Memo: University Resources Policy Committee (URPC) Meeting Minutes

Date: September 1, 2016 Time: 3:00 pm, Science Building Rm 176

In Attendance: Mark Jordan, Anne Argast, Suzanne LaVere, Hongli Lou, David Wesse, Zafar Nazarov, Shawn Peterson, Kathy Pollock, Nila Reimer.

Minutes:

- Meeting called to order by Mark Jordan at 3:00pm

- Mark Jordan volunteered as the new chair of the committee

- New business:
  - Discussed developing a posting policy for faculty. Student activities has adopted a posting policy for their four sided boards and entry way postings. It was suggested Kasey Price be invited to a future meeting to give an overview of this policy
  - Decided future meeting times will be the first Thursday of the month at 3pm

- Meeting adjourned at 3:25
Memo: University Resources Policy Committee (URPC) Meeting Minutes

Date: September 22, 2016 Time: 3:00 pm, Science Building Rm 372

In Attendance: Mark Jordan, Anne Argast, Suzanne LaVere, Hongli Lou, Walter Soptelean, Jay Harris, Zafar Nazarov, Shawn Peterson, Audrey Ushenko, Nila Reimer.

Minutes:

- Meeting called to order by Mark Jordan at 3:04pm

- Timeline for presentation to Faculty Senate of Action Plan 41 evaluation by the group: October 28.

- Business of the meeting:
  - Find out what timelines and plans exist for action items in Action Plan 41. URPC was assigned nine action items to investigate and report on.
  - Preliminary discussion of timelines and plans presented

- Next meeting scheduled for October 6 at 3pm but this depends on having information on timelines and plans from the administration

- Meeting adjourned 4:10
Memo: University Resources Policy Committee (URPC) Meeting Minutes

Date: October 6, 2016 Time: 3:00 pm, Science Building Rm 176

In Attendance: Mark Jordan, Anne Argast, Jim Hersberger, Suzanne LaVere, Hongli Lou, Walter Soptelean, Jay Harris, Zafar Nazarov, Shawn Peterson, Kathy Pollock, Nila Reimer, Audrey Ushenko, and David Wesse

Minutes:

• Meeting called to order by Mark Jordan at 3:05pm

• Business of the meeting:
  o Individual committee member volunteered to draft responses to the assigned Plan 41 action items
  o Continued discussion of response to Plan 41

• The next meeting is scheduled for October 20 at 3pm in SB 372

• Meeting adjourned 4:10
Memo: University Resources Policy Committee (URPC) Meeting Minutes

Date: October 20, 2016 Time: 3:00 pm, Science Building Rm 372

In Attendance: Mark Jordan, Anne Argast, Suzanne LaVere, Hongli Lou, Jay Harris, Zafar Nazarov, Shawn Peterson, Dunyale Tolliver, Kathy Pollock

Minutes:

- Meeting called to order by Mark Jordan at 3:00pm

- Business of the meeting:
  - Analyze input for various points of Action plan 41.
  - Discussion of feasibility evaluation and recommendations

- Final draft of the document to be sent to committee members on Monday, October 25 for comment. The vote will occur via online poll by Friday, October 28.

- Meeting adjourned 3:55 pm
Memo: University Resources Policy Committee (URPC) Meeting Minutes

Date: December 1, 2016 Time: 3:00 pm, Science Building Rm 372

In Attendance: Mark Jordan, Anne Argast, Suzanne LaVere, Hongli Lou, Jay Harris, Zafar Nazarov, Shawn Peterson, Kathy Pollock, Walter Sopetelean, Nila Reimer, James Hersberger, Greg Justice

Guest Speaker: Kasey Price.

