

Academic Year 2012-2013
FFPAC Meeting 3 Minutes
April 5, 2013
2:00 – 4:00 PM
2263 Kirkhof

Present: Elizabeth Arnold, Deb Bambini, Michael Cotter, Doug Graham, Jennifer Gross, Jon Jellema, Eaaron Henderson-King, Helen Klein, Kin Ma, James Moyer, Brad Newman, Mary O'Kelly, Ross Reynolds, Amy Schelling, Jerry Scripps, Lisa Sisson, Jennifer Vanderpoel and Karen Zivi. Special guest Tim Thimmesch from Facilities Services was also in attendance.

Absent: Dana Munk (Sabbatical), Jonathan Nichol, Kelli Rudolph and Jorden Simmonds (student representative).

A. Official Approval of Previous Meeting Minutes (January 18, 2013). The minutes were approved.

B. Facilities Planning (Brief Update – based on deviations to last update by James Moyer/Brad Newman and reports from building committee members).

- Projects in progress: All projects are on schedule for completion as planned. Some highlights are as follows:
 - The new library: Library books are packed but not yet moved. Plans are to have the building ready for students during the upcoming summer term. There are some weather dependent parts of the project that have not been completed due to the cold weather we have been experiencing.
 - Seidman: Furniture is in place in most areas; part of the completion is dependent on weather because of some things that must be completed outside.
 - Muskegon Lab: On schedule and will have classes running in the summer semester.
 - See documents distributed with the last minutes for a more thorough outline of progress and plans on ongoing projects.
- Projects in the Planning Stages:
 - AuSable Hall: AuSable Hall will be renovated and extended.
 - HVAC air quality improvements and upgrades to accommodate people with disabilities have now been added to the improvements scheduled for this building. Over \$100,000 is allocated to this renovation.
 - With the addition, Au Sable will have the same number of classrooms, but will accommodate more students due to room sizing. There will be one 70 person case room.
 - Work for the addition should begin this June and be finished in one year. The remodel will be completed the summer of 2014.
 - Allendale Lab: Construction plans are underway.
 - Health Sciences North: Funding is still being sought.
 - Lake Superior Hall and SCI II remodels have not yet begun. There may be some room for input on these designs.
 - In the DeVos remodel, there will be expanded space for students.

- Light Switch Labeling: A discussion of the variety of lighting/light switch configurations turned out to be unnecessary. Several FFPAC members have worked in classrooms that have already been labeled and felt that the work was well done and easy to understand. The rest of the classrooms on campus will be labeled during the summer.
- Some interesting Points:
 - The University is looking to find more space for the Health Sciences and Nursing.
 - The current furniture standard for rooms is tables and chairs. Tablet arms with wheels have not worked out – just don't seem to get used.
 - The standard for room size from a space utilization/cash flow perspective is currently 48 (that is classrooms should accommodate 48 students).
 - There are 100 or so classrooms on the summer walk about. These are classrooms designated for general use. No one was sure how many classrooms are available in total across the University.

C. National Forum on Active Learning Classrooms in August 2013: Helen Klein has applied for and received an FTLC travel grant to attend this meeting in August. From this we hope to gain greater insight into future useful classroom technologies.

D. Discussion of Proposed Website (Helen Klein):

- Helen presented the proposed FFPAC website which would allow faculty to readily report IT, Maintenance and Requested Enhancements to classrooms to ECS. The proposal was well received.
- The work to create the site is to be done by Lisa Surman Haight of Faculty Governance and Ben Rapin of Institutional Marketing. Preliminary discussions with Lisa indicated that there may be some difficulty as the work she does has to fit within the Faculty Governance sets of webpages.
- *Late breaking news: Lisa will create the proposed website under the Faculty Governance set of websites and Ben Rapin will create a special link to it from the Faculty list of important issues as originally proposed. See attached picture. Work should be completed this summer for roll out/introduction at unit Faculty Senate meetings in August.*
- Some other possibilities for the website were discussed:
 - Add to it a means for faculty to propose future classroom technologies for FFPAC to investigate.
 - Simplify even further the annual survey that captures faculty's requested improvements.

E. Discussion of Work Order System, Facilities Services, etc. (Tim Thimmesch of Facilities Services) Tim discussed a number of issues related to Facilities Services and the Work Order System. Key points were:

- The distinction between Facilities Planning and Facilities Services can be summarized by a metaphor: Facilities Planning is like the front of the elephant and Facilities Services is like the back. FP plans and manages the construction of new facilities. FS manages the maintenance and ensures the usability and longevity of existing facilities.
- The Work Order systems that will be hooked into the planned FFPAC web site belongs to and feeds Facilities Services.
- Facilities Services has a budget each year of several million dollars with which to make repairs to existing facilities.

- HVAC issues are some of the most difficult issues that Facilities Services has to deal with. One reason is that HVAC systems, besides maintaining temperatures, need to ensure proper air quality. To do this, systems are set to work for given room occupancies. When rooms have lower than planned for occupancies, the air still flows for air quality purposes. Consequently, under-occupied rooms become too cool in summer. Another difficulty is that many of GVSU's buildings are now reaching the stage where HVAC systems are beginning to wear out and need replacement.
- Tim has not been aware of some of the issues that have been brought to the attention of FFPAC through its annual classroom survey. This is because FFPAC has never communicated issues to Facilities Services which in turn has been the case because FFPAC was unaware that it should do so – or that Tim's group even existed.
- Tim participates in the annual walk about that occurs each August.

F. FFPAC's Purpose WRT Current Facilities, the Survey, etc.: Based on the above discussion:

- Just as FFPAC has worked all along with Facilities Planning (James Moyer), Tim is very willing to work with FFPAC on issues that it determines through the survey require attention. FFPAC will begin working on a means to make sure issues are brought to the attentions of both Facilities Services and Facilities Planning as appropriate.

G. Elect FFPAC Chairperson for 2013-2014: Helen Klein was elected chairperson of FFPAC for the 2013-2014 academic year. Helen will be on phased retirement for the next three years. It was suggested that for the next academic year, the person who becomes the new chair work with Helen so duties can be passed on smoothly.

H. Subcommittee Progress Reports per Charges:

- Existing Facilities Subcommittee (Amy Schelling):

- The Existing Facilities Subcommittee has collect 49 faculty survey reports. These are being summarized for inclusion in FFPAC's annual report on classroom issues. These will be used to inform Facilities Planning and Facilities Maintenance of suggested changes/upgrades.

- Future-Facilities Subcommittee (Kin Ma):

- The Futures Group reported that the charge this year was a bit nebulous.
- It was suggested that the Futures Group work more closely with FTLC to learn what future teaching methods the University is looking at. These then could be the basis for choosing classroom technologies to examine.
- It was also suggested that FFPAC become involved in creating and monitoring an experimental classroom and use this as a means of determining recommendations for the future. The following points were made regarding this:
 - Facilities Planning (James) believed that his department could readily support this.
 - Local furniture companies who are always experimenting with educational furniture would likely be willing to donate furniture.
 - FFPAC would have to solicit and get ten to fifteen faculty to teach classes in this room and provide feedback on their experiences.

- There is an experimental space where faculty can learn new teaching methods and use new teaching technologies in the renovated Zumberge. However, this room cannot be used to actually teach regular classes.

I. Meet in Subcommittees: Little time was left to do this.

Respectively Submitted,

Helen Klein

Attachments: Proposed Website to be linked to from gvsu.edu, Faculty & Staff, Faculty, view all, then Classroom Issues.

