Facilities Planning Committee  
Meeting Notes  
September 28, 2012


I. Campus Artwork. The committee agreed to review a request from Ann Fritz, Gallery Director, to hang a piece of student art in the library. After discussion, the committee agreed to allow the student artwork to be hung on the library’s north wall on the first floor in the Information Commons area as requested. Ann should work with Otto Jefimenko and fulfill all ADA requirements pertaining to the placement of this art prior to hanging it.

The committee agreed that Ann should be asked again to provide a proposal for the display of artwork in buildings on campus. The plan should specify which buildings and where in which buildings she recommends designating space for the display of artwork, how much space should be devoted to the display of artwork, what type of artwork should be displayed at each site, how the work should be displayed or hung and any additional details she might want to include for our review. The committee would like to have the proposal by November 30, 2012. We agreed that Ann should work with Neil Goodman and Dave Klamen on the proposal.

II. Space Plan – Continuation of Discussion. 
We began with a discussion of the pros and cons of moving Admissions to the Child Care Center. 

PROS
Linda Templeton, Admissions Director spoke in support of the move and answered questions from the committee on her reasons which included an upgraded space, the creation of a welcome center, the space to carry out its mission, the fact that the Admissions process is pre-enrollment and therefore it is not necessary to be located adjacent to the Registrar; Linda doesn’t believe that Admissions needs to be physically located within the “one-stop shop” environment which includes Financial Aid, Bursar and Registrar. Example, you don’t want a prospective student coming to speak to Admissions standing next to a continuing student who is upset about financial aid or a parking ticket.

Linda also said that the current Admissions offices are very outdated and they receive comments about it. It’s not what you want as the “front door” to the campus. She stated that there is an increased emphasis on recruiting older students and these older students are far more critical of our facilities and services.

Linda and Dr. Lewis both said that at the other universities where they have worked Admissions was separate from Financial Aid, Registrar and Bursar functions. Dr. Lewis said on both of the campuses he experienced this it worked very well or extremely well.

Andy Bolling said that he is working with IU South Bend now on planning for a new remodeling of the first floor of the Administration Building which includes Admissions, Financial Aid, Bursar and the
Registrar. This building is very large and although Admissions will remain in the building they are purposely trying to separate Admissions away from Financial Aid, Registrar and the Bursar. Andy stated that IUSB discussed the same issues that Linda mentioned, specifically not wanting Admissions to have prospective students listening to continuing students complaining about parking tickets, financial aid, etc. and their desire to keep Admissions physically separate.

Andy confirmed that the new space standards for faculty and staff offices will be out by the end of the year.

Linda was asked about the timeline of the Admissions process and she stated that you can’t walk-in with an application then walk straight to the Registrar’s Office and register for classes. At best it is usually an overnight process, but students in most cases still need to schedule a placement test prior to registering for classes. Admission and registration is a multiple visit process.

There was discussion about the fact that moving Admissions to the Child Care Center opened up considerable space in Hawthorn which begins to allow us to move academic units in Lindenwood and Sycamore to the core of campus.

Linda stated that if Admissions is to stay in Hawthorn her main concern is that they remain physically separated from a one-stop configuration. They can be nearby but not within one space that houses Admissions along with Financial Aid, Registrar and Bursar.

CONS
The Enrollment Management Group supports the concept of a one-stop shop operation that includes Admissions. Dr. Malik stated that the American Association of Collegiate Registrars and Admissions Officers (AACRAO) consultant they hired to look at enrollment management issues recommends Admissions be included in a “one-stop” operation. This would be the reason not to move Admissions to the Child Care Center and away from FA, Registrar and Bursar.

It was noted that the Admissions examples described by Linda and Dr. Lewis involved residential campuses. Dr. Lewis was not sure if this was significant, but stated that people have commented to him that many of our students do everything at the last minute from admissions to financial aid to registration so including Admissions in the one-stop concept also makes sense and he supports it. However he believes that Admissions needs to be separate and should not share the same space as Financial Aid, Registrar and the Bursar. He also believes it’s critical that Admissions has an updated space.

