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

October 17, 2017

Members in attendance: Carol Dietz, Kris Willis, Tom Bonda, Mark Storz, Amita Frawley, Rory Hill, Jennifer Dillon, Jim Burke, John Jordan, and Martha Hendren; *absent: Nick Santilli, Todd Bruce*

Action items are highlighted with this symbol: ◉

1. Meeting Notes from the previous meeting were accepted. No additional comments.

2. Rory provided a very detailed review of Space Finder/EMS and the recent update to the program and features. ◉ Rory will follow up with determining how we can expand the available list of scheduled spaces on SpaceFinder to allow faculty and staff (not students at this time) to schedule rooms that are beyond the classrooms (Registrar) and public meeting spaces (Facilities Scheduling) to those currently managed by individual departments with "gate keepers" or stewards. The intent is that individually managed meeting spaces managed by departments would be on SpaceFinder and individuals who currently manage independent calendars will continue to manage the room schedules and grant room use approvals. i.e. use of the Muldoon Conference Room, 312f would be routed to a designee of the Muldoon Center and requests for use of Conference Room B in the Rec Plex would continue to be routed to Barb Kingsbury within the centralized SpaceFinder system.

    ◉ Kris will generate a list of rooms/spaces that we would like to include in this scheduling process for further review by the committee. Kris will make an A list and B list for those suggested as a beta test on the A list.

    Reasons for moving forward on this topic include:
    a) To make under-utilized spaces available to others and relieve pressure for the always in demand spaces.
    b) To allow for increased safety - - JCUPD would have better knowledge of who is in various spaces across campus at a given time in the event of an emergency. JCUPD has access to SpaceFinder/EMS; however, they do not have access to all of these individual spaces that are managed and schedule by others.
    c) To allow for better planning and communications - - Facilities often needs to perform routine or emergency repairs and access to a centralized scheduling system of more spaces on campus will increase efficiency.

3. Another brief update was provided about the process of collecting and documenting the historic seat count data in Space Finder/EMS for minimum and maximum seat counts in classrooms. Tom has been very helpful in assisting Kris with the process. We have gone through (23) classrooms over the (11) semesters of data available in the AD Bldg, B'Wing, and partially complete with Boler. We expect to finish Boler and O'Malley classrooms soon, and Kris will plan to meet with the Registrar to review the information. The intention for collecting this information is:
    a) to determine whether there is pure excess seating in classrooms that should be removed
    b) to evaluate whether classrooms are over-populated with seat counts based upon either historic class assignments or based upon the square-footage of the rooms
    c) to evaluate whether adjustments could be made to where classes are assigned based upon room sizes
    d) to determine opportunities for classroom renovations, including new furniture to accommodate enhanced student experience.

4. Some discussion transpired regarding defining the committee's initiatives for FY17-18. These include:
   - Conduct the Classroom Condition Inventory - in the spring
   - Expanding SpaceFinder by adding individually managed/scheduled conference rooms for campus wide use
   - Create a Space Request form and approval process as an extension of the University Space policy (after the University Space Policy has been adopted)
   - Continue update of Campus Inventory of Space
     - Main focus will be: Administrative office space in Administration Bldg, Rodman and RecPLex followed by residence halls, athletic and public spaces.
   - Continue policy development based on best practices for space efficiency to meet University and academic program priorities to advance to the University Committee on Administrative Policies (UCAP) for approval:
     - Space Guidelines (from University Space Policy)
     - Space Use – "Room use" (Facilities Scheduling/Event Management)
     - SpaceFinder Terms and Conditions (Facilities Scheduling)
     - Reservation of space policy (Facilities Scheduling, internal bookings)
     - Facility Rental Policy (Facilities Scheduling, external bookings)
     - Food and Drink and Catering with use of space (Facilities Scheduling)
     - Furniture acquisition and moving (Facilities)
     - Flyer posting policy (Facilities)

Next meeting: date: **T, November 14, 2017** | time: **2:30pm** | location: **Jardine**

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