

**Senate Facilities Management Committee Meeting**  
**February 26<sup>th</sup>, 2021 3:30-4:30pm**  
**Minutes**

**Attendance: Cheng, Kirby; Cole, Aimee; Kasdorf, Carolyn; Kingsbury, Tabitha; Langton, Rory; Prater, Mike; Torkzadeh, Samaneh; Scheessele, Mike**  
**Minutes: Scheessele**

**A. Approval of January meeting minutes.**

- January minutes were approved.

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

- Library rear doors replaced.
- Northside Phase III is well underway.
- Getting ready to bid replacement of fire alarm system.
- Trying to move forward the Library thermal blinds and the Northside Hall student furniture.
  - Mike P.: “Needs strong push from campus.”
  - Mike S. asked what this means.
  - It means a strong push from the new EVCAA.
  - Carolyn reported that it was in the EVCAA’s queue and that she had been given everything that is needed from us at this time.
- Looking at card access to the front door of the Library and at its Northside tunnel entrance.
  - Kirby asked whether funding has been identified. Mike P. responded that it had and that the order is out to the contractor.
  - Rory asked about card access across all campus buildings.
  - Mike P. responded that this is not R&R-funded. It needs to be done with door replacement.
- New workorders system (AIM/MMS): Bloomington/Indianapolis is trying to get a consistent system on their end. IUSB is “working on top of this.” This includes how to get the staff fully trained, how to track work, look at resources and where effort is going.

**C. Old Business:**

1. Library thermal blinds update.
  - See above.
2. Representation for this committee on the space planning committee update.
  - This committee should be represented on the space planning committee.
  - The space planning advisory committee is not just about Parkside. It also includes classroom refreshes, for example. Committee will happen in the Fall. It is in the early stages of planning, per Carolyn.
3. NS Hall student furniture update.
  - See above.
4. Recommendation on Northside lecture hall renovation?
  - Mike S. reported that there is not clear consensus on whether this should be NS 104 or NS 113.

- Mike P. reported that he would be meeting with Capital Planning on Tuesday. It may be cheaper to put NS 113 in good condition because of NS 104's old HVAC.
5. Report from disabled-persons building evacuation subcommittee (EPIC).
- Aimee Cole gave the report from this subcommittee:
    - Tiffany German-Hall is working with the IU group on an updated evacuation plan template. She is also working on identifying Building Safety Chairs.
    - Karrie Jean has developed an EPIC flyer with a QR code to be associated with the proposed EPIC website.
    - Dirlita Blakely of Web Services has provided EPIC information on the procedure for getting started with establishing a website.
    - Scott Strittmatter of Housing provided information on evacuation for Student Housing. Emergency personnel (not a “buddy”/RA/staff member) should evacuate disabled persons who are unable to evacuate on their own.
    - The group considered how people with hidden disabilities, such as PTSD, anxiety, etc., may be a challenge to evacuate.
    - Campus building areas of evacuation and signs need to be more visible.
    - There was discussion of whether disability disclosure could be included in the SIS system to aid emergency personnel in evacuating disabled students from campus buildings in an emergency. The group will check with the Registrar's office.
    - Anne Drake will check ADA policy on campus evac-chairs.
6. Report from course evaluation/classroom environment subcommittee:
- Matthew was unable to attend, but reported via email that it may not be feasible to use the course evaluation process to identify classrooms. Tabitha inquired whether the course evaluation course section # might be used as a key by the Registrar to identify a classroom's location. Mike S. will follow up this question with the Registrar's office.

#### **D. New business.**

1. We set our meeting schedule for March, April.
2. We decided to repeat the building air quality (IAQ) announcement in the Daily Titan.
3. Turning off lights in buildings after hours. Switching to motion-sensitive lights in hallways, lobbies.
  - Mike P. has been discussing this issue with engineers downstate and has also talked to a vendor. We could save about 60% in Education Arts hallways/classrooms. Wiekamp Hall could have great savings. So many lights have emergency backup such that they are not readily converted to LED. For some building hallway lights the hallways would need to be renovated to handle zoning. Parking lot lighting can be reduced by 30% or 50% (and reactivated to full by motion detection). Which way to go—update building lighting or parking lot lighting? ROI helps, but money needed.
  - Mike S. inquired about just shutting off building hallway/lobby lights when a building is closed.
4. Mike P. asked committee members to let him know of any faculty needs/concerns for Fall of which they become aware as early as possible. As examples, he mentioned clear masks and PPE.

**Meeting adjourned at approximately 4:30pm.**