

Facilities Management Committee

Meeting date: October 4th , 2019

Committee members present: Michael Scheessele (Chair, Computer Science), Tabitha Kingsbury (Professional Staff Council rep, Business & Economics), Mike Prater (Facilities), Gary Kern (Business & Economics), Aimee Cole (Arts), Terry Allison (English), Daphne Galloway (SGA representative)

Secretary: Kingsbury.

Guest Speaker to Committee: Jason Sykes (Information Technology)

Next Meeting: This is the first Friday of each month (11/1, 12/6) at 1:30pm.

I. Minutes from September 2019 meeting

- a.* Minutes were distributed to committee before meeting and approved.

II. Guest Speaker – Presentation of Classroom Layout

a. Rendering of Classroom Layout reviewed

- i.* Consideration for the classroom involves the tiers in the classroom (removing the first tier closest to the front of the classroom), work stations/chairs/tables for active learning, and type of boards/screens. These decisions will impact classroom capacity and the registrar will need to review if class sizes larger than 56 could find another space on campus. There are only a few courses offered each term over 60 seats capacity.

III. Updates and Questions from Faculty

a. Communication

- i.* Mike updated the committee on the work order system. Phil from UITS verified that footprints is going away. IU Northwest is using a web form. They are looking at that form of the mechanics to see if it can be used on our campus.
- ii.* The rolling scroll and weekly communications was discussed at the Chancellor's lunch with the Northside Hall Task Force. Mike reported that facilities is in discussion with the Chancellor's Office to plan the best way to communicate.
- iii.* It was suggested to send a monthly email and spend a few minutes to update the Academic Senate.

b. Northside Bids

- i.* We are closer to a contract for the Biology labs and modifications to 125,135, 120-124 HVC. They are working on scheduling for it. Facilities is

working on meeting with the Registrar for when to take classroom 125 offline and put in the ceiling and HVC updates.

c. Recent Bid on Electrical Feed for University Center and Admin

- i.* There were favorable bids. It will be a summer 2020 install. This would involve using a generator or moving offices temporarily. There are still discussions to decide. Remote work would be 1-2 weeks if decided.

d. Updates to Projects

- i.* Roofers did come to Northside to seal roof near greenhouse.
- ii.* NS 113 got a new ceiling and paint. This space holds 100 capacity.

e. Northside Hall Taskforce

i. Michael Scheessele gave an update on the Northside Hall Taskforce

1. This taskforce was formed last spring and the initial report was on Northside improvement. The committee focused on general use classrooms. The report was done on May 10th. The VC of Finance gave feedback. The committee met with the Chancellor week of October 4th. There is money identified for new furniture in NS.
2. The next meeting the main charge is to prioritize the needs for NS. They are looking at specialized needs (e.g., Biology/Art), faculty/staff spaces, and common areas such as halls or lobbies.
3. They plan to seek feedback from the SGA.
4. Mike reminded the committee that the challenge in NS is some older infrastructure. There are some 50 year old water pipes. Mike showed the committee a picture of a pipe that had split. This is behind a brick wall and it will be repaired during fall break. This was discovered during the large rainstorm which produced a puddle (instead of smaller rain producing drips) and the team could identify the leak.
5. Committee mentioned the dehumidifiers were helpful. Would it be helpful/possible to bring those back to use outside of the peak building hours to help with the air control, but reduce notice of the loud noise?
6. Also, the building assessor looking at the older part of NS questioned the system installed because it was not intended to have AC at all.

IV. *New Business*

- a. Daphne Galloway was present to represent the Student Government Association.
- b. It was discussed collecting all the sensor data outside the NS building and getting feedback on the classroom environment hot/cold from students/staff/faculty.

Meeting Adjourned.