

FACILITIES PLANNING SUB-COMMITTEE to University Space Committee

MEETING NOTES

April 18, 2016

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

Action items are highlighted with this symbol: ●

1. Meeting Notes from the previous meeting were accepted. No additional comments.
2. With the assistance of ITS staff we are in process of establishing a committee web-site. The page title will be Space Management and the url will be: <http://sites.jcu.edu/spacemgmt/>. Initially the web-page will state the committee's Goals and Objectives, Members, and be a location for Meeting Minutes. Eventually we will post policies that are launched from the committee. Other suggestions for content will be discussed at a future point. Connie, Debbie and Kris currently have administrative rights to the site.
3. The Facilities Department Project Prioritization Process was reviewed for the group: how the process was conceived and developed; how the process for project selection was implemented this past year (for FY16-17 budget), and thoughts for how other groups may be involved in the future to "score" projects. The presentation was of the same materials that were shared with the SLT and board recently.
4. Research towards the various policy topics was discussed. The spreadsheet listing universities and links to areas of their web-sites potentially relevant to similar topics was reviewed. As asked prior to the meeting, several individuals had already selected sites to review. The task asked of each committee ● member is to review and research on the links selected. Each link may be a single topic/issue of interest, or it may be a gateway to a plethora of information on multiple topics. Each committee member will share the information they have gleaned from the sites individually selected. Martha suggested starting a shared Google sheet that each person can deposit relevant information to. ●Roy suggested and will add to the spreadsheet the iPed comparator schools that JCU is identifying with.
5. The faculty survey about classroom preferences is in progress. Once it is ready for testing it will be sent to Roy, Tom, Carol, Kris, Caragh, and Jim for testing. The hope is to send the survey out to the faculty by the end of the month.
6. New Business items listed in previous meeting not discussed:
 - 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?)

Next meeting: May 16th, 11 am, DC A202/203

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