

Space & Equipment Budget Subcommittee
Thursday, November 21, 2019
11:00 a.m. – 12:00 p.m.
Samuelson 118E
MINUTES

Ex-Officio Voting Member(s) Present: Anthony Diaz, Arturo Torres, Ediz Kaykayoglu, Holly Pinkart, Joseph Deck, Rebecca Lubas, Robert Hickey, Scott Robinson (representative for Jill Hernandez)

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

Absent: Tim Englund, Shane Scott

Action Item- Approval of October 9, 2019 Minutes

J. Deck motioned to approve the October 9, 2019 minutes, R. Lubas seconded. Three abstained. Motion carried.

Guest- Gregg Heinselman, Dean of Student Success

G. Heinselman wanted to discuss the Academic Space definition that was brought forward to the President's Budget Advisory Committee (PBAC).

"Academic Space is assignable space within Academic and Student Life used for instruction, research, public service, academic support, and student services."

Heinselman stated that a concern came at PBAC about how it would impact residence hall spaces and student fee funded spaces that are non-academic (Student Union, Rec Center, DEC, etc.). D. Ryder mentioned the example of the building where the Student Health and Counseling is, as that building was built using state dollars. At the time the Student Health and Counseling was apart of the state, whereas now it is student fee funded.

Ryder described that the purpose of the definition for Academic Space was for requests coming to the Space and Equipment Budget Subcommittee.

Kaykayoglu asked the Subcommittee to hold onto this definition of Academic Space and revisit the definition at the February meeting, as the Subcommittee members are mostly new.

Discussion Item- Instructional Technology Fund

Currently, there is \$172,000 left in the Instructional Technology Fund account.

Discussion Item- Space Utilization

There is a space utilization report for instructional spaces. A. Torres mentions one of his contributions is working on strategies, so that we can share how we are optimizing space. Amy Alder is the main scheduler for instruction.

Kaykayoglu also mentioned having a room resource utilization assessment. For example:

- How is the technology being used?
- Does the faculty member need the technology?
- Do the faculty members need new technology?

Diaz mentions there's issues in Science I with the A/V. H. Pinkart also described the physical items, such as classroom chairs that need to be upgraded for safety concerns. The labs are generally dedicated for specific classes. Also, some of those labs need an hour in-between for set-up. Torres stated that as long as it is noted in the request scheduling can adjust the time, in addition the Registrar's office could add additional attributes for the requests.

Space utilization has impact on RCM (budget) and space availability. Peak hours are close to 100% utilization, although there is space available during non-peak hours. The utilization during non-peak hours is roughly 30%.

The Subcommittee agreed to continue discussion on space utilization.

Action Item- Allocation of Academic Space/Change of Space Use

Michael Marchand, Enterprise Tech Services/Ops., is requesting a change of space use for Samuelson 155A. Currently, this is a College of the Sciences (COTS) space. Marchand has spoken with the Associate Dean and Dean of COTS and they agreed to moving the space to Operations. R. Hickey motioned to approved and A. Diaz seconded. No abstentions. Motion carried.

Action Item- Request to Update Music 117, Dean 104, and Psych 256

J. Deck is requesting \$60,000 to update Music RM 117, Dean RM 104, and Pysch 256. An alternate classroom is L&L RM 160. Therefore, the request is for \$20,000 per classroom for a complete equipment update. Members had concerns regarding the amount of money per classroom. This circled back to the resources actually needed in a classroom by Faculty.

The Subcommittee recommended that Deck send out the specific needs for the classrooms to the members for their review, as this request doesn't need to occur in Winter Quarter.

Meeting adjourned at 11:59 a.m.