

**2018 Fall Business Meeting Agenda**

Northwestern University

Wieboldt Hall – Room 338

339 East Chicago Avenue, Chicago, Ill

312-503-2399

**Thursday, November 1, 2018**

1. **Welcome & Introductions** 10:00 - 10:15
2. **Institutional Information**
	* 1. Member Institution Review of Top 3 Current/Recent Projects (over $10M) 10:30 - 12:00

***Please upload your top 3 projects on the website so we can access and project them at the meeting. Presentations limited to less than 10 minutes, please.***

Lunch is Served 12:00

Continuation of Institution Review of Top 3 Current/Recent Projects 12:15 - 1:15

1. ***HEFMA* Fall Business Meeting** 1:15 - 3:30
2. Verification of Quorum (5 Min) Eric Boatman
3. Approval of Minutes - Summer 2018 Business Meeting (15 Min) Chris Morett
4. Treasurer’s Report (15 Min) Andy Bolling
5. Board Member Elections – Chris Morett’s term expires (25 Min)
6. Website – Member Sign Up & Set Up (30 Min)
7. HEFMA Membership Policies (15 Min) Sherri Boone
8. HEFMA Professional Development (15 Min) Sherri Boone
9. Member Announcements – New hires, retirements, news (15 Min)

**Break** 3:30 - 3:45

1. **2018 Summer Conference**  3:45 - 3:50
2. Host institution comments/follow-up Andrew Sama

and member comments

1. **2019 Summer Conference & Future Events** 3:50 - 4:00
	1. University of Illinois @ Urbana/Champaign: June 17-20, 2019 Jill Maxey
	2. 2020 Maryland
	3. 2021 Pennsylvania State University
	4. 2022 The Ohio State University

VI. **Member Institution Inquiries** 4:00 – 5:00

1. What Space System is your Institution using? At which stage is your institution with regards to its development? (In Development, Recently Launched, In Operation – relatively new, In Operation- current, In Operation – aging, Considering Other Systems)
2. How does your institution manage unit requests for off-campus lease space?  What process do you have in place for receiving and approving these requests?  Do you have any specific deadlines for units to submit their requests?
3. Does your institution have a building common conference room system? If so, how are the conference rooms coded?

VII. **Wrap Up and** **Dinner Destinations** 5:00

**Friday, November 2, 2018**

**Breakfast included in hotel accommodations**

1. **HEFMA Survey Instructions Subcommittee** 8:30 - 9:00
2. **Member Institution Inquiries** 9:00 – 10:00
3. How are member institutions measuring anticipated demand for active learning classrooms (in time to create them)?
4. How are member institutions measuring room utilization in research labs?
5. What preferences does your institution have regarding writing surfaces in classrooms?

**Break** 10:00 – 10:15

1. **Member Institution Inquiries** (Continued)10:15 – 12:00
2. Have you been involved in any discussions regarding installing locks on the inside of learning spaces to keep out active shooters or intruders?
3. P3 Developments – Are other Universities pursuing these arrangements? Lessons learned? Types of facilities/arrangements?
4. How are Universities measuring utilization of performance spaces (theater, music, etc.) for curriculum and for student groups?
5. How do other Universities support student groups on campus (i.e. Bee hives, student gardens, etc.)? Are there policies and governance in place?
6. **Motion to Adjourn**  12:00

VI.  ***HEFMA* Board Meeting –**

 A.Incoming and Outgoing Board Members Convene12:00 – 1:00