

**Senate Facilities Management Committee Meeting**  
**April 23rd, 2021, 3:30-4:30pm**  
**Minutes**

**Attendance: Allison, Terry; Cheng, Kirby; Cole, Aimee; Jean, Karrie; Kasdorf, Carolyn; Kingsbury, Tabitha; Marmorino, Matt; Prater, Mike; Scheessele, Mike; Torkzadeh, Samaneh**

**Minutes: Karrie Jean**

**A. Approval of March meeting minutes.**

- March minutes were approved.

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

- No updates currently.

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

- Landscaping on the west side of campus.
- Grounds crew has been focusing on the interior campus trying to get it ready for visitors and commencement.
- Schurz Library fire alarm – new alarm is up and running and old alarm is being taken out and cleanup is being done.
- Northside Hall renovations in the southwest classrooms are continuing – layout changes, updating technology, and new chairs.
- Student Activities fire alarm project has been approved and will begin next week.
- Still working on the flooring refinish.
- Did some testing with the sanitary drainage in the mall and found some areas that need correction to get rid of the odor issue near Education & Arts – identified 2 different problems that need to be taken care of, so there will be some digging around campus this summer.
- Building demolitions – took down a residential property that we had purchased that was in poor repair that will be green space in the short term and got rid of a storage garage that was also in poor repair and will be green space.
- Schurz Library renovating the tunnel elevator and upgrading the finishes is about to begin – contract has been issued.
- Schurz Library – the interiors group is working on specification in quoting of the new blinds.
- EV charging station in the Administration Building parking lot is progressing – hope to have it installed by August – was made possible with a grant through the VW settlement and INDOT.
- Mike Prater showed us the status draft mockup spreadsheet for Facilities – IT is planning on creating a status page for Facilities similar to IT's network status page that will show whether buildings are open/closed, water outages, electrical, heating/cooling issues, etc.

It will be going through revisions in the next few weeks to get it up and running on the Facilities website.

- Facilities is working with Bloomington for the MMS rollout to get a common dashboard for all campuses.
- iPad units are going out to Facilities techs so that they have an up and running MMS system. That way when they are out doing a job, they can address the workorders in real time, add notes, record information such as model/serial numbers, attach photos, etc.
- They are also working with Fireform – when workorder requests come in, the sender will receive an automatic response that it has been received and the workorder number. They can then look up their workorder at any time on One.IU to see the status of the workorder. They will also receive an email once the job is finished.
- The data (such as locations where the work is being completed) will be recorded on the backend, but as far as mining it, we do not know if it will have to take place in MMS or can be exported yet.

#### **D. Old Business:**

##### 1. Working conditions when office temperatures are too high.

- Temperature is not the only issue. Humidity is also an important factor for comfort. We should establish standards of what are and are not acceptable working conditions as far as temperature/humidity index.
- Not every space has a suitable substitute due to equipment needs (e.g., labs). However, if there is a reasonable classroom substitute, the class should move if the temperature/humidity conditions are not safe/comfortable.
- Research should be done into acceptable ranges of temperature/humidity so that appropriate standards can be set.
  - What is the solution if there is no easy fix for the temperature/humidity problems?
    - We could try to capture some data through sensors and a graduate student doing some research to better predict when there will be temperature issues, but this will be a longer-term project. This could even be something we could get a research grant for or work with Bloomington on.
  - What is the cost-benefit analysis of fixing these issues?
    - For Northside, it would cost \$4-5 million.
    - For Administration, it would cost about \$0.5 million.
    - Even if we somehow got the money to fix the issues, it would still take 12-18 months to implement since they would have to work around class schedules, etc.
  - Have HVAC improvements improved temperature regulation?
    - In the limited areas where it has been installed, yes. Classrooms in the southwest wing should be much better in June, but they are just now starting to address some of the issues in the Northside tower as well as control issues in the Administration Building.
- We can begin by setting standards and getting conversations started in individual units about how they might best handle the specific situations in their units.

- We could incorporate the Faculty Welfare Committee.
- We could also do some research to come up with standards and then try to get the departments energized through the Deans to brainstorm with their areas about what they need to do. We could also identify the cases that are not solvable right now and have further discussions about how to fix them going forward.
- Human Resources should know if there are any standards for work conditions.
- For the areas that are really challenging, but cannot be moved (such as labs), we need to figure out what it will take to correct the issues. However, other challenging areas where they can be moved, we should investigate moving employees/students to somewhere with better conditions.
  - This is how we can effectively take the bad spaces offline, respond to Bloomington's concerns about having too much space, and put the focus on funding the areas that we cannot logistically move.
  - Is Parkside available?
    - There are 3 or 4 classrooms there, but the concern is with the bandwidth on the network. It is also not in the best condition, but it is still better than some of the classrooms in Northside and has good temperature control. They will be looking at it throughout the summer and coming into the fall (the Strategic Space Committee will be looking at how to better apply spaces and utilize them).
- We can work with the Deans and departments to identify areas that need to be (and can be) moved to other locations on campus. They could also identify staff who can work from home.
  - The Strategic Space Committee can do this, but we could help by giving them information that we are already aware of as far as priority areas.
    - We can get the Deans to get the departments to think about the priority areas in their units and to come up with procedures for their employees/students if temperatures get too uncomfortable/unsafe.
- We can also work with Human Resources to come up with standards for buildings.

