

Facilities Council Kick-Off Meeting, January 24, 2018 – 3:30PM
Meeting Minutes

Provost Miller opened the meeting with a welcome and had members of the committee introduce themselves, after which she introduced President Nichols to speak to the committee.

President Nichols welcomed and thanked the members for answering her request to be a part of this council. Then she spoke to the purpose of the committee which would be to make recommendations to the President on all aspects of physical facilities on campus. The items the council will advise on will include but are not limited to Regulations and policies, Support of, and information on all facility planning documents, prioritization of new construction and renovation of facilities, Usage of space, acquisition of real estate, commissioning of public art, and support of sustainability. She then spoke to the principles the Facilities Council in the broadest sense where it will enable and support the mission of the UW to provide a quality education, world class research, scholarships, provide service to and engagement of the entire state.

The president would like to see the committee have the policies and procedures in place in the next few months. The President then left.

Provost Miller took the floor and as to the presidents charge said the council needs to establish its structure and work flow. She continued to explain the council's duties.

The Facilities Council will discuss items brought forth to provide advice and recommendations to the President on all decisions concerning the built environment of the University.

There will be 5 standing sub councils whose purpose is to provide analysis and expertise to the Facilities Council.

Provost Miller instructed the council to think about what additional content was needed in the proposed policy to guide council procedures and actions.

Discussion was held regarding the sub-council membership and campus input and expertise.

The Facilities Council will meet every month and sub-councils are to meet in between the Facilities Council meetings.

There was some discussion on making sure the sub-councils would be able to advise on security, space allocation, and how these new policies/procedures fit into the levels of planning (1,2 & 3) that we already use.

For this first meeting the Provost would like to vote on the sub-committees membership. Please note the future policy will read the title/position of the person holding the membership to the council, not the actual name of the person (e.g. Executive Director of UW Operations instead of John Davis).

As the council began to go through the sub-council membership, a motion was made to make the co-chairs of the Facilities Council voting instead of non-voting members of the council, it was seconded. Discussion called. Vote called and it was unanimously passed.

Motion to approve membership for the Facilities Utilization Sub-Council Committee with the change of Kim Zafft to Eric Webb, motion seconded. Discussion, motion amended to, also tasking the sub-council

for consideration and recommendation of additions of a Dean, faculty member and student as they deem appropriate by the next Facilities Council meeting in March. Motioned, seconded, vote called and unanimously passed.

Motion to approve membership for the Planning and Policy Sub-Council Committee with the changes of Paula Whaley to Tara Evans, addition of Kim Zafft, motion seconded. Discussion, motion amended to, also adding Joel Defebaugh as student representation and tasking the sub-council for consideration and recommendation of additions of a Dean, faculty member as they deem appropriate by the next Facilities Council meeting in March. Motioned, seconded, vote called and unanimously passed.

Motion to approve membership for the Technical Sub-Council Committee with addition of Jesse Ballard as the IT Representative and Paula Whaley from General Counsel, motion seconded. Discussion, motion amended to, also tasking the sub-council for consideration and recommendation of additions of a Dean, faculty member and student as they deem appropriate by the next Facilities Council meeting in March. Motioned, seconded, vote called and unanimously passed.

Assignments and considerations for next meetings include:

- Chairs should meet with their respective sub-councils.
- Work on edits to the draft University Facilities Council SAPP document (responsibilities, terms of service, memberships...etc.). Please get your edits to Zoe by February 12th.
- Website – please think about the website for this committee and what should be on it.
- Meeting note (not minutes), submission instructions for space allocation, policies, and relevant links are possibilities.
- Zoe will send a doodle poll to find a monthly time for this committee to meet. If for some reason you cannot make a meeting it has been decided that members should not send a substitute in their place.
- Zoe will send draft copy of minutes to Provost Miller and VP Mai for review and each member will receive a copy of the final minutes at the next meeting for review and approval.

Meeting concluded at 5:10pm.

Respectfully submitted

Zoe Curtright
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Executive Directors Office