

Space Management Committee Meeting

March 10, 2005

Draft

Attending:

Collin Orr, Ken Tabbutt, Steve Trotter, Kirk Knittle, Bill Zaugg,
Beckie Kjer, Patti Zimmerman, Mark Lacina

Guest:

Amy Betz

Recorder:

Maria Horan

Action Item:

1. Collin was permitted to authorize SRI projects.

1. Changes to and/or Approval of Minutes/Agenda

January minutes approved.

2. Follow Up

- a. LRC folks were provided with picnic tables to use for their break out space, they are satisfied with this solution.
- b. From the review and updates to the past space assumptions we now have an overall sense of what the current space demands are from the different groups in the library that will be affected by phase II of the remodel.

3. Extended Education Program Impact on Space

Amy provided the committee with an update on the extended education program's space needs. She wants to ensure that communication remains open between the new Dean and the Space Management Committee. A Dean should be onboard by June.

This is a three year pilot program and will be assessed at the end of the third year. Impact on space during the first year (05-06) will be minimal. Classroom space will be needed in September. No more than 40 people per classroom are expected. Eventually the program will offer two to three full day, and day and a half workshops, which can be scheduled during the evening and on weekends if need be. Preferred days are Wednesdays and Thursdays.

Amy proposed that a designated space be assigned to the program that can be shared with conference services. And, suggested that the new Dean provide input during Phase II planning of the library remodel (a location in the library for two new classrooms was suggested). She indicated that the public lounge or a homeroom in Seminar II could also work out well for the program. Peripheral needs for the space are that it's easy

to locate (since customers are not familiar with the campus), break out area and nearby bathrooms. The program's aim is to ensure that clients have a positive Evergreen experience.

Space scheduling begins assigning space for the Fall semester in July. Scheduling space during evenings, weekends, and Friday's is more flexible.

4. SRI Projects Update

Between \$50,000 and \$100,000 is available for SRI projects. There will be an active in-house meeting today and Collin will get an update on SRI needs. SRI requests were received from academics, and the computing and communications department. Projects on the list that do not get completed this year will be moved to the 05-07 year project list.

ACTION: Collin received permission to authorize SRI projects for this fiscal year.

5. Campus Capacity Report

Patti produced a report on space capacity and provided information on the data presented. Changes have occurred in state standards and campus projected use of space since the 1997 space efficiency study was conducted (i.e., larger C&C, health and police services, etc.).

State standards for station contact hours per full time student have changed from 18 (in 1997) to 22 (current). This is how much time a full time student is expected to occupy a classroom seat each 40 hour week.

FTE capacity for Evergreen proper; in 1997 was projected to be 4,322 in 2010, before the library changes. Currently it is projected to be 4,216 in 2010. The report shows daytime capacity (8am-5pm). The square footage from Evergreen's leased locations (i.e., Tacoma campus, Gig harbor, etc.) is not reflected in these numbers. Tiered lecture rooms and homerooms' square footage was included in this report, but perhaps should not have been since these spaces are not conducive to Evergreen's purpose.

The committee needs to agree on how to disseminate the information out of this group. The Evergreen community needs to be aware that there may not be space available to accommodate everyone's hopes. In addition, the DTF on enrollment growth will also provide information about the type of space that may be needed. The data in the capacity report should be kept updated so that committee members are aware

of how space is used on campus. The committee congratulated Patti and Kirk on a job well done.

6. Next meeting

Comparison of classroom usage and a Lab capacity projection report (excluding Labs that are not scheduled through space scheduling) and Lab projections up to 2007 (based on the current data).

Next meeting is scheduled for Thursday, April 7, 2005 from 1-3pm in the Facilities Conference room, Lab II 1250.