Welcome by Chancellor Leland and announcement of first large campus meeting being offered using the new Lync software system.

**Space Advisory Committee Update**
Vice Chancellor Kyle Hoffman

To address UC Merced’s critical short-term and long-term space shortages, this collaborative group has been tasked with researching the specifics of space inventory, processes and related challenges. A “next step” will include reviewing the results of the January 2013 space assessment survey at the committee meeting next week. Future goals include maximizing space allotment for efficiency and full utilization. The committee will work in communication with Building Advisory Committee and will review all new space requests. Chancellor Leland commented that the UCM Space Policy was based on feedback from every major administrative unit, all at the table together, to determine how decisions will be made. She emphasized the importance of transparent and fair criteria, as well as addressing the challenges created by scattering staff at multiple off-campus locations. Based on a comment from the floor regarding telecommuting, Chancellor Leland mentioned some employees are currently working from home when the option is feasible and within UC policy and this option will continue to be considered. The Space Advisory Committee Members report to Provost and Executive Vice Chancellor Peterson.

Members: Vice Chancellor Hoffman (Current Chair), Vice Chancellor Lawrence, Vice Chancellor Miller, Vice Chancellor Traina, Acting Vice Chancellor Feitelberg, Assistant Vice Chancellor White, Assistant Chancellor Garcia, Special Assistant Sims

Space Advisory Committee contact information: development@ucmerced.edu

**Meeting Room Space Management and Reservations**
Vice Chancellor Samuel Traina and Vice Chancellor Jane Lawrence

In recognition of the challenges of presented by the shortage of meeting room space and also the varied processes required for reservation and management of this space, feedback was solicited from attendees.

- Due to the inconsistent methods of reserving UCM meeting room space, IT is often contacted as an information resource. Because rooms are often reserved online, some users expect IT to field questions regarding room management, ownership and contact information.
• Larger spaces in particular tend to be very difficult to reserve, especially when classes are in session.
• There are currently too many systems to navigate which makes creative use of all options extremely challenging.
• Rooms are frequently not used for the purposes for which they are intended, preventing others from legitimate use.
• Users have had difficulties gaining access into their booked rooms, which need to remain locked when not in use.
• There is a need for a centralized system, specific and clear rules about who can use meeting space and perhaps a policy about how often spaces can be used.
• Users have a need for full inventory of meeting rooms and the specifics regarding those spaces.
• Users are often frustrated when others book rooms and then do not use them, because those making reservations do not release these rooms.
• Some rooms only allow booking within a 72-hour window (prior to the meeting time) and this creates challenges for meetings requiring significant advance planning and invitation of outside guests.
• Difficulties arise when users stay in rooms beyond the time that they book the space.
• Users have had challenges with charges for use of rooms on weekends resulting from staffing needs to unlock or monitor room use.
• There is a need for clear notification when rooms need to be taken off-line.

In conclusion, the question was posed to the group as to who should be involved in planning and shaping the new system. The following suggestions were provided from participants: IT, Housing, Library, Recreation, Academic Senate, Facilities, Registrar, Schools, Events, Office of Student Life, Off-Campus Constituents.

**Professional Development**
Assistant Vice Chancellor Joanne Dunlap

The training and professional development opportunities offered at UC Merced are designed to help employees to grow in their jobs, but also to help them grow beyond their current positions. In conjunction with employee evaluations, managers can use the training courses as tools to help employees address performance issues or to offer opportunities to advance job skills. Training options help employees to improve their qualifications for other jobs. A few examples of training currently being offered are courses covering Computer Applications, Microsoft IT Academy, Diversity Certificate Program, Management Skills Assessment, Management Development Program, Professional Learning Academy and Supervisory Certificate Program. A spreadsheet was distributed with a summary listing of trainings and resources available across campus from various units.

Despite the growing pains of the Career Tracks process and current budget restraints, the UCM campus is committed to improving training opportunities. Employee orientation has been greatly enhanced. In addition, there have been 108 instructor-led training classes
with approximately 1,800 attendees. Online training sessions will be offered in the near future to improve access to all employees. The HR website has also been enhanced to improved access to training opportunities and can be found at http://hr.ucmerced.edu/training

**FacilitiesLink**  
Educational Facilities Planner Ramona Dai’Re

Informational resources on campus space allocation are available on the Capital Planning and Space Management website [http://capital.ucmerced.edu/](http://capital.ucmerced.edu/) through the FacilitiesLink database. Users can access information about campus buildings including reports, specifications, and floor plans in AutoCad and Adobe format, inventory by department, room use including specifications on conference rooms, and information on capital projects. Information regarding access to FacilitiesLink can be found on the site and access is based on user needs. Employees desiring access to this system should contact Capital Planning and Space Management. The data is updated annually as a rule, but more often if new information is provided. Chancellor Leland encouraged utilization of this robust data as a very useful tool to help the campus to efficiently use our very limited space.

**Anticipated Future Topics**

Chancellor Leland suggested topics related to the rapid growth and changes taking place within the campus, and would like to address staff discomfort that might accompany the growth and change, along with potential needs to adjust management techniques. She also suggested a future topic related to Academic Planning by Provost and Executive Vice Chancellor Peterson. She restated her wish that the Leadership Council meetings continue to function as two-way conversations and provide an exchange of topics and information.

**Announcements**

- Tomorrow March 28, 2013 - Staff Excellence Award Nomination deadline
- Tomorrow March 28, 2013 - Spring Town Hall (1:00 p.m.)
- Commencement splitting to two 9:00 a.m. ceremonies. They need volunteers and employees are encouraged to help the campus address budget challenges by stepping forward to help with events such as commencement.