March 30, LPOG agenda and meeting minutes

## Agenda

We will look at floorplans for the building and determine categories for the types of rooms, then go room by room to classify them into those categories. This will lay the groundwork for making policies and procedures around which rooms are reservable by whom, when, for how long, and who gets priority in the case of a conflict.

We expect this work will take more than one meeting to complete.

Traci shared that Jill’s vision for the building is one of continual usage from the opening to closing of the building, including Block classes. Accordingly, we need to create policies and procedures to maximize usage of the spaces.

Lisa prepared a spreadsheet of room locations, room #, room designation (according to the blue prints), the # of seats in each space and any special notes about the specific space that was used throughout the meeting as we discussed.

Attendees agreed that once we have a draft of policies for the spaces, we should seek feedback from the Presidents’ Office, Faculty, and the Registrar’s Office.

We agreed that block classes using spaces in the building will be different than other academic buildings on campus – the class will not have access to the room 24/7 for the block. They can reserve it each day for their needs, but the room will also have to serve other needs during the day in order to accomplish the vision.

Most of the time was spent bringing up and discussing ideas as we went room by room through the spreadsheet, making notes and recording needs as we went. We started with determining which rooms should and should not be used for block classes. See the updated spreadsheet for details – we’ll continue updating it the same way until we feel it’s complete enough to share with other groups.

A few specific notes (not comprehensive)

* LPOG will create these rules, and the new Operations Manager position will carry them out day to day
* In the reservation system, some rooms can be automatically reserved and others should be “mediated” by the Operations Manager because there are complex rules around them
* Start by identifying rooms with at least 8 seats as reserveable for a block class (smaller rooms should be dedicated for small groups)
* 201 (the event space) will be the only room using CC Events Management – the rest will be on a new system

Action items

* Chad will update the spreadsheet based on the conversation and send around a new version – we’ll continue iterating on it at the next meeting and beyond.
* Matt will attempt to get clarity about how the Experimental Classroom should be used / reserved
* Next meeting scheduled for Thursday, April 6, 3:00 p.m. – 4:00 p.m. – Couture Great Hall