

FACILITIES PLANNING SPACE SUB-COMMITTEE to University Space Committee MEETING NOTES

February 16, 2017

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

Action items are highlighted with this symbol: ●

1. Meeting Notes from the previous meeting were accepted. No additional comments.
2. Discussion regarding the proposed University Governance structure. Nick provided the group with an explanation of the UCCG's proposal for governance with (5) main committees. The University Space committee is slated to report to the Resource Allocation and Prioritization Committee. ● All members of the FP Space Committee are urged to review the proposal; more details are at: <http://sites.jcu.edu/provost/pages/uccg>.
3. An article in *Facilities Manger* published by APPA (and association known for "leadership in educational facilities"), titled: "Critical Questions for Space Management" was reviewed. A few key points:
 - a. The importance of aligning space management to the mission [and strategic planning process]. "Space management should be a tool for the institution to fulfil its mission and become a part of strategic planning for the future."
 - b. Space is an important asset of the university.
 - c. "...universities need to shift the culture of space...away from territorialism to appreciation of a shared resource."
 - d. "Institutions need a solid framework of policies and the people to manage space."
4. Faculty survey on classroom data: Tom, Mark, and Jim shared some highlights after preliminary review of the data collected. There is more work to do. Mark has a GA who is willing to dig into and organize the data for us.
5. We reviewed a draft of a University Space policy that has been shared with the committee in Google docs. Some members had opportunity to make comments. Good discussion ensued. All committee members are encouraged to review the draft policy and make further edits.
 - a. ● Jim will review the entire document for better integration language relating to ITS.
 - b. ● Rory will review and edit the scope section pertaining to Facilities Scheduling.
 - c. ● All members will review the document in Google Docs and provide suggestions for edits.
 - d. Jennifer suggested that we need to incorporate language to include specifics around space that is donor funded (or funded with external resources). ●

Next meeting: TH, March 16, 2017 | 1:30-3p, in DSC rooms A202-203

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