

**Space & Equipment Budget Subcommittee**  
**Monday, October 9, 2019**  
**12:00 p.m. – 1:00 p.m.**  
**Barge 304**  
**MINUTES**

**Ex-Officio Voting Member(s) Present:** Ediz Kaykayoglu, Shane Scott, Joesph Deck, Eric Cheney (2), Rebecca Lubas

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

**Absent:** Tim Englund, Jill Hernandez

Action Item- Approval of January 11, 2019 and May 20, 2019 Minutes

The subcommittee decided to send the minutes out to the members via electronic communication. {Minutes were approved with one abstention.}

Action Item- Add Registrar to the Space and Equipment Budget Subcommittee

The idea was brought to the subcommittee to add the Registrar as a voting-member to the Space and Equipment Budget Subcommittee, as it is vital to have the Registrar's input on academic scheduling and space considerations. The subcommittee decided to send this to vote via electronic communication.

{Via electronic communication the subcommittee voted to recommend adding the Registrar to the Space and Equipment Budget Subcommittee. Six voted yay and two voted nay. Motion carried and will be sent to PBAC.}

Discussion Item- Space Utilization

The members discussed a report by David Pena-Alfaro and Gene Shoda, and having them present the data to the subcommittee.

D. Ryder said that he can also pull a utilization report from the 25live dashboard report if needed. The subcommittee discussed that the utilization report should be dispersed throughout the campus. There was also discussion about the utilization of classrooms on Fridays, and the need for efficiency.

J. Deck mentioned that there are 181 classrooms that are seven-plus years old. To be on a seven-year replacement cycle Deck stated that it would cost \$752,000 per year. His team currently doesn't receive funding to do this. Deck's team is putting together a spreadsheet to document what technology is located in each room and how old it is. Also, discussed a survey to be sent out to staff/faculty/chairs regarding their utilization of the classroom, what technology they use/need, and software. Send the survey in Fall/Winter quarter. Eric will ask ADCO how to best ask for the information, whether it's a survey or something else.

Discussion Item- Instructional Fund

E. Kaykayoglu will continue to work with John Logwood to find out the actual amount of funding available.

Discussion Item- Space and Inclusivity

For future discussions how space aligns with inclusivity. For example, the Library entry way "frames" with different languages. Also, mentioned was digital signage.

Adjourned 3:49 p.m.

{XX} - voted via electronic communication after the meeting date, and before the next meeting date