

## Minutes: Facilities & IT Committee 9/26/2018

### **Present:**

Christie Johnson, Logan Arrington, David Jenks, Chris Renaud, Sarah Hendricks, John Hansen (chemistry), Dale Driver, Randy Kath, Judy Butler,

### **Selection of next year's chair:**

John Hansen - Volunteered and chosen to serve as Chair of committee next year

### **Old Business:** *Ex Officio* members to add to committee

Jim Sutherland (agreed to join committee but not available today)

Brendan Bowen

Tom Saccenti (UWG Police Chief) - *ex officio* member as needed

Mark Reeves

### **Update on Parking:** Mark Reeves

There is a new automated system that communicates parking availability.

About 6k total parking spaces on campus (24/7 buses from athletics lot)

\$15 for yearly faculty/staff parking

New faculty lot by tennis courts

Bus Counters: There is a 15 minute counter that communicates schedule and transit updates in real time.

No evening Blue Route but Two Red routes to accommodate needs. This will align supply of buses and drivers to needs of students

Bus demand varies greatly from day-to-day as well as from semester-to-semester

Chris Renaud: How many spaces in new lot

Mark Reeves: 40 in bottom lot, 108 in top lot (handicap, faculty, staff, service spaces)

No reserved spaces in new lot

This parking info will be relayed to Faculty Senate as an Information Item

### **Space Utilization Survey:** David Jenks

Survey is ongoing - there is a need for approximately 100 available classrooms that can accommodate at least 20 students.

Instructional space is very tight which makes it difficult to allow for routine issues that arise (e.g., AC out, over air conditioned, flooding, etc.)

Need for classroom space during high-demand times (10am-2pm) continues to be a space issue

### **New Business:** Christie Johnson

Single Point of Access for Faculty Forms - A work in progress...

Dale Driver: UCM is working towards "Work West" initiative. This would be location where such documents could be placed. Website as a whole is being designed more as a marketing piece. The Work West initiative would be where such forms might be located.

David Jenks: They have been working with Faculty Affairs to consolidate where forms are located (e.g., "Change of grade" form, "Hardship Withdrawal" form, etc.). Problem is version control because people will copy forms from one location and put it on their own webpage which promulgates multiple versions of a document as updates occur over time.

Some forms must be located on particular websites (e.g., benefits forms have to be on OneUSG page)

Dale Driver: Question about the charge of Facilities & IT Committee (See Facilities and IT Committee Charge a bottom of these minutes). Is this issue with forms something that might best be addressed by the Barriers Team?

John Hansen: Is there a place to locate information about emergency situations? Would this be something that could be placed in the same location as a centralized area for other forms?

Dale Driver: Key terms such as "emergency" can be included in the metadata for particular forms to make them more discoverable. This could be done by communicating with UCM to have such info added to necessary forms.

David Jenks: 911 is also a good starting point for any emergency situations.

This is part of IGA (Intergovernmental Agreement) that was drafted about 2 years ago.

John Hansen will pursue this with UCM.

This will be revisited in the spring to follow up.

Meeting was adjourned at 1:54pm

## **Facilities and Information Technology Committee**

Purpose: to serve in an advisory capacity to the Vice President for Business and Finance and the Vice President for Information Technology and Chief Information Officer; to recommend policy and procedures concerning campus planning and development, auxiliary services, campus security and safety, campus facilities such as telephone services, mail services, technology planning and support, parking and traffic control, physical plant, and environmental and sustainability issues. It is recommended that members of this committee be invited to serve on

related committees across campus, e.g., technology committees, Vehicle Incident Review Panel.

Membership: three senators; seven faculty, one elected from the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library: three administrators, one appointed by the Provost and Vice President for Academic Affairs; one by the Vice President of Business and Finance; and one by the Vice President of Information Technology and Chief Information Officer; one student, appointed by SGA. (Total: 14)