

Space Management Committee Meeting

September 9, 2004

Attending:

Collin Orr, Bill Bruner, Sharon Harrison, Bill Zaugg, Beckie Kjer

Guests:

Art Costantino, Steve Huntsberry, Susie Seip, Brady Clark

Recorder:

Maria Horan

1). Changes to and/or Approval of Minutes

July minutes approved.

2). Follow ups

An additional space was authorized for the Counseling Center, renovations have been authorized. Approval of another space for them is pending the final surge plan.

3). Commuter Locker Space Request

Susie and Brady came to the meeting to talk about their locker and kiosk proposal. They submitted informational packages with proposed locations to the group. Their goal is to register 250 commuters in their program. They've received grant funding to purchase some lockers and a kiosk for this first phase. They submitted an additional grant request to be able to purchase the remaining lockers for the desired 250 registrants. They will find out on October 1st if they will receive funding for the additional lockers.

The kiosk will have a map of locations of lockers, provide rideshare information, etc. They propose to set this kiosk up in the CAB, since their first choice to have it in the Library is not available because of the renovation. They would like to have the kiosk in place by Oct. 25th and the lockers in by Nov. 5th, but they are flexible with this date and would like at least the installation to begin on one of the lockers to kick off the contest. The kiosks and lockers will have to be in an interior or covered space to prevent wear. This project is supported by the Vice President for Student Affairs.

The Space Management Committee is supportive of the commuter locker program. However, the Committee determined that the proposing group needs to meet with the individual building managers to find suitable locations for the lockers and kiosk.

They must also meet with Rich Davis, the College Engineer; Robyn Herring, the Environmental Health and Safety Coordinator; and Bob Worley, the Information Service Manager, to discuss whichever applies;

Actions/Follow-ups:

1. *The Commuter locker group will notify the Committee of locations after they discuss with the different building managers and Patti.*
2. *Once space assignments are finalized, communication will be made to the community that includes the spaces being used, available space, suggestions for alternate locations for special events, contact information for buildings that are not scheduled through space scheduling, e.g., CAB, CRC, etc.*

installation, material, structure, aesthetics of the kiosk and/or lockers. The group needs to discuss the six locations that are needed for the lockers with the following building managers: Marty Beagle, Lab I & II; Bill Bruner, Library and Seminar II; Tom Mercado, CAB; and Dee Van Brunt, COM building.

The group also needs space for assembling and storing these lockers and will meet with Patti and Collin about locating a suitable space for this. The group will find out if the manufacturer can provide storage for the lockers until they are ready to assemble and install them. The Committee gave the group the okay to order the lockers, however locations for installing them was not authorized.

ACTION: After locations have been agreed upon with the building managers and Patti, the group will send an email to the Committee DL.

4). **Request for Extension of Space Assignment**

Beckie submitted a request to extend the space assignment for EF Sem I 3152. Patti agreed to the extension. Beckie also plans to talk to Patti about space for storage/copies for this area. The Committee agreed with Patti's decision.

5). **Process for Space Requests**

Bill and Patti discussed the policy that currently exists. Currently the different divisions manage the space they already occupy, any additional space that is requested must be authorized by the Vice President and submitted to Patti or Kirk before it is submitted to the Space Management Committee. Once they review it, they will introduce it to the Committee with a recommendation. If the request for additional space overlaps with another division's space, then both Vice Presidents must authorize the change.

6). **Request to Schedule Annual Campus Events in Advance**

The surge of space happening with the library remodel is limiting space availability. This is why the Committee agreed that advance scheduling of annual events will have to be put on hold until space assignments on campus are more definite.

There was discussion about the need for creativity with the use of space. Perhaps use the Gym more for large events. Beckie indicated that perhaps obtaining a large tent for events, but mentioned there may be security issues with this.

Once space assignments are finalized, the Committee agreed that it is important to notify the campus community about what's being taken off line and provide examples of alternate locations for events that are normally held in the library lobby or other library spaces. This is

necessary since a lot of people are unaware of space that is not going to be available during the renovation.

ACTION: Once space assignments are finalized communication will be made to the community that includes the spaces being used, available space, suggestions for alternate locations for special events, contact information for buildings that are not scheduled through space scheduling, e.g., CAB, CRC, etc.

7). **Other Items**

Construction of phase I of the library renovation will begin on March 2005 and is scheduled to end around March 2006. Design for phase II may begin in early January.

8). **Next Meeting**

Next meeting is Thursday, October 7th, from 1-3pm in the Facilities Conference room, Lab II – 1250.