

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

March 7, 2019

1:00 pm

ARTS228

**Members Present:** Jennifer Aceves, Joe Alexander, Mike Guzzi, Jennifer Mays, Patrick Newell, Ryan Patten, Debbie Summers, Sara Trechter, Tom Ussery

**Members Absent:** Sharon Barrios, Jessica Bourne, Ken Chapman, Patrick Doyle, Dave Hassenzahl, Kate McCarthy, Mike Magrey, Larry Maligie, Steve Robinow, Clare Roby, Tom Rosenow, Seema Sehrawat, Karen vonBargen, Jed Wyrick

**Guest:** None

1. Call to Order – 1:03
2. Approval of Minutes from 02.21.19 - Approved
3. New Business
  - a. Discussion Items
    - i. Building Points of Contact
      1. The list on Box is just about complete. Please review one last time and make changes as necessary. The list is available in the shared Box folder here:  
<https://csuchico.box.com/s/4jo2s54wg91ufz02x1v6zowjia28zgjni>
      2. The final list will be reviewed at the next AD-SUA meeting and then sent to SAC for review and input.
    - ii. Update on Scheduling Subcommittee
      1. The option to reduce all college's priority rooms has been discussed as the most agreeable by this group during the BUTE Hall renovation project.
        - a. Guidelines will need to be provided to assist departments.
        - b. This may impact Jennifer Aceves' workload. She has a plan to work with ASC's to help get the whole thing figured out and has a list of eight who could help her. They could work 2 hrs./week each week during the summer to gather data, build preference sets, and build scenarios in Astra. Funding also needs to be identified.
      2. Numbers were crunched for priority rooms and are available in the shared Box folder here:

<https://csuchico.box.com/s/a4wgjyq6e2bempork4u8pzriuab1oiqk>

3. We're not going to count on PHSC being available for the BUTE renovation project. The timeline for PHSC renovation is probably just too long for it to be an option in time for BUTE. We need to move forward without PHSC.
4. Moving non-standard scheduled classes to a standard schedule would help as well as expanding the schedule or utilizing more online classes for a short period of time. There are also parking, traffic, and energy considerations. Numbers were crunched for non-standard classes by college and are available in the shared Box files here:  
<https://csuchico.box.com/s/cjn3m5ollqrngwxf8e2veoeziynxf7uo>
  - a. International students are not allowed to take courses online.
5. This must go to Academic Senate very soon to begin the conversation about the BUTE project. Ryan and Mike G. volunteered to present, with Jed's input as well. Ryan will contact AS about getting on the agenda.
6. Ryan has begun discussions with BSS faculty.
7. Jen M. will discuss with the Provost.
8. New model scheduling would take effect fall 2021, so a new process would need to be in place by fall 2020.

iii. New Project Requests

4. Announcements - none
5. Adjournment – 2:00

Upcoming Dates:

- Meeting – 03.21.19 – 1:00 pm – ARTS228
- Meeting – 04.04.19 – 1:00 pm – ARTS228
- Meeting – 04.18.19 – 1:00 pm – ARTS228