

***Associate Deans-Support Unit Administrators  
Space and Projects Working Group  
Meeting Minutes***

April 18, 2019

1:00 pm

ARTS228

**Members Present:** Jennifer Aceves, Joe Alexander, Sharon Barrios, Holly Ferguson, Mike Guzzi, Mike Magrey, Jennifer Mays, Ryan Patten, Debbie Summers, Sara Trechter, John Unruh (Doyle), Tom Ussery, Jed Wyrick

**Members Absent:** Jessica Bourne, Ken Chapman, Patrick Doyle, Dave Hassenzahl, Kate McCarthy, Larry Maligie, Patrick Newell, Steve Robinow, Tom Rosenow, Seema Sehrawat, Clare Van Ness, Karen vonBargen

**Guest:** Michael Allen, Registrar

- 1) Call to Order – 1:04
- 2) Approval of Minutes from 04.04.19 - minutes were approved
- 3) New Business
  - a) Discussion Items
    - i) Scheduling Update
      - (1) The recent flooding issue has provided even more support for the need to use the Optimizer in Ad Astra. It would allow us to not only find space for building-wide projects such as BUTE, but for emergency issues as well.
      - (2) Michael Allen, our new Registrar, has experience with Ad Astra. He presented a project plan for the utilization of the Optimizer in Ad Astra. (attached)
        - (a) There are three components in the plan:
          - (i) Classroom characteristics (Tom U. crew-June)
          - (ii) Course room requirements (Associate Deans/Chairs/ASCs to use spreadsheet that will be provided-June)
            1. Absolutes (e.g., a piano course must be in a room where there's a piano, biology lab, etc.) are weighted and will be accommodated accordingly.
          - (iii) Faculty needs and preferences (Faculty survey-August)
        - (b) Enrollments were another criteria mentioned that should be taken into consideration.
          - (i) Caps will require clean-up.
        - (c) The goal is to begin Optimizer test-runs in November with project completion in December, 2019.
        - (d) Scheduling guidelines and best practices are needed in order to program the Optimizer.

- (i) This should include what can be done as well as what can't be done.
  - 1. Data is needed before a guideline is comprehensive.
  - 2. A first-round guideline is needed to get the Optimizer running.
- (ii) Sara is going to look back through her documentation for information about a policy from a while back.
- (iii) Smith Group asked for \$28,000 to assist with developing a policy.
  - 1. They did not like the weekly common meeting time idea.
  - 2. They were looking at different start times, regulating three-hour meeting plans, testing some rules we would come up with.
- (e) Hiring/placement timing is another element that will affect the Optimizer.
- (f) Hybrid class data should be available in PeopleSoft in the Mode of Instruction field.
- (g) Last minute room changes will need to be anticipated.
- (h) Per the new plan, messaging will be developed and sent to campus at the beginning of May.
- (i) We are moving away from the original plan to utilize 8 staff members to gather data and enter into the Optimizer.
  - (i) Amongst other reasons, PAC requested that the ADs be point to collect the needed information, working with college personnel.
- ii) BUTE/PHSC Messaging Plan
  - (1) Per Mike G., by the end of 2023, we'll have two new buildings, renovated BUTE & PHSC for a 50,000 sf flex-space for future renovations and buildings.
  - (2) Mike G. and Ryan presented the project at the Academic Senate meeting on 4.4.19. Mike G. will send us the PowerPoint presentation.
  - (3) Tom U. will draft a message that we'll have the Provost, Mike A., and Mike G. review and campus Communications go through. It'll be taken to the Space Advisory Committee (SAC) at the end of the month and hopefully sent out from the President's office at the beginning of May.

4) Announcements - none

5) Adjournment – 2:00

#### Upcoming Dates:

- Meeting – 05.02.19 – 1:00 pm – ARTS228
- Meeting – 05.16.19 – 1:00 pm – ARTS228
- Meeting – 05.30.19 – 1:00 pm – ARTS228
- Meeting – 06.13.19 – 1:00 pm – ARTS228