

Space & Equipment Budget Subcommittee
Friday, January 11, 2019
3:30 p.m. – 4:30 p.m.
Samuelson 118E
MINUTES

Ex-Officio Voting Member(s) Present: Bill Provaznik, Gayla Stoner, Sathy Rajendran, Tim Englund, Todd Shiver

Ex-Officio Non-Voting Member(s) Present: Doug Ryder (Academic Space Expert)

Absent: Andreas Bohman, Levente Fabry-Asztalos, Shane Scott

Action Item- Approval of November 26, 2018 Minutes

D. Ryder motioned to approve November 26, 2018 minutes, T. Englund seconded. Motion carried.

Discussion Item- Subcommittee Status Report

The Space and Equipment Budget Subcommittee continued discussion of the status report due to the President's Budget Advisory Committee (PBAC).

The Subcommittee commented that even though budget is in the Space and Equipment Budget Subcommittee's title, they don't actually receive/review budgets. Therefore, is this Subcommittee more of a working group as they only make/approve recommendations? If it is a working group, would it meet when called to action?

Although, it was mentioned by D. Ryder that this Subcommittee could be important when there is self-support or grant funding involved. Then the Subcommittee also discussed, if they would see requests when a space is switched from non-Academic space to Academic space or vice-versa?

Also, the Subcommittee highly advises for a holistic move website to be created that would hold the following:

- Building floor plans that indicates who owns what space (color-coded).
 - Additionally, an excel spreadsheet that shows square foot totals.
- FAQ for move requests, including Academic and Non-Academic.
 - Guide and resource links for moves.
- Flow chart for move requests, including Academic and Non-Academic.
- Campus Moves Committee information.
- Preventative maintenance requests if there is Program Minor Works Funding.
- A place for staff and faculty to submit questions.

Action Item- Academic Space Definition

The Subcommittee recommended that Academic Space should be defined as: "Academic Space is assignable space within Academic and Student Life used for instruction, research, public

service, academic support, and student services.” S. Rajendran motioned to approve and T. Englund seconded. Zero abstentions. Motion carried and will be sent to PBAC.

Discussion Item-Instructional Technology

The Subcommittee is waiting on a report from Information Services (IS) (due in February) to see what funds are remaining. The group also discussed if there is a long-term plan for technology maintenance, for example making sure there is enough bandwidth as CWU continues to grow.

Adjourned 4:30

Next Meeting: TBD