

Senate Facilities Management Committee Meeting
March 26th, 2021 3:30-4:30pm
Minutes

Attendance: Campbell, Joe; Cheng, Kirby; Cole, Aimee; Kasdorf, Carolyn; Jean, Karrie; Kingsbury, Tabitha; Prater, Mike; Scheessele, Mike
Minutes: Karrie Jean

A. Approval of February meeting minutes.

February minutes were approved.

B. Updates from the Vice Chancellor for Administration and Finance, Carolyn Kasdorf.

- The chairs for Northside have been approved and all of them will be ordered. They should arrive this summer.
- The thermal blinds for the Library are still in a holding pattern because there was no commitment prior to the EVCAA and VCAF. They will hold onto that request as they continue to evaluate the priorities of the campus.
 - The Senate Facilities Management Committee presented a recommendation to the EVCAA and VCAF that as soon as a funding source is identified, we should go forward with this project. The reason is that this project was previously authorized by former Chancellor Allison and has been in the pipeline for so long.
- As of right now, we are planning at going back to pre-COVID capacity.
 - Are we planning on having any safety guidelines in place in the fall?
 - We will still have guidance based on the science that comes out. We are trying to figure out how to safely return people to campus so that the fall looks more like IU South Bend.

C. Updates from the Facilities Management Director, Mike Prater.

- We are continuing to develop the R&R list for upcoming projects and looking at some roof repairs, elevator repairs, the library, fire alarm repairs, and the Student Activity Center. Those are ongoing issues.
- Some lower-level things: recently did some furniture repairs in the University Grill and are in the process of getting furniture repairs done in the tunnel to clean it up for students and their return.
- NS Phase III has been delayed a little bit by the weather. It is supposed to wrap up in mid-June before return to campus.
- Facilities is waiting on an iPad order that is coming in anytime now so that they can rollout some of the new functions of MMS.
 - One.IU has a tile called “Maintenance Request Lookup”. Anybody who has a workorder number after putting in a request can plug it into Maintenance Request Lookup, and it will tell you what status it is in. Ask Margie for the workorder number when it is issued when you email her.

- Admin and Finance continues to work on websites. They are working with UITs to include MMS as well as project statuses.
- The heat needs to be turned off for construction on NS project. They have a series of new hot water and chill water pumps that will be installed once the heat is able to be turned off.
 - Next week we have 2 or 3 nights in the upper 20s, so they are reluctant to turn the heat off yet. Maybe after next week, they will be able to shut the heat down on that side. Shortly after that, they will turn off the heat in the rest of the building, but not as quickly.
- Joe Campbell asked where we are at with the bigger space committee and what kind of representation will be on it from this group or faculty/staff?
 - Carolyn Kasdorf said that is not going to start until the fall of next year. She and Jill Pearson are putting together proposed recommendations and said they would like a member of this committee on there. It is still very preliminary. Probably will begin in September/October.
- If you have areas of concern in mind, pass them along to Mike Prater or Carolyn Kasdorf. They have been meeting regularly to go look at various areas of concern and hot spots to figure out what is going on in the buildings and how people are using the spaces. If they know that there are areas of concern or areas of opportunity, they want to walk through those. Getting them on the list helps them get ahead of the game a little bit.
- The chair (Scheessele) stated that the Senate Facilities Management Committee had earlier made a formal recommendation to the EVCAA and VCAF requesting that one or more members from our committee be included on the CSAC Committee.
 - Mike Scheessele wants faculty representation from our committee.
 - Joe Campbell brought up Biweekly Staff Council and Professional Staff Council representation.
 - We all agreed that our committee's representative should be faculty and that CSAC should have one representative from Biweekly Staff Council and one representative from Professional Staff Council.
 - Ultimately, it is up to the Chancellor who will sit on the committee. Carolyn Kasdorf and Jill Pearson are just giving recommendations.

D. Old Business:

1. Library thermal blinds update.
 - See above.
2. NS Hall student furniture update.
 - See above.
3. Recommendation on Northside lecture hall renovation?
 - NS 104 is not preferred because they would need to do mechanical work.
 - We need a strong student service basis to push forward.
 - The new HVAC will probably make NS 113 more effective.
 - There are racist and sexist remarks carved into chairs in NS 104.

- If racist and sexist remarks are seen anywhere on campus, facilities needs to be notified so that they can immediately address it.
- We keep records for Clery records and records supporting Laura Harlow's office.
- Proper procedure is to report it to campus police and then they will report it to facilities.

