Members Present: Joe Alexander, Patrick Doyle, Holly Ferguson, Mike Guzzi, Jennifer Mays, Marianne Paiva, Ryan Patten, Coleen Stewart (Sidney), Debbie Summers, Sara Trechter, Tom Ussery

Members Absent: Jennifer Aceves, Michael Allen, Sharon Barrios, Ken Chapman, Kate McCarthy, Mike Magrey, Larry Maligie, Patrick Newell, Steve Robinow, Tom Rosenow, Seema Sehrawat, Mary Sidney, Clare Van Ness

Guest: Zac Smith, FMS

1) Short introductions were made
   a) Zac Smith, the new Director of Design & Construction from FMS attended. Zac will be more involved with SLF projects and may attend this meeting in the future in the absence of Mike Guzzi.
   b) Coleen Stewart from Chico State Enterprises attended on behalf of Mary Sidney. Coleen is the Project & Communications Manager.

2) Call to Order – 1:06

3) Approval of Minutes from 10.03.19 - minutes were approved

4) New Business
   a) Discussion Items
      i) Projects & Space Requests
         (1) Campus Tree/FL Updates
             (a) Please make sure your respective occupancy updaters are updating office occupancy in FL. This information is needed in order to know what space is available. It has been noted that some updates have not been completed. A brief description of the process followed as well as a quick look at FL.
             (b) The CO has determined square footage for faculty, staff, and administrators. Emeritus office space is outlined in the FPPP. Two offices for one person are typically not allowed, including chair appointments.
         (2) Langdon 200 Equipment Request
             (a) The requester wants an estimate for turning this room into a smart classroom. Since it’s not an open lecture space, the question always
comes up as to who will maintain the equipment. There are no special features to this room, so if this room is to be turned into a smart classroom, everyone should have access to this space, not just ECC. It will go to FMS for estimating only at this point.

(b) Estimates can be inaccurate (Omron Lab $200k short) and may not include other costs related, such as moving cost.

(c) Since this request is still at an estimating stage, it wouldn’t go on the spreadsheet unless the requesting department decides to proceed.

(d) High-cost upgrades funded by the departments make departments not want to share space. The funding department could get “priority scheduling” but this doesn’t necessarily work with the Optimizer, which still needs to be tested. Testing begins next month.

(e) Ideally, a budget would be provided to this group for funding projects.

(f) Procurement is trying to keep an eye on certain purchases that would have facility impacts.

(g) FMS is working on streamlining their project estimating and construction processes.

(3) Student Learning Fee Projects

(a) A group met a few weeks back to discuss the 2019-20 SLF requests that will have facility, security, and/or IT impacts. Departments included FMS, EHS, Procurement & Contract Services, Property Management, Risk Management, TSRV, and CMT. They are working on getting in front of some of these requests so possible impacts can be addressed proactively. This group will meet each spring to review the requests for the following funding year.

(i) Zac will be more involved in this process as early on as possible in order to address issues that can arise with SLF awards.

(b) Meeting with your proposers to discuss these types of issues is a helpful conversation. Things may still slip through the cracks, but eliminating some of the issues is better than none of them.

(c) The proposal period for the 2020-21 award year opens on Monday and announcements are going out regularly.

(4) Research Space

ii) BUTE/PHSC Renovation & Optimizer Project Progress Update

(1) Senate Meeting 10.24.19 – presentation?

(a) Marianne can provide information during Chair’s Prerogative (there is no update at this time). Zac will be there as well.

(b) Holly and Michael will be discussing the new Scheduling Task Force mission and progress to this point.

(2) Open Forum 10.29.19

(a) KNDL207 from 12-1. It will run as it did the last time and video will be taken and posted on the website.

(3) Discuss the List of Optimizer Concerns

(a) Tabled until the next meeting.

(b) Jenn A. will report back as needed.

iii) Policy Draft Update

(1) Work From Home Policy – RP
(a) This will be added to the list of things that the Scheduling Task Force will discuss.

5) Announcements

6) Adjournment – 1:51

Upcoming Dates:
- Meeting – 10.31.19 – 1:00 pm – ARTS228
- Meeting – 11.14.19 – 1:00 pm – ARTS228
- Meeting – 12.12.19 – 1:00 pm – ARTS228
- Meeting – 01.09.20 – 1:00 pm – ARTS228