Facilities Subcommittee of the Institutional Effectiveness & Assessment Council

Meeting Minutes

<table>
<thead>
<tr>
<th>Subject</th>
<th>IEAC Facilities Subcommittee</th>
<th>Date</th>
<th>October 26, 2017</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Cheryl Hanson, Facilities Assoc. VP</td>
<td>Time: Start</td>
<td>11:00 am</td>
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<td>President’s Conference Room (Administration Building #10)</td>
<td>Time: End</td>
<td>12:00 pm</td>
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Members Attending: John Gribas, Mark Norviel, Dave Rodgers, Jason Adams, Todd Adams, Doug Milder, Cheryl Hanson, Talon Sargeant, Tom Ottaway, Vince Miller, Nancy Devine, Karen Wilson Scott, and Patty Marincic

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<th>Item(s)</th>
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<th>Outline</th>
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<td>Approval of previous minutes</td>
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<td>Minutes Approved.</td>
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| 2  | Space Policy for Idaho State University | Cheryl Hanson | • Purposes of the space policy  
|    |                                            |               | o The purpose of this space policy is not to have control over departments. The purpose is to make sure we are using University space efficiently.  
|    |                                            |               | o Facilities needs to track space in order to ensure accurate reporting. For example, Facilities has to report how space at the University is divided up and the square footage devoted to different departments on campus.  
|    |                                            |               | o Facilities needs to make sure that space is being utilized correctly and efficiently.  
|    |                                            |               | o Facilities makes sure that space rules and regulations are being met. For example, there are rules about the square footage required for each employee. We also need to make sure that areas where people are located have the proper ventilation and lighting.  
|    |                                            |               | o We don’t want departments to fight over space. We want them to know that Facilities is a resource they can use for space needs. We can do space audits for them and show them where space can be better utilized. We can also find solutions to help them in their space needs.  
|    |                                            |               | • What do we want to achieve with this policy?  
|    |                                            |               | o Facilities wants to ensure that the faculty and staff know that Facilities has authority to change space if necessary. It should not be a surprise.  
|    |                                            |               | ▪ Some departments have more space then they need. Facilities has the ability to take the excess space and give it to a department that is in need of additional space.  
|    |                                            |               | o This document should make it easier to do space reporting and space analysis.  
|    |                                            |               | o College of Education currently has a space policy, and if they have any space issues with faculty or staff they refer them to the space policy.  

• What if a unit pays for specialized equipment to put into a room? Are they required to let others use the room? Are they required to let others use the equipment?
  o The unit does not own the space. “No unit, department, or division ‘owns’ the space that has been allotted to it,” but they may be able to limit who uses the space. For example, there are specific rooms that are designed specifically for a program. No other department should or would need to use this space.
  o In Reed Gym a department funded specialized equipment which was placed in a room. Another department, who did not fund the equipment, asked if they could use the equipment. The department who funded the equipment did not feel comfortable allowing them to use it, but allowed them to use the space.
  o There is a questions as to who would be responsible for equipment that is broken in the room. Would the person/department who broke it be responsible, or the person/department who purchased it.
    ▪ An option that was discussed is a department can get Inland Marine Insurance to cover departmental items.
  o Something that will need to be taken into consideration is how the equipment is being paid for. Is the equipment being paid for by student fees or tuition money? If it is being paid for by student fees, the students who are paying should be the ones using the equipment.
• Who is responsible for essential equipment in shared rooms?
  o Most classrooms have equipment that multiple people from multiple departments use. For example, most rooms have a projector, a computer, a white board. Who pays to upkeep/repair these items?
    ▪ It may be helpful to have a campus media center. This entity would be in charge of maintaining equipment in shared areas. However, if any department wanted something special in the area they would have to pay for it themselves.
    ▪ The classroom is where the students spend the most time. If the classrooms are unkempt and do not have the supplies that they need, it will impact student retention.
    ▪ There are some classrooms that no one wants to teach in because it does not have the right equipment and is not aesthetically pleasing.
      • In the past, Facilities has scheduled to upgrade 5 classrooms at a time. Is this something we would be interested in doing again?
      ▪ If we make changes and improvements to classrooms, it makes a big difference on the success and feel of the class.
• Donor funds
  o According to section V. J the University has the responsibility to respect a donor’s wishes. Even if a donor is paying for upgrades/changes to a specific space, Facilities Services still needs to know about it.
It still needs to be documented, and it still needs to be analyzed.

- Suggestions for Document
  - There seems to be inconsistencies with the document. In one paragraph it says that “Management of space allocated to an academic, research or administrative unit is generally the responsibility of the Dean/V.P. of that unit.” In another paragraph it says that “space vacated by a physical move, renovation, or new construction is allocated back to the University and managed by Facilities Services.” Does this mean if an individual in a department moves, the space automatically goes back to facilities? Shouldn’t it stay with the department?
    - In the document, we may want to define what we mean by vacated space. Vacate does not mean a change in occupant. Vacate means it is no longer being used for its intended purpose.
  - Font inconsistencies
    - On Page 5, fourth paragraph, the second to last sentence does not make sense.
- Issue with empty space
  - When there is an empty space, people start putting junk or things that they don’t want in the area. This is not an effective use of the space. If a department does need storage area, they should get in touch with Facilities to see if there is a suitable area.
- Space Issues because of Design
  - Some of the space issues we have are due to the design in buildings. For example, in the Art department the offices are excessively big.
- PSRs for Space
  - When a PSR come through to change a space, the project manager may want to review the proposal with all entities who use the space.
    - For example, in Reed Gym a room that multiple people used was changed into a film room. Some people were not aware this change was occurring and could no longer use this space.
- Review of Space Policy
  - Cheryl has received comments from a couple people in regards to this policy.
    - We will take the comments that we have received and create a red-lined version.
    - We will continue our discussion of the space policy next meeting.
- Miscellaneous
  - If anyone is interested in looking at a document that shows classroom usage, please contact Chris Cessna.

| List of FY2018 Projects   | Cheryl Hanson          | The FY 2018 project list was provided to committee members. |
### IEAC Facilities Subcommittee Schedule for next year

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<td>4</td>
<td>IEAC Facilities Subcommittee Schedule for next year</td>
<td>Cheryl Hanson</td>
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Will Thursdays at 11:00 still work for your schedules?

### Handouts

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<td>List of FY2018 Projects</td>
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Note

Next Meetings:
November 30, 2017: 11:00-12:00
December 21, 2017: 11:00-12:00