4. Report from disabled persons building evacuation subcommittee.

- Aimee Cole gave the report from this subcommittee:
 - We are moving forward with the campus flyer which includes the QR code linking to the webpage.
 - The current webpage states to locate designated areas for rescue assistance, but we are concerned that they are not clearly defined on maps and in building spaces. We are investigating that.
 - We are continuing to improve on using models from other universities to update our webpage. Anne Drake is helping us link that up with her website. Dorlita Blakely met with us and told us the website will be expandable and can be a work in progress.
 - Our largest concern is the broken link to the emergency action plan. Tiffany German-Hall joined us and let us know that they are in the process of updating the emergency evacuation maps. They have selected specific chairs for each building. A safety committee will be created for each building.
 - Mike Scheessele called Kate Dorrity and she said there is a lot of back and forth for designated areas in buildings because it might not meet each type of evacuation need (bomb threat, fire, etc.). They are encouraging disabled persons to come up with their personal plan that works best for them but want to give them the resources and tools to help them do that. Kate Dorrity said they already have the blurb ready, so we can post that on our website.
 - We might have a prototype of a website for Dorlita as early as next week.
 - The actual building plan templates will be available this summer. They will not change that much based on the building safety chairs. It will all be web-based so we do not have issues with files that do not load on phones, etc.
 - Key point: have a plan in place and call 911 or whatever emergency number.
 - They used to encourage a buddy system with a professor or fellow classmate. Now they are saying everyone is supposed to get out and report to emergency personnel that someone is stuck and cannot get out. They are not discouraging people from helping, but it must be of their own will to stay behind and help. Do not assume that someone wants help. Ask how you can assist them. Everybody is supposed to report it when they get out but are not required to stay behind to help. What is coming out will be university wide. Our website can link to that.

5. Report from course evaluation/classroom environment subcommittee.

- It appears that combining student comfort with class evaluations will not work, but we can check with the Registrar to see if there is a way to build this in. Mike Scheessele has not heard back from the Registrar yet. However, he has heard back from Matt Marmorino

and Matt mentioned that coordinating the Registrar data with evaluations should be possible, but might be logistically challenging.

- Tabitha suggested the possibility of adding the classroom number to course evaluations in Explorance Blue. Mike Scheessele will follow up on this suggestion with the Registrar and with Hossein Hakimzadeh.

6. IAQ announcement repeated in Daily Titan.

- Karrie Jean posted the IAQ announcement again. No discussion necessary.

7. Turning off hallway/lobby lights in campus buildings after hours. What exactly are the safety issues? How could these be mitigated? Who would turn off the lights?

- IUPD said they would not like to go to no lights at all. They use the lights to see if anyone is moving around in the building to see if they need to investigate.
- Motion sensing lights would work, and would be particularly good in the parking garage.
- Students would like more lights on in the parking garage.
- Which lights could be completely turned out? Case by case basis.

E. New business.

1. Working conditions when office temperatures are too high.

- Would it be possible for staff to work from home when office temperatures are too high?
- Mike Prater said if facilities knows ahead of time that there is going to be an issue, they can try to communicate it.
- Carolyn Kasdorf recommended staff be relocated to a more comfortable area if working conditions are poor.
 - If it is an individual that has got an office that is in a particularly challenging area like the 4th floor of Northside, they want to try to work with them to find them a better office space to work in (temporary or longer term but try to get them into a better situation). They will try to work with people to find space.
- Facilities needs tickets coming in of a repeated problem in one particular area. This is helpful information for them to address their priorities. This is an opportunity to emphasize the ticket system.
- If we know that there are parts of buildings that already get hot, can we go to folks proactively and ask how we can make it more comfortable to work here? (“For years, we have seen these issues, how can we support you to make it more effective work environment for you?” or “We recognize this is a problem, how can we help you?”)
- It is a lot of responsibility to put on employees to say they have to come to us with issues. They might not feel comfortable speaking up about their working conditions.
- Departments need to have more conversations with their employees so that we get actionable information. We could contact the deans to contact their department heads to come up with a plan. They could also take it to the faculty senate. This needs to be an ongoing conversation.
- Faculty and staff need to have reasonable, comfortable places to work for 8 hours out of the day. What is the standard? We have to figure out a way that people can work comfortably on campus. Everybody has the right to work in a space that facilitates work.

- Multi-pronged approach? Colleges are responsible for their staff and faculty. The senate could be used to amplify that since the deans sit in on that.
 - How do we move it forward? We or the faculty welfare committee should set some guidelines. 68 is winter target, 76 is target in summer.
 - Can we do something sterner than having the Deans encourage departments to put a plan in place?
 - HVAC systems should improve temperatures, but that will be a piece-by-piece process.
 - If there is a way to anticipate these large fluctuations of temperature and put some big fans in on those days, maybe that will help.
 - Make sure adjunct faculty know that if a room is really warm that they can request a different classroom.
 - We will discuss this more next month. We will put it higher on the next meeting's agenda. We can all bring one or two different ideas to be proactive and other solutions.
2. How to increase SGA involvement?
- Tabled

Meeting adjourned at approximately 5:00pm.