Facilities Planning Committee
Minutes of Meeting
Thursday, September 27, 2018

Present:
Maria Calzada, Chair; Alicia Bourque; Tommy Raymond; Gordon Towell; Jim Hobbs; Sarah Allison; Dale O’Neill; Michael Rachel; Stephanie Hotard; Deborah Poole; Rebecca Driever, SGA

Guests: Hillary Eklund; Chris Schaberg

The Facilities Planning Committee (FPC) met on Thursday, September 27, 2018, at 3:00 p.m. in Monroe Library, Seminar Room 4. The minutes of April 27, 2018 were approved as submitted with Sarah Allison and Alicia Bourque abstaining.

New Landscape Firm
We have contracted with Mullens Landscaping Company who cares for both campuses of the University, all in one day, on a weekly basis. In addition to grass cutting, they handle our landscaping needs. During the last reduction in force (RIF) in July, 2018 we lost seven grounds keepers who were employed through WFF. We have cut plantings back from three times per year to twice a year. We are addressing the dead palm trees in the front yard and plan to have them removed as soon as possible. Beautification efforts will be made before the open house events and the inauguration. The WFF grounds keepers also assisted with moves within the Loyola campuses. Since they are no longer available, moves of any consequence (more than just a desk or chair) need to be outsourced.

Trash Pick-up Procedures
The frequency of garbage pick-up in offices has been reduced. We have had discussions with Student Affairs to maintain services in the residential halls and other student areas. As a result, some staff and faculty areas receive less attention. We now need to pay attention to food waste in trash cans. Since the decrease in the frequency of trash pick-up, Physical Plant has now been receiving calls about ant problems. We think it is related to food items in office trash cans. We need to be more conscientious and get the message out to separate food waste, in one common trash can, from paper and recycling. The common trash receptacle should be emptied daily. Originally, we did not use liners in office trash cans that were intended for paper waste. Over time, WFF included trash liners, first as a favor, and then as a habit. The initial messaging about food waste vs. paper waste can occur at college assemblies. Also, discussions with WFF owners and our legal department are still in progress. Once a final agreement is reached, we can work on messaging to the Loyola community. Messaging suggestions include: Pack it in, Pack it out or Leave-No-Trace. The Provost will follow up with Marketing and Communications to discuss messaging.

Space Audit
The President has requested an audit of all space on both campuses. This audit consists of a snap shot of our current space and will be part of an ongoing conversation. The goal is to understand the utilization of our space. A visual example of the audit for Marquette Hall, by floor, was projected for the committee. Colors were used to represent different departments and symbols identified vacancies, office space, classrooms, and storage areas. Mr. Raymond provided a report to the Provost that lists space by building, room number, square footage, and description. Since the list can be queried many ways, he agreed to provide an additional report sorted by
Each department can then be assigned a list to investigate and update. A walk through would be necessary to verify each space. There was further discussion about locating ADA complaint classrooms on the ground floor, intelligent configurations, Stallings Hall and possible locations for the new chapel. Dean Poole invited the committee to visit a site called The Learning Spaces Collaborative for more information on strategic planning and thoughtful design of formal and informal learning spaces. The Provost clarified that residential halls are excluded from the space audit. Also, there was discussion around the use of the Riverbend Room in the Danna Center. Mr. Raymond stated that he was asked to prepare and repurpose the space for strategic visioning meetings. It will be a temporary dynamic space for people to visit and add their ideas. SGA student, Rebecca Driever, stated that the SGA cabinet was asked to bring their ideas, for student use of the space, to their next cabinet meeting and then provide a recommendation to the President. Dr. O’Neill stated that there might be negative feedback from students if they are not provided an opportunity to use the space. The Provost stated that she would bring this to the attention of President Tetlow.

English Department Proposal
The English Department is requesting use and oversight of the former WAC facilities on the first floor of Bobet Hall for the purpose of housing existing English activities such as seminars, workshops and collaborative research projects. Editing and publishing projects—such as the New Orleans Review, Creative & Critical Arts Publication, and the book series Object Lessons—could likewise be coordinated and conducted in these rooms. This space would provide visibility for English activities to prospective students and parents touring the campus and offer a community gathering place for current English majors. Mr. Rachel asked if the English Department would be willing to give up Bobet 341 which holds class sizes of 15 or less. He added that there is a need for more seminar space. Drs. Eklund and Schaberg agreed that they would share the space. After further discussion regarding a memo provided by the Director of the Student Success Center requesting more campus-wide discussion, there was consensus to favorably recommend the English Department proposal to the President.

Other Topics
A motion was made and approved to move the starting time of future meetings from 3:00 p.m. to 3:30 p.m.

Dean Poole reported that the Library has been experiencing a problem with ants, specifically in the media services public area, the learning common workroom area, the fourth floor gallery restroom and in the special collections and archives. Mr. Raymond stated that pest control is now done in-house but he anticipates there may be times when they need to bring in experts on specific problems. At this time, all four floors of the library have been treated. Dr. Calzada stated that she received a report from a parent about spiders spotted in Cabra Hall. She has reached out to Student Affairs for more details.

Dr. O’Neill reported water damage and regular flooding in the lower level of the Danna Center. Mr. Raymond suggested moving storage from the lower level of the Danna Center to underutilized storage space in the basement of Monroe Hall. The area in Monroe Hall is secured with fencing and each individual space can be further secured with a padlock. There are approximately 12 closet spaces that need to be relocated.

There being no further business, the meeting adjourned at 4:20 p.m.