

**UNIVERSITY OF WASHINGTON
FACULTY COUNCIL ON UNIVERSITY FACILITIES AND SERVICES**

The Faculty Council on University Facilities and Services met on Wednesday, **April 20, 2001**, at 10:30 p.m. in 36 Gerberding Hall. Chair John Schaufelberger presided.

PRESENT: **Professors** Schaufelberger (Chair), Aylward, Bramhall, and Zuberbuhler;
 ex officio members Chistoserdova, Coulter, Fales, McCray, Pike and Jost;

ABSENT: **Professors** Andersen, Battaglia, Gates, Gill, Kasprisin and Souders;
 ex officio members Cox, Ludwig, Martynowych, Sjavik and Bolton.

Approval of minutes

The minutes of February 23, 2001 were approved as written.

Classroom Renovation – John Schaufelberger

Schaufelberger said renovation work on 14 classrooms in the Mechanical Engineering building is proceeding on schedule. Renovation work on classrooms in Smith, Thompson and Kane halls will now go forward (in the case of Kane Hall, room 110 will be renovated in the Spring, and room 130 in the summer). Renovation work in Parrington Hall is on the horizon.

Campus Energy Use and Conservation – Jeraldine McCray

McCray said the University received the Governor's directive on energy use and conservation on January 8, 2001. "We were aware of the increases, and had met with Seattle City Light in October, 2000," McCray noted. On January 25, 2001 a government energy proclamation and supply alert was issued. The goal of the University is a 10% reduction in use of energy. The same goal applies to water consumption: a 10% reduction in use.

McCray said the entire University community has been emailed with all pertinent information about the governor's directive and the need for conservation (upwards of 67,000 people). "We have not fared well with campus cooperation, however," she noted. People seem not to have taken the admonition to heart.

Other measures have necessarily been taken, over which McCray's office (Facilities Services) has control. She said it was thought that 5% of the 10% goal in reduction could be achieved by adjusting thermostats campus-wide (except in the Medical Center, including University Hospital) to 68° from 72°. All major buildings have been adjusted by now. Hot water systems have been adjusted as well.

"We have adjusted the way we operate our power plants," said McCray. She said numbers are still being compiled about the actual reductions achieved, but it appears that there has been approximately a 7% savings in use of natural gas towards the 10% goal in utilities reduction. There has been an apparent regression in March after some progress in February for electrical consumption, but McCray said those figures are being carefully examined.

McCray said lights on campus are being deactivated; the deactivation of Padelford Hall and the Mechanical Engineering and Atmospheric Sciences buildings has been completed. Suzzallo Library, the Health Sciences complex, and other buildings are currently being deactivated. "We work closely with Seattle City Light," McCray said. "We worked together on a \$12 million reduction program in which they put up \$8 million and the University put up \$4 million; the program was completed in 1999." She said it is important for the University to have a rebate program with Seattle City Light. "We buy our electricity from them, and we have a good financial arrangement with them. And the less electricity we use at UW, the less they have to go out and buy. City Light will provide us motion sensors to adjust lights to put in classrooms; these will be much-used classrooms that have the greatest need for such lighting."

McCray said, "We have an energy conservation group, composed of students and members of the administration, an engineer from Seattle City Light, and a representative from Seattle Public Utilities, that meets frequently to discuss energy issues." This group has offered constructive advice during the current energy crisis, and will continue to play an important role in determining energy strategy at UW.

McCray said another step being taken to reduce energy is the retrofitting of shower heads. (In some places, where shower heads have already been retrofitted, people have tampered with them, necessitating a second retrofitting.) The cooling tower at the HUB will be replaced. Drumheller Fountain, normally turned on in the Spring, will be kept off except for Commencement exercises. Power washing will be used only for the removal of graffiti and for the removal of harmful substances on much-used campus walkways. (If these busy pedestrian thoroughfares are not power washed, they can become slippery and dangerous.)

