

# FACILITIES PLANNING SPACE SUB-COMMITTEE to University Space Committee

## MEETING NOTES

*December 12, 2017*

**Members in attendance:** Kris Willis, Gabriela Wanless, Tom Bonda, Jim Burke, Carol Dietz, Jennifer Dillon, Amita Frawley, Rory Hill, John Jordan, and Todd Bruce

Action items are highlighted with this symbol: ●

1. Meeting Notes from the previous meeting were accepted. No additional comments.
2. Spring meeting dates will be set and sent out to all after review of potential schedule availability of committee members is determined.
3. In anticipation of the scheduled University Space Committee meeting scheduled for December 18<sup>th</sup> and after a comprehensive review of the proposed draft University Space Policy by Colleen Trembl, Office of Legal Affairs, a reorganized proposed draft of the policy was reviewed during the meeting. Although the content remains essentially intact, the content was reorganized to more closely match the typical University Policy recommended format. This committee agreed that the document as reviewed today was good and as a committee, we recommended to present it to the University Space Committee to review and advance to the University Committee for Administrative Policy (UCAP).
4. Two recommended proposals regarding classrooms were reviewed and as a committee, we agreed to advance the proposals as recommendations to the University Space Committee. These proposals were based upon review of collected classroom seat count data from the last eleven semesters.
  - a. The first proposal is to de-densify classrooms of excess seating beyond the current Registrar seat counts, particularly the Administration Building.
  - b. The second proposal is to consult with the Office of the Registrar to select 3-4 classrooms in the Administration Building and to utilize already allocated capital renewal funds to replace furniture to improve upon the visual and physical comfort of students and faculty, which will further accommodate classroom discussion and ease of movement in classrooms.

**Next meeting:** date: TBD | time: TBD | location: TBD

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