

FACILITIES PLANNING SPACE SUB-COMMITTEE to University Space Committee

MEETING NOTES

December 9, 2016

Members in attendance: Carol Dietz, Kris Willis, Tom Bonda, Mark Storz, Martha Wong, Rory Hill, Jennifer Dillon, Gretchen Weitbrecht, Jim Burke; *absent:* Rich Bretz, Debbie Nixon, Connie Brooks, Nick Santilli

Action items are highlighted with this symbol: ●

1. Meeting Notes from the previous meeting were accepted. No additional comments.
2. Introduction of new member: Mark Storz, our CAS faculty rep.
3. We established consensus among members in attendance that we will meet the 3rd TH of each month during the spring from 1:30-3p as our regular meeting time for committee meetings. ● Kris will work with Rory to determine a meeting location and calendar invites will be sent. In the meantime, please note on your personal calendars that the next meeting will be TH, January 19th. Following meetings will be on 3rd Thursdays of each month.
4. There was brief conversation about planned upcoming moves for Graduate Studies and Academic Advising.
5. There is an established website for the sub-committee at: <http://sites.jcu.edu/spacemgmt/>. Further work needs to be done before announcing the website to the general JCU community. Post meeting Debbie and Connie have agreed to assist with maintaining the website. ● Kris will organize separate a meeting to review with Connie and Debbie.
6. More data has been formatted for use from the Faculty Classroom survey conducted last spring. Both Denise Gialamas from ITS and Troy Field from Student Affairs have been extremely helpful and resourceful in assembly of the data into a meaningful and understandable format. ● Kris will organize separate meetings of a sub-group of members to review the data collected. Volunteers to participate are: Tom, Mark, Martha, and Jim.
7. A draft of a University Space policy was reviewed. Good discussion ensued. ● Kris will organize separate meetings of a sub-group of members to further review and revise the draft policy to present back to the committee again for further examination. Volunteers to participate are: Rory, Tom, and Jim.
 - a. ● Rory, ● Martha, and ● Gretchen were asked to submit some information for Facilities Scheduling, Registrar, and Athletics respectively under the scope section.

Next meeting: TH, January 19, 2017 | 1:30-3p

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