



College of Arts & Sciences Managers' Meeting

Wednesday, May 8, 2024

10:30 a.m. – 11:30 a.m.

[Zoom](#)

Welcome: Roseanda Hall, Senior Director of HR Shared Services

Space Planning and Occupancy Tracking System (SPOTS): Suzanne Canipe, Space Information Analyst

Overview of SPOTS

SPOTS stands for Space Planning and Occupancy Tracking System and is used to manage the space we have available on campus. It shows every room on campus and which department is occupying the space. SPOTS provides information on each room such as room type, workstation count, and program code. A program code explains what type of work is being done within a space.

More than just SPOTS Coordinators can access the system. Everyone has access to SPOTS on campus and there are many features that can be utilized such as blueprints and reports. The only thing that you will not be able to do is edit data if you are not a coordinator.

Managing SPOTS

SPOTS Coordinators are asked to verify occupancy data in the system once every 90 days. The most important items needed in the system are the number of seats, and names for the occupied seats. If you show a workstation count of 6, there need to be 6 names for the respective workstations. The number of available workstations should also be updated in the system if it changes. A good way to see which rooms need updating is to look at your floor plan in SPOTS. Offices are the rooms outlined in dark blue, these need to have occupancy information entered in them. There is a big push to get all occupancy data entered into the system underway. We are currently only concerned with occupancy data for offices in SPOTS, not other room types.

If you cannot find someone in SPOTS, [email Suzanne](#). The easiest way to find someone is to search by their PID. If the room is being used by someone who does not appear in the system, such as a grad student, you can enter a placeholder for them titled grad student. It is always preferred to enter the official name of an occupant if available.

In situations where there are more occupants than workstations in a space, you should enter every occupant. This will inform the system that the room is overcrowded. The information in SPOTS is used directly in making decisions on space allocation, so it is imperative to be as accurate as possible .

Questions

(Audience): What should we do for office spaces that are associated with a position that is in transition or is expected to be filled soon?

(Suzanne): The room is technically vacant. Folks should not be worried about space being taken from them just because they have a room listed as vacant. You should include in your description field that hiring is in progress for the space.

(Audience): Would you please clarify when it is appropriate to use the hotel label in the system?

(Suzanne): Hotel can be used for a couple of different things:

1. The space is being used by a graduate/undergraduate student and you can't find a name in the system.
2. The space is used by various different people and is not assigned to any specific person.

(Audience): Do you have to be granted access to SPOTS?

(Suzanne): Anyone who has an ONYEN should be able to log into SPOTS. Some departments may not have as much information or options as others. There are trainings available on the SPOTS [home page](#). If you need user access for your department, [email Suzanne](#).

(Audience): Should anything be entered for storage spaces?

(Suzanne): No, please leave these spaces blank. We only need occupants entered for offices which are room type 310 in the system.

Questions relating to SPOTS should be directed to [Suzanne Canipe](#).

Facilities Updates: Powell Marshall, Director of Facilities Shared Services

Mel Kegley will be joining the CASBO facilities team as a facilities coordinator on July 1st. Mel will be handling the northwest side of campus.

Upcoming Meetings with Facilities Coordinators

Over the summer our facilities coordinators will be reaching out to departments to schedule meetings regarding correct occupancy data and needs. We have noticed that some labs and classrooms are labeled incorrectly in the system and want to eliminate these types of errors. Our goal is to complete a one time sweep of the departments so in the future we will only need to make updates in the system.

Please [email Powell](#) if you plan to be out of the office over the summer so the team can schedule around this.

Facility Coordinator Roles and Responsibilities

Facility coordinators serve as the liaison between the college and facilities to make sure projects are managed and completed. There are still some items that are coordinated by the department manager. Below is a breakdown of these responsibilities.

Facilities Coordinator

- Small renovation and capital improvement projects
- Emergency power, plumbing, HVAC etc. issues. For emergencies, please call 919-962-3456 to place an emergency work order first.

