Facilities Planning Committee  
Meeting Notes  
February 15, 2013


I. Updates
   a. Near Term Space Recommendation -
      The Chancellor asked that K. Lantz submit a request for service (RFS) to the IU Architect’s Office for assistance in designing the Child Care Center space for University Advancement and External Affairs and C.U.R.E. An RFS was submitted on February 6, 2013. There has been no other news regarding the remaining space recommendations
   b. Campus Sign Posting Policy –
      Marketing wishes to make a small revision to the recommendation which was submitted to include some wording regarding political notices and reference IU’s policy regarding the same. An approved final document has not yet been received by the FPC chair.

      The Chancellor prefers that the FPC make a recommendation of holiday lights before he considers the issue further. The committee agreed to discuss this at our next FPC meeting. Prior to that meeting K. Lantz will do more research to determine if other IU campuses have any type of policy.

II. Discussion of Vacant Space
    Chancellor Lowe has asked the FPC to discuss vacant campus space and make a recommendation on how it is classified once it becomes vacant.

    K. Lantz gave a brief history of how vacant office space has been handled by the campus over the past years. There is no formal policy. A discussion followed which included the topics of 1) Identification of vacant space; 2) assessments for allocated space; 3) “ownership” of vacated space 4) the annual space inventory survey; 5) changes to the facilities request process; and 6) the emergency request process.

    The following is a summary of the outcomes of the discussion:

    The Facilities Planning Committee agreed on the following regarding a policy for vacant office space:

    - As a general rule, office space that is allocated to a school or division will remain with that unit when a faculty or staff member leaves to take a job in a different department, retires or separates from the University for any reason, unless there is a greater campus need for that space.

    - When an entire department ceases operation and the faculty and staff members of that department no longer occupy the space, the space will revert to the general campus inventory.
The following operational changes to the annual facilities request process were suggested:
Annual facilities requests should be submitted by a Dean or a Vice Chancellor. Requests for additional space should include data on all currently allocated space and a justification for the request for additional space. The facilities request form should be modified to reflect these changes.

Other
Separate from the annual facilities process, it is strongly suggested that the Office of Fiscal Affairs clarifies whether or not schools and other units are assessed/charged in some manner for the amount of space that is allocated to them.

Identification of vacant space and the annual space inventory conducted by the University’s Office of Space Information:
Departments will be asked to provide more details on the annual space inventory survey. All departments should identify the individual occupying each office space or state that the office is vacant.

Human Resources should add the chair of the FPC to their distribution list when they send out notices concerning employees who are in some way terminating their employment with IU Northwest. While the list does not identify office location of these employees, it might be helpful for the chair of the committee to have this information.

Emergency Requests
The issue of emergency requests was brought up in the meeting. It was stated that we have a formal process in place. NOTE: The current policy for emergency requests appears below.

III. Upcoming Meeting
- April 12, 2013: 9:00 AM – 11:00 AM
- June 14, 2013: 9:00 AM – 11:00 AM
- August 16, 2013: 9:00 AM – 11:00 AM

Submitted by Kathryn Lantz
2/22/2013

A mechanism for emergency facilities requests was established by Chancellor Bergland and his cabinet in 2008 and added to the facilities request process. It was revised in 2011 to reflect the changes to Chancellor Lowe’s Leadership group and the change he made to the FPC’s reporting structure.

“Emergency / Off-Cycle Requests
If an individual has a facilities request which they believe is urgent they should speak with their Dean. If their dean endorses the request and agrees that it is urgent, the dean upon submitting it to the appropriate Vice Chancellor should ask the Vice Chancellor to treat it as an emergency request. If the Vice Chancellor agrees, he/she will endorse the request and take it to the Vice Chancellor for Administration. The Vice Chancellor will share the request with the Chancellor’s Leadership Team and they will determine if the request is urgent. If the request is considered urgent, the Vice Chancellor for Administration will send it directly to the chair of the Facilities Planning Committee with instructions for an immediate review by the committee. After review the committee will submit their recommendation to the Vice Chancellor for Administration who will review it with the Chancellor’s Leadership Team. Final decision rests exclusively with the Chancellor.
If the request is determined not to be of an emergency nature by the dean, the Vice Chancellor or the Chancellor’s Leadership Team, the request should be forwarded to the chair of the facilities committee for review at the annual December meeting.

The Facilities Planning Committee may independently decide to review additional requests throughout the year prior to the annual review if they deem it appropriate.

Revised April 2008
Revised August 2011”

The full description of the campus facilities request process is posted on the web at: http://www.iun.edu/campus-services/facilities-planning/index.htm. They are listed under the tab titled Policies and Request Forms.