

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

October 16, 2017

1:00 pm

KNDL207/209

**Members Present:** Michael Guzzi, Clare Roby, Mike Magrey, Josh Trout, Ben Juliano, George Thompson (for Patrick Newell), Matt Thomas, Jessica Bourne, Evanne O'Donnell, Frank Li, Steve Robinow, Jed Wyrick, Kate McCarthy, Sharon Barrios, Joe Alexander, Angela Trethewey (for Deborah Summers), Ken Chapman, Melody Stapleton, Dave Daley, Jennifer Mays, Tom Ussery, Kathleen Gentry

1. Meeting was called to order by Tom Ussery who introduced Michael Guzzi, Executive Director of Facilities Management & Services (FMS).
  - a. Michael explained the consolidation of Planning, Design & Construction and FMS.
    - i. FMS has a renewed focus on customer service and is improving their work order management due to a recent audit.
    - ii. FMS is focusing on maintenance v. cosmetic improvements as well as ADA, abatement, lighting, life-safety, leaks, power supplies, etc.
  - b. He discussed the need to compile project lists in order to provide a project schedule and to aid in Master Planning. He requested lists for next summer so please plan and figure out funding. Will need the information in November to begin planning for May. He stressed the need for direction from AD-SUA and requested our help to work on synergies with FMS.
  - c. He also explained how the decanting of Siskiyou needs to start in January 2018, and how this will be handled differently in the future (proactive approach to planning v. reactive approach).
    - i. 16 offices are needed.
    - ii. This lead into the agenda topic of computer labs. Steve Robinow mentioned discussions with Meriam Library staff regarding lab consolidations there.
    - iii. Total cost to decant SISK will be in the neighborhood of \$1.2M - \$600k for the Print Shop and \$600k for the remainder of the moves.
    - iv. Dave Daley suggested that having readily-available surge space may be the appropriate priority.
    - v. Michael mentioned that the new building is on its 5<sup>th</sup> or 6<sup>th</sup> iteration and still needs to go through higher approval levels.

- d. Parking projects are coming via the demolition of the college park homes. The loss of the CUSD lot at the end of this winter will have an impact.
2. Tom explained the purpose of this group and requested the review and input for the Mission Statement and Principles of Operation document, which was requested by the group via email. Introductions were made around the table and much discussion was had regarding the acronym for this group. The group also requested regularly scheduled meetings.
  - a. Dave Daley asked what level of project rises to this group v. the department/college level. Tom replied that anything above \$5k, the CAF limit, would come to AD-SUA. Small items would be discussed as a bulleted list.
  - b. Another question was raised about this group's relationship to the other committees on campus in terms of space. This group is an advisory group to the Space Advisory Committee. The Campus Planning Committee no longer exists.
  - c. The Chancellor's office policies regarding space management will be sent to this group.
3. Tom presented the new /aaspace website wherein AA departments can now enter requests for space and/or projects. Please go to [www.csuchico.edu/aaspace](http://www.csuchico.edu/aaspace) to check out the new website and request process.
  - a. The classroom utilization function in FacilitiesLink was presented and Dave Daley mentioned that SLO schedules classes much differently than we do. It was suggested that "carrots" be provided to faculty for teaching during times that aren't as popular.
4. Criteria for project ranking rubric/matrix
  - a. We will be using the Capital Projects Working Group rubric/matrix to rank our projects within Academic Affairs.
5. Adjournment at approximately 2:00 pm.