**Faculty Facilities Planning Advisory Committee**

Meeting Notes – December 6, 2019

8:00am – 9:50am

3062 JHZ

Present: Kelly Margot, Hannah Seidel, Sue Korzinek, Christine Rener, Jonathan Engelsma, Laudo Ogura, Chris Hinsch, Jason Herlands, Ed Aboufadel, Krista Benson, Scott Thorgaard, Laura Przybytek, Jina Lee, Laura Kapitula, Sarah Beaubien, Sue Mlynarzyk

Absent: Christine Rener, Adrienne Wallace, Lee Jung An, Laura Stroik, Nathan Slater, Carter Houtman, Bradley Newman

1. Welcome – 8:00 am
2. Move to approve the minutes from November meeting: Hannah Seidel moves to approve, Krista Benson seconds
3. ~~ELMO Update from Sue~~ ELMO Update from Sue Korzinek   
   Working to update the ELMO cord length in all classrooms. It’s on the project list and as rooms are being worked on, this is being updated.   
     
   In CHS, the desks are smaller. In order to provide more space, would have to replace the instructor station. CHS ~~will definitely~~ is scheduled to be updated in 2021, but if it needs to be updated sooner, that would be an additional expenditure beyond the regular planned updates.  
     
   Sue Mlynarzyk will check in with colleagues to see if it needs to be updated sooner or if individual rooms need to be updated faster.
4. Facilities update on current and planned projects (Ed Aboufadel)

Lake Huron will be closed in a few weeks. Working with Classics and English to move them. Classics will be in Lake Michigan. The English Department’s admin core will be in JHZ and the faculty will be in clusters, mainly in MAK, but not exclusively.   
  
This summer, Manitou and the C wing of MAK will need updating, specifically AC. There may be some moving C wing faculty around during the summer. Both Lake Huron & Manitou will be done by next August.  
  
Next up is the 3rd health campus building that should be done by May 2021.  
  
There are 2 computer labs in CHS—there are no thumb locks in case of emergency. There are instead places where campus safety can lock that building down from an external location. Discussion about adding an informational placard for people who teach in those rooms  
  
Eberhard—there have been some discussions about furniture and ways to make the building more appealing. Discussion of ideas on how to improve Eberhard?

* + More whiteboards are needed. Some have been requested.
  + Concern about projector over the whiteboard. Solutions were discussed including a sliding white board possibility – it was decided the next FFPAC meeting will be held at this building to brainstorm further solutions.

Information shared about disaster preparedness from University of Miami and the things that other schools have to consider.

There is active shooter training available to departments and Brandon DeHaan can also give advice for specific classrooms or buildings upon request.

1. Academic Space Committee update –

Scheduling (Laura Przybytek): Round 1 of requests has started and round 2 went out on Monday. In the second round, people can use any room still available for scheduling.

* Discussion about requesting different first dibs classrooms based on new department needs – suggestion to submit requests through unit head and/or facility person in your dean’s office for different/new first dibs classrooms. This request will go to the Academic Space Committee.

Esports club sport may be coming to GVSU. Facilities investigating space and a group at Student Services working on proposal

Space report being conducted on Kirkoff – examining flow of people through building and finding resources in building

1. Subcommittee Updates (if any) for ECS charges for 2019-2020.
   * Systems of Reporting (Stoik, Herlands, and Kapitula) – This was sent as a memo to ECS and will be discussed Friday, 12/6 at 3 pm.  
       
     There will be a motion to support or recommend these documents. Then they’ll go to the University Academic Senate (UAS) in January.
   * Expectant Mother Parking (Benson, Wallace, Mlynarczyk)  
     More complicated than Tim Timmish explained. Parking services can give 3 day passes. For more than that, pregnant people need to go through DSR for up to 30 days. After that, it requires involving the secretary of state and your doctor writing you a note and then you can go in to get the temporary disability parking permit. This hinges on defining pregnancy as a disability and only having disability be the way that we can accommodate pregnant and parenting people.  
       
       
     Subcommittee working on getting the stats from 2015 Diversity and Inclusion Report. Cannot get these stats until next semester at the earliest.   
       
     Steps forward discussion: Sending something to Tim to correct that his information is not accurate. Discussion about using “extra” handicap spaces that are above the required ADA spots in designated parking lots with 6 month tags given to pregnant/parenting persons at parking services for access to these spots. Discussion about overlap of this charge with other committees and suggestion that the memo be shared with Women’s Commission and Inclusion/Equity.   
       
     Subcommittee will draft a memo and share with above committees for support/feedback.
   * Automobile Charging Stations (Thorgaard & Hinsch) – See attached memo   
     It looks like we have equivalent charging stations that are needed. There is a possibility that some of the downtown charging stations are having people park there beyond the length of time required to charge. Suggestions:
     + If we don’t have stats on, we need to turn them on.
     + Make a commitment to adding more once existing stations are used to a predetermined percentage of capacity.
     + Establish a policy about how these should be used and whether people should be able to park there long-term. Policies need to be clear and transparent and consistent across campuses.
     + Suggestion to add a paragraph on the growth of use of these stations.
   * Security/Police Booth Locations (Margot) – see attachment from DeHaan  
     How should this be sent out? Generally, standing committees’ reports get posted on their website.   
       
     Discussion about how to disseminate this information on security: Suggestion to send the memo directly to the Student Senate. Write a memo with recommendation for communication to students, faculty, and staff.
2. Other business  
   Margot suggests that we cancel the 1/10 meeting because the university is largely closed between now and then. Laura K. seconds. January meeting cancelled.  
     
   Move February meeting to Eberhard to do a walkthrough
3. Adjournment 9:37 am  
   Krista Benson moves to adjorn, Scott Thorgaard seconds.

Next meeting: Friday, February 7, 8:00am – 9:50am, 502C Devos