

# FACILITIES PLANNING SUB-COMMITTEE to University Space Committee

## MEETING NOTES

March 21, 2016

**Members in attendance:** Carol Dietz, Kris Willis, Rich Bretz, Roy Day, Tom Bonda, Debbie Nixon, Connie Brooks, Caragh Rose, Martha Wong, Gretchen Weitbrecht, David Wong

Action items are highlighted with this symbol: ●

1. Meeting Notes from the previous meeting were accepted. No additional comments.
2. On March 2<sup>nd</sup> several of us did a walk-through of several buildings (focused on classrooms) including Dolan Science, Ad Bldg (2<sup>nd</sup> FL), B'Wing, and O'Malley classrooms. Comments from participants included that [the tour] was "helpful", they had not toured DSC or some of the areas before; "seems like a lot of space"; "we have many different types of rooms". Roy reminded us that the science building was designed to have specific types of rooms for the sciences. Another walk-through of classrooms is scheduled for TH, March 24<sup>th</sup>. The route will start in Boler, move to AD Bldg ground floor, and then return to the other buildings.
3. Plans for the interior renovation of O'Malley and the exterior masonry restoration of Boler School of Business were reviewed. Discussion included need to relocate staff and faculty from Boler and the status of class relocations from O'Malley and Boler.
  - a. Boler masonry project will include scaffolding, grinding out the joints (so noise and dust); windows will be taped on inside of building and ventilation systems will be powered down to minimize dust intake. ITS will bag computer and AV equipment in classrooms.
  - b. A presentation of the O'Malley finishes and furniture selections was provided by Kris.
4. Caragh reported Math confirmed that DSC E243 may be used for Orientation Language placement testing (in lieu of the OM Language Lab, OC101) each 2<sup>nd</sup> day of the Orientation sessions. This DSC classroom is in addition to SB118 and BR43, which have been used in the past also. The masonry restoration project will be scheduled as such to permit the use of these the two Boler computer classrooms for the language placement testing and the FITW grant testing sessions.
5. Carol, Jim, Kris, Caragh, and Marty Hendren are working to develop a faculty classroom survey. The purpose is to capture information that will help the Registrar's office in the scheduling process and to assist in guiding future classroom renovation needs. Roy and Tom volunteered to "take the survey" in advance of distribution to provide feedback from the faculty perspective.
6. A draft copy of the University Space Committee FY16-17 Goals and Objectives was distributed and reviewed. Included are:
  - a. Create a web-site- Debbie and Connie can assist with the web-site. ●Jim will have an ITS specialist get the web-site created, we will have a few people as administrators to maintain the site. (*this was a post meeting discussion*)
  - b. Continuation of department space reviews- Carol and Kris have some upcoming meetings with Provost and CAS Dean to review next steps●.
  - c. Policy development- some very preliminary research has been compiled into a listing of links to other universities and specific areas on web-pages that provide relevant information. See attachment/link. Sign up for a minimum of (5) of the links to review and prepare brief presentation any relevant information.
    - i. A list of other university's web-pages links will be shared via Google docs with this set of minutes that may serve as good resource material for us to benchmark current practices and reference in

development of policies needed for JCU. All ●- Please review the list, select 6-8 links. We will discuss at the next meeting next steps in regard to the selections.

7. New Business items. These items will be further discussed at future meetings.
  - a. We need to develop a list of all teaching spaces that are currently not in SpaceFinder.
  - b. We need to develop a list of all conference spaces and the respective contact individuals who are to be contacted in order to schedule that specific conference room.
  - c. We need to request that the for SpaceFinders committee convene to determine next launch phase of SpaceFinders and what that will include (i.e. can next phase be to include these classrooms and conference rooms and what programing and definitions are needed in order to make this happen?)
8. Thank you to David for work on linking within the Space inventory spreadsheet over spring break.
9. Thank you to Connie for preliminary research to other university on-line Space-Room Policies.

Next meeting: April 18<sup>th</sup>, 11 am, DC A202/203

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