

**Facilities Planning Committee
Minutes of Meeting
Thursday, January 10, 2019**

Present:

Maria Calzada, Chair; Alicia Bourque; Tommy Raymond; Sarah Allison; Dale O'Neill; JaQuille Collins; Michael Rachel; Stephanie Hotard; Trey Drury; Susan Brower; Deborah Poole; Lesli Harris; Nathan Ament; Joseph Locascio; Paula Ruiz

Guest: Aimee Thomas

The Facilities Planning Committee (FPC) met on Thursday, January 10, 2019, at 3:30 p.m. in Monroe Library, Seminar Room 4. The minutes of the November 9, 2018 meeting were approved as submitted.

Project to Protect Migratory Birds

Dr. Aimee Thomas shared her proposal to implement a service project for her spring Tropical Ecology students. Each fall and spring there have been migratory bird kills on the north and south ends of Monroe Hall, one of the tallest buildings on campus. Birds smash into the corner windows, which appear to them as a continuation of the sky. To reduce bird kills significantly, Dr. Thomas proposed placing stickers on the north and south stairwell windows of the six floors of Monroe Hall and on the green house windows. The sticker is approximately 12 to 15" across and resembles the silhouette of a predatory bird. Dr. Thomas agreed to use her research funds to print and maintain the stickers and to print smaller iridescent stickers for other windows as needed. She plans to include an informational placard on each floor to explain the project. After further discussion, a motion was made and seconded for the approval of the migratory bird sticker project. The motion passed unanimously.

University Space Audit Project

The project to draw master floor plans of all buildings on campus in CAD format is continuing. At this point, there is nothing new to report since the last meeting in November. Mr. Rachel added that he and Mr. Raymond are revisiting certain spaces to take photos and a more thorough inventory of remaining supplies, equipment, and furniture.

Other Topics – Donation of Art

Ms. Hotard announced that the university received a gift of art and asked for suggestions of where it can be displayed. The donation, a 2' replica of a New Orleans street car, currently resides in the Jesuit home. There was consensus to display the street car model in the faculty/staff lounge, now named the Freret room. Dean Poole asked if a gift deed form was completed. Ms. Hotard will follow-up with Dean Poole with photos, history of the model and gift deed.

Record Retention Policies

Ms. Harris reported that Tommy Screen has completed an initial review of our policy from 2008 and believes it is in line with current regulations. He will review a second time to see if the policy can be updated to incorporate new technology, i.e. retaining paper copies vs scanned copies. Student records and admission records are kept five years, while transcripts are kept forever. A subcommittee of the FPC was formed to explore scanning options, storage capacity needs, OCR requirements, cost, and man power constraints. Lesli Harris, Deborah

Poole, Alicia Bourque, Joe Locascio, and Sarah Allison agreed to serve on the subcommittee.

Loyola Spring Cleaning

Items we can act on immediately: (1) inventory and removal of unused furniture, (2) inventory and removal of unused electronics and computers (3) inventory and gather unwanted office supplies and figure out a method of redistribution (4) obtain additional recycling and shred containers.

Items we can act on once record retention policy is confirmed and communicated: (1) shred or recycle paper, (2) scan documents and files, or (3) keep and store records

The subcommittee will roll out a spring cleaning plan by February 14.

Other Topics Continued

- Send Physical Plant WFF requests or complaints in writing. Use the online job request form.
- Mr. Raymond will draft an announcement to introduce new WFF manager, John Andrews, and forward to Lesli Harris.
- We need to identify alternative lockable storage space for student organizations. Currently the students use fourteen 8x10' storage closets in the Danna Center basement. This space floods often.
- Bobet 101 houses a campus computer lab (shared space) in addition to the Writing and Publishing Center. The computer lab is not in the classroom pool; it is a collaborative space between the English Department and the Student Success Center. The English Department desires to add an interior door on the computer lab so there is accessibility to the room directly from the hall.

There being no further business, the meeting adjourned at 4:25 p.m.