

Space Management Meeting
May 18, 2004

Attending: Bill Bruner, Steve Trotter, Bill Zaugg, Patti Zimmerman,
Kirk Knittle, Betty McGovern, Jodie Kirkwood, Michel
George, Becky Kjer, Collin Orr, Mark Lacina
Recorder: Sabrena Neff

1). PowerPoint Presentation of the Space Scheduling Procedures

- Classroom Scheduling and Reservation Priorities.
 - **Academic Buildings-Order of Assignment :**
College's regular instructional programs, leisure education, administrative meetings, and all other events prioritized as a first come first served.
 - **Longhouse-Order of Assignment :** Native American and World Indigenous People Academic Program, College's regular instructional programs, Longhouse Sponsored events and all other events prioritized as a first come first served.
 - **College Recreational Building- Order of Assignment:** College's regular instructional programs, leisure education, administrative meetings and all other events prioritized as a first come first served.
- Scheduling and Procedures
 - Preference in scheduling space for free use will be given to the college's regular instructional, research, public services, support, or college activity programs. The director of general services or his or her designee shall decide whether the proposed use of the space relates to a college function.
 - College student activities that do not have a budgetary unit sponsoring the function must register with the director of recreation and athletics, and/or student activities to be recognized as a student group.
 - State agencies, state schools, and local municipalities may schedule meetings or staff training in available space by contacting conferences. A scheduling fee will be charged for up to three days and less than one hundred fifty people.

**NOTES/ACTIONS/
FOLLOW-Ups**

1. PowerPoint presentation of Space Scheduling Procedures

2. Action Items for Patti Zimmerman and Kirk Knittle: Create a list of who schedules what rooms on campus
Develop procedures for booking space for late requests made by faculty.
Update Space Scheduling policies and procedures by end of the summer.

3. Action Item: Bill Bruner and Patti Zimmerman to send an email that Space Scheduling is currently working on developing new procedures and detail what faculty can expect. This is to diffuse some of the flack that Linda Mae has received.

- Special services (e.g., extra janitorial, security, audio visual equipment, coffee) related to special events or appearances will be charged to the user.
- Scheduling preferences should be made by the Director of Facilities Services, but currently there are no set procedures.
- How do We Schedule Classrooms?
 - **Academic Scheduling**
 - Space request forms are sent to faculty the 2nd week of the quarter for the following quarter.
 - The forms are due into the scheduling office by the 5th week of the quarter for the following quarter.
 - Scheduled rooms using the following priority system: core programs, media requests (starting with media programs), large room requests and seminar room requests
 - Confirmations are provided by web update prior to academic fair.
 - **General Scheduling** Once required activities are in the system such as EF, Leisure Education, and required meetings such as the Board of Trustees, etc. the campus is open on a first arrival basis. General scheduling requests are accepted via email and confirmation is e-mailed in 24 hours.
- Scheduling Classrooms
 - **Past Process** was about speed, no official confirmation , all via the phone with nothing in writing.
 - **Current Process-** is about accuracy. The current process requires more information because of the web page. A computer generated confirmation is sent to the client.Scheduling Challenges
 - There is no dedicated space for special events all space except conference rooms is considered academic priority and scheduling is decentralized.Comparison of R25 Version
 - **Current Version** produces canned reports only & most are broken, there are limited security options, there are no automatic confirmations, no web requests for reservations, no web access for verifying schedules, it is slow and allows for double bookings.
 - **Upgraded Version** allows reservations to be requested via the web, it is faster, more secure, double

NOTES/ACTIONS/
FOLLOW-Ups

4. Action

Item: Patti Zimmerman to create a list of action items for Space Management.

booking is restricted and provides scheduling information to all via the web.

- **Upgrade needs to be complete by December 2004.**
- Scheduling Challenges
 - There are currently no “official” building hours making it difficult to secure the building and clean and control mechanical systems. There is also a lack of kitchen spaces and small office spaces for use. Scheduling Recommendations
 - Implement R 25 upgrade ,determine spaces to be considered “off-line” from academic scheduling to be used for special events, determine use restrictions and scheduling timeframes for Longhouse, provide authority for scheduler to restrict reservations based on actual use and not user flexibility, provide authority for scheduler to prioritize reservations to appropriately-sized rooms, centralize scheduling and encourage piggy-back reservations by allowing scheduling flexibility of up to ½ hour on each end.

2). Action Items

- Patti Zimmerman and Kirk Knittle
 - Create a list of who schedules what rooms on campus
 - Develop procedures for booking space for late requests made by faculty.
 - Update Space Scheduling policies and procedures by end of the summer.
- Bill Bruner and Patti Zimmerman to send an email that Space Scheduling is currently working on developing new procedures and detail what faculty can expect. This is to diffuse some of the flack that Linda Mae has received.
- Patti Zimmerman to create a list of action items for Space Management.

3). Next month’s meeting is on Thursday, July 15, 2004.