

SPACE MANAGEMENT COMMITTEE MEETING MINUTES

Location: University Commons, Room 329

Date: May 5, 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
LeAnn Meyer, Office of Enrollment Management and Strategic Initiatives
Paula Short, Office of Operations and Finance
Katherine Swan for Scott Mills, Office of Research and Creative Scholarships
Adrienne Smith for Shannon Brilz, Office of Conference and Event Services
Amy Capolupo, Office for Disability Equity
Travis Petty for Scott Holgate, Office of Cyber Infrastructure
Maria Mangold, Office of the Registrar
Paul Trumbley, Office of Facility Services
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.
 - a. Discussed the building audits that have been completed, ones that are in process, and ones that are on the horizon. The building priority list has been tweaked many times to accommodate requests or upcoming projects. Certain buildings have had many space requests, so those ones are being shifted to be higher up on the list.
 - b. Discussed changes that have been made to the Space Management Committee website including the addition of agendas and meeting minutes. The “meet the committee” section has not been completed yet, but it is being worked on. Space Management documents and classroom layouts are still available on the website. More will be added in the future as procedures are made.

- c. Space requests have gotten behind because the University is entering Planning, Design + Construction's busy time of the year. The requests are about 30 requests behind right now, but are getting caught back up. There is a process in place now and a team tackling the approvals instead of just one person. What slows the process down are forms that are submitted with incomplete information or without the proper signatures from Deans or Directors.
- d. A question was posed about how big moves fit in with the Space Management Committee.
 - a. Some moves are driven by department requests and others are strategic moves to create swing space or synergy between departments.
- e. Confidentiality was a point of discussion. It was stated that this committee has not been active for a long time until recently. It is a constantly improving committee because it is so new. For a long time, the state of space has been like the wild west in the past. It has been the mindset of campus that we do not have enough space, but it has been determined through building audits that there is plenty of space on campus that is not being utilized effectively. It was also stated that offices will not necessarily be assigned to everyone on campus if you do not meet certain requirements.
 - a. The third floor of Corbin will be renovated in the near future, so it is not looked at as a desolate wasteland. It needs to be renovated to make it a more desirable space to be in, however students should not be in Corbin because it is not an accessible building. It could be a great space for an institute to go after it's been renovated.
 - b. Social Science discussions came about several months ago because AVP/Chief Information Officer expressed a desire to consolidate all of his team together in one building instead of being spread across campus. A meeting with AVP/Chief Information Officer, Interim Dean of Humanities & Sciences, AVP for Campus Operations and Space Planning Manager occurred late last year to discuss the possibility of moving people around. Ideas have since been discussed around Sociology possibly moving, but nothing official has been decided. It was portrayed to the Sociology department that we would be kicking them out without discussing anything with them and that is not the truth at all. This misinformation led to distrust and hurt feelings within departments. The Space Management Team and Facilities Services will always communicate with all departments involved and in plenty of time if ideas become a possible reality, but until then every single idea is not always communicated in order to prevent any widespread panic. A lot of "potential moves" never come to fruition or take many years to happen.
 - c. UM Online and Research Administration are in discussions now of a potential space swap between Main Hall and the Todd building.
 - d. Bioresearch and Clapp will be renovated in the near future, so things will get stressful around these renovations as well as we move forward because we will potentially be tasked with moving people out of these buildings and into different spaces.
 - e. A question was posed if potential moves should be communicated to Deans or Directors to help with communication to their staff and to help control the narrative of what is actually happening. This may help cut down on misinformation being spread.
 - f. It was stated that managing auxiliaries is very anxiety inducing when it comes to space management because they are revenue generating businesses and rely on that income.

