

SPACE MANAGEMENT COMMITTEE MEETING MINUTES

Location: University Commons, Room 329

Date: December 1, 2023

Time: 10:30 AM – 12:00 PM

Attendees: Paula Short, Committee Chair
Samantha Romero, Committee Secretary
Hillary Stowell, Office of the Provost
Reed Humphrey, Office of the Provost
Kelly Nolin, Office of Enrollment Management 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
Amy Capolupo, Office for Disability Equity
Scott Holgate, Office of Cyber Infrastructure
Maria Mangold, Office of the Registrar
Sheila Wright, Office of Human Resource Services

Non-Attendees: Paul Trumbley, Office of Facility Services

AGENDA ITEMS

1. Opening – Committee welcome
 - a. Introductions of new members to the Space Committee, including Kelly Nolin who will be replacing LeeAnn Layton, Andrew Ranck who will be replacing Scott Mills, and Rich Huffman as a new member.
 - b. It was discussed, as a reminder, that the space committee is not a decision-making group. The space committee does research and offers support to the executive level, who will ultimately be making decisions.
 - c. The committee is also here to draft procedure recommendations for the betterment of campus and send them on to the executive level for approval.
2. Recap – Main Hall/Todd Move and Corbin/Brantly renovations

- a. The Todd/Main Hall move was successful, but there were definitely a few lessons learned during this process. It was a large move for our small labor crew to handle on their own, so moving forward, it would be better to obtain help from outside contractors when a large move like this will be happening.
 - b. Corbin 3rd floor underwent a massive cosmetic renovation including paint, carpet, bathroom remodel, etc. It is also on the short term list for an IT upgrade as well. Before this space was renovated, it was primarily used as TA/GA/RA office spaces. Because of accessibility issues (all floors are accessible via the elevator, but door widths for offices and restrooms may not be fully accessible) in the building, we need to think about future occupancy and possible design modifications, where feasible.
 - c. The major departments that are in Corbin now include the Rural Institute and MSU Nursing. MSU Nursing will be moving off campus within the next 3-5 years as they are constructing a new facility.
 - d. The 1st and 2nd floors of Corbin Hall are planned for renovation in the next couple of years as well. These spaces may also need to be available for swing space when the Clapp Building goes offline for renovation.
 - e. Brantly is also bursting at the seams and all departments within Brantly want more space. There could be a possibility for more space available, but many dominos will need to fall in place first.
3. Construction Update – MMAC, Knowles, Dining Hall, Clapp Building
- a. The MMAC was completed in October and only has landscaping left that will be completed in the spring.
 - b. Knowles was completed in September and has elevator work and landscaping left over. These items will be completed over the winter break and next summer break.
 - c. The Dining Hall is coming along. They are almost dried in completely, have drywall going up, heat is on, and mudding and taping are happening now. July 2nd is the anticipated Certificate of Occupancy date. Kitchen equipment will need to be moved over as part of the Certificate, so there will be a limited menu offered during this time. The goal is to get everything moved over and operable by start of fall semester. Events is working with Dining on summer menus.
 - d. Lommasson will remain standing for the near term. A Vice President of People and Culture search is actively occurring now and the plan may be for this department to take over Dining's current office suite on the second level where the other People & Culture departments are located.
 - e. The lower level of Lommasson will be repurposed and there is one space request pending to utilize that footprint. We are currently evaluating the request and the suitability of the lower level of Lommasson for this purpose.
 - f. ODE would like to move out of Aber. The renovated first floor does not work for their needs. A broader discussion and identification of better space should be undertaken.
 - g. Clapp building has been approved by Board of Regents for a full renovation. It will take around 9-12 months for the design phase once an architect has been hired and another 12-18 months for construction on the building, depending on how we approach the project.

4. State of Space

- a. 23 building audits have been completed to date. These have been put on hold temporarily while buildings are going into FAMIS. 16 buildings have been added into FAMIS to date. FAMIS is software that we use to manage space on campus, it is our work order system, and we recently began using the key module to manage keys on campus as well.
- b. A “What to Expect When Moving” section should be developed and added to the Space Management website. This will allow clear and concise directions to be provided to people or departments that are moving in a consistent manner.

5. Policy Update

- a. The key procedure passed the space committee in spring and was reviewed over the summer by the legal team, where it passed as well. Over the summer, more discoveries were made that has required additional tweaking to the key procedure. Once these tweaks are made, the procedure will come in front of the space committee again for a vote.
- b. The Emeritus procedure passed the space committee in spring and was sent to the legal team over summer as well. No comment was made from the legal team, so follow up is required. If the procedure passes the legal team, it will posted to the space management website. It was commented that there should be an additional line added to this procedure acknowledging the waiting period from the time a person applies for Emeritus status to the time they receive approval. The person should not lose their office during this waiting period.
- c. The lactation room procedure did not pass the space committee because access to these rooms needs to be determined. We would like to have more then the five we have on campus now. Both Missoula hospitals may be interested in sponsoring these rooms. These rooms have very specific requirements and more rooms will need to be identified.
- d. The student office procedure also needs to be finalized and it is close to being complete.

6. Scheduling of Classrooms and Labs

- a. The Registrar will be implementing a new software in the near future to assist with scheduling of classes. The new software will help many across campus with scheduling. The timeline for implementing the new software will be in 2024 with scheduling for 2025, unless it is pushed out further.

7. Accessibility

- a. A draft was provided on ADA accessibility and a link to “7 essential things/needs” that needs to be reviewed by the committee members. It was stated that all issues direct back to accessibility issues. The draft includes short guidelines that should be implemented moving forward.
- b. It was also stated that we should be implementing these guidelines moving forward, but cost is an issue when retrofitting our older buildings. It was stated that we could focus on spaces that are under utilized and make them accessible instead of looking at renovating old buildings.

8. The next space committee meeting will be held in the President’s Room in Brantly Hall on January 5, 2024 at 10:30 am.

ACTION ITEMS	OWNER(S)	DEADLINE	STATUS
Finalize edits to key procedure	SMC	March 1, 2024	In Progress
Have legal review Emeritus procedure, post to website once approved	SMC	March 1, 2024	In Progress
Finalize procedure for graduate and undergraduate students	SMC	March 1, 2024	In Progress
Determine access for procedure on lactation rooms	SMC	March 1, 2024	In Progress
Develop "What to expect when moving" guidelines	SMC	March 1, 2024	In Progress
Review and develop accessibility standards	SMC	March 1, 2024	In Progress
Develop written name plate/signage policy and procedure	SMC	June 2, 2024	In Progress
Develop written abandoned office procedure	SMC	June 2, 2024	In Progress