

FACILITIES PLANNING SUB-COMMITTEE to University Space Committee

MEETING NOTES

January 25, 2016

Members in attendance: Carol Dietz, Kris Willis, Roy Day, Tom Bonda, Debbie Nixon, Connie Brooks, Caragh Rose, Martha Wong, Rory Hill, Gretchen Weitbrecht, David Wong, Bill Barker, Kyle O'Dell

1. Meeting Notes from the previous meeting were accepted. No additional comments.
2. Tom Bonda was introduced and will serve as the Boler faculty rep. Kyle O'Dell was invited to join the meeting for today to help us better understand summer scheduling with Orientations.
3. Kris, Rich and Carol have completed meeting with all academic departments to review the documented space inventory. They will begin meeting with the support academic programs and move into other divisions later in February and further on into the spring semester. There are still data revisions that need to be made to some buildings such as Rodman Hall and the Student Center/Recreation complex.
4. There was discussion about summer building use and scheduling. JCU Facilities now has a better understanding of how to respond and the time frames in which the electrical load shed demand response calls (energy reductions across campus) are made. Our ability to shed electrical load on demand by the utility company (and PJM Grid operator) allows JCU to realize lower electrical rates year-round. Typically the load sheds are called on weekdays from 3 - 5pm (with a few events called from 2 - 6pm). The University administration has requested that the air-conditioning remain on in the Ad Bldg so most summer afternoon classes are scheduled there. There are a handful of DSC classroom/labs needed in the afternoons. These are programmed as "occupied" into the building automation system schedule. Typically, all buildings we are back on-line for evening classes and events.

Gretchen mentioned that the load shed sometimes impacts summer camps when lighting is turned off in the gym and Rec Plex areas.

JCU Facilities would like to limit where classes are scheduled in order to maximize our demand response opportunities. Based on planned summer project work and the installation of a Meet The Press display, the department is also trying to eliminate classes and other scheduled events from the O'Malley Center. Summer residence hall occupancy by 500+ security personnel for the Republican National Convention (RNC) also puts some time constraints on Facilities operations and project work.

Caragh provided a list with some classroom scheduling details:

- A. There are a few classes that will be scheduled in DSC between 3-6p that Facilities will need to remove from the load shed. These are Gen Chem and Organic Chem. Class schedules and room locations were shared with the group.
- B. There are (4) summer session classes that requested to be scheduled in O'Malley. Caragh is still working to find alternate classroom locations for these sections.
- C. There is one Communications class that needs to be located in OC25 for Summer I (May 15-June 16, M-TH) because of the camera set-up in that classroom.
- D. Otherwise, classes are not scheduled in O'Malley for the summer.
- E. Kyle informed the group that the Language Lab has been used every Day 1 of each Orientation session from 1-2p (as well as (2) other locations in Boler) for language placement testing. Kyle provided suggestions of alternate locations: either the Library Computer Commons or the Math Computer Classroom (E223). DSC E223 is probably the better alternate location for the testing since it could be

scheduled and contained (it is a room with a door). We will need to coordinate with the Math Department to get permission.

5. Sub-groups discussions

A. Inventory and data focus group

- i. After some discussion David volunteered to work with the inventory document to set-up links. While Kris is away on vacation, David will on setting up links in the Excel Spreadsheet.
- ii. Consensus of the group was that one person needs to maintain control of data entry and be the document master. Consensus of the group is that Google Drive is convenient for quick group sharing of documents, but that it is not the place, nor the means to work with or manage this type of inventory.
- iii. Although data migration to a database is needed, Excel is a good program to work with for now for data input. David and Tom know Excel well and will be resources for Kris.
- iv. Discussion about clearing out old furniture - - Gretchen asked whether we have ever used Purple Hearts or Easter Seals? "They come to the house and pick-up for free".
- v. Connie volunteered to do some research concerning other schools' policies regarding space within the context discussed. Others did not think that they could call upon professional organizations they belong to get information regarding policies on space or space use, etc.

B. Classroom scheduling group

- i. Caragh explained some of the challenges with scheduling classrooms:
 - Faculty request room changes after the start of the 1st week of classes rather than earlier when class schedules are posted.
 - A policy is needed to address classroom location changes after a stated date or because of preferences. Only exceptions should be for: 1) medical or ADA reasons; 2) an increase in class size, due to transfers for example.
- ii. Caragh is going to create a histogram of classes scheduled by day and time block for past fall and spring semesters to the next meeting for review and discussion.
- iii. Surveying the faculty was discussed. The survey should include:
 - Department
 - PT or FT
 - what classes taught
 - types of technology needed
 - types of seating (i.e. table arms, tables and chairs, other) preferred
 - class size limits (based upon core or lab sizes)
 - testing options or limitations

Next meeting: February 22nd, 11 am, DC A202/203

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