

# Space Management Committee Meeting

July 15, 2004

## Attending:

Collin Orr, Patti Zimmerman, Marc Lacina, Beckie Kjer, Steve Trotter, Bill Bruner, Hal VanGilder, Sharon Harrison, Bill Zaugg

## Guest:

Elizabeth McHugh

## Recorder:

Maria Horan

## Notes/Actions/

## Follow-ups :

### 1). Changes to and/or Approval of Previous Meeting Minutes

Minutes from last meeting approved.

### 2). Space Assignment on Campus

There was a discussion about space assignment and agreement that requests for space should obtain VP level support before they are submitted to Space Management. All agree that current and future needs of the client should be considered when space is assigned, not solely the immediate need. Bill, Collin and Patti to define the space assignment process and return to the Committee with a recommendation. Once this has been determined, customers will need to be notified of the process. ACTION: Bill, Collin and Patti to discuss and define the process for assigning space on campus and provide the committee with a recommendation.

### 3). Surplus/Receiving Cages not included in Library Renovation

Patti and Hal requested authorization for the temporary use of the Library loading dock in the following way: move recycling containers outside, reduce amount of dumpsters, and place the cages under the overhang for storage. This is all planned to be temporary and will be part of the surge plan. Mail services and Cliff have been informed about this plan and they accept it as a short term solution. The current renovation design does not include adequate storage after completion.

ACTION: The committee approves Patti and Hal's request for the temporary use of the loading dock as described above.

### 4). Surge Budget Update

Collin, Patti and Hal are reviewing the surge budget and expect to have a more definite budget sometime next week. The Committee will be updated as needed.

There was a discussion about the need to define 'temporary' space allocation and of the Committee's need to be involved if there are permanent space allocation changes. All agreed that the surge proposal should be brought forth to the Committee. The committee wants updates

1. Bill, Collin & Patti to define the process for assigning space on campus and provide a recommendation to the committee.
2. The committee approves Surplus/Receiving Cages plan.
3. Collin, Bill and Hal to review the current SRI project short list.
4. Elizabeth McHugh & Patti to discuss health & counseling center space accommodation and send an email to the committee DL.
5. Patti to discuss Comm Bldg scheduling with Shannon.

on surge dates and which spaces are going off line. They want to ensure that the community is kept informed. Changes to the surge plan should go through the Space Management Committee DL. Responses will be by email.

5). **SRI Update**

2003-04 biennium SRI projects have been determined, but the 2004-05 biennium projects have not been defined. Life safety and programmatic projects are given priority. Two of the top three projects are complete. The third will be completed before school starts, most other projects on the list are on schedule. There was a discussion about the need to improve the SRI process. Members support starting these projects on June 1<sup>st</sup>.

Installing doors in the Seminar II homerooms may be necessary to increase space availability on campus. If this has to happen, it may have to be funded through SRI funds.

ACTION: Collin, Bill and Hal to review the current SRI project short list.

6). **Health Counseling Center Additional Space Request**

The Counseling Center is requesting additional space in Seminar I to accommodate the significant increase in service required since the Center's previous remodel. Elizabeth discussed the Center's needs with the Committee. The Center's additional staff will include, one full time professional and two graduate student interns in September, two additional staff members (a psychologist and psychiatrist), and Elizabeth's need to be at the Center has increased as well.

The request is for an additional office for the graduate student interns (one office for both of them), a group room (that can accommodate between six and twelve people), additional office space for new professional staff, an office for the sexual assault coordinator, an office for Elizabeth and other consultants and a separate research office. Elizabeth emphasized the importance of needing a larger waiting space for the reception area as well.

The Committee approved the immediate needs of the center. Of the seven additional spaces requested, 5 are approved for use by the Counseling Center. Approval of the two additional requested spaces is pending surge space needs which are being assessed.

ACTION: Elizabeth and Patti will discuss how the center may make due with the five approved spaces and report the space accommodation to the committee. An email will be sent to the committee DL.

7). **Library Renovation Update**

Collin and Nancy are reviewing the budget. Both the surge and library renovation budgets will be set in the next few days. The request for SASS

authorization for the construction contract is going to the Board of Trustees in July. Depending on where people are located, people will be moving as early as July. Start of construction for Phase I is planned for November 1, 2004.

8). **Other Items**

There will be a minor renovation in the Farmhouse kitchen and classroom space. This is a preservation project that will involve updating appliances and minor repairs, work will be completed before school starts.

Housing has asked to use the Driftwood house for storage. They have agreed to pay for the necessary repairs to bring the building up to safety standards for storing their equipment. Their request has been approved. Mark Lacina will contact Dave at the CRC.

Lecture halls should be scheduled as little as possible. Hold the schedules for requests to schedule the lecture halls and the longhouse. Keep as much use as possible in Seminar II.

ACTION: Patti to discuss Communications building space scheduling with Shanon.

*Member requests:*

- ❖ Place annual campus events on the next agenda.
- ❖ Agenda issues/proposals should be emailed to the committee DL before the meeting.
- ❖ Items to add to future agendas: 1) changes/modifications to the agenda, and 2) outstanding action items.

9). **2004-2005 Academic Year Meetings**

Next meeting is Thursday, Sept. 9, 2004. Meetings after that are scheduled the first Thursday of every month, 1-3pm in the Facilities Conference room, Lab II – 1250.