- g. It was also stated that some feel there is not enough space for students on campus for their groups, storage needs, places to meet, etc.
 - h. In rebuttal, it was stated that the University does not have a space problem, but a hoarding problem. If this problem were tackled and solved, there would be many more available spaces for students to meet, etc.
 - i. It was recommended to send notices out to departments with a deadline to clear stuff out when offices are discovered that are just being used for storage in order to utilize these spaces more effectively.
- 3. Space Operations Team – Met on April 26, 2023 to discuss needed procedures from an operations standpoint.
 - a. The process of getting policies approved was discussed. The difference between a policy and a procedure was also discussed. A policy will be broader and a procedure will provide the details of steps that need to be taken and is easier to edit if needed.
 - b. The physical key procedure was put forth for comment:
 - a. Clarification was asked for regarding charges to replace keys if they are lost. Those charges will be the department’s responsibility if a key is lost, however, if Facilities Services decides to re-key a door for Facilities purposes, the department will not be charged.
 - b. It was stated that auxiliaries operate differently and have keys checked out daily. It was determined that this policy applies more to regular staff within auxiliaries and as long as a log was kept on who was checking the key out at all times, the auxiliary would be complying.
 - c. It was recommended to add the following:
“This key policy recognizes that auxiliary facilities have additional policies specific to their facilities, services, and programs. Users of those facilities must also abide by the policies that apply to the facility being used.”
 - d. A vote was held for the key procedure with the above amendment. The physical key procedure passed with a unanimous vote for approval.
- 4. Space Policy Team – Met on April 27, 2023 to discuss needed policies.
 - a. The Emeritus, Adjunct, and Affiliated Employees Office Allocation Procedure was put forth for comment:
 - a. It was recommended to add the following:
“Individuals not allocated space under the procedure above will not be assigned space and will be expected to vacate their current space per the Abandoned/Vacant Office Procedure. This procedure supersedes any policies, procedures or agreements regarding space for retired employees.”
 - b. A vote was held for the Emeritus, Adjunct, and Affiliated Employees Office Allocation Procedure with the above amendment. The procedure passed with a unanimous vote for approval.

5. Space Standards Team – Met on April 28, 2023 to discuss standards that should be put in place.
 - a. The Dedicated Lactation Room Design Standards/Procedure was put forth for comment:
 - a. It has been clarified that lactation rooms are not required in all buildings. We would like to have as many as possible, but it is not a requirement to have them in all buildings.
 - b. The UC may have a potential spot where a lactation room would work with a bit of remodeling done.
 - c. A question was posed if Grizcard access has to be utilized or if we can just do a code lock door or a lock box situation. Would a vacant/non-vacant lock work as well without the Grizcard?
 - d. Grizcard access seems cost prohibitive at this time, so it was recommended to speak with Shawn Monson about less expensive options for access.
 - e. The need to identify more rooms will be important as we move forward.
 - f. The Dedicated Lactation Room Design Standards/ Procedure has been tabled for now to explore cost effective solutions for access. The committee will reconvene next month to present options.

6. Open Discussion
 - a. It was put forth that Natural Sciences has always had a problem with accessibility. All of the large science classes take place there and the registrar is being forced to schedule classes on specific days because of the limited spaces that offer accessibility.
 - a. A meeting is being scheduled for the Space Standards Team to visit Natural Science during their next meeting to gain better insight to the building’s issues.

ACTION ITEMS	OWNER(S)	DEADLINE	STATUS
Discuss new policies for items discussed during 2/3/23 meeting	Space Management Policy Team	March 3, 2023	Completed
Discuss classroom standards to meet ADA guidelines	Space Standards Team	March 3, 2023	Completed
Discuss plan of action on how best to handle maintenance when people move out of offices	Space Operations Team	March 3, 2023	Completed
Reach out to Human Resource Services for a representative on the SMC	Kim Nielson	March 3, 2023	Completed

ACTION ITEMS	OWNER(S)	DEADLINE	STATUS
Gain more clarification on lactation room requirements from Kate Duran	Space Policy Team	April 7, 2023	Completed
Develop key procedure	Space Operations Team	May 5, 2023	Completed
Develop Faculty Retiree and Emeritus Professor procedure	Space Policy Team	May 5, 2023	Completed
Review Bylaws – mark up bylaws with recommended deletions and additions	All Members	June 2, 2023	In Progress
Develop written moving procedure	Space Operations Team	June 2, 2023	In Progress
Develop written name plate/signage policy and procedure	Space Operations Team	June 2, 2023	In Progress
Develop written abandoned office procedure	Space Policy Team	June 2, 2023	In Progress
Develop square footage standards policy and procedure	Space Policy Team	June 2, 2023	In Progress
Develop procedure for graduate and undergraduate students	Space Policy Team	June 2, 2023	In Progress
Identify people who can serve as building liaisons	Space Standards Team	June 2, 2023	In Progress
Develop policy for classroom standards	Space Standards Team	June 2, 2023	In Progress
Develop accessibility standards	Space Standards Team	June 2, 2023	In Progress
Develop recommendation to Provost for Registrar to control all instructional space	Space Standards Team	June 2, 2023	In Progress

ACTION ITEMS	OWNER(S)	DEADLINE	STATUS
Develop procedure for lactation room standards	Space Policy Team/Space Standards Team	June 2, 2023	In Progress
Develop emergency egress plans	Kim Nielson/Samantha Romero	August 4, 2023	In Progress