Associate Deans-Support Unit Administrators
Space and Projects Working Group
Meeting Minutes
July 25, 2019
1:00 pm
ARTS228

Members Present: Jennifer Aceves, Joe Alexander, Ken Chapman, Patrick Doyle, Mike Guzzi, Patrick Newell, Steve Robinow, Seema Sehrawat, Debbie Summers, Sara Trechter, Tom Ussery

Members Absent: Michael Allen, Sharon Barrios, Jessica Bourne, Holly Ferguson, Chiara Ferrari, Dave Hassenzahl, Kate McCarthy, Mike Magrey, Larry Maligie, Jennifer Mays, Marianne Paiva (Ferrari), Ryan Patten, Tom Rosenow, Clare Van Ness

1) Call to Order – 1:01

2) Approval of Minutes from 07.11.19 - minutes were approved

3) New Business
   a) Discussion Items
      i) Scheduling Update
         (1) Astra Optimizer Project Plan Update – no status change
         (2) Room Feature/Course Feature Data Collection/Entry Update
            (a) August 15th is the deadline for colleges to return their Course Feature spreadsheet to Jenn A. There was some confusion regarding dates and Seema clarified that for ECC an email was sent that contained additional deadlines. She will provide that email for inclusion with these minutes.
            (i) Colleges should review all department input prior to returning to Jenn.
            (ii) AD-SUA will then review all spreadsheets.
            (iii) Faculty input will come later via conversations with ADs and Chairs in September.
            (iv) Mike G. added the bid walk happened for the PHSC renovation, and he is not optimistic that it will ready to accommodate the BUTE renovation. This means that the rest of campus will have to absorb the classes and offices that are currently in BUTE.
            (v) All building surveys, with the exception of a few rooms in OCNL that are under renovation, are complete.
      ii) Policy Draft
          (1) Ryan and Holly are working on it.
          (2) APSS has a student surveying other universities.
          (3) Mike A. & Ryan should have updates at the next meeting.
(4) The policy should include an exception process in those cases where
standard campus hours may not work. The Sunday @ noon start time is
problematic. Some programs could be grand-fathered in.
(a) Support services for additional hours must be taken into consideration.

iii) Faculty Survey
(1) The spreadsheet which was sent with the agenda was a first attempt to
gather your faculty preferences, by course, in one spot.
(2) Jenn A. will send the features list and Steve will reduce it down to a
reasonable number of items.
(3) This should be used during the department meetings as previously
discussed.
(4) Changes in the Optimizer will be handled as course change/add forms are
processed.
(5) Email reminders sent by APSS to departments during schedule building
might be a good way to get people to communicate their changes.

iv) BUTE Renovation Progress Update to Campus
(1) A draft of the presentation needs to be done as soon as possible since Mike
and Ryan are presenting to Academic Senate on 9.19.19.

4) Announcements
a) Mike G. mentioned that out of 1.8M Assignable Square Feet here at Chico State:
   i) 6% is classroom space (national average is 8%)
   ii) 13% is lab space (teaching, open, research)
   iii) 21% is office space (national average of use is 4-6 hours per week)
   iv) The remainder is space such as residence halls, athletics, etc.
   v) Total gross square footage is 3.3M, therefore 1.5M square feet is common
      space, such as hallways, restrooms, and support space such as electrical,
      mechanical, telecom, etc.

b) Seema mentioned that a national search has begun for a Dean for the College of
   ECC.

5) Adjournment – 1:45

Upcoming Dates:
• Meeting – 08.08.19 – 1:00 pm – ARTS228
• Meeting – 08.22.19 – 1:00 pm – ARTS228