

SPACE MANAGEMENT COMMITTEE MEETING MINUTES

Location: University Center, Room 329

Date: May 3, 2024

Time: 10:30 AM – 12:00 PM

Attendees: Paula Short, Committee Chair
Ian Hamilton for Samantha Romero, Committee Secretary
Brittany Smith for Kelly Nolin, Office of Enrollment Mgmt and Strategic Initiatives
Kim Nielson, Office of Planning, Design & Construction
Andrew Ranck, Office of Research and Creative Scholarships
Rich Huffman, Office of Vice Provost Student Success
Shannon Brilz, Office of Conference and Event Services
Scott Holgate, Office of Cyber Infrastructure
Mika Watanabe for Amy Capolupo, Office for Disability Equity
Troy Morgan for Maria Mangold, Office of the Registrar
Libby Newman, Office of Human Resource Services
Shawn Monson for Paul Trumbley, Office of Facility Services

Non-Attendees: Reed Humphrey, Office of the Provost

AGENDA ITEMS

1. Space Report Examples from FAMIS
 - a. Examples of Departmental Space / Building Space Reports shared.
 - b. Example of University Hall was shown. Discussed that Wildness Institute and the Grizzly Bear Recovery Program would be relocated to different buildings.
 - c. With these reports, the preliminary approach when it comes to space, is to send out floorplans and spreadsheets on Feb 1st to each Dean or Director to show their department footprint(s). The expectation is that each Dean or Director would review and perform any necessary background work to determine if the allocated space is accurate, working for their respective teams and/or they need to increase / decrease their overall footprint. Feedback from each Dean or Director should be sent back to the Space Management Team prior to the end of Spring semester, so any necessary moves can be planned for and accommodated over Summer.

- d. Went over Space Management Team's Process to gather and upload information to FAMIS.
- e. Questions were asked in relation to what reports can be pulled from FAMIS in regards to asbestos, work orders, finishes, etc.
- f. Reiterated that forced moves as determined by the Space Management Committee / Facilities are not charged for work orders necessary to complete the move. However, if moves are requested by a Department, they will be charged for necessary work orders.
- g. Questions were posed in regards to updating pdf floorplans attached to the Campus Map.
 - i. When will floorplans be updated?
 - ii. Can we include door #s for Exterior Griz Card Readers? *Need official list of door numbers, Shawn / Ian will provide.*
 - iii. Are plans available to the public? Should they be? *UM Events accesses these frequently, if not made public how will they have access?*
 - iv. Directory Data was brought up, which is information that can or should be made public. However, we need to be careful in what information is posted. *Scott H. will provide a list of Director Data that can be made public.*
 - v. Certain rooms should not be identified on plans that can be viewed by the public as they contain secured infrastructure. IE, building mechanical, electrical and IT systems, as well as vaults.

2. Parking Lot Maps

- a. Maps of parking lot additions were shared with the group.
- b. Project has bid and we already have a contractor on board. Preliminary schedule is to begin the week following commencement and end prior to the first concert in August. No official schedule to date.
 - i. Priority 1 schedule: Miller Hall / Duniway Hall and Champion Center
 - ii. Priority 2 schedule: Tennis Courts / Lot Y / Lot V connection at Aber.
 - iii. Questions were posed as follows:
 - 1. Do we have walking paths shown? Cross walks? Sidewalks?
 - 2. How will Tennis Courts integrate with Lot Y and Lot V?
 - 3. Loading / unloading zone for buses?
 - a. These will not be integrated with new parking lots. Loading / unloading zones for buses will remain on Campus Drive.
 - 4. How will this affect those in Aber and University Center?
 - a. Concerns with access, parking for occupants, UC traffic.

- b. Lot Y and V may have some temporary closures during construction.
 - c. Bookstore will need to retain access. Need to discuss further.
 - d. Will reach out to Aber occupants by email list when required.
- c. Lot H will go offline mid-late summer due to new dorm construction start. Schedule is to be determined.
 - i. Question posed: Is it possible to move the construction fence to allow access to Elrod for move-in in August?
 - ii. For clarification, Lot H is for Campus Resident Parking. The new lot at the tennis court will not be designated as a resident lot. Parking Director is exploring options to accommodate resident parking near the South West end of campus.
- d. By adding these parking lots, we will be sitting pretty neutral once Lot H is taken offline. We will only be down roughly 10-12 spots during new dorm construction.

3. Construction Timelines

- a. Spreadsheet of major campus construction shared with group. [See attached.](#)
- b. In addition to the major/large construction projects, there will be A LOT of construction on campus this summer.
 - i. Interior renovations, as of today, affecting Forestry, Math, Chemistry, Clapp, Clinical Psychology, Education, Gallagher, Law, Liberal Arts, Mansfield Library, Skaggs, University Center.
 - ii. Additional exterior campus improvements also scheduled across campus.
 - iii. Busy Summer for UM Facilities and UM Events. There will be a “Crazy Foot Race” beginning in August with move-in / classes / events.

4. Open Discussion

- a. Shannon / UM Events – City has requested “Smoke Backup Spaces” for youth campus. We have to give priority to Campus Rec and Academic group youth camps. Where can we dedicate space for other youth groups?
- b. Shannon / UM Events – International Muslim Association still looking for space for a prayer room. Hoping to locate within the UC.
- c. Shannon / UM Events – Active Shooter Training. Need to determine buildings that can be shut down for 2-3 days for this. Need to have a multi-level building. No regular building occupants can be present during training. Special equipment used.
 - i. Music has been identified, but they want to charge for using it.
 - 1. Can they charge for state buildings?

- ii. Who can we reach out to that oversees entire buildings? Need to bring the possibility of Building Mangers back to the table.
 - d. Shannon / UM Events – this summer is pretty busy. Next summer is already planned to be busier than this one.
 - i. Currently have 4 – 500 people events scheduled.
5. Summer SMC Meeting Schedule
- a. There are a lot of folks out of the office on Fridays, so this day will not work for summer meetings.
 - b. Attend as you are able during the summer. We will not plan to vote on any policy changes / procedures unless we have a quorum present.
6. SMC Meetings moving forward
- a. Hoping to schedule a different day for SMC meetings moving forward. Possible to move to Wednesdays from 2-3? Doodle poll will be provided.
 - b. Do we prefer in person meetings or want to do over Zoom?
 - i. Comment is that Zoom meetings allow people to not attend more easily. Most would prefer in person, so would stress to remain in person, but could provide an optional Zoom link for those that absolutely cannot attend in person.
7. Next Month's Meeting
- a. Procedure updates will be re-introduced on the next meeting agenda.
 - b. Paula to send out Doodle Polls

ACTION ITEMS	OWNER(S)	DEADLINE	STATUS
Determine access for procedure on lactation rooms	Voting next meeting	March 1, 2024	Complete
Develop "What to expect when moving" guidelines	Samantha Romero & Maria Mangold & Scott Holgate	March 1, 2024	Complete
Have legal review Emeritus procedure, post to website once approved	Kim Nielson	March 1, 2024	Complete
Finalize procedure for graduate and undergraduate students	All SMC Members	March 1, 2024	Complete

ACTION ITEMS	OWNER(S)	DEADLINE	STATUS
Review and develop accessibility standards	Amy Capolupo	July 1, 2024	In Progress
Finalize edits to key procedure	Paul Trumbley & Rich Huffman	August 1, 2024	In Progress
Develop written name plate/signage policy and procedure	Kim Nielson & Paula Short	August 1, 2024	In Progress
Develop written abandoned office procedure	Paula Short	August 1, 2024	In Progress