

## SPACE MANAGEMENT COMMITTEE / MONTHLY SESSION AGENDA

Date: March 3, 2023  
Location: UC 329  
Time: 10:30 AM

### Members:

Chair: Kim Nielson

Secretary: Sam Romero

VP Representative Members:

Hillary Stowell, Reed Humphrey, LeAnn Meyer, Paula Short, Scott Mills

Ex-Officio Members:

Paul Trumbley, Scott Holgate, Amy Capolupo, Maria Mangold, Shannon Brilz, Sheila Wright

1. Call to Order
2. State of Space
  - Inventory
  - Existing Policies / Website / SMC Box Folder
3. Structure of Space Committee / Team Reports
  - Space Operations Team (met 2/27)
    - Moving Procedure
    - Keys / FAMIS Key Module
    - Emergency Plans / Building Contacts
    - Name Plates / Signage
    - Surplus
  - Space Management Policy Team (met 2/28)
    - Abandoned Office Procedure
    - Square Footage Standards
    - Faculty Retiree / Emeritus Professors
    - Grad Students / TA's
    - Hoteling
    - Lactation Rooms
  - Space Standards Team (met 3/01)
    - Control of Instructional Space – Academic & Teaching Lab
    - Building Managers / Liason
    - Classroom General Guidelines
    - Registrar, IT, Facilities
    - Accessibility, Usability, Programming
4. Next Steps / Open Discussion
5. On the Horizon