

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

*December 11, 2018*

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

Action items are highlighted with this symbol: ●

1. Meeting Notes from the previous meeting approved.
2. A draft copy of Space Guidelines and Procedures was reviewed, discussed, and edited. The committee members that made comments and edits prior to the meeting were thanked. More work needs to be done on the document. ● Kris will download a copy, make further edits and upload a clean copy for further review by committee members.
3. More discussion regarding classroom capital renewal will be conducted in the spring semester. Gabriela, Shannon, and Kris will be getting together W, December 19<sup>th</sup> at 1:30p starting in AD29 to discuss preliminary needs from the perspectives of our respective departments. Other committee members are welcome to attend if available.

**Next meeting: FR, January 25, 2018, 11-12:15p | location: TBD**

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