

FACILITIES PLANNING SPACE SUB-COMMITTEE to University Space Committee

MEETING NOTES

January 25, 2019

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

Action items are highlighted with this symbol: ●

1. Meeting Notes from the previous meeting approved.
2. A draft copy of a Furniture Policy was reviewed, discussed, and edited. Some edits to particular items suggested were as follows:
 - Eliminate or better clarify term FFE
 - Add more hyperlinks, including new vs. existing furniture
 - Clarify bulletin boards and any other items in offices vs. in public space
 - Clarify wall shelving; clarify items attached vs. moveable items
 - Clarify statement “department does not own furniture items”
 - Hyperlink Rationale
 - Are space heaters [and fans] “personal items”?
- Kris will continue work on editing the document and advise when committee members should review the document again.
3. Todd briefly presented a summary of the Classroom Survey, which was sent to all students who had class in the four AD Bldg classrooms renovated (including with new furniture) last spring. Response rate was good. Overall scores were positive and appreciated. After review of the student feedback, it was determined that we should proceed with similar additional classroom renovations where appropriate.
 - a. Gabriela confirmed that feedback from faculty has been positive for these four classrooms. She has received specific requests for these rooms.
 - b. Gabriela has also received feedback that there are not enough electrical outlets in the rooms. Students are plugging into wall outlets and cords stretching across areas cause trip hazards.
 - Kris clarified that the funding available for classroom improvements is for “capital renewal”. Adding electrical outlets is more of a “capital improvement”.
 - Shannon confirmed that students really like the charging stations and availability of electrical outlets now available in the Library.
4. ● Kris will post the Classroom Survey summary and the classroom layouts visuals to Team Drive.

Next meeting: FR, February 22, 2019, 11-12:15p | location: DSC A202-203

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