SPACE MANAGEMENT COMMITTEE MEETING MINUTES

Location: University Commons, Room 329

Date: April 7, 2023

Time: 10:30 AM – 12:00 PM

Attendees: Kim Nielson, Committee Chair
        Samantha Romero, Committee Secretary
        Hillary Stowell, Office of the Provost
        Donna Beall for Reed Humphrey, Office of the Provost
        LeAnn Meyer, Office of Enrollment Management and Strategic Initiatives
        Scott Mills, 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
        Stephanie Dahl for Sheila Wright, Office of Human Resource Services

Non-Attendees: Paula Short, Office of Operations and Finance

AGENDA ITEMS

1. Call to order – Committee welcome and introductions of those filling in for committee members.

2. State of space – Update on inventory and findings.

   a. Discussed the building audits that have been completed, ones that are in process, and ones that are on the horizon. Priority buildings have been completed at this time.

   b. There has been confusion on who will be sending out communications to move people. A communication template has been drafted to send out to departments when a move will be implemented.

      1. Paula sent out communication to math today regarding a move from the third floor of Corbin.

      2. MSU Nursing has expressed interest in more classroom space.

         a. MSU Nursing had been given classroom space in Fine Arts, but Fine Arts was not pleased about their classroom space being given away to another department.

b. MSU Nursing is supposed to be providing their own IT Support, but UM IT is handling the support of their IT needs without compensation because they do not want to leave any students without the support needed.

c. A recommendation was made to change "offline" to a different word for clarification purposes. Another recommendation was made to change "maintenance and repairs" to a different phrase for clarification purposes. Offline makes it sound like IT will be going away and maintenance and repairs makes the move sound temporary.

   1. It was stated that the 30 days needs to be clarified and a solid date needs to be provided in the email to avoid any confusion on when the occupant needs to be out and when their personal items will be put in surplus.

      a. It was stated that academic people may need different timelines because they are typically gone during the summer.

      b. The admin people in each department should be included in the email communication to move to help communicate and facilitate the move.

      c. It was stated that Corbin is not accessible and does not contain accessible restrooms.

d. A list of non-UM entities occupying UM property will be assembled in the near future that contains information on who has a lease and who does not.

   1. A question was posed if the Space Committee will be reviewing leases for non-UM entities going forward. It is unclear at this time.

e. Gender Neutral Restrooms

   1. ASUM passed a rule to have gender neutral restrooms in each building.

   2. Single occupant stalls/rooms are fine to be converted to gender neutral, but multiple stall restrooms are not okay to convert at this time until clarification on the requirements of these types of restrooms is provided by upper management.

   3. A change in multi-stall restrooms would also require a plumbing analysis of each building on campus, which would require extensive resources or an outside engineer to handle. This is outside of Facilities Services' abilities right now and cost prohibitive to hire an outside engineer.

   4. Facilities Services is on board to do gender neutral restrooms, but they need to be done the right way and need to comply with the National Plumbing Code.

3. Space Operations Team – Met on March 29, 2023 to discuss needed procedures from an operations standpoint.

   a. An update on the key module through FAMIS was provided.

      1. The key module through FAMIS has been put off because Facilities Services does not have the manpower to implement the new system.

      2. The module is costly and Facilities Services does not want to pay for it until the manpower is available to implement the system, possibly next year.

b. Operations Team drafted a key policy that was read aloud.

  1. A question was posed of how the new policy would work for master keys that are already currently signed out.

  2. A question was posed if this key policy would apply to auxiliaries.

  3. A question was posed how events access spaces when they have events going on. A request is put in through UMPD and access keys are issued temporarily for the event.

  4. A question was posed if students will need to turn in their keys at the end of every semester if they are a graduate student that will most likely be using their space for a specific time period. It was stated if there is a short check in procedure, maybe on an annual basis, for graduate students, that would be preferred.

  5. It was stated that if an employee is leaving and they check in their key that would then be checked back out to a new employee, then a $35.00 charge is too much money to change departments or individuals. If a new key is not being made then the charge should not be that high.

  6. It was stated that if a new key has to be made, a $35.00 charge can be enforced, but if a new key is not made than there should not be a charge.

  7. There is no charge for Onity cards and Griz Cards cost $25.00.

  8. Some departments cover the cost of Griz Cards and office keys so the new employee is not having to pay out money in a new job, but others do not.

  9. It was stated that if a fee is charge, it will encourage departments to pass keys between individuals in order to avoid the fees.

