

Space Management Committee Meeting

November 3, 2005

Attending:

Paul Smith, Ken Tabbutt, Bill Zaugg, Jodie Kirkwood, Patti Zimmerman, John Lauer, Steve Trotter

Recorder:

Maria Horan

1. Minutes Approved

2. Action Item Updates/Announcements

Group reviewed 2005-2006 SRI project list. Dave Shellman, Project Manager, is assigned the small repair and improvement projects. He'll work on verifying and estimating those projects on the list. Committee agreed that okay for costs to overrun up to 20%, if finds that it's more than that will return to the committee with the new estimated costs.

Committee agreed that the scope defined is the priority and emphasized that projects stay within that scope. Committee agreed prioritized projects into A, B, and C groups, A being most important.

If Dave sees fit or efficient, committee agreed that he may complete any project from any group, and if while working on projects finds suitable and efficient to complete other work may do so, and communicate that to the requestor. All projects will be completed in 2005-2006. Will define a formal estimating process for the next go around of SRI submittals, in the future will attach formal estimates to the SRI request.

ACTION: Complete and submit SRI forms for those projects that Paul does not already have a completed form for. Dave needs a point of contact for each project.

Group discussed some of the projects on the list and possible options for efficiency for completing some of those (chlorinated water request, Dave will look into putting a well, shower, etc. at the Organic Farm).

Discussion of projects to think about for the future, a campus wide recycling program (improve and have more stations on campus) to meet the college's sustainability efforts, another should be metering on campus, fencing, wall (similar to the one outside the swimming pool) or enclosure outside the greenery. Will also be reviewing the facilities condition audit and may add projects from that assessment to our list of projects.

Overall priority of projects should be to add value for the student experience. Need to start thinking about future requests for funding,

Action Item:

1. Complete and submit SRI forms for those projects that Paul does not already have a completed form for. Dave needs a point of contact for each project.

2. Committee want to review the existing capital projects.

3. Next meeting:
December 1st, 1-3pm.

Agenda topics for next meeting:

SRI update

should be focusing on the larger projects and the priorities for those, and minimize the smaller projects. Group to start thinking about the bigger projects, begin discussing this in February.

ACTION: Committee want to review the existing capital projects.

Should discuss the possibility of auxiliary services contributing to the requests.

3. Next meeting the first Thursday of the month.