

FACILITIES PLANNING SUB-COMMITTEE to University Space Committee

MEETING NOTES

May 16, 2016

Members in attendance: Carol Dietz, Kris Willis, Rich Bretz, Debbie Nixon, Connie Brooks, Caragh Rose, Martha Wong, Rory Hill, David Wong

Action items are highlighted with this symbol: ●

1. Meeting Notes from the previous meeting were accepted. No additional comments.
2. Some committee members shared individual benchmark research with the group.
 - a. Gretchen sent things in her absence. Items found were:
 - i. Information on space management and space request from Ohio University and other schools
 - ii. Space Approval Flow chart example
 - iii. an example of "Five Core Master Plan Ideas" from Ohio University that could relate to our Promise & Prominence strategic plan
 - b. Martha shared items:
 - i. Holy Cross has info on space request via EMS; there are instructions of how to, but did not find policies
 - ii. Santa Clara has info regarding class scheduling; they specify utilization for classrooms
 - c. Caragh shared items:
 - i. U of Michigan has info on registration and facilities scheduling
 - ii. OSU has info on EMS, request forms and policies (separate for the student union, classrooms, and outdoor space)
 - d. Debbie shared items:
 - i. from the schools as follows: Boston, Creighton, Detroit Mercy, Louisville, and Seattle, she found information regarding: space coordination and procedures, classroom design guides, master planning info, space management policies, space as a part of institutional planning and coordination, etc.
 - e. David shared items:
 - i. Canisius has info on space policy and procedure for request to modify space
 - f. More research is needed and groups will be formed to assimilate the information found
 - g. ● A reminder to Roy to add the iPed comparator schools to the Google doc worksheet as suggested a couple of meetings ago.
3. The Space Management web-site (representing our FP Space Committee) is up and running at: <http://sites.jcu.edu/spacemgmt>. Kris performed the last edits. Currently Connie and Debbie have administrative editing abilities also.
4. The Faculty Classroom Survey was sent out and it received a large number of initial responses. A reminder email was sent on May 16th. (*Post meeting note: the survey was closed on 6/7/16 and there were total of 108 completed responses.*) Survey responses to be reviewed by the committee to inform future classroom recommendations.
5. A review of space inventory meetings held with the Provost Office, Academic Advising, SSD Office, and VP of Finance and Administration were discussed with the committee.
6. Pending individual moves to new office locations were reviewed with the committee.

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7. Relocation of individuals for the summer from Boler School of Business was discussed. People will be relocated to: Mackin Room in the Library, some designated Dolan Science Center faculty offices, and a couple of spaces on 3rd floor of the Administration Building within the Education Department.
8. The Facilities Department will be signing up for a 1 year membership contract with the Education Advisory Board (EAB), who is a company that supplies best practice research, data analytics, resource information, and consulting services to member higher education entities. We, the FP Space Committee along with Facilities will be able to access the information and the various forum to assist with recommendations and our work. More information will be forthcoming.

Next meeting: July 18th, 11 am, DC A202/203; Note: the June 20th meeting was cancelled.

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