

Senate Facilities Management Committee Meeting
January 27th, 2021 4-5pm

Attendance: Allison, Terry L; Campbell, Joseph A.; Cheng, Kirby; Cole, Aimee; Langton, Rory Paul; Marmorino, Matthew G; Torkzadeh, Samaneh; Jean, Karrie M; Prater, Michael Anthony; Yebei, Philemon Kiprono; Kasdorf, Carolyn
Minutes: Scheessele

A. Welcome to the new Vice Chancellor of Administration and Finance, Carolyn Kasdorf.

B. Approval of December meeting minutes.

- Minute were unanimously approved.

C. Comments from the outgoing Interim Vice Chancellor of Administration and Finance; comments from the new VCAF.

- Philemon introduced the new VCAF, Carolyn Kasdorf.
- Philemon reported that it is still early in the budgeting process; there is no solid information yet regarding capital appropriations and R&R.
- The Committee thanked Philemon for his support and wise counsel while serving as Interim VCAF for the campus.
- Introductory comments by Carolyn included the desire to see up-to-date laboratories.

D. Updates from the Facilities Management Director.

- AIM/MMS: Mike is working with Chris Perkins to implement this.
- Library thermal blinds: When there is a request for service, Facilities can get this turned in and get started.
- There will be a new electric vehicle charging station in the Administration parking lot.
- Working on Library card access via the Northside tunnel and the Library front door.
- The R&R plan is being worked out regarding development/expansion: Perhaps this group could provide input?
- The Northside 125 classroom is being readied for use.
- Phase III construction in the Northside south wing is ongoing.
- Grounds: The west side will receive native planting.
- Ongoing work on Schurz Library is about to be wrapped up. The contract has been issued for door problems; doors will be installed when they arrive.
- The house/garage at 1613 Hildreth and the garage at 910 Bellview (university properties) will be demolished.
- There will be IUSB branding for the westside parking lot adjacent to the Fine Arts building.
- SAC: FA design 90%; out for bid in a couple of weeks.
- Library tunnel elevator is being developed.
- Quote is in place for 288 chairs for Northside Hall. The quote is over-budget. There needs to be discussion at the Cabinet level. When there is a funding decision, this will move forward.
- R&R plan: Update another general purpose classroom.

- There was a question about the Purdue Tech (now Parkside) building. Mike said this could be used this spring for overflow due to the Phase III Northside project. Regarding permanent usage: This probably will be taken up by the (upcoming) space planning committee.

E. Old Business:

1. Workorders AIM/MMS:

- There were questions about the new AIM/MMS system:
 - What data would be available on the back-end (e.g., for data mining/analytics)? Space/complaint. (Room # and freetext data for the complaint.)
 - When will this become available? No ETA at the moment.

2. Library thermal blinds:

- Mike Scheessele explained that he had misunderstood about the funding source for the Library thermal blinds at the last meeting and should not have brought the issue to a vote without clarification on this point. This committee revised the wording and unanimously voted to make the following recommendation to the VCAF and the Interim EVCAA:
 - As soon as appropriate funding is identified, the Senate Facilities Management Committee recommends that the first face of the Library be installed with thermal blinds. We make further recommendation that remaining faces be completed as funding permits.

3. Representation for this committee on the space planning committee:

- The committee agreed that it should be represented on the space planning committee. The group voted unanimously to make the following recommendation to the VCAF and the Interim EVCAA:
 - The Senate Facilities Management Committee recommends that one or more of its members be included on the campus space planning committee.

4. Report from disabled-persons building evacuation subcommittee:

- This subcommittee is making good progress. Several things have been decided:
 - It will create an insert/flyer that can be included with syllabi, passed out at college/school meetings, and posted on campus bulletin boards. The idea is for it to be catchy and have a QR code that takes the viewer to a website for more information. This is Phase 1.
 - Phase 2 is to develop video training.
 - Phase 3 is to develop an “ally network” similar to the campus CAN group.
 - The subcommittee has decided on a name for this project:
 - EPIC: Emergency Procedures for an Inclusive Campus.

5. Report from course evaluation/classroom environment subcommittee--Matthew M:

Proposal:

Add a question to student course evaluations regarding the physical condition of their classroom.

Purpose:

(1) To help identify undesirable classrooms for repair or redesign. Responses for all courses can be sorted by the classroom of the course so that an average score for each classroom can be

extracted. Additionally, perhaps the number of responses and total number of students per classroom can also be extracted to provide extent of usage.

(2) To alert instructors for a need to change classrooms if student response is poor.

Because the main purpose of this question is to generate information for Facilities, the score and comments for this question should not require reporting on items such as annual reports and promotion dossiers.

Question:

On a scale of 1(strongly disagree) to 5(strongly agree) + **Comment**

"The physical characteristics of the classroom provided an environment that was conducive to learning (e.g. tidy; quiet; appropriate temperature; quality furniture; no mold, stains, smells; no leaks; no carpet tears or poor paint jobs)."

The number of comments for each room may be excessive since the report for one room would combine the comments from many classes, however, we only need to consider the comments for the worst-scoring classrooms based first on an analysis of the numerical scores.

Possible Issues:

- (1) Some classes are taught in more than one room. How would the response be interpreted?
- (2) Can the question be automatically omitted for purely online courses? Can a N/A option be added?
- (3) Can the data be extracted without violating privacy of the instructors of each course?
- (4) Who should perform the data extraction (if not automated) and report the results?

F. New business.

1. Set meeting schedule for Spring semester:
 - Mike S. will send out a Zoom for the next meeting.
2. Repeat building (NS) air quality (IAQ) announcement in Daily Titan?
 - Deferred until next meeting.
3. Recommendation on Northside lecture hall renovation?
 - Northside Hall Task Force will be asked to provide input to this committee.
4. Turning off lights in buildings after hours. Switching to motion-sensitive lights in hallways, lobbies.
 - Deferred until next meeting.

Meeting adjourned at approximately 5:09pm.