**Faculty Facilities Planning Advisory Committee**

Meeting Agenda

October 6, 2017

8:00am – 9:50am

3062 JHZ

Present: Doug Graham (Chair), Kathryn Stieler, Danielle Lake, Ed Aboufadel (ex-officio), Jason (modern languages), Brad Newman (Facilities Planning), Lara Jaskiewicz, Laura Stroik, Adrienne Wallace, Hannah Seidel, Andrew Lantz, Rachel Anderson, Patrick Roth, Jonathan Engelsma.

1. Minute taker – Adrienne Wallace
2. Approval of previous meeting’s minutes – motion to approve Stieler, approved
3. Facilities Planning Update (James Moyer/Brad Newman) –
	1. 500 Lafayette – named for Raleigh J Finklestein
	2. 333 Michigan – “new health sciences building”
	3. Student Services addition currently in process
	4. MAK renovations in the works
	5. Doug Graham to attach updates on buildings to minutes, or upload to BB
4. Review of GVPD Safety and Security data.
	1. Does anything in these reports fall under the purview of FFPAC?
		1. Action: ad hoc committee of Adrienne and Laura to review report via email and report back at next meeting. Compare to charges of the committee. Link for Clery Data: <https://www.gvsu.edu/gvpd/clerycrime-statistics-140.htm>
5. ECS charges
	1. (Note: It was decided during the ECS meeting on Sept. 1, 2017, that the Equity and Inclusion Committee will replace the Accessibility Taskforce in our Charge #2 from ECS. The EIC now has the lead in this enterprise. In other words, the FFPAC will continue to provide support, but the job of examining accessibility as related in the charge now falls to the EIC.)
	2. Discussion of [Universal Design Principles](http://universaldesign.ie/What-is-Universal-Design/The-7-Principles/), mentioned several times in Charge #4 from ECS.
		1. Discussion re: survey for students impacted in rooms by the tablet arm desks.
		2. Discussion re: left handed access and ADA compliance for set up of rooms
			1. ID students, ID classrooms that are relevant to this discussion
			2. Action: create recommendations for identifying and illustrating classroom deficiencies.
			3. Action: Brad to verify that L/R hand issue is being addressed in facilities
	3. Revisiting agenda item 4A from our previous meeting: wordsmithing some ECS charges for adoption as standing charges in Faculty Handbook.
		1. Action: Rachel to redraft the ECS charges, with Ed to review and edit as appropriate.
6. Issues with the new Fix-it button
	1. Varying accounts on the success of instructor’s station “Fix It” help button and functionality.
7. Revisiting the Classroom Issues database. (Jonathan Engelsma).
	1. Explanation of the classroom project done in winter 2016 that he led that build a web app that integrated with the flow of data that comes out of classroom visits/audits for use to report and improve classroom conditions and issues – what could be done with something beyond a spreadsheet.
		1. If we think this is a business need this committee would need to investigate funding, resources and collaboration of departments and systems in order to create this proof of concept presented.
		2. Discussion of existing systems and processes for IT and maintenance that could potentially serve as a “fix” for reporting needs using a supported system that GVSU already uses.
		3. Recommendation to obtain aggregate data from existing systems to aid in the walk-throughs.
8. Other business
	1. Discussion/Hide/Seek: How do IT/AV/Maintenance work flows work from different GVSU web pages?
	2. Discussion: FFPAC landing page, “Fix It” landing page revamps
	3. Discussion: Multiple FFPAC pages (Doug and Ed to talk to Lisa about streamlining, consolidation, condensing)
	4. Discussion: Reporting incidents page versus IT/AV/Maintenance process.
	5. Invitation: Cheryl, Cathy, Tim. Visit FFPAC at some point in the near future.
	6. Discussion: Doug has been in contact with Anthropology regarding ethnographic value or research about adopting a new space on campus (Haas Center for Performing Arts) – previous study of music practice rooms listed as reference.
	7. Discussion: dissemination of information re: project for installing door locks
	8. Discussion: facilities issue with water and water damage in Henry Hall – being addressed, Performing Arts Center had acoustic tile issues – being addressed, GVPD/IT project for “Alert Me” was released, this is on office and classroom computers.
9. Adjournment at 9:34am.