

SPACE MANAGEMENT COMMITTEE MEETING MINUTES

Location: Brantly Hall, President's Room Room 110

Date: January 5, 2024

Time: 10:30 AM – 12:00 PM

Attendees: Paula Short, Committee Chair
Samantha Romero, Committee Secretary
Hillary Stowell, Office of the Provost
Kelly Nolin, Office of Enrollment Management and Strategic Initiatives
Kim Nielson, Office of Planning, Design & Construction
Andrew Ranck, Office of Research and Creative Scholarships
Rich Huffman, Office of Vice Provost Student Success
Shannon Brilz, Office of Conference and Event Services
Amy Capolupo, Office for Disability Equity
Scott Holgate, Office of Cyber Infrastructure
Maria Mangold, Office of the Registrar
Sheila Wright, Office of Human Resource Services
Paul Trumbley, Office of Facility Services

Non-Attendees: Reed Humphrey, Office of the Provost

AGENDA ITEMS

1. Opening – Committee welcome
 - a. A request was made to add EMS demonstration and discussion of a prayer room to the next agenda.
2. Accessibility and ODE
 - a. The Americans with Disabilities Act passed in 1990. Two things came from this: all architecture requirements need to meet ADA guidelines and any construction that was completed before 1990 is required to comply with the guidelines anytime a major renovation is completed.
 - b. The second aspect of those requirements is where the University is at risk. Any space that is considered an essential function needs to meet those standards. An essential function is defined as meeting with students and/or the public. If people are meeting students or the public in their offices, then their offices need to comply with ADA guidelines.

- c. If an entire floor of a building cannot be brought up to ADA standards due to prohibitive costs, there needs to be a couple of spaces on said floor that are brought up to comply. The people in non-compliant spaces will need to change their behaviors and start holding meetings in compliant rooms, instead of their office.
- d. Some spaces do not need to be a priority to be brought up to compliance because they are not public facing spaces, such as the O'Connor Center. All public facing spaces should be a priority to make sure they are complying with ADA guidelines.
- e. The Americans with Disabilities Act is a lawsuit-driven set of guidelines because it allows people to file a lawsuit when the guidelines are not met.
- f. An example of an ADA fail is a pool lift. When the lift is tested, it is tested by an able-bodied person and works fine. When a disabled person tries to use the lift and it fails because it's old, it doesn't work for them and it is embarrassing to that person.
- g. An example of where the University has failed the most is with the Music Building elevator. It is a freight elevator only and not meant for passengers, though people do use the elevator. Because of the cage in front of the elevator, disabled people often have to ask the receptionist to help them or ODE has sent a student employee over to help them if the receptionist is out. This is a clear violation of the ADA guidelines and puts the University at risk.
- h. Spaces need to be compliant or rooms need to be moved to where they can be compliant.
- i. The University does not have a specific ADA Compliance officer, so it often defaults to Amy. Kim also receives calls with questions or complaints as well. People also have called Amy to ask about accessible tickets for the Pink concert. Training is needed across campus and information should be included on the website, so people know where to go.
- j. Rankin does not have an elevator. EBST is in Rankin, so if they only have office hours in the building, it is not compliant. If all office hours are on zoom, that is compliant, but that means all meetings have to be on zoom, so all students are receiving the same opportunity for service.
- k. In Corbin/N. Corbin/Brantly should have accessible restrooms to make the buildings more accessible. Brantly has one restroom that is accessible.
- l. ADA, as well as other guidelines and laws, are written in a way that they can be interpreted a thousand different ways. Any upgrade can be looked at as an improvement, but many architects would argue that paint and carpet does not qualify as an improvement that prompts buildings to have to be brought up to ADA standards. If we are forced to bring all spaces up to ADA standards, it can sometimes stop progress because it is cost prohibitive. Accessibility should be treated as a utility, so everything is compliant moving forward. If you approach things from that standpoint as renovations are made, other upgrades will follow and eventually be completed. For example, if you bring the IT in a room up to ADA standards, other upgrades, such as elevator upgrades will follow.
- m. Elevators are needed in many buildings, but they are expensive to add. We submitted an LRBP request to the state to add an elevator to Main Hall and it is coming in around \$12 million or more. Our flagship building is inaccessible right now because it has no elevator. Even with adding an elevator, the third floor would still be inaccessible. However, the classroom would be accessible, which is important because not all classrooms are accessible across campus. This makes scheduling classes very challenging.

