

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

September 20, 2018

1:00 pm

ARTS228

**Members Present:** Joe Alexander, Patrick Doyle, Mike Guzzi, Dave Hassenzahl (for Steve Robinow), Kate McCarthy, Mike Magrey, Debbie Summers, Sara Trechter, Tom Ussery, Karen vonBargen, Jed Wyrick

**Members Absent:** Jennifer Aceves, Sharon Barrios, Jessica Bourne, Ken Chapman, Jennifer Mays, Ryan Patten, Steve Robinow, Clare Roby, Richard Tafalla, Patrick Newell, Tom Rosenow, Melody Stapleton

1. Call to Order – 1:06
2. Approval of Minutes from 7.26.18 & 8.16.18 - Approved
3. New Business
  - a. Discussion Items
    - i. Project Prioritization Spreadsheet & Process
      1. The HOLT renovation project PowerPoint presentation and the project prioritization spreadsheet was reviewed.
        - a. The need for this work is due to the future move into the new physical sciences building and the loss of the lecture spaces in the old physical sciences building when it is taken off-line for renovation to provide surge space for future capital projects such as the Butte Hall renovation.
          - i. An A/E firm has been hired to do a feasibility study on PHSC.
        - b. It addresses opportunities to better utilize under-utilized space and provides general use lecture space.
        - c. This large project could be implemented in phases.
        - d. Total cost has not yet been broken down by space, phase, or campus/college.
        - e. It's possible that funding may be available from the Chancellor's Office. If funding is found for HOLT, it may take funding away from another CO funded project.
        - f. Part of this proposal would be a campuswide responsibility (general use classrooms) and part of it would be a college responsibility (space renovations for faculty, departments, and programs).
      2. Column headers discussed again.

- a. Columns B&C would be completed by FMS.
  - b. Column C header should be changed to “Does this project address an ADA issue?”
  - c. Column D header should be changed to “Are there adverse consequences if this project is not done?”
  - d. Columns N&O should be combined into one and renamed as Pedagogical/Learning Impact, or column N could stay the same and column O could be named “Faculty Impact”.
3. The HOLT presentation and the AD-SUA Mission Statement & Principles of Operation will be resent with the minutes and agenda for the 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. Things to take into consideration based on the Master Planning meeting:
      1. There are 41 different scheduling blocks.
      2. Lab times overlap class times, making it difficult for students to schedule classes.
      3. 25-49 seat classrooms are utilized the most. Focus here or focus on larger classrooms?
    - ii. 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.
    - iii. Mike G. will send out his draft access/security plan for review and discussion.
    - iv. Mike G. to develop the project time line document for review and discussion.
      1. Time line document is in the works.
    - v. 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 – 2:15

Upcoming Dates:

- Meeting – 10.04.18 – 1:00 pm – ARTS228
- Meeting – 10.18.18 – 1:00 pm – ARTS228
- Meeting – 11.01.18 – 1:00 pm – ARTS228
- Meeting – 11.15.18 – 1:00 pm – ARTS228
- Meeting – 11.29.18 – 1:00 pm – ARTS228
- Meeting – 12.13.18 – 1:00 pm – ARTS228