**Faculty Facilities Planning Advisory Committee**

Meeting Agenda

November 1, 2019

8:00am – 9:50am

3062 JHZ

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

Absent: Laura Kapitula, Adrienne Wallace, Lee Jung An, Sarah Beaubien

Guest: Tim Thimmesch

1. Welcome

2. Minute taker – Hannah Seidel

3. Approval of previous meeting’s minutes

Move to approve: Laura Stroik

Second: Jason Herlands

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

* Capital maintenance project list will be out soon.
* No new building projects.
* Close to having approved parking lots that will be worked on this summer: Laker Village Drive from Ravine Center Drive to Lot G to West Campus Drive (resurfaced). Alumni House circle drive and first adjoining parking lot (resurfaced). Parking lot G south and H (resurfaced in phases). Lots D7, D8 looking at combined package possibility.

5. Automobile Charging Stations and Expectant Mother Parking–Tim Thimmesch

* We have 6 on campus (4 near rec, 2 in lot N near Neimeyer).
* 143 charges in last 30 days
* Average 3.3 hours per charge, 6.8 sessions per day
* With available charging hours 8am-5pm we have just under 50% utilization of spaces
* 12 charges per day on busiest days
* Public safety cannot enforce charging parking
* Software to track charging spots will be outdated as of 12/31/19
* Spaces will be updated next summer and 2 lot F charging spaces may be added: $3000 per station plus cost of power and installation.
* GVSU will start charging to use the spots after these updates are made (no estimate yet). Parking committee will discuss this going forward.
* FFPAC suggestion to parking committee to create threshold at which new parking spots would be added (75%-85%?)
* Pew campus has 6 charging stations; not all track data.
* Annual parking survey completed (does not track electric vehicle spots).

Expectant mother spaces:

* Expectant mothers should go to public safety to get handicapped parking tag.
* No need to go through disability services.
* FFPAC suggestion to add language on the parking website with information for expecting mothers and request that HR communicate this with anyone filing for maternity leave.

FFPAC suggestion to meter electric vehicle spaces to pay for time rather than electricity.

Question: inconsistent availability of sanitary products in women’s and single user restrooms.

Thimmesch: has not received feedback on issues. Women’s center provides products at no cost. Will look into adding products in any missing locations such as single user restrooms.

6. Academic Space Committee update – Kelly Margot

* Academic Space Committee goal: handles request to modify space, add new space, distribute spaces for classes. Meets monthly. FFPAC sends one representative.
* ACS minutes posted in FFPAC Blackboard.
* Furniture dealers sometimes make a good deal for some items but overcharge for other items needed to finish a project. Caution to faculty/units looking at purchases outside of Facilities purchases.
* Sue…Researching opportunities for power chargers, intending to pilot some chargers in winter 2020. Not intended to charge entire class.
* Cost to get screen switching technology over $6K - prohibitive
* Facilities is working on guidelines for project requests, deadlines. After request submitted, deans have input. Will be added to page on Provost website that gives contacts to reach out to with issues.
* “First dibs” rooms list can be found in schedule database (department coordinators have access). For issues, unit head or Karen Gibson can address; send email to Ed Aboufadel.
* Each college has an Associate Dean who is the contact for facilities matters.
* Robert Talbert will attend FFPAC March meeting. Suggestion to invite Jim Flanders.

7. Subcommittee Updates (if any) for ECS charges for 2019-2020.

 A) Systems of Reporting (Stoik, Herlands, and Kapitula) - Subcommittee has produced the materials (attached to email) to raise awareness about and engender a sense of responsibility for reporting classroom and other maintenance issues. The subcommittee decided to create magnets for each classroom, as well as a bookmark of the same design to distribute to faculty, and a media message for Forum and Noteworthy.

* Two designs created: bookmark, magnet
* Media campaign through Forum and Noteworthy to raise awareness
* Need to remove past sticky stickers with outdated information on whiteboards
* If any rooms still have chalkboards, consider how to post magnets
* Suggestion to credit FFPAC on magnets/bookmarks for future reference
* Suggestion to adjust colors for greater contrast in orange sections. Can send to institutional marketing for feedback.
* Memos for projects brought by committees and ECS to Provost are available in Faculty Governance on Provost website
* Subcommittee met with IT to discuss making IT website interface more user friendly for reporting issues (whether log in to GVSU is needed)

 B) Expectant Mother Parking (Benson, Wallace, Mlynarczyk)

* Working on getting data from last climate survey
* Based on update today from Thimmesch, energy toward awareness of availability of expectant mother spaces through public safety. Krista Benson checking this police with Olivia (?) who works with DeHaan

 C) Automobile Charging Stations (Thorgaard & Hinsch)

* Charging to use electric vehicle spaces seems to be contrary to GVSU commitment to environment, community, and providing faculty parking permits without charge
* Will check other area schools to compare policies
* FFPAC memo can include data for capacity threshold, responsible parties (Parking Committee)

 D) Security/Police Booth Locations (Update and Discussion)

* After four emails, student senate cannot provide clarity on the request for security/police booth locations.
* FFPAC can provide website and see if there is further action that would be helpful

<https://www.gvsu.edu/dps/hours-and-location-134.htm>

* Kelly Margot can put together information to provide to students via Lanthorn/other avenues. Info on increased lighting and security updates: reach out to DeHaan.
* Perception of safety by students is important. Raise student awareness of Guardian app.

8. Other business.

* Sue Korzinek checking that projector instruction cards are attached to monitors in classrooms and is helpful.
* Ed Aboufadel: request to add meditation room to Health Campus. Current rooms: 1) Kirkhov 2243 2) DeVos 309E. Temporary room available in CHS (offline office). Website <https://www.gvsu.edu/campusinterfaith/inclusive-prayermeditation-room-18.htm>

9. Adjournment 9:20am

Move to adjourn: Krista Benson

Second: Chris Hinsch

Next meeting: Friday, December 6, 8:00am – 9:50am, JHZ 3062