

**Facilities Planning Committee
Minutes of Meeting
Thursday, February 21, 2019**

Present:

Maria Calzada; Alicia Bourque; Tommy Raymond; Sarah Allison; JaQuille Collins; Michael Rachel; Stephanie Hotard; Trey Drury; Susan Brower; Deborah Poole; Lesli Harris; Gordon Towell

Guest: Ken Weber

Lesli Harris called the Facilities Planning Committee (FPC) to order on Thursday, February 21, 2019, at 3:30 p.m. in Monroe Library, Seminar Room 4. There was a short discussion on the relevance and usefulness of the committee, frequency of meeting, how to consider proposals, and the committee's general scope of work. There was consensus to continue meeting as needed and to review the committee's protocol at the next regular meeting. The minutes of the January 10, 2019 meeting were approved as submitted.

Proposal to Name Bobet Hall 104

The suite of offices in Bobet Hall 104 was formally known as the University Ministry office. Student Life and Ministry proposed that the Bobet 104 space, now a student gathering space, be re-named in honor of Pedro Arrupe, S.J. the 28th Superior General of the Society of Jesus. Arrupe led the Society in the realities of serving the Church and people in the post-Vatican II world and was an individual of great spiritual depth who was committed to justice. Many students gather in Bobet 104 to have discussions on justice, how to help their fellow person and how to be a better human. Currently, students view this space as a safe space and have organically formed a community in this area where they share ideas, resources and, most importantly, encouragement. Due to the recent reorganization of Ministry efforts on campus, Student Life and Ministry would like to effectively redirect students to appropriate offices and services. Having a designated name for Bobet 104 would assist students in navigating where to find resources and services on campus. Rather than naming the space a "center", which infers ancillary academic programming, the committee recommended the use of terms such as "lounge" or "suite". After further discussion, the committee agreed that Bobet 104 could be a space the University consciously develops to promote diversity and inclusion. There was a motion and second for the approval of naming Bobet Hall, room 104 after Fr. Pedro Arrupe, S.J., subject to the review by the Naming Committee and Institutional Advancement, with regards to potential naming sponsorship opportunity. The motion passed unanimously.

Proposal for Dedicated Space

The Jewish Student Union has expressed a desire to have a physical space for students to meet for prayer on a regular basis, particularly to hold Shabbat services weekly. Their proposal includes a request for a room that would accommodate food, drink, an open flame (candles), at least 10 people seated in chairs, a small table, a small storage cabinet for prayer items, and accessibility from 7:30 am to 11:00 pm. While there is a universal prayer space open to all in the lower level of the Danna Center, the Jewish Student Union is requesting a separate space. Mr. Weber explained that there are distinctive needs of one group that may compromise the needs of another group. The form of prayer these Jewish students seek to practice requires appointments and materials that would be used exclusively for it and not by other traditions. Mr. Weber interprets their request as an issue of equitable access. We say that space

on the University is open to all religious traditions but that has not been what some student's experience. There was further discussion on liability issues and equal access for all 18 religions represented on campus. There was consensus to research AJCU best practices on what other universities do to create an equitable climate. Also, Mr. Weber will also explore if the Jewish Student Union could place a standing reservation for a specific time every week vs having a dedicated space 24/7. There was consensus to defer the consideration of the motion for dedicated space until further research is provided at the next regular meeting on April 25.

University Space Audit Project

A subcommittee of the FPC, consisting of Susan Brower, Tommy Raymond, Michael Rachel, Paula Ruiz, Fanny Friadt, and Hoc Ngo, are spending approximately 2/3 hours per week on the university space audit project. The auditing project now consists of a few components. First, President Tetlow requested an audit of all university space (minus residence halls) and to specifically inventory underutilized space. Second, there are many classrooms on campus that are not supported by Media Services. So the original space audit now incorporates a classroom space inventory. Other components of the audit documents: floor plans of all buildings on campus in CAD format; AV equipment inventory; computers; and furniture. The space audit team created inventory spreadsheets, in their google drive, to include photos. The inventory is tied to dates and serves as a snapshot of the space. Audits in Marquette, Thomas and Mercy Halls have been completed. The Provost gathered space audit information from each dean and will forward that information to the space audit team. Ms. Harris announced that, in conjunction with the space audit, she is conducting an art audit and appraisal with the assistance of an experienced volunteer. We have set up a storage place in Central Receiving, Monroe Hall to receive unused office supplies. There will be an announcement to the Loyola community with instructions on how to share and take supplies as needed. The space audit project is estimated to be completed by the end of May.

Record Retention Policies

Ms. Harris reported that Tommy Screen has completed an initial review of our record retention policy from 2008 and believes it is in line with current regulations. We will update the review date on our policy before it is published on our new website which is rolling out in April. The Provost asked if the retention of paper copies, required by our policies, is also required by law. Ms. Harris will look into it and report back to the committee.

Loyola Spring Cleaning

The subcommittee will bring a campus wide clean-up plan to the FPC committee for a vote at the next regular meeting on April 25. Mr. Raymond will explore the most efficient way to shred all documents campus wide.

There being no further business, the meeting adjourned at 4:45 p.m.