

**Committee on Space Utilization (COSU)**  
**12/8/08 Meeting**  
**Carter Room 1001**  
**(1:00 – 2:30 pm)**

Present: Todd Allen, Beckie Croissant, Sue Kent, Judy Layton, Heather Lawrence, Kirk Leichter, Nolan Oltjenbruns, Ryan Rose, Roxie Wilson  
Absent: Clint Harris

**Short-term Priorities – Committee Feedback**

- ❖ Committee Name. Revised name to Committee on Space Utilization (COSU)
- ❖ Instructional Space Inventory. Compared assignable instructional spaces between the Facilities inventory and R25. Need to follow-up on identified discrepancies of instructional space not in R25 with the goal of recapturing rooms when appropriate. (Kirk Leichter, Roxie Wilson, Heather Lawrence, Barb Taylor – Facilities Management).
- ❖ Room Usage Codes (RUC). Distributed the Post Secondary Facilities and Inventory and Classification Manual (2006), U.S. Department of Education, National Center for Education Statistics. The Committee approved the use of the standard RUC's and will post on the Committee website as a reference. The Committee noted the SUC's could be tailored for own use (e.g., adding a second field).
- ❖ R25 and Banner. Investigated Banner scheduling module and the Committee decided to move forward adding all assignable instructional space into Banner. (Judy Layton)
- ❖ X25. Contacted CollegeNet for verification of compatibility with R25 and CollegeNet representatives (Liz, Bruce) confirmed a script will need to be added with an approximate 4-week implementation load timeframe. X25 will allow 7 custom attributes. (Roxie Wilson) The Committee recommends purchase of X25 and will prepare a proposal to submit to Provost and VP for Administration.
- ❖ Prime Time Scheduling. Researched different institution's prime time and saw similar guidelines with variations as low as 50/50 compared to the more common 65/35 range. After X25 is installed, the Committee will be able to better examine the impact of different prime time ranges.
- ❖ Website Development. Established a draft Space Utilization Committee website to include useful documentation (e.g., Charge, Minutes, Meeting Dates, Membership, etc.). (Beckie Croissant, Sue Kent, Ronna Johnston). The website will be posted early spring semester.
- ❖ Room Access/Key Issuance. Examined current key issuance process and identify concerns/issues. The working group had an extensive meeting. Notes from the meeting are listed at the end of the Minutes. (Kirk Leichter, Clint Harris, Roxie Wilson, George Slack, Steven Abbath, Ron Eberhard).

**Spring Semester Priorities**

- ❖ Instructional Space Inventory Follow-up. Examine identified discrepancies and recapture rooms when appropriate.
- ❖ Partitions. Update partitions by college.
- ❖ Policies, Processes, Forms. Review examples from other universities (e.g., Miami University), create UNC Policies, Processes, and Forms to recommend for approval.

- ❖ Room Definitions. Create definitions/usage for different room classifications (e.g., specialized rooms, conference rooms, etc.). Committee will search for examples from other universities.
- ❖ Lab Policies. Review and update lab policies as appropriate. (Ryan Rose)
- ❖ Room Access/Key Issuance. Follow-up on action items as identified from 12/2/08 meeting notes.
- ❖ Space Cost Analysis. Create 3-4 “cost of space” codes based on Room Usage Codes and Facilities information (e.g., custodial costs, square footage). (Kirk Leichliter, Roxie Wilson, Sue Kent)

## Meeting Schedule

- ❖ Spring semester meetings – meet every other Tuesday, 3:00 – 4:30 pm in Carter 2010 (Graduate School conference room). Meeting dates:
  - January 13 & 27, 2009
  - February 10 & 24, 2009
  - March 10 & 24, 2009
  - April 14 & 28, 2009

### Notes from Room Access/Key Issuance 12/2/08 Meeting

Kirk Leichliter, Clint Harris, Roxie Wilson, George Slack, Steven Abbath, Ron Eberhard

### Issues

- Unscheduled groups (not in R25) who request access by UNCPD with little or no notice
- Who should unlock rooms for after hours events
- What should be normally locked / unlocked ie: general classrooms vs. specialty spaces
- Need to identify a responsible person for each event

### After Hours Locking

- For all events scheduled in R25, Custodial Staff is available to lock and unlock buildings and rooms as noted below. Other times will be covered by UNCPD.
- Access may be denied by UNCPD if not in R25
- Card access will be used where available.
- For frequent users or specialized spaces, the responsible person for the group using the space may be issued key/card access. (dance studio, pool, etc.)
- Use of “Smart Classrooms” will require responsible person for group to have card access. These rooms will not be unlocked by Custodial or UNCPD.
- Authorization for key / card access (if access not provided by Custodial or UNCPD)
  - For events not associated with a normal college / building assignment, the scheduling office will authorize access as needed.

### Custodial staff schedule:

Days	7 days/week	7:00Am – 4:00PM (M-F), 6:30 – 2:30 (Sat & Sun)
Eve	M-F	4:00PM – 12:30AM
Night	Sun – Thur	10:00 PM – 6:30AM

## ACTION ITEMS

- Educate campus regarding scheduling policy issues (Randy H.)
  - o All events are to be scheduled through R25. An event is anything that needs a space (indoors or outdoors)
  - o All events require a responsible party (preferably a UNC staff / faculty member)
- Define how many minutes in advance card access equipped buildings should be unlocked. Goal is to minimize the amount of time buildings are left unsecured.
- For outside groups needing general classroom / meeting type spaces – attempt to schedule events in the UC.
  - o Scheduling to discuss which building to use when UC is not available
- Update service center procedures to allow key/card authorization by Scheduling office for non-college events