In response to the IUSB remodeling plan John Novak stated that the while the plan provides a separate space for Admissions, it still allows for some adjacency of Admissions to the other enrollment management functions.

Dr. Malik made it clear that the proposed one-stop configuration would involve remodeling to upgrade Admissions as well as the other units. He stated that there is a commitment to that by the Chancellor’s Leadership Team.
A vote was taken on whether the committee would like to recommend that Admissions be moved to the Child Care Center. Eight (8) members voted in favor, six (6) voted against the move. There were two members who abstained.

The discussion then turned to a review of other departments that might be possible candidates for a move to the Child Care Center in order to develop a secondary option. The options that were formerly suggested were listed:

1. University Advancement & External Relations (Marketing & Communications, Development, Alumni Relations and Special Events)
2. Fine Arts, Ceramics
3. UTEP School of Education’s Urban Teacher Education Program (3 people)
4. Center for Urban and Regional Excellence (6 people - this includes the adult education staff that were formerly part of Continuing Studies)
5. Chancellor’s suite (includes Chancellor and his staff, EVC of Academic Affairs and staff, Campus Chief Financial Officer and staff)

Dr. Malik said he does not support Fine Arts moving to the Child Care Center and does not endorse UTEP moving. Kathryn Lantz reminded the group that in a previous meeting we agreed that if we were to move the Chancellor and others out of the Chancellor’s suite in the Library Conference Center we had already discussed and agreed that we wanted to return that vacated space back into conference center space as it was originally designed.

There was more discussion about the possibility of moving University Advancement to the Child Care Center. Linda Sharma, the representative from this unit stated that all the members of University Advancement discussed this possibility. They are not opposed to it as an option but they have several concerns:

- They must have private offices to accommodate the staff involved in development activities due to the confidential nature of their work and the records they keep. As the space is configured now there are not enough offices.
- They must have a conference room dedicated to Development
- They are concerned if this is a temporary location for them and don’t particularly want to make two moves if it isn’t necessary

Andy Bolling spoke about the overall purpose of the space plan. He said that the driving factor for our space plan should not be to empty out Lindenwood and Sycamore. Vice President Morrison has said he wants us to put together a good long term plan which is in the best interest of the campus. Emptying out Lindenwood and Sycamore is important but should not drive our decisions with regard to the plan.

Dr. Malik said that Chancellor Lowe is focused on emptying Lindenwood and Sycamore. K. Lantz stated that our charge as it has been given to us is to put together a long-term plan that assumes we have a new Tamarack, a new administration building and we also have the Child Care Center and using these spaces make a recommendation on where all campus departments and units should reside. We need to use these spaces in an efficient manner in our planning with the knowledge that Lindenwood and Sycamore will also need to be demolished.
Linda Sharma was asked what space would be freed up in the campus core if we moved University Advancement and External Relations to the Child Care Center. The response was none, it just helps us empty Sycamore to prepare for its demolition.

We agreed that we will develop a secondary option which will include moving University Advancement & External Relations into the Child Care Center.

The group began to toss out ideas on other units and possible moves, this included:
- Math Lab, Writing Lab, Reading Lab and Supplemental Instruction – move them to the Library. Tim Sutherland said there is “push back” from the faculty associated with these functions concerning a move to the Library. Tim Mitchell said he supported the move to the library as it would provide better infrastructure and technology resources for the students. Many members thought it was a good idea.
- Carol Wood stated that I.T.’s Web Services and Media Production should move out of Hawthorn closer to Marketing.
- Dr. Malik stated that Sponsored Research could move out of their office space in Hawthorn back into the library where the office resided previously.
- General Studies could move into Hawthorn space vacated by Sponsored Research
- Affirmative Action could move into the space that was vacated by 21st Century Scholars in Raintree.

We ran out of time and set a date for our next meeting.

III. Future Meeting dates

- Friday, October 19 2012, 9 AM – 10:30 AM.

Submitted by Kathryn Lantz, October 31, 2012