

FACILITIES PLANNING SUB-COMMITTEE to University Space Committee

MEETING NOTES

February 22, 2016

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

1. Meeting Notes from the previous meeting were accepted. No additional comments.
2. Moving forward, action items will be highlighted with this symbol: ●
3. Caragh provided a review of summer scheduling and the work to minimize classes in DSC and to consolidate classes into the Ad Bldg as much as possible to assist with demand response issues and summer renovation project work.
 - a. The only classes in DSC between 3-6p will be Organic Chemistry and General Chemistry.
 - b. All classes have been removed from O'Malley for the summer except two:
 - i. OC25 and OC26 used SM1 (May 16-June 16) M-TH.
 - ii. OC7 (aka the TV Studio) will be used SM1 (May 16-June 16) M-TH 1240-2:50p.
 - c. ● Caragh will check with Math to verify that DSC E243 or E223 may be used for Orientation Language placement testing (in lieu of the OM Language Lab, OC101) each 2nd day of the Orientation sessions. This DSC classroom would be in addition to SB118 and BR43, which have been used in the past also.
 - d. There is a grant proposal out that if/when accepted will require that AD258 be taken off-line for renovation this summer. Announcement of the grant award is scheduled for June 8. The renovated classroom will be a flat floor classroom for between 30-36 seats with flexible furniture and be used significantly by the entrepreneurship and management classes.
 - i. AD248 and AD249 would also likely be taken out of service during the same time of this renovation due to proximity and potential noise/disruptions.
 - ii. The Faculty Lounge would also likely be affected and be "off-line" for use during the renovation due to the need to frequently access the space to run new power runs and the noise/disruption issues.
 - iii. We will need to find space to stage/store the tablet arm chairs to remain from AD258 as back-up in case the new furniture to be ordered with the renovation does not arrive as needed for start of fall semester classes.
 - e. Additionally ITS will upgrade 5 classrooms (specific rooms yet to be determined between AD and SOB) this summer. Each room should be off-line about 1 week at a time with each room as a project running consecutively. Upgrades include replacing the electronics in the lectern, replacing projector, and possibly some new wire pulls.
4. General comments on classroom scheduling:
 - a. Challenges that exist in general include accommodating faculty preferences for certain rooms or dislikes for other particular rooms.
 - b. ● Caragh will assemble a listing of rooms that are frequently requested by faculty.
 - c. One classroom that is specifically requested NOT to be used is BR32 (aka "the fish bowl room").
 - d. A "go-to" room as back-up in some cases, or the alternative to a larger tiered classroom is AD226. Art History uses the room for classes because of the projection, larger screen and black-out shades. DSC W139 is the other room used for Art History classes.
 - e. Roy advises that we are currently in a transition period between new and old core. Some issues with smaller class sizes and particular oddities may work out as new core takes over.
 - f. Another new challenge is that new core has linked classes, in which there is an attempt to keep them back-to-back, and adds another layer of complexity to scheduling and room selections.

5. Caragh ran some sample reports from Space Finder to review with the group. Reports attached with this distribution. The busiest time slots for classes for example are: M/W/F 9a, 10a, 11a and T/TH 9:30a and 11a blocks.
 - a. RPL1 includes racquetball courts and Corbo room
 - b. RPL2 includes GY102 classroom and the Fitness Studio
 - c. Roy again advises to be sure that as data is reviewed for utilization that classes in DSC, or the science classes in particular within DSC, account for lab prep-time. i.e. for every hour of class time there is 1 hour of faculty prep time in the class/lab space. There needs to be some factor or footnote to utilization data to account for prep time of labs.
 - d. These report examples provided are canned reports from Space Finders. With more time and experience, custom reporting can be generated from SpaceFinders.
 - e. Debbie reminded us that numbers of Education majors are again starting to climb and that data should be viewed as fluctuating trends and not absolute trends.

6. Rory provided a review of summer camps.
 - a. Hope Prep is an annual youth enhancement camp with the same kids moving through as they get older. They typically require a “headquarters” room, computer lab space, classrooms, and a larger assembly/gathering space. Camp runs June 15-July 20. They already use Gesu for lunch. He is in discussion with Hope Prep for alternate accommodations for this summer.
 - b. Shaker Theatre Camp is 2-3 weeks in July. Run by Keith Nagy. They use 1-2 classrooms and Kulas Auditorium.
 - c. IRD is coordinated by Deanna DePenti. They are 3 day programs running all day 8a-6p. They use one classroom, with preference to tables and chairs.
 - d. There will be a Solidarity Network Conference at the end of July. They will use the Jardine Room.
 - e. Space has been reserved on campus for the RNC (Republican National Convention).
 - f. Orientations sessions – There are 7 First Year Student and 2 Transfer Student sessions running in June through July. They are 2 day programs for new first year students and 1 day programs for the transfer students.. In the past they have needed classrooms on the second days for advising and class registrations. The schedule and programming is being revised this year; however details are not known yet. No rooms have been reserved in SpaceFinder yet.
 - i. ● Rory will work with Kathy Gilway and Maryclaire Moroney to get classrooms held in SpaceFinder as needed. ● David will also talk with Maryclaire.
 - g. PALS is June 27-July 1; there are approximately 50 kids with Downs Syndrome/Special Needs.
 - h. Dr. Johnsen has a program at the end of July.
 - i. Athletic camps will run from June 6th into the 1st week in August. ● Gretchen will send out a schedule of these camps.

7. ● David plans to work on linking within the Space inventory spreadsheet over spring break.

8. Connie provided a spreadsheet of some links to other university on-line Space-Room Policies. See attached. This committee will continue to do research/benchmarking as we move forward to developing policies, procedures, and forms.

9. ● Kris will organize a day/time during spring break week for those interested to tour through some campus buildings. *(Post meeting note: the tour met on W, March 2nd at 2p. The focus was on classrooms. We walked through DSC, AD 2nd floor, B’Wing, and O’Malley.)*

Attachments with these meeting notes:

- Space-Room Policies spreadsheet
- FL15 Classroom Utilization graph

Facilities Planning Sub-Committee | MEETING NOTES, February 22, 2016

- FL15 Classroom Utilization spreadsheet
- FL15 Hourly Utilization graph
- FL15 Hourly Utilization spreadsheet
- SP16 Classroom Utilization graph
- SP16 Classroom Utilization spreadsheet
- SP16 Hourly Utilization graph
- SP16 Hourly Utilization spreadsheet
- SP16 Prime Time Usage spreadsheet

Next meeting: March 21st, 11 am, DC A202/203

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