Minutes:

• Meeting called to order by Mark Jordan at 3:02pm

• Presentation by Kasey Price, Assistant VC for Student Affairs, on posting policy
  o Adopted in April 2016
  o Policy not reviewed since 2009. New construction created new venues that became unmanageable.
  o Locations were reduced and online policy was formalized
  o There will be free standing 3-sided kiosks in Gates, Neff, Kettler, ETCS, and P2
  o Centralized Twitter -Depts can request live tweeting
  o Students would like a giant calendar on the main campus
  o Toilet Times expansion. -Depts can advertise
  o Digital signage. 20 screens throughout campus
  o Student Affairs ready to work with faculty promote classes and activities in print or online

• Business of the meeting:
  o By-law amendment for faculty representative on the Space Allocation Committee to report to URPC:
    -Motion tabled until there is a better understanding of the relationship between the two committees
  o NAIA proposal:
    -Motion to forward to new Athletics Working Group approved.
  o Key Policy: Instructors unable to get into classrooms at designated class times:
    -Request ITS create a policy
    -Jay Harris: Cards for swipe access are being considered

• Meeting adjourned 4:00
Memo: University Resources Policy Committee (URPC) Meeting Minutes

Date: December 15, 2016 Time: 3:00 pm, Science Building Rm 178

In Attendance: Mark Jordan, Jay Harris, Greg Justice, Walter Soptelean, Nila Reimer, Gordon Schmidt

Guests: Marcia Dixson, Patrick McLaughlin

Minutes:

- Meeting called to order by Mark Jordan at 3:00pm

- Discussion of role of Space Allocation Committee with respect to URPC
  - Space Allocation Committee and Physical Plant are the stewards of physical space on campus
  - Requests for space are routed through the Deans before being considered by Space Allocation
  - Space Allocation looks at broader context for requests which includes impacts on other stakeholders, regulations, and optimal use.
  - Draft policy “IPFW Space Management Policies and Procedures” was presented for URPC review
  - URPC is not involved in specific decisions on allocations. Its role is to evaluate policy and ensure that it is developed and applied in a fair manner.

- Meeting adjourned 3:30
Memo: University Resources Policy Committee (URPC) Meeting Minutes

Date: January 19, 2017 Time: 12:00 pm, Liberal Arts Building Rm 160

In Attendance: Anne Argast, James Hersberger, Mark Jordan, Greg Justice, Suzanne Lavere, Hongli Luo, Zafar Nazarov, Nila Reimer, Gordon Schmidt

Minutes:

- Meeting called to order by Mark Jordan at 12:00 pm

- Business of the Meeting
  - Nomination of Jeff Malanson for the Finance Working Group as part of campus realignment was unanimously approved
  - Resolution for amendment to the Senate bylaws was unanimously approved. This amendment is for a report to be made to URPC by the faculty member on the Space Allocation Committee
  - Resolution for semiannual budget presentations made by the Administration to Senate was unanimously approved. This resolution originated with the Budgetary Affairs Subcommittee

- Discussion
  - URPC role in realignment
  - Review of IPFW Space Management Policy and Procedure
    - Document is in draft form
    - To be finalized and shared with Senate in Spring 2017
  - Key Distribution Policy
    - Specific revision to procedure for key approval when more than one unit has use and responsibility of a room was discussed (e.g. computer teaching labs, multi-use labs)
    - Broader review of the policy, not updated since 2011, will be conducted by Physical Plant. New card reader technology will be included in the revision.

- Meeting adjourned 12:50 pm
Memo: University Resources Policy Committee (URPC) Meeting Minutes

Date: April 6, 2017 Time: 12:00 pm, Liberal Arts Building Rm 160

In Attendance: Anne Argast, Josh Bacon, Mark Jordan, Greg Justice, Hongli Luo, Zafar Nazarov, Kathy Pollock, Gordon Schmidt, Audrey Ushenko

Minutes:

• Meeting called to order by Mark Jordan at 12:00 pm

• Discussion – Continued review of IPFW Space Management Policy and Procedure
  o The committee suggests:
    ▪ the addition of time length for space request (for example, temporary vs. permanent)
    ▪ consideration of studio, seminar, or laboratory space when using a benchmark of 85% utilization for classrooms. These spaces often have lower rates of use but serve important roles within programs.
    ▪ clarifying language to give faculty a single office and staff a single or shared office
    ▪ coordinating with Sponsored Programs for space needs associated with grant submissions
  o A final version from Physical Plant (Greg Justice) is expected to be shared with URPC in Fall 2017

• Meeting adjourned 12:40 pm