

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

July 26, 2018

1:00 pm

ARTS228

**Members Present:** Joe Alexander, Sharon Barrios, Ken Chapman, Mike Guzzi, Brent Liotta for Mike Magrey, Kate McCarthy, Patrick Newell, Melody Stapleton, Matt Thomas, Angela Trethewey for Debbie Summers, Tom Ussery, Karen vonBargen

**Members Absent:** Jennifer Aceves, Jessica Bourne, Dave Daley, Frank Li, Jennifer Mays, Ryan Patten, Steve Robinow, Clare Roby, Tom Rosenow, Richard Tafalla, Jed Wyrick

1. Call to Order – 1:05
2. Approval of Minutes from 6.28.18 - approved
3. New Business
  - a. Discussion Items
    - i. Brent Liotta – Classroom Technology Refresh (powerpoint attached)
      1. There are 188 mediated classrooms on campus. Since 14/15, 92 have been updated. They are working on transitioning out all remaining analog technology.
      2. By 21/22 70 classrooms will require a technology refresh and they are systems. Computers require replacement every 3 years.
      3. CMT is looking for funding for this project. Prior Provost Wei had given them an annual allotment of \$320,000. They have \$160,000 for 18/19. The cost to complete this project is about \$930,000, spread out over three years for \$310,000 needed each year. Much of this cost is due to deferred maintenance and there could be some additional cost for FMS's work. There is not an estimate for their work at this time.
        - a. Is it possible to change the technology in these rooms to accommodate faculty bringing their own device so computers are no longer needed? This may come with its own set of challenges such as different types of devices and how to support them.
      4. AD-SUA suggested that CMT go to the IRES budget office to discuss an annual budget allotment to cover these costs since they are maintenance, not a project, and it's not AD-SUA's role to find funding for CMT. AD-SUA is a recommending body to the Provost.
        - a. Per the AD-SUA guidelines, there is a \$150,000 budget for allocation per year. AD-SUA is to decide how to spend that funding and recommend that to the Provost for review and approval.
        - b. This led to a lengthy discussion about the overall campus budget, how it's distributed, what AD-SUA is supposed to do and how it needs to understand the bigger picture from a

- campus budget perspective. These discussions are held at PAC; AD-SUA can't make these kinds of decisions in isolation.
- c. AD-SUA should provide the information and recommendations that are presented at PAC based on the submission and ranking of projects. However, next summer's projects need to be submitted and prioritized by September. Much discussion was had about criteria (see item 4.b.i. below).
  - d. AD-SUA is also in charge of discussing the redistribution of space with AA.
  - e. Patrick suggested that AD-SUA meet with the Master Planning Group. Mike Guzzi will fit us into the schedule.
  - f. Tom U. will discuss a budget for this group with the Provost and Jennifer Mays.
- ii. Tom Ussery
    1. Old Business/action items
      - a. Will be discussed next meeting.
    2. Academic Affairs Space & Project Request Process
      - a. Will be discussed next meeting.
4. Old Business – Will be discussed next meeting.
    - a. Discussion Items
    - b. Action Items
      - i. Objective criteria needs to be developed in order to reallocate lecture space to colleges for first-round scheduling.
      - ii. Objective criteria needs to be developed for vetting/approving space/project requests for AA.
      - iii. 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.
      - iv. Mike G. will send out his draft access/security plan for review and discussion.
      - v. Mike G. to develop the project time line document for review and discussion.
      - vi. 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 – 1:58

Upcoming Dates:

- Meeting – 8.16.18 – 1:00 pm – ARTS228
- Meeting – 9.20.18 – 1:00 pm – ARTS228