

## Facilities Advisory Committee Meeting

Wednesday February 10, 2016

### I. **Time, Location, and Attendees**

- 3:00 – 4:45 P.M. Administrative Center – Brookside Room
- Members Present: Cory Beard, Hali Fieldman, Saul Honigberg, Steven Pankey, Deborah Phillips, Kathleen Schweitzberger, Robert Simmons, Ellen Suni, Peter Witte
- Staff Present: Patricia Kohlscheen, Karen Lavendusky, Jeff Vandel
- Minutes Recorded by Patricia Kohlscheen

### II. **Motion to Approve – Meeting Minutes – November 4, 2015**

- Several typographic errors were noted for correction.
- Saul Honigberg motion and Steve Pankey second the motion to approve corrected minutes. Approved.

### III. **Space Request – Military Science – Hospital Hill Annex Room 111**

- See attached for the background information, justification, and the Request for Additional Space for Hospital Hill Annex Room 111.
- Saul Honigberg motion and Ellen Suni second the motion to approve the space request for Hospital Hill Annex Room 111. Approved.

### IV. **Capital Projects Updates**

- Spencer Chemistry Building and School of Biological Sciences Renovation
  - The master plan process for the two buildings has been completed.
  - Because we don't have the needed funds to completely renovate the two building, the design process has included an overall master plan to guide the design over time through multiple phases. Using the master plan we will begin the Phase 1 design planning in the next few months.
  - On a parallel track we are in the process of selecting a construction project manager for the project and we should have the construction project manager on board in about a month.
    - The project manager will help guide us with the designs and the budget.
  - If the work schedule remains as it is now we should start construction in the late fall of 2016.
  - There will be lots of scheduling issues, moving classes and rooms around so the renovation can proceed. It will be a tedious process.
    - There will be a loss of research areas due to the priority of renovating the teaching labs (some labs will be doubling in size in both buildings), bringing the deferred maintenance equipment up to current codes (current standards require more and larger equipment), and adding student gathering spaces.
  - There should be no closure of 51<sup>st</sup> Street between Troost and Rockhill. Maybe some short term closing while equipment or building supplies are being move in or out.

- Approximate length of the construction would be 18 months after the construction begins in late fall of this year.
- School of Computing and Engineering – Teaching Lab Addition
  - The addition to Flarsheim Hall is on hold. The fund raising has not brought in the funds as quickly as hoped, but fund raising will continue.

V. **Space Utilization Study Update – Spring 2016**

- The study is not quite complete because of some difficulty verifying some research space data and scheduling data on Hospital Hill. Possibly will have a draft of the study by the next meeting.
- August was the first meeting with Paulien and Associates and the gathering of data began. The data requested during September and October was all our space inventory data, all the course data from the fall of 2014, that was the most complete data available, staffing files from the Human Resources department giving all the job titles on campus, we worked with all the Deans and Directors to understand the enrollment projections to understand how the departments and schools are growing on campus.
- Paulien and Associates is now analyzing all this data and we are working with them to clarify and fine tune the data we have provided.
- When looking at classroom utilization Paulien and Associates will look at weekly room hours, space occupancy, and station square footage. Depending on the type of furniture that is in the space will determine how many students you can put in a space.
  - Ten years ago we were averaging 14 square foot per student. For tablet arm chairs you need an average of 18 to 20 square feet per student.
  - We have adjusted our square footage to an average of 21 square feet per student.
  - That number will continue to increase as we change our classrooms into active learning classrooms and remove the tablet arm chairs.
  - The number of students that you can have in a classroom will go down.
- What we are hearing from Paulien and Associates is currently we don't have any classroom space issues even during prime time.
- We have heard that there are a lot of issue with de-centralize courses not using the scheduling software from the registrar's office.
  - With Hospital Hill and other units you might have overlapping classes.
  - Gathering the needed data for this study was made more difficult because the information obtained was not a consistent format.
    - The recommended software program central scheduling is using is called Ad Astra.
- We have found we need more teaching lab and collaborative study spaces in our open lab category for our students.
- When we grow to our 2020 student enrollment projections our classrooms will be in balance but we will have an issue with our teaching labs.
  - The projection student enrollment numbers has been a hard process of determining how to use the numbers from the data provided.

- The process to figure out what the 2020 student enrollment projections were was a consensus number of what the Student Affairs and Enrollment Management office was projecting, what the Deans were projecting, and what we were seeing in the real numbers.
- Faculty Research Laboratories was one area we had difficulties receiving information.
  - Paulien and Associates is suggesting we could benefit from a more robust research lab space allocation and space management policy and procedure because we have several research labs that are vacant
    - This type of policy and procedure has been talked about for several years and everyone is in agreement that we should get the policy in place.
- Under used space may be addressed in a couple of ways: we can increase research capacity or we can convert it for other problematic needs.
- A robust research space policy would require regular re-evaluation of lab space allocations, possibly on a three year interval.
  - Using data about lab assignments, research productivity, and externally funded grants to re-assign lab space.
  - If space isn't reevaluated on a regular basis you can have a researcher who received a large grant, was assigned lots of space, the grant goes away and the space doesn't go away. You can have a startup researcher who has a really productive program that can't grow because there is no space available.
    - Research space is the most expensive space to build and the most expensive space to operate. It is difficult not to have that space productive.
    - Non-productive space affects the facilities budget and can have a large effect on incoming start up faculty facing a log jam of obtaining space.

