

**University of Washington**  
**Faculty Council on University Facilities and Services**

November 15, 2018

10:00am - 11:30am

Gerberding 142

**Meeting Synopsis**

1. Call to order
  2. Review and approval of the minutes from November 1, 2018
  3. Chair's remarks
  4. Discussion: process improvements for capital projects and facilities services (Mike McCormick)
  5. Good of the order
  6. Adjourn
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**1. Call to order**

The meeting was called to order at 10:00 a.m.

**2. Review and approval of the minutes from November 1, 2018**

The minutes from November 1, 2018 were approved with amendments.

**3. Chair's remarks**

Borys, the chair, presented a draft charge letter (Exhibit 1) and asked the council for feedback. If members have additional feedback, they can email the chair directly.

The chair shared a discussion that took place at the Faculty Council Chair luncheon on November 1, 2018. The Faculty Senate Chair tasked the chairs with discussing the value and merit of student course evaluations. The Senate Chair requested representatives from each council. The chair asked for volunteers from the council, and council members should email the chair if they are interested.

The chair is organizing a tour of North Campus Housing (designed by the award-winning Philadelphia firm Kieran Timberlake Associates, for the council with the project manager. The tour is tentatively scheduled for December 13 and the next FCUFS meeting (December 6) will be cancelled.

The council further discussed areas of interests that the council might pursue in further meetings. There was some discussion around public transportation and incentivizing usage among faculty and staff. The chair will reach out to other campus services for future meetings. Transportation Services will likely attend and present to the council in early 2019.

The chair is also considering how to be more proactive around projects and services for faculty and staff (affordable housing and a campus child care space/service).

#### **4. Discussion: process improvements for capital projects and facilities services (Mike McCormick)**

Mike McCormick shared the Capital Planning & Development (CPD) Master Process Diagram (Exhibit 2).

A member asked about maintenance costs and how they are factored in to the process diagram. McCormick responded that most of these costs will have to be state funded. Another solution is a mixture of fund sources (donor, fundraising, state, etc.). CPD also includes renewal costs in the process - 1.5 percent of the building value needs to be invested every year.

A member asked about the formation stage and for an explanation to “sourcing.” McCormick responded that sourcing is a strategic process to ensure CPD has the appropriate conversations regarding benchmarks, targets, and expectations to construct the project. The process depends on defining the scope upfront.

The chair asked about the definition of site (the landscape is usually narrowly defined) and if that will be factored in earlier in the process. McCormick responded that this is now considered during the formation stage and part of the project definition.

A member asked about non-financial post project outcomes. McCormick responded that in the past this was handled through a post-occupancy evaluation. CPD is now thinking about this more comprehensively, during the design/formation and then after the project is completed T2O (Transition to Occupancy). They are also thinking about the project maintenance in the future.

There was discussion around potential subcommittees for the council and increasing representation of the faculty. The chair noted that it may be more effective for members of the council to sit on existing committees/commissions/bodies focused on topical areas and represent council and faculty interests.

#### **5. Good of the order**

Nothing was stated.

#### **6. Adjourn**

The meeting was adjourned at 11:15 a.m.

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*Minutes by Lauren Hatchett, lehatch@uw.edu, council analyst*

**Present:** **Faculty:** Ann Marie Borys (Chair), Rich Christie, Ashley Emery, Murray Maitland, Giovanni Migliaccio, Ann Mescher, Bill Rorabaugh  
**President’s designee:** Lou Cariello  
**Ex-officio reps:** Alena Wolotira, Bruce Balick, David Tomporowski

**Guests:** Mike McCormick

**Absent:**

**Faculty:** Laura Little, Jan Whittington, Bill Erdly

**Ex-officio reps:** JoAnn Taricani, Angelia Miranda,

**Exhibits**

Exhibit 1 – fcufs\_chargeletter\_2018-19\_draft.docx

Exhibit 2 – CPD Process Diagram.pptx

November 10, 2018

AnnMarie Borys, Chair  
Faculty Council on University Facilities and Services

Dear Professor Borys:

The Faculty Council on University Facilities and Services is charged with responsibility “for all matters of policy relating to university facilities and services such as building needs, space utilization, supplies and equipment, administrative services, and parking and traffic problems” (Faculty Code, Sec 42-39). Activities historically performed include monitoring existing and proposed capital projects, transportation updates, and classroom initiatives, by way of inviting key stakeholders and administrators to meetings for providing supplementary information, and for receiving council feedback and guidance on topics at-hand.

Our recommendation is that the council identify specific goals that can be accomplished by the end of the 2018-19 academic year.

The Senate office did a background review to help identify goals for your council. This included review of minutes from last year’s meetings, review of discussions at Faculty Senate meetings, and selected outreach for topics. Recommended goals and / or topics for discussion include:

- Work with the new organization and processes by which capital projects and other campus improvements are being approved and managed to provide timely input from a broad campus perspective at appropriate times in the project design and construction process
- Review issues facing classroom management and innovation in learning environments currently in use and/or needed.
- Receive annual transport services review within a broad context of campus mobility and commuter perspectives.
- Participate as appropriate in inquiries to other campus services.

After your first council meeting we will be available to discuss the goals your council identified. Thereafter, we will post your council’s goals on the Faculty Senate website to communicate the important work you are doing on their behalf.

Sincerely,

George Sandison  
Chair, Faculty Senate

/jmb

# HOW DOES AN IDEA BECOME A PROJECT?

