

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

February 7, 2019

1:00 pm

ARTS228

**Members Present:** Joe Alexander, Patrick Doyle, Mike Magrey, Steve Robinow, Debbie Summers, Sara Trechter, Tom Ussery, Karen vonBargen, Jed Wyrick

**Members Absent:** Jennifer Aceves, Sharon Barrios, Jessica Bourne, Ken Chapman, Mike Guzzi, Kate McCarthy, Larry Maligie, Jennifer Mays, Patrick Newell, Ryan Patten, Clare Roby, Tom Rosenow, Seema Sehwat

**Guest:** None

1. Call to Order – 1:00
2. Approval of Minutes from 01.24.19 - Approved
3. New Business
  - a. Discussion Items
    - i. Update on Scheduling Subcommittee – TU
      1. The focus met twice last week and will meet again next week to finish developing two proposals and guidelines to be brought back here in two weeks for review.
    - ii. Call for Projects for summer 2020 – TU
      1. Project requests for summer 2020 must be entered in FacilitiesLink before the end of May to be considered in the round of projects slated for summer of 2020.
        - a. If you need assistance please call Kathleen at ext. 4116.
      2. This is how we'll plan – we can no longer push projects through at the last minute.
      3. CMT is booked until summer of 2020 due to the new science building but does have a window during next winter break.
        - a. They are looking at an alternate work schedule to get things done over the weekend.
      4. We should consider taking a few rooms off-line during the semester so they can be used as surge space (for a short period) in order to complete projects in other classrooms. This would help spread work so summer isn't so impacted.
      5. Project lists for the various service centers would be appreciated and would provide context regarding activity and availability. Are they

currently posted on the web so a link to them can be placed on the /aaspace website?

6. CMT is improving the technology in several rooms right now. There are 40 rooms on their list right now.
- iii. Building Points of Contact
  1. A spreadsheet of buildings/divisions/departments has been created and will be shared with you all in Box. Please enter the appropriate contact information and their position before the next meeting on 2.21.19.
- iv. 2019-20 SLF Allocations and Installation Needs
  1. Several proposals have been received which indicated “no” for installation, but it’s actually “yes” from a service center perspective.
  2. The new process allows for an earlier approval notice, so there is more time to discuss the impact of awards with the submitters.
  3. Please think about “installation” as you’re going through the approval process. It could mean facility renovations are required if funded. It could mean that an ITPR has to be filled-out and approved by ITSS if funded.
    - a. Tom is your contact if these issues come up.
    - b. A spreadsheet is created each year of proposals which require installation of some type and is shared with the various directors on campus as a heads-up.
    - c. There is a Facility & Security Concerns List available as a reference on the SLF website at:  
<https://www.csuchico.edu/slf/guides/requestor/security-concerns.shtml>
    - d. Expenditure plans are due to [slf@csuchico.edu](mailto:slf@csuchico.edu) by March 4<sup>th</sup> and will be reviewed by CFAC on March 8<sup>th</sup>. Hopefully expenditures will be OK’d by mid-March so notices can be sent shortly thereafter.

4. Announcements - none

5. Adjournment – 1:37

Upcoming Dates:

- Meeting – 02.21.19 – 1:00 pm – ARTS228
- Meeting – 03.07.19 – 1:00 pm – ARTS228
- Meeting – 03.21.19 – 1:00 pm – ARTS228
- Meeting – 04.04.19 – 1:00 pm – ARTS228