

SPACE MANAGEMENT COMMITTEE MEETING MINUTES

Location: University Commons, Room 225

Date: February 3, 2023

Time: 10:30 AM – 12:00 PM

Attendees: Kim Nielson, Committee Chair
Samantha Romero, Committee Secretary
Hillary Stowell, Office of the Provost
Reed Humphrey, Office of the Provost
LeAnn Meyer, Office of Enrollment Management and Strategic Initiatives
Paula Short, Office of Operations and Finance
Scott Wittenberg, Office of Research and Creative Scholarships
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
Paul Trumbley, Office of Facility Services

Non-Attendees: Pending Member, Office of People and Culture

AGENDA ITEMS

1. Call to order – Committee welcome, introductions and expectations of the committee members.
 - a. Clarification of what the committee will address was provided. The committee will handle matters relating to interior space only. Exterior space will not be addressed with this committee.
2. State of space – Current process being utilized, FAMIS system explained, how inventory is being handled, existing challenges, and existing policies.
 - a. Discussion of the purchasing of the FAMIS system and if UM affiliates will be utilizing this system.
 1. Key module is on the horizon, since the current data base is not functioning well.
 - b. Discussion of the inaccuracies of the directory and safety issues surrounding not having accurate information in regard to where occupants are located.
 - c. Smart 911 program briefly discussed to register your information that will get you help in the event of an emergency.

- d. A request for space inventory to be added to EMS for scheduling and square footage purposes.
 - e. A request to add Curry to the list of priority buildings being inventoried for space has been made.
 - f. A request to include Deans in the space inventory has been made.
 - g. It was stated that the lack of available dynamic learning environments has been a common complaint on campus.
 - h. Provost has stated that departments should not control classroom schedules anymore. All scheduling should go through the Registrar.
 - 1. Labs are not scheduled with the Registrar, so they have become an accessibility issue.
 - 2. All spaces must be compliant to ADA requirements.
 - 3. The recommended process is to bring issues to the space committee first and then any policy brought forth from the issue will be implemented by the Registrar.
 - i. Discussion of reinstating building managers again was brought forth to help with building audits after this year.
 - 1. It was stated that space FTE needs to be managed and maintained.
 - j. Current website needs to be updated with new policies brought forth by the SMC.
 - 1. Current policies in place are not sufficient.
 - 2. Discussion of how best to simplify the space request form and process were brought forth.
3. Policy/Procedure – Need for new policies, control of space, and storage and safety concerns.
- a. A policy is needed for how best to handle those that are no longer employees of the University.
 - b. It was determined that a representative from Human Resources is necessary on the SMC.
 - c. Discussions of how to best proceed with teleworking, hoteling spaces, and swing spaces were brought forth.
 - d. It was determined that no assessment is performed for research space until there is a demand for it.
 - e. It was determined that it would be ideal if departments have their spaces all together in one building.
 - f. Storage space cannot be in electrical, mechanical, or IT rooms.
4. Structure of Space Committee – Sub-committee assignments were issued
- a. Space Management Policy Team will consist of Hillary Stowell, LeAnn Meyer, Scott Mills, and pending member from People and Cultures.
 - 1. Possible additional member includes Kate Duran.

- b. Space Operations Team will consist of Paula Short, Paul Trumbley and Scott Holgate.
 - 1. Possible additional members include Shawn Monson, Jason Skelton, John Seeland, Luke Woodward, and Stephanie Lyons.
 - c. Public Space/Classroom/ADA/Events Standards Team will consist of Reed Humphrey, Maria Mangold, Shannon Brilz, Scott Holgate and Amy Capolupo.
 - 1. No additional members have been listed at this time.
 - d. Kim Nielson and Samantha Romero will be members of all teams.
5. Open Discussion
- a. It was requested that space analysis team discover which buildings will have employees utilizing their offices in the summer time and which will not.
 - b. Discussion of creating email lists for each building will help develop a line of communication.

ACTION ITEMS	OWNER(S)	DEADLINE	STATUS
Post PowerPoint presentation and meeting minutes to website	Kim Nielson/Samantha Romero	February 10, 2023	In Progress
Review Bylaws – mark up bylaws with recommended deletions and additions	All Members	March 3, 2023	In Progress
Develop new policies for items discussed during 2/3/23 meeting	Space Management Policy Team	March 3, 2023	In Progress
Develop classroom standards to meet ADA guidelines	Public Space/Classroom/ADA/Events Standards Team	March 3, 2023	In Progress
Develop plan of action on how best to handle maintenance when people move out of offices	Space Operations Team	March 3, 2023	In Progress
Reach out to Human Resource Services for a representative on the SMC	Kim Nielson	March 3, 2023	In Progress