

SPACE MANAGEMENT COMMITTEE MEETING MINUTES

Location: Lommasson, Room 226

Date: March 1, 2024

Time: 10:30 AM – 12:00 PM

Attendees: Paula Short, Committee Chair
Samantha Romero, Committee Secretary
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
Maria Mangold, Office of the Registrar
Libby Newman, Office of Human Resource Services
Paul Trumbley, Office of Facility Services
Mika Watanabe for Amy Capolupo, Office for Disability Equity

Non-Attendees: Hillary Stowell, Office of the Provost
Scott Holgate, Office of Cyber Infrastructure

AGENDA ITEMS

1. Opening – Committee welcome
 - a. Introductions were made for people filling in.
2. Space Management Policy
 - a. The Space Management Team recently met with Kate Duran, legal counsel, to go over the University’s Space Management Policy. Kate recommended that the Space Committee review the policy to see if any changes or updates need to be made. The policy is like a broad umbrella over all of the procedures the Space Committee has been actively writing. The policy has not been reviewed since 2019, other than Kate updating the link to the procedures.
 - b. It was proposed to change “The President, with considerations of recommendations made by the Committee for Campus and Facilities,” be changed to “The President, with consideration of recommendations made by the Space Management Committee.” This recommendation is made

due to the Committee for Campus and Facilities being inactive. The Space Committee can update the definitions section of the policy as they see fit when creating new procedures.

- c. Substantial changes to the policy would have to be reviewed and approved by shared governance and the Board of Regents, but updating definitions should not require this approval process.
- d. The Space Committee voted unanimously in favor of the proposed changes to the policy.

3. Dedicated Lactation Room Procedure

- a. The lactation room procedure was brought before the Space Committee again because the Space Management Team discovered a fire code issue with our original proposed method of access. In new building codes today, an occupied/unoccupied deadbolt with a keypad access would not meet building code standards. Any that are in place already are grandfathered in. Moving forward, a keypad access from the outside with a push button lock on the inside would trigger a light that would let people know the room is occupied. When a person goes to leave, the door handle will automatically unlock and reset the keypad. This will be our standard moving forward on all new rooms.
- b. The next item on the lactation policy is what the rooms should actually be called. Lactation rooms, nursing rooms, or mother's rooms. It was stated that mother's rooms can indicate gender specificity and make men feel like they cannot feed their baby in one of these rooms. Lactation rooms feel somewhat sterile. It was also stated that to people from international countries, they may not know what lactation means, where the term nursing is more universal. The committee decided to use the term "Nursing Room" moving forward.
- c. Other changes to the procedure include updating the sizing of the required rooms to a minimum of 8' x 8', a requirement of a mirror in each room, and including the sentence, "In areas where a sink is located within the room, a soap dispenser, paper towel dispenser, and dish soap shall be provided." Missoula College's nursing room will also be included as available rooms on campus. Once the new Dining facility is named, it will also be added to the procedure.
- d. The last change is where the code to each of these lactation rooms can be disbursed from. A proposal was made to have the Wellness department be the keeper of the code. An email has been sent out to see if they are willing to do so. Once this information is determined, the code can be provided to occupants in buildings who have one as a back up option as well. Event Services can also call to have the code for guests visiting during the times that Wellness is closed.
- e. The Space Committee voted unanimously in favor of the proposed changes to the procedure.

4. Student Workspace Procedure

- a. Proposed changes include: Item B will include the addition that students shall not take furniture from public spaces into their workspaces. Item C on the second page will be edited in the future as the new key module is developed, which will be followed by an updated key procedure. Keys that are to be signed out to students will most likely be signed out to their supervising professor, since keys cannot be signed out to students in the new key module software.
- b. The Space Committee voted unanimously in favor of the proposed changes to the procedure.

5. Campus Space Moving Procedure

- a. One proposed change includes: Remove the word “space” from the title. This is recommended because using the word space implies that we are only referring to offices, when this procedure refers to all moves across campus regardless of what type of space it is.
- b. The Space Committee voted unanimously in favor of the proposed changes to the procedure.

6. Tour of the new dining facility

- a. Rich Huffman and Connor Stahly, project manager on the dining hall, provided a guided tour through the new dining hall facility.

| 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 |
| Finalize edits to key procedure | Paul Trumbley & Rich Huffman | April 5, 2024 | In Progress |
| Review and develop accessibility standards | Amy Capolupo | April 5, 2024 | In Progress |
| Develop written name plate/signage policy and procedure | Kim Nielson & Paula Short | June 2, 2024 | In Progress |
| Develop written abandoned office procedure | Paula Short | June 2, 2024 | In Progress |