

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

January 10, 2019

1:00 pm

ARTS228

Members Present: Joe Alexander, Ken Chapman, Mike Guzzi, Kate McCarthy, Mike Magrey, Jennifer Mays, Ryan Patten, Debbie Summers, Tom Ussery

Members Absent: Jennifer Aceves, Joel Arthur, Sharon Barrios, Jessica Bourne, Patrick Doyle, Patrick Newell, Steve Robinow, Clare Roby, Tom Rosenow, Richard Tafalla, Sara Trechter, Karen vonBargen, Jed Wyrick

Guest: None

1. Call to Order – 1:02
2. Approval of Minutes from 11.01.18 - Approved
3. New Business
 - a. Discussion Items
 - i) Update on Butte Hall Renovation funding – MG
 - (1) Butte Hall has been approved by the BOT and will move onto the Department of Finance.
 - (a) By April we should have funding for design approved for 2019/20 and construction in 2020/21 time frame in alignment with the tentative schedule that was discussed at the last meeting.
 - (i) \$90m has been approved, 10 of which is the campus's responsibility to provide.
 - (ii) There will be exterior renovations as well as interior renovations.
 - (iii) There is an additional \$15m coming (for two years, \$15m each) for PHSC renovations & seismic work, which are needed in conjunction with vacating BUTE.
 - (iv) Meetings to discuss BUTE will start very soon.
 - (b) The Capital Outlay book also shows that projects for utilities, AGYM/SGYM, and GLNN have been approved for future funding.
 - (2) Update on old action items
 - (a) Mike G. will send out his draft access/security plan for review and discussion.
 - (i) UPDATE: FMS is continuing to change-out as many exterior locks to card access as possible. Certain buildings will be converted to a single key rather than card access, like AJH, A/SGYM, and LANG.
 1. The lock boxes will be utilized more as well. Labeling will be provided.

(b) Mike G. to develop the project time line document for review and discussion.

(i) Time line document is in the works.

1. UPDATE: A time line was provided a while back and will be resent to everyone.
2. We need to begin discussing projects and creating a priority list for summer 2020. These need to be finalized this summer and will be due to FMS by September/October.
3. Projects that affect ingress/egress will take the longest due to State Fire Marshal reviews.

ii) THMA230 Renovation – DS

(1) Debbie Summers reviewed the THMA230 project that is almost complete.

(a) The department has been saving for the past three years to make this project happen.

(b) The purpose is to create a state-of-the-art communication success center where students can present in a professional manner.

(c) Technology will be completely replaced and placed elsewhere in the room. Old cabinets and displays will be removed.

(d) A discussion ensued regarding departments paying for large projects in space that they consider to be theirs, regardless of the idea that no one really owns space. Departments won't want to pay for changes to space that they don't own or at least have first dibs to use.

(i) One of the tasks of the scheduling subcommittee is also to determine the use of space because it goes hand-in-hand with scheduling efficiencies.

iii) Update on Scheduling Subcommittee – TU

(1) The focus group for scheduling will be scheduled soon.

(2) Mike G. recently came across a study done in 2009 that provides the same feedback as the recent master planner provided in terms of scheduling.

4. Announcements - none

5. Adjournment – 1:48

Upcoming Dates:

- Meeting – 01.24.19 – 1:00 pm – ARTS228
- Meeting – 02.07.19 – 1:00 pm – ARTS228
- Meeting – 02.21.19 – 1:00 pm – ARTS228
- Meeting – 03.07.19 – 1:00 pm – ARTS228