

FACILITIES PLANNING SPACE SUB-COMMITTEE to University Space Committee

MEETING NOTES

September 18, 2018

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

Action items are highlighted with this symbol: ●

1. Meeting Notes from the previous meeting to be edited and redistributed.
2. A request to Staff Council to appoint staff members was made. Waiting on the appointments.
3. Summer projects completed by the Facilities department were reviewed. Tom pointed out that he had heard several positive comments about contractors working this summer. Kris is working with Todd to survey students and faculty to get feedback on the four renovated AD classrooms. Positive comments have been heard about the AD Bldg corridor renovation and the classrooms (both projects reviewed in this committee).
4. A faculty member request for maps and classroom information to be posted online was discussed. SpaceFinder is the most logical location to house the information so that only internal faculty and staff can access. For security reasons we do not want to post such information on public access areas of the web. Carol and Jim ● will work to coordinate with a consultant/contractor to get some areas of SpaceFinder programming updated with information; Jim ● suggested that Rory, Chetan, Carol and he meet to review the needs. There are approximately 10 rooms generally considered departmental conference rooms that have been added to SpaceFinder. The PS Testing Rooms are also to be added so that centralized scheduling can be done and history of use is created. Todd also pointed out that the Fact Book lists classroom types and technology.
5. Reminder from the May meeting: Gabriela, Rory, and Tom volunteered to continue work with Kris on creating space guidelines and procedures. ● Kris will organize time to meet.

Next meeting: T, October 30, 2018 | location: Murphy Room

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