



2023 Fall Business Meeting Agenda

Northwestern University, Wieboldt Hall – Room 207
339 East Chicago Avenue, Chicago, Ill (312-503-2399)

Thursday, November 2, 2023

I.	Welcome & Introductions	9:00 - 9:15
II.	Institutional Information	
	A. Member Institution Review of Top Current/Recent Projects (over \$10M) or Recent Major Institutional space policies or Campus Planning efforts	9:15 - 12:00
	Lunch is Served	12:00
	--Continuation of Institution Review of Top Current/Recent Projects--	12:30 - 1:30
	Break	1:30 - 1:45
III.	HEFMA Fall Business Meeting	1:45 - 2:30
	A. Verification of Quorum	<i>Paula Melchert</i>
	B. Approval of Minutes	
	a. Fall 2022 Business Meeting	
	b. Summer 2023 Business Meeting	<i>Jack Dohrman</i>
	C. Treasurer's Report	<i>Troy Moreno</i>
	D. Board Member Elections	<i>Patricia Pac</i>
	a. Patricia and Jack term up Fall 2024	
	b. Paula and Kris term ends Fall 2025	
	c. Troy's term is continuous.	
	E. Member Announcements / Roster Updates – New hires, retirements, news	
	F. Open discussions	
	G. Motion to adjourn business meeting.	
IV.	2022 Summer Conference	2:30 - 3:00
	A. Host institution comments/follow-up and member comments	<i>Penn State University</i>

V. **2023 Summer Conference & Future Events** **3:00 - 3:15**

- A. 2024 The Ohio State University – Host institution comments, June 10-13, 2023
- B. 2025 Michigan State University
- C. 2026 University of Minnesota
- D. 2027 University of Michigan
- E. 2028 Northwestern University
- F. 2029 University of Wisconsin – Madison

VI. **Member Institution Inquiries: The Future of Campus Space Planning Post-Pandemic** **3:15 – 4:30**

An exploration into how campuses are evolving in response to lessons learned from the pandemic.

- A. **Office Space Assignments in a Hybrid Work Environment:** *understanding the challenges and solutions to office allocations in a world where hybrid work is becoming the norm.*
- B. **Adapting to New Room Use Types:** *discussing the rise of hoteling spaces, shared work areas, and other innovative space utilization techniques.*

VII. **HEFMA Board Meeting** **4:30 - 5:00**

- C. Incoming and Outgoing Board Members Convene
- D. President = Patricia Pac
- E. Vice Pres = Jack Dohrman
- F. Secretary = Paula Melchert
- G. Member at Large = Kris Phillips

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

Friday, November 3, 2022

Breakfast **8:30 – 8:45**

I. **Space Survey Review** **8:45 – 9:30**

- A. Status of survey and timeline
- B. Review, follow-up, synthesis of survey data
- C. Data integrity – any questions/clarifications about coding?
- D. Other?

II. **Member Institution Inquiries** **9:30 – 12:00**

- A. **Analyzing Space Utilization: Best Practices & Tools:** 9:30-10:00
Delving into strategies and technologies that can optimize how we utilize our spaces.
- B. **UIC Tableau Space Dashboards - Development & Functionality** 10:00-11:00
(Thomas Warfield and Yanelet Delgado, Office of Institutional Research, UIC)

Break **11:00 - 11:10**

- C. **Data-Driven Approaches to Allocating Research Space** 11:10-12:00
(Shelby Rodriguez, Planning, Sustainability & Project Management, UIC)

III. **Motion to Adjourn** **12:00**