Department Manager

- OneCard Access
- SPOTS
- Asset Management
- Copiers and printers
- Surplus
- Keys

Recently Completed Projects

Interior

Facilities have completed several projects across the campus recently including painting the corridors and stairwells of several buildings. Gardner, Kenan labs, and Phillips are still on the schedule for painting. LED lighting upgrades have been completed across 7 campus buildings.

Exterior

We have also done some exterior work outside of Davie Hall. This included power washing, and adding new outdoor furniture. We are working to do this at Caldwell and Phillips as well.

Classrooms

A new classroom was recently created in Mitchell Hall for EMES with ENT funding. This was a previously underutilized space that has been expanded to include more seating and adjustable height desks.

Sitterson XL Student Co-Lab is another ENT funded space that was recently completed with the department of computer science. This area was previously a server room housing around 30 servers. The space now serves as a work and tutoring space.

Please reach out to your facilities coordinator if you have any suggestions for improvements.

Upcoming Projects

Below are projects that are in-design and should be beginning soon.

Elevator Updates

- Davie - TBD
- Dey – currently slated for late summer/early fall.
- Hamilton – late fall

HVAC Upgrades

- Hamilton - TBD
- Phillips Addition - TBD

Window Replacement

- Phillips Addition – TBD, will be completed in sections.

Test Hoteling Space in Global Education

Study abroad has several new hires coming onboard and are out of office space. We believe this issue may be solved by a new shared hoteling space. This is a prototype hoteling space that is meant to mimic a laid back work from home feel. We plan to test the space for around six months and will then look at what is working and what isn't. We plan to tweak the room over a couple of years to get it right.

If any departments are interested in trying out a space such as this, please [email Powell](#) to schedule time for a discussion on how this can fit your departments needs.

Slides from Powell's presentation can be accessed [here](#).

Finance Announcements: Elizabeth Bakanic, Associate Dean of Finance

Trust Fund Deficits

We are being pressed to have all trust fund deficits cleared by the end of May. Our accountant Sharon Cullipher has been reaching out to departments to get these deficits resolved. Please be responsive to Sharon as time is of the essence to clear these.

Year End Deadlines

There are multiple year end deadlines coming up that folks need to be aware of. May 24th is an upcoming deadline for purchase orders and vouchers.

Dissertation Funds for Grad Students

Emails went out last week to department chairs concerning special funds being available for dissertation completion for grad students. We are looking to complete these transactions this year, which will require

everything to be complete in GradStar by the second week of June. When these emails initially went out, department managers were mistakenly left off, but chairs do have this information. Heather Yousef has also reposted this information in the CAS Managers Teams chat.

Please contact your budget analyst if you have any questions.

Human Resources Announcements: Roseanda Hall

RASR Update

An update to RASR was pushed out late Sunday night and things may look different when you log in for the first time this week. Several bugs have been resolved with this update. If you run into any issues, please contact [Roseanda Hall](#) and include any screenshots you may have.

I-9 Refresher Course

If you have access to LawLogix and complete your own I-9s, the required annual I-9 refresher training is coming up in June. The dates for the 2 refresher training sessions are:

- Wednesday, June 12th 1:30pm – 3:00pm
- Tuesday, June 25th 10:00am – 11:30am

Your access is at risk of being revoked if you do not attend one of these training sessions. If you absolutely cannot attend these dates, contact [OHR](#) and arrangements can still be made to complete the refresher.

Performance Management

Appraisals will be in HR checkpoint through May 20th. We will be checking to make sure there are both institutional and individual goals as well as development plans where needed. We will be reaching out to folks if there are questions on the appraisals.

If you have not submitted an appraisal yet you still can. Please get these submitted as soon as possible. We will still review the late submissions in HR checkpoint as we receive them.

Faculty and Staff Awards

Email [Geneva Collins](#) with the names of faculty or staff in your department who have received an honor or award in 2024. The College wants to send out an email acknowledging their hard work.

TIM Updates

If you are missing any information or are having issues accessing TIM, submit a [help ticket](#). There are also help materials available on the [TIM webpage](#).

END OF MEETING