

SPACE MANAGEMENT COMMITTEE MEETING MINUTES

Location: University Commons, Room 329

Date: March 3, 2023

Time: 10:30 AM – 12:00 PM

Attendees: Kim Nielson, Committee Chair
Samantha Romero, Committee Secretary
Hillary Stowell, Office of the Provost
Reed Humphrey, Office of the Provost
John Massena for LeAnn Meyer, Office of Enrollment Management and Strategic Initiatives
Paula Short, Office of Operations and Finance
Scott Mills, Office of Research and Creative Scholarships
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
Paul Trumbley, Office of Facility Services
Marin Hall for Sheila Wright, Office of Human Resource Services

Non-Attendees: None

AGENDA ITEMS

1. Call to order – Committee welcome and introductions of those filling in for committee members.
2. State of space – Update on inventory and findings, update on FAMIS, and update on existing policies.
 - a. Discussed the building audits that have been completed, ones that are in process, and ones that are on the horizon.
 1. Findings from this process include the fact that we have available space, but it is not being utilized well.
 2. Some departments are scattered throughout several buildings. It could be beneficial to shift some people around to create better synergy within departments.
 3. The FAMIS system will help us know where folks are located in each department.

4. Discussion was brought forth on how best to approach the space issues we are finding.
 5. IT will be helping with occupancies once in the FAMIS system.
- b. Existing policies are located on the UMT website
1. These policies are in need of an update.
 2. A policy is needed for how best to handle items that need to move out of rooms. If departments do not have the means to move items themselves, they should contact Kim Nielson or Samantha Romero to arrange for the labor crew to help.
3. Space Operations Team – Met on February 27, 2023 to discuss needed procedures from an operations standpoint.
- a. A moving procedure should be put in place to allow facilities to get into the room to access maintenance that needs to be performed, such as new flooring, paint, re-wax on floors, etc.
 - b. Facilities is working on implementing a new key module within the FAMIS system due to the complexity and issues of the current key inventory system.
 - c. Keys are a major concern right now due to the volume of keys that are issued and master keys will not be issued right now unless there is a very strong case for one to be issued.
 - d. With the new key module, a new key policy will be coming as well that will include a fee for getting new keys and address issues that are currently occurring.
 - e. Name plates will become a requirement to help facilities know who is in each room as well as help students, faculty, and staff with wayfinding.
 - f. Facilities is in the process of hiring a surplus manager to help maintain and slim down the amount of surplus that is kept at facilities. This manager will most likely be included on some of the Space Teams. An online surplus system may also be developed that will be run by the surplus manager.
 - g. Emergency plans are needed for each building and need to be updated. Current emergency plans display shut offs for various equipment, but egress emergency plans are needed/.
 - h. Building contacts for each building are needed that will include a building list put together for each individual within each building. This differs from Chuck's list of emergency contacts for each building. Discussion of expanding the building contacts into a building manager role occurred.
 - i. Official signage needs to become a requirement for biohazard or dangerous chemical rooms. Signage should be located on door and should be consistent across campus so people will know when there is a valid concern. Signs should not be home made.
 - j. In terms of surplus, discussion of what causes people to hoard items like furniture occurred and it was determined that finances could be a cause or departments not wanting to spend money on items like new furniture. There is no charge to pick up surplus items, but there is a charge for delivery of surplus items. This was determined to incentivize people to clear out spaces.

- k. A shred day, where it would be free to shred items, may help incentivize people to go through their items and get rid of stuff.
4. Space Policy Team – Met on February 28, 2023 to discuss needed policies.
- a. A policy and procedure for abandoned offices is being written on how they should be handled.
 - 1. Departments will say they need all spaces assigned to them, but many offices remain empty.
 - b. A policy is being written for people who are only on campus for a certain number of hours per week. A hoteling system should be developed for these individuals to reserve an office when they need it.
 - 1. Hoteling spaces need to be located and made available. There should be at least one or more spaces that offer privacy in these hoteling spaces.
 - 2. The move to virtual labs in the future may help clear up lab space that could be used for hoteling.
 - 3. All spaces where people will be meeting with others need to be accessible. If their current space is not accessible, then an accessible space needs to be available that can be reserved.
 - c. Square footage standards were adjusted a little bit, mostly to provide clarification.
 - 1. Questions were brought forth if these square footages should also address shared space.
 - 2. All spaces where people will be meeting with others need to be accessible. If their current space is not accessible, then an accessible space needs to be available that can be reserved.
 - d. Lactation rooms need work and committee needs guidance on how many rooms are needed as well as how far apart they should be spaced. Requirements of these spaces need to be determined.
 - 1. Rooms should include privacy, lighting, electricity, and readily available.
 - 2. An occupancy sign would work better than a locked door with a check out key.
 - 3. St. Pats or Community Medical may be willing to partner on the development/remodel of lactation rooms.
 - 4. These rooms should be identified before the end of semester.
5. Space Standards Team – Met on March 1, 2023 to discuss standards that should be put in place.
- a. The Registrar needs to be involved with all instructional spaces. IT does not handle anything not under Registrar control, so this is leading to an inequity in department-controlled classes.
 - 1. This policy was put into place to get all instructional spaces under the Registrar's control, but it did not work.

