

FACILITIES PLANNING SPACE SUB-COMMITTEE to University Space Committee

MEETING NOTES

November 20, 2018

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

Action items are highlighted with this symbol: ●

1. Meeting Notes from the previous meeting approved.
2. Shannon described the IT Oversight Committee as a cross-functional group of individuals from campus that helps to prioritize pre-defined ITS projects. ITS personnel define the projects that are on the list; IT Oversight Committee members help delineate which projects will provide the most impact on campus. ITS is further working to formulate a new, separate committee to articulate academic project needs. Carol asked to have a Facilities rep on this new committee, and further explained that she looks forward to this new committee helping to further define “classroom types” with corresponding technology and furnishings.

Shannon also explained that ITS is sending out a survey to faculty to help determine needs and formulate this committee. In order to capture the largest potential number of respondents to this faculty survey, it was suggested to send the survey prior to or during finals week.

3. The remaining time was spent reviewing a preliminary draft of Space Guidelines and Procedures. A copy is available on the FP Space Committee team drive on Google Drive. All current committee members have commenting writes to the document. All committee members are asked to review and provide comments on the draft document.
 - a. The purpose of the document is to provide guidelines for the use of space as per the University Space Committee, Appendix A, the Facilities Department and procedures for requesting space as managed by the University Space Committee and the FP Space sub-Committee.
 - b. “Guidelines” are intended to be the overview “instructions” or “rules”.
 - c. “Procedures” are intended to be the how to proceed directions.

Next meeting: T, December 11, 2018, 10a | location: Murphy Room

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