  10. A question was posed of when the implementation would happen and where would the data cut off for old keys.

     a. Talk of an amnesty day to return all keys, no questions asked has been discussed.

     b. Talk of outside buildings, grad student offices, and hoteling offices may possibly move to Griz Card access only to avoid issuance of a lot of keys has been discussed.

     c. A question was posed if code locks are more expensive than Griz Card access. They are similar in cost.

4. Space Policy Team – Met on March 28, 2023 to discuss needed policies.

  a. A policy and procedure for abandoned offices is in the process of being written.

  b. A policy regarding graduate students, TAs, undergraduate students, etc. has been drafted and was read aloud.

     1. It was suggested in the teams meeting that a clarification should be provided on private space versus public space.

     2. It was stated that the dean or director of the department should be determining how the space assigned to them would be allocated, so no clarification is needed.

c. Two additional lactation rooms were located in Gilkey and Forestry.

   1. Once a lactation room is designated, that designation needs to remain and be added to the campus map.

   2. A policy needs to be written on the standards for these rooms and what they should include.

   3. Griz Card access is being contemplated, so individuals would need to communicate their need for access to have it added to their Griz Card. They would then have access to all lactation rooms on campus.

   4. Outside visitors would need to communicate this need to the person hosting them, so access can be granted to the visitor.

5. Space Standards Team – Met on March 31, 2023 to discuss standards that should be put in place.

   a. It was stated that the standards team reviewed the control of instructional space, that includes academic and teaching labs.

   b. It was stated that accessibility, usability and programming were also discussed.

      1. A meeting is in process with Biology.

6. Open Discussion

   a. Discussion of possible moves was discussed.

      1. It was stated that caution needs to be taken when sharing possible moves to avoid campus-wide panic. When moves are going to happen, it will be communicated to the appropriate people in a timely manner.

      2. Moves could be possibly occurring in Corbin, Brantly, Social Science, and Liberal Arts. These moves are not set in stone.

      3. It was stated Facilities Fees are gone, so many of the moves that were on the horizon will have to wait until funding is replenished.

      4. Lommasson moves/construction are in process now.

   b. Bio Research received approval of funding this week to add two stories onto the building. A question was posed on where the people that are currently in Bio Research will go once construction begins. It will have to be researched and determined by Facilities Services.

   c. Committee Chair is working on setting a set date and time every month for teams' meetings to provide consistency. A doodle poll will be sent out to determine the best date and time.

ACTION ITEMS	OWNER(S)	DEADLINE	STATUS
Discuss new policies for items discussed during 2/3/23 meeting	Space Management Policy Team	March 3, 2023	Completed

ACTION ITEMS	OWNER(S)	DEADLINE	STATUS
Discuss classroom standards to meet ADA guidelines	Space Standards Team	March 3, 2023	Completed
Discuss plan of action on how best to handle maintenance when people move out of offices	Space Operations Team	March 3, 2023	Completed
Reach out to Human Resource Services for a representative on the SMC	Kim Nielson	March 3, 2023	Completed
Gain more clarification on lactation room requirements from Kate Duran	Space Policy Team	April 7, 2023	Completed
Review Bylaws – mark up bylaws with recommended deletions and additions	All Members	May 5, 2023	In Progress
Develop written moving procedure	Space Operations Team	May 5, 2023	In Progress
Develop written name plate/signage policy and procedure	Space Operations Team	May 5, 2023	In Progress
Develop key policy	Space Operations Team	May 5, 2023	In Progress
Develop written abandoned office policy and procedure	Space Policy Team	May 5, 2023	In Progress
Develop square footage standards policy and procedure	Space Policy Team	May 5, 2023	In Progress
Develop Faculty Retiree and Emeritus Professor policy and procedure	Space Policy Team	May 5, 2023	In Progress
Develop policy for graduate and undergraduate students	Space Policy Team	May 5, 2023	In Progress
Identify people who can serve as building liaisons	Space Standards Team	May 5, 2023	In Progress

ACTION ITEMS	OWNER(S)	DEADLINE	STATUS
Develop policy for classroom standards	Space Standards Team	May 5, 2023	In Progress
Develop accessibility standards	Space Standards Team	May 5, 2023	In Progress
Develop recommendation to Provost for Registrar to control all instructional space	Space Standards Team	June 2, 2023	In Progress
Develop policy for lactation room standards	Space Policy Team/Space Standards Team	May 5, 2023	Not Started
Develop emergency egress plans	Kim Nielson/Samantha Romero	August 4, 2023	In Progress