Members Present: Jennifer Aceves, Joe Alexander, Ken Chapman, Holly Ferguson, Kate McCarthy, Mike Magrey, Marianne Paiva, Ryan Patten, Steve Robinow, Seema Sehrawat, Debbie Summers, Tom Ussery

Members Absent: Michael Allen, Sharon Barrios, Patrick Doyle, Mike Guzzi, Dave Hassenzahl, Larry Maligie, Jennifer Mays, Patrick Newell, Tom Rosenow, Sara Trechter, Clare Van Ness

1) Call to Order – 1:05

2) Approval of Minutes from 09.05.19 - minutes were approved

3) New Business
   a) Discussion Items
      i) Projects & Space Requests
         1) Fish Research Lab Relocation
            (a) It was discovered about a month ago that the contractor must have a lay-down/staging area for the PHSC Renovation Project. The greenhouse (AKA the Headhouse) and the other building that houses the fish research lab must be relocated.
            (i) The greenhouse will be moved to a new shed near the other greenhouses near the Boiler Chiller Plant.
            (ii) Approximately 650-800 square feet is needed for the fish lab. A floor drain, water, and air conditioning are required. The ideas are:
               1. A new structure on the north side of HOLT next to the loading dock. There may not be enough time to make this happen due to the neighborhood restrictions.
               2. The garage at AEW was reviewed in FacilitiesLink. It’s only about 450 square feet and would need the floor drain, water, and a/c installed.
               3. The Center for Regenerative Agriculture needs more space and could be moved from HOLT, freeing up the space for the fish lab.
         (2) Please remind your folks to go to you with new ideas, projects, grant proposals, etc. first. This would include new grant ideas, student learning fee proposals, etc. A proactive approach to space needs is much easier to deal with and typically provides a better long-term solution.
(3) Faculty research space needs to be discussed at length to determine campus needs and how to manage it. Some donors have specific space requirements for donations. The third floor of PHSC could be set aside for research space. This will be on the next meeting’s agenda.

ii) BUTE/PHSC Renovation Progress Update to Campus

(1) Open Forums & Senate Meetings
(a) The first open forum is Wednesday the 25th from 12-1 in KNDL207. The senate meeting is today at 2:30 in KNDL207. Ryan will be there to present, handle questions, and encourage additional dialogue at the open forum.
(b) Four firms have expressed interest in the BUTE Renovation project. A committee recommendation for selecting one of those firms will be made on 10.11.19; the contract should be awarded by the end of October.
(c) CMT will record each forum, the videos will be captioned, and then posted on the web site.
(d) Announcements will be sent prior to each forum.
(e) Michael Allen will be at the open forums to discuss/answer questions about the Optimizer/scheduling portion of the overall project.

iii) Scheduling Update
(1) Room Feature/Course Feature Data Collection/Entry Update – Early Trends & Preferences
(a) Jenn A. is preparing to start building next year, schedule final exams, and report workload to the CO. They have hired some part-time help who has campus experience and will start Monday.
(b) There are seven classrooms that are holding department/program-specific storage items, or where the classroom is the only access to the storage cabinets. Several rooms were discussed from a list that Jenn A. provided.
   (i) It is understood that some rooms, based on “features”, may still require exclusive, if not priority, scheduling. A rule for regions in the Optimizer can help solve this issue. These spaces could also be re-typed as Teaching Laboratories. The spaces could be made exclusive. It was agreed that regions will be the method to use, using course specifics provided by the colleges. This will need to be tested in the Optimizer.
(c) Jumbo room scheduling (50+ seats) and a series of open-to-the-public courses (public forums) scheduled in large rooms on campus have some old-standing scheduling practices. They have been held in the same rooms longer than anyone can remember because it’s always been done this way, even though the enrollment numbers don’t support using a jumbo.
   (i) The public “knows” where to go due to the long-standing scheduling so there could be reluctance to change the location.
   (ii) Could a special use category be created to classify a specific room that could be used for this use instead of “General Use Lecture”? There is a concern about setting precedent for exceptions. This group could create a process for exceptions.
(d) These two topics (exclusives and exceptions) need to be answered in order for the Optimizer to be used.

iv) Policy Draft Update
   (a) Due to time constraints this was tabled for the next meeting.

4) Announcements

5) Adjournment – 2:01

Upcoming Dates:
- Meeting – 10.03.19 – 1:00 pm – ARTS228
- Meeting – 10.17.19 – 1:00 pm – ARTS228
- Meeting – 10.31.19 – 1:00 pm – ARTS228
- Meeting – 11.14.19 – 1:00 pm – ARTS228