

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

June 28, 2018

12:30 pm

ARTS228

Members Present: Joe Alexander, Ken Chapman, Emily Dickman for Frank Li, Mike Guzzi, Mike Magrey, Jennifer Mays, Patrick Newell, Steve Robinow, Tom Rosenow, Debbie Summers, Matt Thomas, John Unruh for Dave Daley, Tom Ussery, Karen vonBargen

Members Absent: Jennifer Aceves, Sharon Barrios, Jessica Bourne, Dave Daley, Frank Li, Kate McCarthy, Ryan Patten, Clare Roby, Melody Stapleton, Richard Tafalla, Jed Wyrick

1. Call to Order – 12:33
2. Approval of Minutes from 4.19.18 - approved
3. New Business
 - a. Discussion Items
 - i. Mike Guzzi
 1. SLF/Projects in general
 - a. Mike distributed a document covering various FMS topics (attached).
 - i. Mike is really trying to hold tight to the 10-day event window. After-hours use has increased quite a bit and FMS resources are limited. The FERF is their governing document, so it is critical that the FERF is complete and accurate for what an event requires.
 - ii. The Fire Marshal is taking up to 22 weeks right now for simple requests, so the whole system is in discussions with that office. Unfortunately, last minute requests are difficult to accommodate with this long lead time.
 - iii. Campus HVAC is governed by EO987 and the BCP is really trying to stick to that, so if you have concerns about the temperature, please create a ticket on their iServiceDesk so they can work on it. With opening the campus back up, the BCP is no longer closed Thursday due to the high amount of building cooling requests they've received for Friday. Drew tries to consolidate events to help conserve energy, but there's an operator on campus every weekend on overtime at this point. PAC has its own chiller, so some of

the buildings in its vicinity can be run via programming. However, Yolo for instance has to be run by the BCP. There are a lot of programs that use facilities during the summer. There is also accounting year-end that must be supported. It's debatable as to whether or not the campus actually saves energy with the 4-10 schedule. It costs about \$14k to run the campus on Friday.

- iv. Key/card access – draft policy is being routed now. Many departments have a drawer full of keys that they hand out – that will have to cease. They are preparing to rekey 113 exterior doors on campus. Funding is not available to convert everything to electronic access. Everyone will be notified as appropriate. A key recall will also be implemented. FacilitiesLink will be used for key & card requests. Tom R. mentioned that there are some additional campus resources that can be utilized for this purpose and also mentioned that ISEC should be brought into the loop. There have been some recent issues where entire suites have been opened and left opened by persons unknown.
- v. Emergency repairs should be called in to FMS at x6222. These are defined as an immediate threat to life, property, security and the environment. Their response rate has dropped 52 open work orders to 6 in just a few months. Non-emergency requests can be entered online via their iServiceDesk.
- vi. Painting is managed on a 12/8 cycle – once every 12 years for classrooms/offices and every 8 years for public spaces. If someone wants paints off-cycle, it's a charge-back issue. FMS painters are focusing on interior painting, and will be contracting-out exterior painting.
- vii. For departments that have vehicles, some changes are coming via State policy. In 2017, 10% of new purchases had to be zero-emissions. That raises 5% every year until we reach 50% of the campus fleet being zero-emission vehicles by 2025. A campuswide plan will have to be developed/EM updated.
- viii. The drinking fountains on campus are not filtered and never have been. EHS has tested campus drinking water and it is perfectly fine. If you see a red light on a drinking fountain, indicating the filter needs to be replaced, please disregard.

- ix. Please be aware of energy usage and make sure lights are turned off in spaces that aren't being used. The annual energy budget for campus is about \$5.3M, so whenever we can conserve, that budget savings goes back to the campus via energy projects.
- x. Charge-back is mandated per an EO, so please be aware of that. The last audit showed that FMS is actually charging enough for charge-back services. They charge about 12% while other campuses are somewhere in the 15-17% range.
- xi. The warehouse/facilities yard has been approved by the President to move forward with design in order to figure out the real cost. Please make sure you've confirmed your needs with Tom & Kathleen by July 12th. This warehouse will also be available for AS Recycling and various clubs or programs. Tom R. mentioned the constant furniture turn-over issues when people move; Tom U. added that he's trying to get furniture to stay put.
- xii. The new science building is going up. The gauntlet will be opened up before school starts. Next is the water run to the south next to the library – noise will be an issue for the foreseeable future. Much of DPR's advertising will be removed.
- xiii. Along the Esplanade, the trees have been removed in front of GSM.
- xiv. We just lost Chico High's lot, some ADA upgrades will be completed soon is Parking Structure #1. The area where the homes will come down in college park area will not become temporary parking in an effort to keep costs down. Long term parking plans are being worked on. Demo begins in about a month for 9 homes.
- xv. The 5-year Capital Outlay plan will be submitted 6/29 and includes GLNN and BUTE.
- xvi. The Master Planners have highlighted that there are too many different entities running facilities needs on campus, each with their own standards. A guideline is recommended to create standards for signage and campus character and feel. Their next visit will be September 24th-26th. There will be a big town-hall meeting with the community and students. They are bringing their housing team, campus character and way-finding team, and their sustainability team. Advertising will become a big deal. An email will come out that will provide links to different sites for

