have a "Classroom Condition Inventory" for teaching spaces on campus.
 - i. A sample page of the inventory was provided as example.
 - c. Initial review meetings with the academic departments is expected to continue into early February.
4. Moving forward we will need to find some other database type platform to move the Excel spreadsheet data into for better review and sorting of data.
 - a. Jim suggested setting up a Google site for sharing of this information with the committee. Jim will pursue getting this set-up.
 - b. Jim also suggested Sequel or some other database as a software program to move the data to. Jim will speak with John Sully for his thoughts and comments.

- i. other potential data to combine may include: computers, AV technology (ITS maintains independent inventories), telephones (all rooms with telephones are documented for 911 emergency purposes), room occupants tied to Banner, flooring, room lock/hardware types, etc.
5. Caragh explained some challenges for the Registrar's office in scheduling classes into spaces. Sometimes they just run out of spaces for classes in certain time blocks. They currently have (2) classes for spring semester that they do not have rooms for. JCU SpaceFinders is helping their process to see where spaces are available in certain time blocks. Another difficulty is that not all departments that have "dedicated" teaching spaces are cooperative in allowing other classes to use "their" spaces if the room is empty. In addition faculty find after first week of classes that certain rooms don't work for their teaching style and request their class be moved elsewhere.
6. Roy explained that most academic program reviews should be complete by summer. Some departments have just undergone extensive reviews and others had just updated APRs since they had undergone more extensive reviews the previous year. Roy relayed his thoughts that any resulting decisions or recommendations for moving or changes in departmental spaces would be made in next academic year, FY16-17. Actual renovations would be planned for beyond that point.
7. Rory explained that in setting up SpaceFinders there was difficulty in determining building hours and access to buildings. Who makes the decisions? Who is enforcing the hours? Simply getting everyone on the same page is challenging. There are issues of hours of operation for physically closing the building for access, when the lights are on, when the energy management systems are running in occupied mode, etc. Roy emphasized that as a university, we are not a 9-5 operation; he and others typically meet with students at all various hours to work with student schedules.
8. Jim and Rich acknowledged that new lock systems will assist with classroom access and restrictions.
9. Members are asked to seek out best practices, do some research on your own - - what are other schools doing? Bring back ideas and information to the next meeting.
10. We will plan on bi-monthly meetings (every other week) beginning Monday, January 11th at 11a (in room A202/A203).
 - a. We will sub-divide the committee into two groups with more detailed focus as follows:
 - i. Inventory and data focus:
 - Kris
 - David
 - Gretchen
 - Connie
 - Rich
 - ii. Classroom Scheduling focus:
 - Carol
 - Debbie
 - Rory
 - Caragh
 - Jim
 - Rory

Meeting Notes recorded by Kris Willis. Please review and notify of any necessary corrections.