



FACILITIES COUNCIL
MEETING NOTES
May 8, 2007, 3:00 p.m.
Center Bldg. Rm. 407

Present: Janet Anderson, Samuel Burchell, Rob Dow, Sandy Ing-Wiese, Bob Mention, Margaret Robertson, Mike Ruiz, Susan Tatar

Absent: Bob Baldwin, Dawn DeWolf, Glenn Goss, Patrick Lanning, Stephen Pruch

1. Agree on Agenda

Approved.

2. Approve Minutes

Minutes for April 24 were approved.

3. Announcements

Margaret announced that Robin Geyer will be replaced by Bob Baldwin until another classified representative can be selected.

Janet complimented the sculptures around campus and suggested everyone look at them.

Margaret said a demonstration of X25, the scheduling and space analysis reporting tool, would be presented at a future Facilities Council (FC) meeting.

4. Space Assignment Policy

Bob Mention, Susan Tatar, and Margaret Robertson volunteered to serve on a space assignment subgroup. Dawn DeWolf volunteered prior to the meeting. The group agreed to invite Learning Council members to join.

Margaret sent out by e-mail examples of space policy and principles from several colleges and universities. She summarized the examples in a one-page "Common Themes from Examples of Space Assignment Policies" and a one-page document titled "Space Assignment Policy Concepts".

There was discussion on what the policy should address to gather input from FC members. Bob explained that the space assignment process in the past caused frustration among users because the space assignment, obtaining cost and funding, and the construction could not be completed in a timely way and he noted that other colleges have funds for maintenance and can expedite space assignments. He asked that those three steps be considered.

Bob also noted that some colleges have two levels for policy: strategic or long-range, and tactical or operational.

Sandy suggested a policy around clustering classes and events during evening and weekends for better security and to save on time needed for locking and unlocking. Mike Ruiz agreed that such a policy would help with energy savings. Janet said she has observed buildings or rooms being

empty and unlocked after 5:00 p.m. Margaret suggested a general policy around efficiency and savings.

Regarding parking space, Sam suggested more motorcycle parking. Susan mentioned that the Long-Range Transportation plan addressed motorcycle parking.

5. Suggested Agenda Items

None.

6. Next Meeting

May 22, 2007, 3:00-5:00 p.m., Center 407

Meeting adjourned at 3:45 p.m.

Design Guidelines Subgroup met after the meeting.

Submitted by: Susan Tatar