2. This policy needs to be more specific to include all instructional spaces, that includes labs and everything.
 3. Allowing the Registrar to have an overview of all spaces would be the best way to provide accommodations to anyone who may need them.
 4. A new classroom scheduling system is coming from the Registrar that will help potential building liaisons to know schedules for classrooms.
- b. Faculty moving classrooms on the day of a class is causing maintenance and IT issues.
1. It needs to be made known that faculty cannot move their classrooms without permission from the Registrar. The best way to get the word out is by approaching it several different ways: through policy on website, through Deans, through department chairs, etc.
 2. An issue at Social Science occurred that caused a series of events to happen. There is not a policy in place for when things like this instance occurred and we need to have a policy in place to make it easier to manage these issues.
- c. An access update is necessary and will be occurring over the summer.
1. Communication is key to making accommodations.
 2. There are not enough accessible lab spaces and this is a major issue.
- d. There is currently a Facilities Access + Use Policy on the website. This policy needs to be updated to be more specific.
- e. Local building liaisons are needed to communicate issues within buildings, people who need accommodations (ADA), helping with classrooms, etc.
1. Reed may be a good person to help understand who the outward facing people are in each building.
6. Open Discussion
- a. Policy drafts will be coming during the next Space Committee Meeting.
 - b. A request was made for guidelines for lobby and event spaces. These areas have the most wear and tear.
 - c. The Space Request Form will be entered into FAMIS in the near future, but we will continue to use the current form for now.
 - d. A question was posed of how auxiliaries will be handled.
 - e. Facilities and IT are trying to integrate a lot of things into the FAMIS system and get away from the Solutions Center, so everything is streamlined into one system, if possible.
 - f. Cory will be doing testing to ensure everything is communicating effectively.

ACTION ITEMS	OWNER(S)	DEADLINE	STATUS
PowerPoint presentation and meeting minutes sent to Committee Members	Kim Nielson/Samantha Romero	February 10, 2023	Completed
Review Bylaws – mark up bylaws with recommended deletions and additions	All Members	March 3, 2023	In Progress
Discuss new policies for items discussed during 2/3/23 meeting	Space Management Policy Team	March 3, 2023	In Progress
Discuss classroom standards to meet ADA guidelines	Space Standards Team	March 3, 2023	In Progress
Discuss plan of action on how best to handle maintenance when people move out of offices	Space Operations Team	March 3, 2023	In Progress
Reach out to Human Resource Services for a representative on the SMC	Kim Nielson	March 3, 2023	Completed
Develop written moving procedure	Space Operations Team	April 7, 2023	In Progress
Develop emergency egress plans	Kim Nielson/Samantha Romero	August 4, 2023	In Progress
Develop written name plate/signage policy and procedure	Space Operations Team	April 7, 2023	In Progress
Develop written abandoned office policy and procedure	Space Policy Team	April 7, 2023	In Progress
Develop square footage standards policy and procedure	Space Policy Team	April 7, 2023	In Progress
Develop Faculty Retiree and Emeritus Professor policy and procedure	Space Policy Team	April 7, 2023	In Progress

ACTION ITEMS	OWNER(S)	DEADLINE	STATUS
Gain more clarification on lactation room requirements from Kate Duran	Space Policy Team	April 7, 2023	In Progress
Develop recommendation to Provost for Registrar to control all instructional space	Space Standards Team	April 7, 2023	In Progress
Identify people who can serve as building liaisons	Space Standards Team	April 7, 2023	In Progress
Develop policy for classroom standards	Space Standards Team	April 7, 2023	In Progress
Develop accessibility standards	Space Standards Team	April 7, 2023	In Progress