**Faculty Facilities Planning Advisory Committee**

Meeting Agenda | October 4, 2019 | 8:00am – 9:50am | 3062 JHZ

Attendees: Laura Przybytek, Christine Rener, Laura Stroik, Jason Herlands, Adrienne Wallace, Sarah Beaubien, Bradley Newman, Kelly Margot, Hannah Seidel, Ed Aboufadel, Scott Thorgaard, Chris Hinsch, Laudo Ogura, Krista Benson, Laura Kapitula, Sue Mlynarczyk.

Absent: Jonathan Engelsma, Jina Lee

1. Introductions 8:02am

2. Minute taker: Adrienne Wallace

3. Approval of previous meeting’s minutes

Motion: Hannah Seidel Seconded: Krista Benson

4. Facilities update on current and planned projects (Brad Newman).

Shared parking lot with Spectrum, Lake Huron Hall and new Health Sciences building (333 Michigan Street) “cheat sheet” circulated.

Discussion on prospective projects and process. Ferris bldg is on “punch list” for finishing.

5. Academic Space Committee update – Jason Herlands and Ed Aboufadel

FFPAC Recommendations for GVSU classrooms document reviewed:

1. Bulletin boards replaced by whiteboards in a phased process.
2. Sound/Noise: microphone system capability and discussion of ADA and inclusion issues surrounding this idea.
3. ELMO: IT is working to extend cable length in rooms.
4. CHS: desktops too small for all materials; this was discussed by the group.
5. Regarding rooms and space. If units can come together as a unit for a unit specific standard, please report it for inspection to dean’s office and potential movement forward.
6. Temporary relocation from MAKC - next summer (2020) due to Manitou HVAC and redesign of lecture room in basement - both are on the same HVAC; moving CS to D-wing, CLAS Advising to one of the Residence Halls.

6. Subcommittee Updates for ECS charges for 2019-2020.

A) Systems of Reporting (Stroik, Herlands, and Kapitula)

Gathering of information for promotional materials out to faculty as “shared responsibility” to report issues: magnet (3 x 8), shortcut created (gvsu.edu/fixit), display a phone number as well, flyer for unit mailboxes, article in FORUM promoting, also in Noteworthy.

B) Expectant Mother Parking (Benson, Wallace, Mlynarczyk) - parent parking added to charge

Discuss with Kathleen Vanderveen about climate survey questions, specifically if we can get one on the survey or data. The committee disagrees with the idea of ADA recommendation per previous conversation with DeHaan - discussion about parent vs new parent ensued; policy regarding children in classes also discussed.

C) Automobile Charging Stations (Thorgaard & Hinsch) - report from GVSU is “not utilized, and not tracked.” Research and data collection discussed. We would like to collect data in some capacity. Currently no policies surrounding charging station use.

D) Security/Police Booth Locations (Update and Discussion) - Student senate going to look through minutes and find the official statement. Revisit the results from last year - cameras, lighting. Perhaps students not aware of the security upgrades on campus.

7. Review Standing Charges for FFPAC:

a) Serve as a liaison between the Grand Valley academic community and Facilities Planning. In particular, inform and advise Facilities Planning on factors that affect teaching and learning; most importantly (but not limited to), classroom design.   
b) Regularly review and identify problems with current teaching spaces, share this information with Facilities Services, and monitor the response.   
c) Maintain a collaborative relationship with the building project committees in order to facilitate faculty input into decision-making.   
d) Regularly review current GVSU design standards and make recommendations to Facilities Planning so that architectural and furniture standards that the university provides to new building design teams are in line with best practices as they relate to teaching (e.g. Universal Design Standards), new trends in education, and that they address as much as possible any concerns voiced by faculty.   
e) In partnership with FTLCAC, make recommendations for more effective use of existing classroom technologies and appropriate use of existing classroom spaces.   
f) Make recommendations to the appropriate bodies to ensure that all academic buildings and interior spaces are highly accessible.

8. Other business?

* Nursing school: weather alert discussed - emergency management and public safety referred that issue to Billy O’Donnell
* Kirkhoff meeting rooms - tech issues – need to request tech with room request
* Discussion of work orders, process, and reporting (website: www.gvsu/fixit).
* Discussion of app for charging cars – data collected through ChargePoint (check to see if we can access)

9. Adjournment at 9:34am

Motion: Krista Benson Seconded: Laura Kapitula

Next meeting: Friday, November 1, 8:00am – 9:50am, JHZ 3062