## VI. **Additional Items**

- Faculty Clubs has been an ongoing conversation.
  - At the last meeting, it was mentioned that within the Atterbury Student Success Center there is the Chancellor's Dining Room. Discussions have been that if the faculty would like to reserve the room at a regular time for faculty mixers or lunches and to re-introduce a more informal faculty interaction that the Student Affairs and Student Center were open for those types of meetings.
  - Information on existing and successful clubs at similar institutions was requested if any were known that we may look at.
- The Chair distributed a website for the Association of College and University Club (ACUC) to use that for further research for information on comparative institutions.
  - UM System has a list of comparative institutions for UMKC.
  - There is a list of similar urban Institutions.

- These lists will be run through the ACUC data base to find information about faculty clubs at similar institutions.
      - Attached is the handout for the ACUC website with the initial research outlined on the handout
    - Requested from the FAC members if they know of any clubs or their ideas about a club is to send him the information to be compiled with his research.
    - This information would be available at the next meeting
- The observation was made that the campus is looking grimy. There are bottles, cans, papers, and lots of cigarette butts all over.
  - Bob Simmons shared that many grounds and custodial staff positions have been held open due to campus and UM System wide budget concerns and that the remaining staff therefore are focusing on many more areas with limited resources.
  - The smoking policy at UMKC has pushed the smokers to the sidewalks and in some places the smokers are just dropping spent cigarettes on the public right of way and no one is cleaning up the public right of way.
    - There still seem to be issues with staff and student still smoking outside Grant and Flarsheim.
    - Problem areas should be reported to the Bob Simmons or Jeff Vandel and we can address those areas with extra signage and communicate with the Building Liaisons ways of combatting the problem.
  - With the dry weather and the winds we have this past winter a lot of debris is being moved around and collecting in many areas and hasn't been washed away with the melting snow or rains.
  - Changes in cleaning procedures, as in the suspension of floor and carpet cleaning for the rest of the fiscal year because of budget restraints, has been communicated to the Building Liaisons.
  - Discussed the possibility to have more Faculty and Staff Work Day that in the past have been organize by the UMKC Foundation to be used as grounds clean-up and beautification times.
  - Discussed the possibility to have specific projects for buildings or departments along with the general campus clean up and beautification.
  - Discussed the possibility to rekindle the project of Adopt-A-Spot where groups would take care of a garden or sitting area. The grounds supervisor had started a draft of the program but it fell to the back burner while dealing with other budgetary matters.
  - RecycleMania is an 8 week competition during the months of February and March that UMKC participates in and is a good way to clean files of unwanted paper and to clean up clutter in the office.

**VII. Next Meeting and Motion to Adjourn**

- Next meeting – April 13, 2016 – 3:00 pm to 4:30 pm, Gillham Park Room
  - No formal motion to adjourn. The chairperson dismissed the meeting.



**TO:** FACILITIES ADVISORY COMMITTEE  
**FROM:** CAMPUS FACILITIES SPACE MANAGEMENT  
**SUBJECT:** SPACE RECOMMENDATIONS FOR HOSPITAL HILL ANNEX ROOM 111  
**DATE:** FEBRUARY 2, 2016  
**CC:** BOB SIMMONS, ASSOCIATE VICE CHANCELLOR ADMINISTRATION

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Recommendation for Hospital Hill Annex, Room 111:

Previously the Facility Advisory Committee approved Military Sciences to relocate from 2,475 sq. ft at 4825 Troost, to 4,085 square feet at the Hospital Hill Annex. The additional space was needed to relocate the majority of their operations from Missouri Western State University to UMKC where the majority of their students are located.

Repairs due to a water leak delayed Military Sciences from moving until this Winter break. At that time, they were interested in getting ILE equipment for room 113 (509 sq. ft.). It was understood that if the room was a centrally scheduled classroom and open for other UMKC departments to use, the equipment would be covered by Information Services. Military Sciences suggested changing out room 111 (1,273 sq. ft.) which is much larger than 113 and could be better used by departments as a classroom. They would in turn keep in their inventory room 113 to expand their operations.

Military Sciences suggested using their existing tables and chairs which is roughly 12 seats. Room 111 could fit as many as 60 seats depending on the furniture and configuration. Space management discussed with other Hospital Hill departments, with Online Learning and the registrar's office for their input on whether there is an interest and a need for another classroom on Hospital Hill. Some departments thought the distance might be too far for them to use while other departments saw the benefit of having an emergency room available when rooms are accidentally double booked, or when departments have career days and need large space on Hospital Hill. The School of Medicine is interested in a 20-30 seat classroom for their growing Physician's Assistant (PA) program and their Master of Science in Bioinformatics (MSB) but will need lots of plug-ins for laptops, etc. Space Management suggests the purchase of mobile furniture with cable-tray access and utilizing wall and floor electrical as much as possible to keep costs down and to easily reconfigure the furniture as needed. On-line Learning expressed a possibility to use the space for some training, but most of the training they do requires computers for the participants.

Most Professional Schools on the Hospital Hill campus currently schedule their classes outside of the Registrar's Office Ad-Astra scheduler making it difficult to pull reports or to confirm there are no error alerts of double booked spaces. If room 111 is approved to be a centrally scheduled classroom, all users must book the space through the registrar's office.



Approval by the Facility Advisory Committee will be for 1,273 sq. ft. at Hospital Hill Annex and will include room 111 which is currently vacant and unassigned space, to be reassigned to the Registrar's Office and used as a centrally scheduled classroom.

Approved     Disapproved    Date:

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**Facility Advisory Committee Chair**

Approved     Disapproved    Date:

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### Initial Research

- 1) Will search for any clubs at our comparable institutions.
- 2) Will request for applicable benchmarks for similar institutions from FAAC.
- 3) Will Compile and report out at a later meeting.