

FACILITIES PLANNING SUB-COMMITTEE to University Space Committee

MEETING NOTES

January 11, 2016

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

1. Meeting Notes from the previous meeting were accepted. No additional comments.
2. Kris provided an update to the academic department space reviews conducted thus far: we have met with 19 departments and had 5 more to go.
3. Kris had a preliminary listing for other departments or groups to meet with. This list is still in development as are the spreadsheet data and drawings for other buildings.
4. Summer of 2016 scheduling was discussed regarding three topics: 1) potential summer renovations projects, 2) Republican National Convention (RNC), and 3) Orientations sessions, summer camps and programs.
 - a. Regarding RNC: we are expecting 550+/- security personnel and a couple of independent student organizations to stay in university housing from July 15-25. Completing project work and preparing the halls for the visitors will require good planning and coordination.
 - b. Hope Prep has used O'Malley for their camps in the past. We need to find an alternate location for them this summer because of the probably renovation to O'Malley.
 - c. Orientation sessions (day 1 for each) need to send students to the Language Lab (1st floor of OM) to take their language placement tests, so access through O'Malley will need to be maintained.
 - i. Kyle O'Dell should be invited to our next meeting to review and coordinate summer schedule issues.
 - d. Caragh and Martha will be working through some of the summer scheduling areas and hope to have more information to share by the next meeting.
5. We discussed a handful of policies that we need to develop and vet through the Space Committee. Some of these policy topics may include:
 - Furniture acquisition – purchasing or obtaining furniture and process
 - Moving Office Furniture – what you can and cannot remove or add to an office and process
 - Office Occupancy Policy – how many offices one can have on campus; retired faculty who teach and those who do not; number of people who can or should share an office (typically adjuncts); emeritus faculty offices, etc.
 - Scheduling Space Use Policy – who and how space is scheduled: classrooms, conference rooms, meeting rooms, etc.
 - Space Standards – typical space sizes established will be helpful in considering any movement of individual people, departments, classrooms, etc. for the best use of space
 - Policies currently embedded within SpaceFinder and scheduling of University space need to be vetted and formalized:
 - Times of Operation for various buildings, events, activities
 - Responsibilities that come with the Use of Space
 - Food and Drink and Catering with Use of Space
 - Posting Policy
 - Others...

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