




Vision 20/20 UPDATE

Building, Renovation and Technological Infrastructure

Overall Status







Goal:

Improve utilization of space across campus to better meet internal needs and capitalize on opportunities to partner with external constituents.

Strategy:

Introduce a space utilization committee to implement a transparent, equitable and expeditious process for dealing with daily and annual space needs for the University community as well as external groups.

Recent Key Accomplishments

Held a 2016-2017 Space Utilization Committee meeting to address needs that have arisen.

Updated the University-wide contract regarding indemnification and background checks for external rentals.

Updated the University Facilities Rental Procedure to establish clear procedures across the University and inform key stakeholders as to the process for catering and facilities rental. The updated procedure has been posted online.

Upcoming Events

Building Schedulers are to complete inventory updates in the Event Management System (EMS).

Building Schedulers are to complete training on EMS as a result of new appointees and an update to the software system.

Emerging Issues

The growing rental of University space requires internal stakeholder groups to improve planning processes and communicate their space needs.

Solutions

Continue EMS training. Explore expanding EMS for classroom reservation management.

Upcoming Deliverable/Milestones

Item	Due Date	Status	Progress	Comments
Update University Facilities Rental Procedure	11/06/2016	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	100 %	The updated procedure is available online.
Update the University-wide contract	10/31/2016	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	100 %	University-wide contract has been uploaded to EMS.
EMS Training	01/31/2017	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	50 %	Dates and times for training have been set and communicated to those who need training.
		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>		