McCray said natural gas heating is turned off campus-wide in May and turned on again in late Fall. In Fall of 2001, however, when turned back on, it will be kept at 65°, as a further step in reduction of use of natural gas.

McCray said a significant utilities deficit has been predicted in the 2003-05 biennium; the University's predicted utilities budget for that biennium is \$33 million.

McCray said, "We are looking at co-generation of the campus's central power plant: the University would produce more electricity than it does now (at present, Seattle City Light produces 90% of the University's power, and the University produces the remaining 10%). The University's price for the purchasing of electricity from Seattle City Light is \$44 per megawatt hour. ("Relamping and deactivating light are our main ways to get the 5-7% reduction we need to get in electrical energy," McCray pointed out.)

Air conditioning will be adjusted during the summer in all sectors of the campus except the Medical Center.

UW Policies on Space Allocation – Colleen Pike

Schaufelberger, by way of introducing Pike, distributed a memorandum from Faculty Senate Chair Mary Coney to him and to the council: "Developing a UW Policy for Space Allocation."

The memo states: "One of the most pressing problems that the University must deal with is the lack of space to accommodate: 1) current programs, both academic (including teaching and research) and administrative as they grow to meet new demands, and; 2) new programs and initiatives that are being developed at an increasing rate." Coney goes on to say: "I think it is appropriate for the faculty to discuss this most important and complex topic, as the use of space has profound educational implications that involve faculty. Therefore I am asking that you and your council address this topic, with the possible goal of developing some general guidelines for space allocation that reflect faculty values and perspectives."

As for questions that "need careful debate," Coney gave several examples: 1) What kinds of activities should receive priority in space allocation (teaching, research, advising, administrative, etc.)?; 2) What policy should govern faculty office space? Seniority, rank, closeness to classrooms and students, unit cohesion (that is, keeping faculty members in a unit together, not spread over several buildings)?; 3) Which units and what activities should get priority for being located on the traditional UW campus? (state-funded? Undergraduate?); 4) At what level and by whom should these and other decisions be made?; 5) Should there be faculty input on these decisions? If so, When? How? Who?; and 6) Should there be a regular review policy? An appeals process?

Colleen Pike: Planner / Analyst: Capital and Space Planning

Pike distributed a "Discussion on Space Management" dated April 20, 2001. The book-length report contains sections on: Baseline Space Data (Inventory; Room Type Codes); Current Space Management Process (Council of Educational Facilities Planners Space Planning Guidelines; Facilities Evaluation and Planning Guide; Space Requests); Space Management Models; and Space Utilization.

Pike said the Provost is responsible for allocating UW space and the Capital and Space Planning Office provides the staff support for these decisions. Capital and Space Planning is part of the Office of Planning and Budgeting, which also includes the Office of Institutional Studies and the Budget Office. For the most part, colleges and schools are responsible for allocating existing space within their units. The allocation of most new space is decided as part of the UW capital planning process.

Pike directed the council's attention to the chart displaying the 1999-2000 Building and Room Inventory Square Footage Summary. This inventory is for all space owned or occupied by the entire UW (all campuses, all locations, including leased space). Pike said, "Our office is currently 'enlivening' this data, and creating a common database to help us partner with units throughout the campus." The establishment of the common database will allow people to better manage their space. These enhancements will make it possible to link floor plans of new and existing facilities with the space database, which will be "very helpful." And it will make it possible to update the space inventory of facilities campus-wide using the Web.

Pike said that utilization data is already collected and analyzed for the classrooms which makes it possible to get maximal use of classrooms. The Office of Undergraduate Education and Classroom Support Services has made several presentations to FCUFS in the past on the general assignment classrooms. "In evaluating the use of individual rooms, we look at 'use information,' and also at how full the rooms are," Pike said. "In evaluating office space, we look at who is in there and make an assumption about the hours of use."

