

# **Space Utilization Advisory Committee**

## **Meeting Minutes**

### **September 18, 2017**

- **Welcome and Introductions**
  
- **Review of committee membership**
  - Roster provides length of term on the SUAC committee. The initial committee has alternated one and two-year assignments for members to allow for experience on the committee at all times; however, future appointments will be for two-year periods.
  - Resource people are included on the committee. Resource members are non-voting and will provide support. They will do a lot of the exploratory work on the projects that we review and will then bring information and possible solutions forward.
  - Members have been appointed to represent a specific group of constituents, not the specific office in which the member works. Many different points of view need to be considered when making space decisions.
  - Each member should always be keeping what is best for the university at the forefront.
  - Co-chairs (Jennifer Martin and B. J. Crain) will only vote when there is a tie on any particular issue.
  - The committee will be looking at a variety of issues that are directed to the committee. We will explore options, do research (some of this handled by sub-committees) and will utilize other resources on campus, as needed.
  - Important to understand that SUAC is an advisory group. The committee will be making recommendations to the Chancellor. Final decisions will be made by the Chancellor.
  
- **Review of Committee Role and Scope**
  - The group reviewed the role and scope provided.

There was a discussion of specific tasks that the committee would undertake (this is a listing of examples, not a comprehensive list):

- Maintain inventory of space and space allocations on campus, in conjunction with facilities management and university scheduling.
- Develop space standards for new and renovated space.
- Develop recommendations for new space or reallocation of existing space.  
Note: When a department moves, it does not mean the department gets to keep the old space if they have been allocated new space. The old space will come through SUAC for review and re-allocation.
- Develop a process to allow the university community to request space that might come available.

- Initiation of new capital projects.
- Develop recommendations to assist FMC with annual deferred maintenance projects and work toward 3-5 year planning recommendations.
- There was also a discussion of specific tasks that the committee would not undertake:
  - Space reallocations within divisions where all parties are in agreement. The vice president can make these types of space changes (and report to FMC so allocations can be corrected in the space inventory).
- **Principles were also discussed**
  - Priorities will be aligned with the Strategic Plan.
  - Decisions (upon completion and approval of the Campus Master Plan) will align with the Master Plan.
  - Focus will be on efficient uses and sharing resources, where possible.
  - Allocations for space will be considered with an emphasis on providing space for people and programs over storage of materials.

**Action Items:**

1. Determine recurring monthly SUAC meeting dates/times.
2. University communication regarding SUAC committee membership and representative groups.
3. Develop website for SUAC to post information to demonstrate transparency in this process.
4. Review the project initiation form and the project request form along with the process for using these documents.