

**Facilities Planning Committee
Minutes of Meeting
Friday, November 9, 2018**

Present:

Maria Calzada, Chair; Alicia Bourque; Tommy Raymond; Gordon Towell; Sarah Allison; Dale O’Neill; Michael Rachel; Stephanie Hotard; Trey Drury; Patricia Murrett; Lesli Harris; Victoria Elmwood

Guests: John Dewell

The Facilities Planning Committee (FPC) met on Friday, November 9, 2018, at 3:30 p.m. in Monroe Library, Seminar Room 4. There was a motion to amend the minutes of September 27, 2018 by adding language to clarify that Drs. Eklund and Schaberg agreed to share Bobet 341 rather than return the room to the classroom pool. The motion to amend the minutes passed. There was consensus to approve the minutes with corrected language, to be reviewed at a later date by Dr. Calzada.

Counseling and Education Space Proposal

The Loyola Center for Counseling and Education (LCCE) requested access to space on the second floor of Mercy Hall to assist in accomplishing their goals to provide effective training for our students, affordable mental health care services and further develop the Counseling Program as a paragon of counseling training and community service. The following rooms in Mercy Hall were requested:

Room Number	Purpose
211 H	Records Room
211 L & J	Multipurpose Counseling Room (individual, family, group)
211 C & D	Individual Counseling Rooms
211 I	Waiting Room to be shared with Criminal Justice Grad Assistants

Two of the proposed spaces are empty offices, not used in the past 1-5 years. Two of the other spaces belong to CAS emeritus professors. The Dean of CAS has found alternate space for the emeritus professors. We have partnerships with other groups in the community who will pay us per counseling session. We plan to charge clients a nominal fee, \$15 per session, but no one will be turned away if they cannot afford to pay. The model proposes holding counseling fees in an account and using those funds to hire and compensate a new position to manage the process. Dr. Calzada asked if Tommy Screen reviewed the proposal and approved this model. Professor Dewell stated that he has a meeting set up with Mr. Screen next week to confirm the former Risk Management Manager’s approval of the proposal. Dr. Calzada stated that finances are different now since this proposal originated in late spring. She stated that gifts vs tuition/fees are treated differently due to GAAP accounting principles. She added that Professor Dewell should meet with Mr. Pastorek in the Finance Department to discuss the model and the budget as it relates to the use of counseling fees. Mr. Rachel asked if Professor Dewell would (1) clarify with Mr. Screen if the word “Education” is allowed in the title of the Counseling and Education Center and (2) provide a letter from Criminal Justice regarding approval of sharing space 211 I. Professor Dewell noted that medical records will be kept on paper charts secured behind two locked doors and sessions will be recorded using flip cameras. A motion was made to recommend, to the President, the allocation of space in Mercy Hall, rooms 211H, 211L&J, 211C&D, and 211I, as proposed, pending the approval by the Legal and Finance Departments and the submission of written approval from the Criminal Justice Department. The motion received a second and passed, with one abstention.

University Space Audit Project

The President has requested an audit of all space on both campuses. Mr. Raymond stated that his department is in the process of drawing every building in CAD format. The space audit, to include space use statistics, has been completed for Bobet, Marquette and Stallings. Mercy Hall is next on their list. There was discussion about who has authority to allocate space, redistributing vacant space, space efficiency, record retention and compliance with retention policies, confidential files in vacant offices, distribution of furniture and computers remaining in vacant offices, and sanitary concerns of vacant offices with refrigerators. There was consensus that Directors are responsible for the records and confidential files left behind in vacant offices.

Action Items:

Currently Deans allocate and reallocate space within their divisions and space allocation across divisions comes before this committee. Going forward, we need to review our committee charge. We need guidance on the committee's charge from the President.

Task Government and Legal Affairs Department to:

- Request record retention guidelines from University departments.
- Review said guidelines and criteria for record retention and storage of confidential documents to ensure compliance with regulations and best practices.

Once record retention policies are reviewed and confirmed by the Government and Legal Affairs Department:

- Establish a timeline of *what* needs to be recycled, scanned, or confidentially shredded, *when* and *by whom*.
- Designate a place for confidential files. We currently use St. Mary's.

Issue a request to clean vacant space to ensure compliance and to position space for efficient use. Send unused computers to the IT department. Take an inventory of furniture items and TVs. Physical Plant will remove refrigerators. Office space in Marquette Hall is a priority. Dr. Calzada and Ms. Harris will work on messaging this action item to the Deans and Cabinet.

Other Topics

There being no further business, the meeting adjourned at 4:40 p.m.