information and comments (can go to csuchicomasterplan.com right now to drop pins on items that need to be addressed). There are plans for growth down the road, but the planners are indicating that we could grow up and instead of out in order to maximize square footage on campus. The scheduling issue is something that is being talked about more due to this.

ii. Steve Robinow

1. Proposal to reallocate space in HOLT

- a. In an effort to get ahead of the game in terms of the new science building, Steve provided a plan for repurposing some space in HOLT. (plan is attached)
 - i. 5 general-use classrooms would be lost if PHSC closes in 2021.
 1. There are no general-use classrooms in the new building, they are all special-use.
 2. There is a need for 50+ seat classrooms plus two 40+ seat computer labs.
 - a. HOLT147/149/151/153/155 would become a 60 seat (general use CMPW) classroom/modern computer lab.
 - b. HOLT281-285C would become a classroom.
 - c. HOLT379/381 would become a 60 seat classroom/modern laptop-based computer lab (general use CMPW).
 - d. HOLT291 renovation could easily become a campuswide use classroom.
 - ii. Student success center, and department, program, and center offices need to be addressed with renovations to other existing space in HOLT.
 - iii. 50-year old biology labs require renovation.
 - iv. This plan accomplishes everything that the college chairs have requested. Cost estimate is \$1.8M. This is a plan for the future rather than waiting until NSC moves and then trying to figure it out. This is the type of thing we're looking for when we send a call for projects. Give Tom a call if you need help with the current call for projects (due 7/12).
 - v. One of the charges of this group is to collectively figure out how to fund and prioritize campuswide initiatives such as this, then pass along that recommendation to the Space Allocation Committee. Central funding is needed

for this type of project. The mentality of dealing with planning later must be left behind.

- vi. Demo'ing PHSC will be expensive, so it could be kept on-line and renovated for surge space. A plan for this should be looked at and compared with the HOLT plan. Smart classroom plans should also be taken into consideration, etc. BUTE renovation, which could happen in the next few years, also requires a major plan for surge space.
 - vii. Many think that their space is utilized fully but in fact, it isn't. Current space needs to be better used and this starts the discussion as to how to modify our existing structures for more efficient use.
- 2. Roth Planetarium restoration project
 - a. Will be discussed next meeting.
 - 3. HOLT125 – add bench to computer lab
 - a. Will be discussed next meeting.
- iii. Tom Ussery
 - 1. Old business/action items/#9
 - a. Will be discussed next meeting.
 - 2. Academic Affairs Space & Project Request Process
 - a. Will be discussed next meeting.
- b. Action Items – Will be discussed next meeting.
 - i. Objective criteria needs to be developed in order to reallocate lecture space to colleges for first-round scheduling.
 - ii. Tom U., Jennifer A. and a few others will work on the concept of taking some rooms offline and Tom U. will bring the information back to this group.
 - iii. Objective criteria needs to be developed for vetting/approving space/project requests for AA.
 - iv. Lecture/lab space terminology needs to be addressed for consistency.
 - v. Jed will send the research to everyone and find out the demographics of St. John's student body. Please provide Jed with any additional input you may have regarding scheduling.
 - vi. A scheduling plan needs to be presented to the Provost by Christmas. Tom U. and others will work on a backward timeline from then to determine what steps should be taken and which groups should be consulted.
 - vii. Jed will provide the list of items as discussed during this meeting and send it for discussion at the next meeting.
 - viii. Please work with your departmental FacilitiesLink occupancy updater to ensure all occupancy information is current.
 - ix. Please work with your department Chairs to gather the necessary projects which must be submitted by July, 2018 for completion during summer, 2019.
- 4. Old Business – Will be discussed next meeting.
 - a. Discussion Items

