

FACILITIES PLANNING SPACE SUB-COMMITTEE to University Space Committee

MEETING NOTES

November 14, 2017

Members in attendance: Kris Willis, Gabriela Wanless, Tom Bonda, Jim Burke, Amita Frawley, Rory Hill, and Todd Bruce

Action items are highlighted with this symbol: ●

1. Meeting Notes from the previous meeting were accepted. No additional comments.
2. New members, Gabriela Wanless and Todd Bruce were welcomed to the committee. Gabriela is the Catalog/Scheduling Coordinator in the Office of the Registrar and Todd is the Assistant Provost for Institutional Effectiveness and Assessment serving as the Academic/Provost representative.
3. Rory provided a brief update on EMS/SpaceFinder to the group. They are making some progress with getting additional locally scheduled spaces into EMS as test cases for the dispersed approvals. More work to be done. Chetan Kapoor is assisting in the process. It seems that it may be most beneficial to contract some time and assistance from the software provider to get some of the structural systems work completed.
4. Kris provided an update relative to the functioning of the University Committee for Administrative Policies (UCAP) and the progress with advancing the draft University Space Policy authored by this committee. UCAP has adopted a set of guidelines to establish a process for review of existing or new administrative policies. Todd as co-chair of UCAP further explained the process.
5. Carol is finalizing a date in December and agenda for the University Space Committee meeting. Agenda items for the meeting will likely include: 1) presentation and review of the draft University Space Policy; and 2) review of space issues relative to Finance and Administration (Business Office, HR, Facilities, and ITS), Enrollment (Admission, Financial Aid), Advancement, and Academics. Areas of focus are in consolidation of administrative spaces in Rodman and vacated spaces in the Administration Building.
6. Kris reviewed the work to date on review of classroom seat counts. ● Kris intends to review this information with the Office of the Registrar before the next meeting to get feedback. Tom has been tremendously helpful in assisting with recording the information from EMS to Excel! Thank you! ● Kris will also share information summarized from post occupancy feedback from students about the LI100 Entrepreneurship and Creativity Classroom with the committee. Feedback has been very positive and informative.

Next meeting: date: **T, December 12, 2017** | time: **3:00pm** | location: **Conference Room B, Rec Plex**

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