



# CALIFORNIA STATE UNIVERSITY, CHICO

## *Associate Deans-Support Unit Administrators*

### *Space and Projects Working Group*

#### *Meeting Minutes*

January 24, 2019

1:00 pm

ARTS228

**Members Present:** Joe Alexander, Sharon Barrios, Ken Chapman, Patrick Doyle, Mike Magrey, Jennifer Mays, Patrick Newell, Ryan Patten, Steve Robinow, Debbie Summers, Sara Trechter, Tom Ussery, Karen vonBargen, Jed Wyrick

**Members Absent:** Jennifer Aceves, Jessica Bourne, Mike Guzzi, Kate McCarthy, Clare Roby, Tom Rosenow, Richard Tafalla

**Guest:** None

1. Call to Order – 1:02
2. Approval of Minutes from 01.10.19 - Approved
3. New Business
  - a. Discussion Items
    - i. Update on Scheduling Subcommittee – TU
      1. The focus group is scheduled to meet on Monday and Friday of next week.
        - a. Consultant recommendations from 2009 & 2018 will be utilized.
      - ii. Call for Projects for summer 2020 – TU
        1. We'll send out reminders and parameters for project requests for the summer of 2020.
          - a. Please use FacilitiesLink to enter your project requests. More information regarding this process will be sent. Hands-on assistance is also available.
        - iii. Building Points of Contact
          1. Dealing with building issues is easier for FMS if there is a specific contact.
            - a. A list of buildings and who space is assigned to will be created and posted on the /aaspace website. It will be updated at the beginning of each semester.
            - b. Points of contact will need to be identified.
          - iv. Please complete FacilitiesLink occupancy updates as soon as possible.
          - v. Office space is available in HOLT379 (set up for multiple faculty) and THMA456. Tom will talk to Seema about the ECC needs.

- vi. Space requests will be brought here for group discussion and input. Please use FacilitiesLink to enter your space requests. More information regarding this process will be sent. Hands-on assistance is also available.
- vii. Classroom Technology will be tied up with the science building through early June of 2020, so if there is any delay with that project, it could impact CMT's availability for 2020 summer projects.

4. Announcements - none

5. Adjournment – 1:25

Upcoming Dates:

- Meeting – 02.07.19 – 1:00 pm – ARTS228
- Meeting – 02.21.19 – 1:00 pm – ARTS228
- Meeting – 03.07.19 – 1:00 pm – ARTS228
- Meeting – 03.21.19 – 1:00 pm – ARTS228