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 / Liaison
     • Classroom General Guidelines
     • Registrar, IT, Facilities
     • Accessibility, Usability, Programming

4. Next Steps / Open Discussion

5. On the Horizon