Members Present: Jennifer Aceves, Joe Alexander, Natalie Carter (Sidney), Patrick Doyle, Holly Ferguson, Mike Guzzi, Mike Magrey, Patrick Newell, Marianne Paiva, Ryan Patten, Steve Robinow, Seema Sehrawat, Debbie Summers, Tom Ussery

Members Absent: Michael Allen, Sharon Barrios, Ken Chapman, Kate McCarthy, Larry Maligie, Jennifer Mays, Tom Rosenow, Mary Sidney, Sara Trechter, Clare Van Ness

1) Call to Order – 1:02
2) Approval of Minutes from 09.17.19 - minutes were approved
3) New Business
   a) Discussion Items
      i) Projects & Space Requests
         (1) PAC141 – Organ Removal
            (a) Facilities is working on determining the best way to remove it from the stage and a new owner may be identified at some point.
            (b) There are safety issues with its placement on the stage with line of site for rigging for productions; this is jeopardizing accreditation because of the known safety issue and it's been slated to be moved since 1995.
            (c) It is not associated with an academic program.
         (2) UED/FYI MLIB Space Update
            (a) $400,000-$435,000 for the Grove renovation option.
            (b) $125,000-$150,000 for moving the computer lab to the Grove option.
            (c) New variables have entered the conversation and further discussions need to happen before a final decisions is made.
         (3) Fish Research Lab Relocation Update
            (a) HOLT Hall is still the working option for its relocation. Estimated cost is $350,000 to renovate with power, HVAC, etc.
      ii) BUTE/PHSC Renovation Progress Update to Campus
          (1) Open Forums & Senate Meetings
             (a) The question of hard offices v. cubicles has come up. Hard offices cost 2-3 times more than cubicles and there is not enough budget to provide them, nor is there enough space for as many hard offices are needed (even if we were able to use the 3rd floor).
             (b) Faculty and staff input will be sought.
(2) Research space is needed (as discussed at the last meeting as well. The 3rd floor of PHSC would be great for that.
(3) On 10/24 Holly/Michael will provide an update on the scheduling task force; Senate on 11/7 will be an update on construction.
(4) Faculty input has requested updates at the established faculty committees rather than have open forums. This is already part of the communication plan.
(5) There’s a lot of talk on campus about what this group does. More communication at Senate meetings should happen about AD-SUA and there is talk of adding Chairs to this group.
(a) This may have been decided already.

iii) Scheduling Update
(1) Jenn A. provided a list of issues that require resolution before the Optimizer can be fully utilized.
(a) The data on this list will be discussed by the task force and incorporated into the policy.
(b) APSS will ready the Optimizer for the first run using best judgment and practices.
(2) Fall of 2020 – NSC is faced with a classroom shortage issue since the classes that are scheduled in PHSC are not going to be scheduled into the new building. After priority booking is complete, it was agreed that NSC can immediately look for, and book, other college’s priority spaces for those classes. Associate Deans need to work with Chairs to ensure that scheduling for fall 2020 gets done very quickly this year. On Monday, APSS will communicate a compressed schedule build to the Chairs and the ASCs.

iv) Policy Draft Update
(1) The scheduling task force meets 10.10.19.
(a) The group should include:
   (i) Class Scheduling
   (ii) Room Assignments
   (iii) Exceptions

4) Announcements

5) Adjournment – 2:01

Upcoming Dates:
- Meeting – 10.17.19 – 1:00 pm – ARTS228
- Meeting – 10.31.19 – 1:00 pm – ARTS228
- Meeting – 11.14.19 – 1:00 pm – ARTS228
- Meeting – 12.12.19 – 1:00 pm – ARTS228