- i. Scheduling Update – Jed Wyrick
 1. Jed found one piece of research on class start times and sleep and academic performance in college. The results are not quite the same as the high school, although they had started with the same hypothesis. They found that if class times are later they get more sleep but they also go to bed later. They get 22 minutes more sleep for every hour that the class starts later. If class times started really late, it did not end well, and reflected more behaviors that were not conducive to academic success. Alcohol use on the weekend is a huge indicator of academic success. Jed will send this to everyone. It seems to indicate that attending class fairly early in the morning was conducive to academic success.
 - a. He found that St. John’s University in Queens, NY that has a M/Th, T/F schedule (thanks Joe!). He spoke with the registrar there. This schedule was mandated on their campus and their experience has been generally positive (it took a while). They’ve been doing this for 10 or 11 years. They like it but received a lot of push-back at the beginning.
 - b. What they really liked about it was a Wednesday program where freshmen engage with the city, along with scheduling 3 hour classes and 1 or 2 unit classes on this day. There is no breaking of the M/Th, T/F schedule. They also have scheduled free time, a “common hour”, on M & Th for new classes so clubs and faculty meetings can happen then (1:50-3:15). They have 85 minute class periods.
 - c. This was originally done to gain room space but it actually didn’t. It did allow them to combine sections that were not full and consolidate space. They had to spread out course offerings during the week. It had a good effect on students getting classes. Sharon asked about their student demographics and while Jed didn’t have this information, he said he will find out.
 2. Tom U. recapped by saying that we still have more work to do in determining what a successful schedule would be for our students, and the group agreed. Sharon reminded the group that the prior president had discussed eliminating the winter break. There were some student surveys and staff input. She definitely thinks we need to find out what the benefits/detriments are and should start consulting. Jed has discussed this with Executive Committee (moving start times, and the M/Th T/F schedule). He asked for additional input. Tom R. asked if students are having a hard time getting classes. Jed explained that the GI leaders have asked for broader use of facilities during the week to allow more choices for students to get classes. We have some data showing larger use earlier in the week and that early morning classes have higher DFW rates. Tom has seen data that indicates room sizes and number

of students in the course do not match up for a variety of reasons.

3. Tom U. reiterated that this subject was brought to this group to move forward with it so this group needs to decide what plan makes the most sense and recommend it to the Provost. The goal would be to accomplish this by Christmas so we need to put together a timeline working backward from Christmas to outline what groups we talk to, what steps we need to take. A survey was suggested. Tom R. added that we should also consider what times students are actually taking classes. Kate said she'd like to have a better sense of what we're trying to solve. She sees more choices for students so they can get the classes they need and possible physiological benefits to starting later in the day, and solving some utilization problems we're having, but we need to be really clear about the issues we identify and provide options with reasons for each. Time of day is only one factor that contributes to high DFW rates. Frank said we have to include a rationale that contains objectives and how the findings will be used in any survey that we do. Sharon agreed that developing the rationale is the first step we should take. Frank added "better use of space" "give students more choices for classes" and correlation of success rate and time of classes. We have to have solid evidence to back up these items. Jed added additional benefits of Friday classes to help student performance stay high. Saturday classes have had high enrollment rates in the past. Richard added we can get at some of this information without a survey by getting data about the characteristics (GPA, standing, etc.) of the students taking certain classes and can eliminate other hypotheses. Ken added the instructor information should be included as well. Sharon added we can use focus groups as well for broader consultation including all the players it would affect. She also added that Saturday classes are difficult due to lack of culture. Campus is deserted, services are closed, and the rooms are in disarray and are not clean because the custodial schedule ends on Friday. This adds additional work for the custodians on the following Monday. Matt added that in this era of declining tenured density it's harder for them to find common times to do the work outside of teaching responsibilities so time for RTP and department meetings, etc. must be identified. Tom U. asked Jed to come up with a list (since he's taking notes) and to send it out before the next meeting. Sharon asked for data about classrooms that are unfilled.

b. Action Items

- i. Mike G. will send out his draft access/security plan for review and discussion.
- ii. Mike G. to develop the project time line document for review and discussion.
- iii. The Chief and Mike Guzzi are working together and discussing the unlocking and locking of each building since Card Access moved to

FMS. What we are doing will help them get this new process figured out. This will be on a future agenda.

5. Announcements - none
6. Adjournment – 1:50

Upcoming Dates:

- Meeting – 7.19.18 – 1:00 pm – ARTS228
- Meeting – 8.16.18 – 1:00 pm – ARTS228