

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

August 16, 2018

1:00 pm

ARTS105

Members Present: Joe Alexander, Sharon Barrios, Patrick Doyle, Mike Guzzi, Kate McCarthy, Mike Magrey, Jennifer Mays, Ryan Patten, Steve Robinow, Clare Roby, Richard Tafalla, Matt Thomas, Tom Ussery

Members Absent: Jennifer Aceves, Jessica Bourne, Ken Chapman, Frank Li, Patrick Newell, Tom Rosenow, Melody Stapleton, Debbie Summers, Karen vonBargen, Jed Wyrick

1. Call to Order – 1:00
2. Approval of Minutes from 7.26.18 – NOT DISCUSSED, TABLED FOR 9/20/18 MEETING
3. New Business
 - a. Discussion Items
 - i. Review of Space Management Mission Statement and Principles of Operation
 1. Since there have been questions about our mission over the last few weeks, this was distributed. This was developed last fall per the Provost’s request. If you have questions, please let Tom know.
 2. What is AD-SUA’s role regarding the prioritization of projects? The spreadsheet we’ll discuss next was sent and will be the tool we’ll use to prioritize projects for Academic Affairs.
 3. AD-SUA now has \$140k total to spend on projects, \$70k from General Fund and \$70k from Lottery.
 - a. This allocation also pays for the Shop2 agreement with FMS to support academic programs, which costs between \$30k and \$40k each year.
 - ii. Project Prioritization Spreadsheet
 1. We were going to break-out into three groups to discuss the three areas shown on the spreadsheet (physical, program, and financial) but since some folks were missing, we discussed as a single group. This spreadsheet was created by the original Capital Projects Working Group and has been slightly modified for our purposes.
 - a. Funding source can be a factor for project prioritization and adds another layer of complexity.
 - b. Another layer of complexity are spaces that are “open” v. “dedicated”.
 - c. This tool allows us to capture all the projects in one document and rank them based on objective criteria.
 - d. Criteria were discussed at length.
 - e. Projects that make this list will cost \$5k and up.

- f. Projects must be entered into FacilitiesLink via the Project Request module for make this list. It's a 12-18 month cycle from request to beginning construction.
 - i. In addition, space requests must also follow the same procedure. For example, move requests, new office requests, etc.
 - g. Requests will likely require meeting with the requester to get questions answered since some of the proposed criteria is difficult to know.
 - h. Weighting of the criteria still needs to be discussed.
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
 - a. Steve Robinow will be out of the office for a few months to deal with some health issues.
6. Adjournment – 2:05

Upcoming Dates:

- Meeting – 9.20.18 – 1:00 pm – ARTS228
- Meeting – 10.18.18 – 1:00 pm – ARTS228
- Meeting – 11.15.18 – 1:00 pm – ARTS228
- Meeting – 12.20.18 – 1:00 pm – ARTS228