

**Senate Facilities Management Committee Meeting
December 15th, 2020 1-2pm
Agenda**

Attending: Aimee Cole, Karrie Jean, Mike Prater, Philemon Yebei, Mike Scheessele, Matt Marmorino, Terry Allison, Joe Cambell, Samantha Torkzadeh, Tabitha Kingsbury
Minutes: Tabitha Kingsbury

A. Approval of November meeting minutes.

-November minutes were approved with two pending changes.

B. Updates from the Interim Vice Chancellor of Administration and Finance, Philemon Yebei.

-The due date is today, 12/15, for the final budget cuts. Administration is finalizing those numbers.

Inquire on if there will be future cuts?

- The possibility of future cuts exists due to COVID. There was a delay in filing taxes until June which delayed forecasting the State budget. State should have their budget forecasted by end of the month. There is no information on how the state will decide to appropriate their funds. The state could further reduce appropriations, but that is unknown at this time.

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

-Mike is working with Philemon on hiring a temporary person to assist with the rollout of AiM to better communicate all the projects happening on campus. Then they will establish a procedure for it. There is a Bloomington grad being recruited for this project; work is a few weeks or months to roll out AiM.

-NS 105 is in final phases, furniture is in. Final paint is being touched up. Technology will go in and it can be used for Spring 2021.

-DW 1145 Media Studio will begin to wrap up in mid-January. Then technology will be installed and hallway vandalism fixed. Timeline is before students return to on-campus classes.

-NS there is ceiling down in the hall. There will be asbestos abatement in the next few weeks. Remediation will be done to that and the back hall to costumes room. This is being timed with new flooring for the costumes room. There is no safety issue – the air quality will be monitored in the area during the project and this area will be closed up (no access).

D. Old Business:

1. Workorders update.

- Mike updated AiM progress.

2. Library thermal blinds:

- Update from Sustainability Director Krista Bailey. (See attached statement below.)
- Decision to advise proceeding/waiting?

Mike reported there are three options for university standard. Philemon discussed the target is a 90 day cash on hand for our campus. If any amount is spent that impacts the days of cash on hand. Looking at priorities we have new administration, COVID hit, and our campus has a history of spending down cash over past few years. Do we need to look at priorities again?

Terry explained that not only was this a money saving priority, it was a priority for comfort of students and employees. Several shared spaces were unable to be used due to the heat. Mike mentioned the air conditioning had been re-worked in the last 5 years. Terry still had received complaints during 2016-2018.

Philemon recommended if committee put forth a recommendation that the history of the project be stated (comfort of those in building, retention, using all spaces). He will research the funding for sustainability projects and see if this project would qualify for any monies from this pool.

3. Advising CBAC, Chancellor's Cabinet, Campus Directions Committee, Strategic Planning Committees, Chancellor's Cabinet, Faculty Senate, etc.

- How best to accomplish this?

Philemon reported the Chancellor wants a Space Planning Committee.

There was such committee in the past. There were 2 or 3 members from Facilities Management committee on the Space Planning Committee.

Committee discussed collecting data for classrooms; similar to the NS Taskforce survey and ranking. Who will use the data? Who will collect and manage the data? How relevant will the data be right now due to COVID?

Philemon showed the team the new Commitment Tracking System. It is an online system that tracks projects, spending, and the account fund source. Lars can be contacted if more information is needed.

Our committee will likely advise the group who would need this data. There were discussions of a website, a survey sent out from Student Services or the Finance office, or using the course evaluations.

Several committee members discussed the idea of adding a question for the course evaluation. The question would need to be carefully worded for those courses that are also offered online. There could be senate discussion of adding this to the course evaluation. Committee discussed that learning environment matters. The physical space is part of the learning environment. The evaluation asks about the learning environment the instructor creates. This could tie into and give more story to evaluations for instructors too. It could also be used for online as some students report not preferring that environment. This justification would also assist in understanding why this question is added, but not a question on student life for example. May also recommend to Senate optional questions, similar to Online Education offers, for instructors to pilot.

Matt and Joe will work on a subcommittee regarding this evaluation question. First, to confirm that the course evaluation can be cross referenced to the specific room of instruction. Then to draft specific wording for the question(s).

- Should we initiate a long-term online solution?

A long-term solution is still needed. During any discussion of possible course evaluation question, include to Senate that long-term solution is still being discussed. Something that does not impede what Footprints or AiM is doing.

4. Report from disabled student evacuation subcommittee.

The taskforce is working on a statement for the syllabi to begin Spring 2021. Professors need to work with students on evacuation plan. The link for the tornado plan still needs fixed and committee will follow-up with the Chief to assure that link is fixed.

There are only evacuation chairs in NS and DW. Fire and Police have keys to unlock the evacuation chairs and are trained first responders. There is a designated spot on the landing to wait for those who have disabilities and require assistance for evacuation. Those leaving are to exit the building and notify first responders as they exit that there is someone waiting in the designated spot. For the buildings without chairs the procedure is that they still go to that spot.

Matthew inquired if a voice system could be installed in that area to notify first responders if they were still waiting for rescue. Mike stated that request would go through Environmental Health; Tiffany. Matthew inquired if a laminated sticker could be added in the spot with emergency numbers to call. Subcommittee may follow-up with Tiffany regarding this item.

5. How better to get SGA involved.

-SGA representative was not present at this meeting.

E. New business.

1. Turning off lights in buildings after hours. Switching to motion-sensitive lights in hallways, lobbies.

- See link below provided by Krista Bailey.

Meeting adjourned at 2:14pm

Link from Krista Bailey regarding energy-efficient building lighting:

"There is an interesting ROI calculation estimate for lighting systems at:" <https://sustainablebuildingsinitiative.org/toolkits/emissions-reduction-toolkits/energy-efficiency/office-design/?toolkit=224>

Response from Krista Bailey regarding Library thermal blinds:

Curious consideration about the blinds. Why delay? There is money set aside that has been set aside for some time. My team has not looked at the impact on the materials in the library, as they do keep it within range in order to preserve the materials as best as they can given that they are not set up for or striving for archival conditions.

Continuing to not have better insulation on the windows is literally money, and coal-powered energy, going out the window.

From the U.S. Dept of Energy:

Heat gain and heat loss through windows are responsible for 25%–30% of heating and cooling energy use

Window coverings can reduce energy loss through the windows, lower heating and cooling bills, and improve comfort.

Most types of window treatments will result in energy savings, but the exact savings will depend on the type of attachment, the season, the climate, and how the attachment is used. Here are some options:

Cellular shades:

In heating seasons, tightly installed cellular shades can reduce heat loss through windows by 40% or more, which equates to about 20% heating energy savings.

In cooling seasons, cellular shades can reduce unwanted solar heat through windows by up to 80%, reducing the total solar gain to 15% or less when installed with a tight fit.

Window quilts:

Window quilts have a sheet of quilted material that can be opened by rolling and closed by unrolling. They typically fit snug against the trim, either on tracks or with an attachment such as Velcro or snaps.

Because of their snug fit, window quilts offer R-value increases similar to cellular shades, and they typically cost less.

Window films

Help block against solar heat gain and protect against glare and ultraviolet exposure. They are best used in climates with long cooling seasons, because they also block the sun's heat in the winter

However, extra care is required for cleaning