- n. In terms of exterior space, sidewalks are an issue around campus as well. Anything that has more than ½" difference in height is out of compliance. A major area that is out of compliance is the brick area by Ryman Mall. It is scheduled to be renovated and completed in the near future, but it was put on hold due to the construction happening on Knowles Hall and the new Dining Hall. An exact date will be pinned down in the near future and shared with campus.
- o. Facilities does have money set aside to approach sidewalk fixes over this summer. In the past, it's been very difficult to find contractors that are willing to do very small projects, like fixing one sidewalk, so we brought together a list of areas that need to be fixed to make it a larger project. This will make it more enticing for contractors to bid on.
- p. The question was posed if the ADA committee and the Space Committee ever meet. They have not in the past, but it is something that both committees should do. This may allow a list of objectives to be put together for ADA upgrades across campus that need to be done. This would allow a plan to be put in place, but we would also need to make sure that we are accomplishing these objectives in a reasonable amount of time.
- q. Going forward, we should be looking at how we can exceed compliance. We should be looking at how we want it to function from the start and stem everything else from that point. This way we are getting exactly what we want. There are many campuses that follow this standard.
- r. ADA/Space Principles need to be developed and adopted by the Space Management Committee.

3. Construction Update

- a. The Committee went to Corbin, third floor to view the recent renovations completed.
- b. Everyone agreed that the space looks very nice. It was stated that if we could widen the doorway to the woman's restroom and make it a single occupant, gender neutral restroom, it would create more accessibility.
- c. Corbin will potentially be used for swing space when the Clapp building goes offline. The bigger need in this regard is for research space and continuity, but some office space will be needed too. The bad reputation of Corbin in the past came from when a staff or faculty members contract was not renewed, they would be sent to Corbin. There was an ongoing joke that it's where empires go to die.
- d. This building will be mainly used for administration spaces moving forward. A footprint in North Corbin will come available in the next couple of years once MSU Nursing has completed their new building. The Rural Institute is also spread across the three buildings so it would be great to consolidate them to be together. These buildings would also be good spots for Institutes or Centers for Excellence to be located. The wayfinding also needs to be improved upon.

4. Outstanding Procedures

- a. Lactation rooms – access was the only outstanding issue for this procedure.
- b. The three types of access discussed were Grizcard access, occupied/unoccupied lock, and a keypad lock. The Grizcard access was the most desired, but it is very expensive to install and continue paying for. The question was posed of who would pay for the ongoing expenses. The occupied/unoccupied lock combined with the keypad lock seems like it is the best way to go.

The keypad locks can be changed twice a month and the code can be provided to Title Nine to give out to folks needed access to these rooms. Facilities should price out these options to ensure they are feasible.

- c. The Space Management Committee also needs to work on identifying more rooms across campus. Ideal places to look at are the University Commons and the Mansfield Library. Some of the new buildings do not have one or they are not planned to have one.
- d. Student office procedure – This procedure is in progress. It was started originally by Scott Mills, who is now retired, and members of the Space Committee began reviewing it and suggesting changes. All committee members need to review the work in progress, mark it with comments, and come ready to discuss the procedure during the next meeting. The procedure states that ideally deans or directors would control the space assigned to their department and allocate it to their students as they see fit. The procedure then would state some guidelines for deans and directors to follow for space assignments. Once the FAMIS system is fully up and running, we would be able to run reports to provide to deans with information about their space assignments and students could renew their office/key assignments per semester.

5. Action Item Assignments

- a. Finalize key procedure – This will be handled by Paul Trumbley and Rich Huffman.
- b. Send Emeritus procedure to legal for review and comment – This will be handled by Kim Nielson.
- c. Develop “what to expect when moving” guidelines – This will be handled by Samantha Romero and Maria Mangold.
- d. Develop/review accessibility standards – This will be handled by Amy Capolupo.
- e. Develop written name plate/signage procedure – This will be handled by Kim Nielson and Paula Short.
- f. Develop written abandoned office procedure – This will be handled by Paula Short.
- g. The assignments have been issued. While they are not due at the next meeting, it is important that progress towards the completion of these assignments are continual.

6. Next Month’s Meeting

- a. Next month’s meeting will be held in the UC again. EMS demonstration and prayer room discussion will be on the agenda.
- b. The Space Management Committee will be voting on the Lactation Room Procedure.
- c. Space Committee Members should bring their comments on the Student Office Procedure and be prepared to discuss necessary edits/changes.

ACTION ITEMS	OWNER(S)	DEADLINE	STATUS
Determine access for procedure on lactation rooms	Voting next meeting	February 2, 2024	In Progress
Finalize edits to key procedure	Paul Trumbley & Rich Huffman	April 5, 2024	In Progress
Have legal review Emeritus procedure, post to website once approved	Kim Nielson	April 5, 2024	In Progress
Finalize procedure for graduate and undergraduate students	All SMC Members	April 5, 2024	In Progress
Review and develop accessibility standards	Amy Capolupo	April 5, 2024	In Progress
Develop "What to expect when moving" guidelines	Samantha Romero & Maria Mangold	May 3, 2024	In Progress
Develop written name plate/signage policy and procedure	Kim Nielson & Paula Short	June 2, 2024	In Progress
Develop written abandoned office procedure	Paula Short	June 2, 2024	In Progress