

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

*May 18, 2017*

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

Action items are highlighted with this symbol: ●

1. Meeting Notes from the previous meeting were accepted. No additional comments.
2. Kris presented an overview of the current flooring in the Grasselli Library and Breen Learning Center, showing both the very old, “original” carpet and areas of more recently replaced carpet throughout the Library. The presentation included review of the new carpet for the Burton D. Morgan classroom, which is funded by a grant, and plans through the Facilities Department supported by capital renewal funds to replace additional areas of carpet within the Library scheduled for this summer.
3. Review of the draft University Space Policy was conducted. A few comments were noted. ● Kris will make the corrections and send the draft to the entire committee for one further review; any comments should be sent to Kris by end of day, May 24<sup>th</sup>. The final “draft” of the Space Policy will be presented to the Senior Leadership Team within the next few weeks. We expect that the SLT will direct the policy to the University on Administrative Policies and Programs for further review and action. Thank you to all committee members for your contributions and work in drafting this policy! Special thanks go to Tom Bonda and Roy Hill who worked in several small group sessions to refine the structure and focus the content.
4. A draft of a Furniture Acquisition Policy will be posted on the Google Drive for your review and discussion at future meetings. The link to the Google Doc is: [https://docs.google.com/a/jcu.edu/document/d/1SMALqo205ZsbtGQFyRVxjpd93sIoTgCccPaNM35W\\_YI/edit?usp=sharing](https://docs.google.com/a/jcu.edu/document/d/1SMALqo205ZsbtGQFyRVxjpd93sIoTgCccPaNM35W_YI/edit?usp=sharing). All members have been designated as “can comment”. Please review and click on “suggesting” to provide comments or edits on-line. I also created a Team Drive for the committee and moved items from the shared folder to the shared drive.
5. Our next meeting will be TH, June 15<sup>th</sup>. The location will be determined and announced. We have several members who will be transitioning off the committee for a variety of reasons. We thank you for your commitment and service to the committee!
6. The focus of our next meeting will be on review of data for our classrooms.

**Next meeting: TH, June 15, 2017 | 1:30-3p, TBD**

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