## 2. Report from course evaluation/classroom environment subcommittee.

- We can add classroom numbers to course evaluations but compiling the data would be difficult.
- Hossein Hakimzadeh created a system in IU-SPACES where issues with rooms (such as appearance, furniture, etc.) can be submitted.
  - We do not want to overlap with IAQ or MMS, but we can start small and add categories later if needed (it is just difficult to delete categories).
  - Philemon previously said this committee should help prioritize whatever classroom furniture needs to be replaced and this system could do that.
  - Hossein Hakimzadeh already has a server that has been vetted by IU security.
  - We would just need to tell him which categories we want to track.

- Concern: creating confusion by collecting data in multiple places could lead to missed information and missed opportunities to correct issues. We are also really trying to get people to use AIMS and MMS which will be capturing a lot of this data already.
  - We can remove any fields that are duplicating information that the other systems are already collecting. For instance, furniture.
    - IU is already very confusing, and we want to make it as simple as possible to get the data we need to make things right.
    - The confusion of having multiple reporting sites is a big drawback. Alternative options:
      - One site (portal) with links to each specific reporting form.
      - Make the IU-SPACES questions open a new window if they need to report somewhere else or automatically send an email to work orders if specific boxes are clicked.
        - This would require programming which would be too much to ask of Hossein Hakimzadeh as far as time commitment.
        - This would be preferred over the portal, though, because we want to make this easy for people to report issues instead of requiring them to click through multiple pages. However, we would need it to be able to generate tickets, and we still do not fully understand how the new systems are going to work.
        - We will table this until we have a better understanding of the new work order/ticketing systems. In the meantime, Mike Scheessele will check with Hossein Hakimzadeh to see if it is possible to do something like this with one of his classes.
- In the meantime, could we use this for more limited purposes, such as furniture?
- Ongoing feedback would be great if we can get this system to talk to the new systems. However, do students know that there is a workorder system or how to share feedback through workorders? It would be nice to embed it in the evaluation, because we would likely get a better response rate. Ongoing feedback would be great if we had a good way to get the word out to students.
  - Students do not put in workorders. Employees do.
- We should also ask about Wi-Fi (access points are important).
- We should avoid the word “ugly” since it is subjective.
- It would also be nice to code it differently depending on whether a student or employee is filling it out. That way tickets will not be created for every issue, but rather issues submitted by employees. Whereas we would review the student complaint data periodically.

- Concern: if this is available all the time, someone could submit feedback repeatedly.
    - This is another reason we might prefer to embed it at the end of evaluations for students.
  - For the short-term we can go with the course evaluation and room number option until we can figure out what we might want to do with IU-SPACES. Mike Scheessele will follow up with Hossein Hakimzadeh.
3. Report from disabled-persons building evacuation subcommittee.
- We met last Friday and continued to work on a shared document adding more content to the EPIC website – developing personal plans, emergency evacuation procedures, and tips for assisting those with disabilities.
  - Next steps are to continue to work on the website, work on syllabus information for the fall, and to continue meeting throughout the summer – Karrie and Aimee will act as co-chairs for the committee.
  - The committee is splitting off from this group – it will not be a subcommittee, but rather its own group (EPIC).

#### **E. New business.**

##### 1. Smooth transition to next academic year.

- Mike Scheessele is going on sabbatical after this semester until August 2022.
- Yu Song takes care of Task Stream, which is where Mike Scheessele wants us to keep committee information from now on. This will help with committee business each year and continuity.
- Yu Song has already added Facilities Management. Mike Scheessele will add the annual report for Senate Facilities Management Committee.
  - Next year's committee chair can reference this to see where we left off with our projects. It will also have the "where to start" for chairs document.
- We report to the Senate, so Mike Scheessele will send all the minutes and annual report to Hayley Froyland, Senate Vice President. Thus, we will need to approve the minutes by email, since Hayley Froyland's term expires June 30<sup>th</sup>.

Thank you to Mike Scheessele for his leadership and service as chair of the committee!

Mike Scheessele thanked the committee members for their work as well and hopes many of us will stay on next year to help with continuity.

**Meeting adjourned at approximately 4:56pm.**