

FACILITIES PLANNING SPACE SUB-COMMITTEE to University Space Committee

MEETING NOTES

January 19, 2017

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

Action items are highlighted with this symbol: ●

1. Meeting Notes from the previous meeting were accepted. No additional comments.
2. Review of recent administrative staff moves.
3. Debbie, Connie, and Kris met in December to review and revise the text on the website. We need consistency in wording among policies, procedures, and the website. Further review is needed before announcing the website to the general JCU community. <http://sites.jcu.edu/spacemgmt/>. ● All members should review the website and provide comments to Kris prior to the next meeting.
4. Faculty survey on classroom data: ● 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.
5. A draft of a University Space policy was reviewed. Good discussion ensued. ● Kris will make edits based upon the work session today and share the document with the committee in Google Docs.
 - a. Within the SCOPE section ● Rory, Connie, Jim, Martha, and Gretchen will review and revise the information relating to his/her department. ● Kris will contact the other departments to solicit input.
 - b. ● Jim will review the entire document for better integration language relating to ITS.
 - c. ● All members will review the document in Google Docs and provide suggestions for edits.
6. New Business: Rory provided a copy of the Event Scheduling Policy. ● Kris will post a copy of this document for future review by the committee.

Next meeting: TH, February 16, 2017 | 1:30-3p

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