"We collect and report utilization for scheduled use of classrooms and class laboratories," Pike said. "We do not track research laboratories in terms of time usage centrally; collecting that type of information would be difficult." In all these checking procedures, Pike said, "we depend on what departments tell or report to us, and this varies greatly from one department to another."

Pike said classroom facilities comprise only 3% of the total space of all UW facilities. Among other types of facilities, laboratory facilities comprise 14%; circulation and mechanical area facilities comprise 25%; office facilities comprise 17%; and parking garages comprise 10%.

Pike said, "We do space assessments for individual departments on an *ad hoc* basis." She said specific "standards" (the FEPG Guidelines) are used to help develop allocation decisions and the space programs for new buildings. Sometimes, though, in existing buildings one person may have 70 square feet of office space, and another person twice that much due to the existing configuration of the rooms. Aggregate totals tend to be consistent with the guidelines although are inequities when evaluating individual cases where space allocation is concerned. Usually, if the amount of space differs from the guidelines, Pike said, "there are justifications for modification of allocation standards."

The authority for the assignment of most space, Pike reiterated, lies with the deans of the colleges and schools or the VP's of units, who may delegate to individual departments and units the authority to decide how to apportion what space they have. If difficulties arise that cannot be solved at that level, the requests go to the Provost's Office.

Schaufelberger said there is a perception that, sometimes, a faculty member may have two offices. He said a question to be asked is whether or not part-time faculty should have less space than full-time faculty. He could not find anything written that says this should be the policy. Often, he noted, new faculty arrive without new space to accommodate them. "Is there a plan to accommodate people brought in to the University?" he asked.

Coulter stated that the schools and colleges ask faculty whether additional space is needed as part of the grant and contract approval process. Pike agreed that this is one way that the UW plans for new space needs for research projects. In addition, schools and colleges are encouraged to give the Provost's Office early notice of space needs for new research proposals before they are awarded if there will be significant remodeling or space needed. She added that there are other processes in place to plan for space needs for

new faculty. The biennial budget hearings with the Provost include conversations about whether new space will be needed. The Capital and Space Planning Office works with the schools and colleges to develop plans for space if needed to accommodate academic expansion plans. The review of the UIF proposals also includes consideration and planning for the space that will be needed.

Alyward said the space problem is critical in the Health Science laboratories. If a faculty member checks “yes” in the box on the grant application that asks whether additional space is needed for the research made possible by the grant, the proposal is not approved for submission by the dean’s office. Alyward said she has had to turn down students who wanted to work with her – and for whom she has had the necessary funding – because her lab lacks adequate space. “Even if John Coulter is right about a process being in place for space allocation in the Health Sciences, the fact is that a faculty member without adequate space is not helped by that process. The process operates on a first-come, first-serve basis, and many faculty are left without the space they require to get the grants that are the major, if not the sole, source of their income.” Bramhall corroborated Alyward’s concerns: “The question of an overall lack of space at the University is a separate issue from specific allocations of available space.”

Pike concurred that this is an important distinction and added that there are some temporary circumstances that have resulted in a short-term lack of space. There is currently no space available that the UW can lease near campus. There are currently restrictions on the amount and location of the space that the UW may lease. The UW has also built most of the new construction allowed by the last ten-year plan. The new master plan for 2002-12 will allow additional new campus construction to be built.

Schaufelberger asked, “Do we as a council believe the University should have a policy on this?” If so, he noted, the policy “would have to be consistent.”

He said this is the question the council will answer at its next meeting on May 25th: “Do we recommend a particular policy?” If the council does recommend a particular policy, Schaufelberger will then go to the two deans – Arthur Nowell and Denice Denton – who have raised the question in the Board of Deans meeting examining the space management approach at the University, and say: “This is what FCUFS has come up with.” Schaufelberger asked council members to look through the “Discussion on Space Management” and to think of any questions they might have for the May 25th meeting.

Next meeting

The next FCUFS meeting is set for Friday, May 25, 2001, at 10:30 a.m., in 36 Gerberding Hall.

Brian Taylor
Recorder