

Space Management Committee Minutes 1-07-10

Attendees: AmyLyn Ribera, Sharon Goodman, Steve Trotter, Wendy Endress, Patti Zimmerman, Sheryl Dorney, Paul Smith, Ken Tabbutt

Recorder: Emily Sladek

Introductions and Approval of Minutes:

Minutes approved as is, except replace the word “wants” to “requests.”

Space Efficiency Survey Questions:

Paul has received the feedback from all committee members on the survey. The survey will be implemented at the Director level. Individual directors can use their discretion to invite their larger work unit to fill out the survey together. A next stage would be going to a deeper level to include managers and supervisors as needed. Steve suggests that an introductory email go out to the campus indicating the survey’s purpose.

ACTION ITEM:

- **Paul and Ken will work on a draft memo that can be sent out to the campus.**
- **Paul and Ken will meet with the Vice Presidents by the end of January or early February to get their approval of the survey and ensure they support the Committee’s approach.**
- **Ken and Paul will prepare a cover letter for the VP that shows which committee members are covering which areas.**

Patti says the last time the survey was sent out it included an inventory that describes the space that each unit has assigned and drawings. The inventory was sent to the director’s level.

Discussion of how the Committee wants to look at data and collect data, electronically and/or paper. Ken proposes keeping data in raw data form and then doing a short report of major themes and conclusions to develop recommendations/policy about how the College uses space. Ken volunteers to compose the first draft. Space Members thank him. Steve mentions that another outcome maybe influencing the capital budget requests.

ACTION ITEM:

- **Paul and Emily will look at making the survey electronic and dividing into sections classroom/labs, general workspace including storage.**
- **All Committee members, please review final electronic survey and provide any last comments within the week.**

The Committee hopes that the survey is sent out in March 2010 and returned in April 2010. Preliminary results may be shared with the Board of Trustees by June 2010. If there are outstanding issues, the Committee will meet with specific work units during the summer. The final report submitted to the Vice Presidents in April 2011.

Space Usage Policy-List of Events:

Events that need to be updated on this list:

- Art Auction needs to be included into this list. It is 200 people as a seated event and needs room for art in October of every year.

- The Board of Governors has a retreat on campus in August or September. This is a group of 40 who would like to use the Longhouse for these annual meetings sometime before the students return in September.
- Super Saturday can be deleted. Synergy is in May and multiple days. Upward Bound is not all summer anymore.
- Annual Scholarship Reception is in January, on a Sunday, over 100 people.
- There is a question to what Trio is? It's a Key Services event to expose students to higher education.
- Presidents Recognition Dinner has been moved to May at Tacoma. There is a question if the Rachel Corrie Conference is reoccurring. The Veteran's event maybe changing. Convocation and Employee Recognition is a joint event. There is also a question about Rachel Carson Event.
- The criteria to be on this list for advanced scheduling is that events are reoccurring and can be during governance times, break and evaluation weeks, in designated conference rooms, or on Fridays, Saturdays, Sunday. We are mostly focusing on daytime events. The list of these events will be given to the Vice Presidents.
- Discussion of whether any of these events go into L4300 and can the Student Activities events go somewhere in the new CAB. The question is raised of granting Conference Services priority during break weeks.

ACTION ITEM: Wendy asks if they should bring this list back to review with colleagues. Yes, Emily will send out an updated list within the week, so people can review with their units. Send corrections back to Emily.

Other Items

Updates on December ACTION ITEMS:

- Paul didn't know how to answer Steve's question on what was trimmed out of the CAB remodel. Steve thinks it is important to include a paragraph on this in the Space Efficiency Study, since we will not be interviewing CAB occupants, on what was left out of the CAB remodel in order to be in budget. We reduced 20,000sqft to 14,000sqft, we maintained the bridge from CRC to CAB, we have less vendor space and fewer lounges, reduced size of storefront, deleted some additional restrooms, elevator, and water feature.
- Paul was unable to contact Collin and Sheryl to discuss the EF.

ACTION ITEM: Sheryl will send this information to the Space Committee.

John Hurley's Memo with Subject:

Recommendations from December 17th Meeting: Wendy and AmyLyn question why L4300 has a restriction during governance hours and want to know the reasoning behind it. Paul will address this restriction with the Vice Presidents in March. Committee will revisit the restrictions on this space in a future meeting.

Balcony of Library 3rd Lobby (3000):

This space has been requested for scheduling, particularly Freshman Advising Day. This space includes the temporary Staff/Faculty Lounge during the CAB remodel. Taking down the Staff/Faculty Lounge would be time consuming and possibly damaging to pillars if they are moved often. What Facilities recommends is scheduling 3000 South

and the Staff/Faculty Lounge will remain up. The Committee agrees to leave the Lounge area up and people could use the rest of the third floor mezzanine space.

Updates on Capital Projects:

- CAB update: The CAB is on schedule. May schedule CAB to walk through in march with BOT. Space can have a walk through in February meeting.
- Farm Project: Ken gives an update that no schematics are available. The project is being redesign to be more in cost.
- Housing: Dorm A Seismic grant is being sent in. There may need to be a surge for administration.
- Clock Tower: RFQ on Friday, with proposals in by end of January and hopes the project begins in the summer. The scope of project will be to stabilize it and clockworks.
- Art Annex is done with programming and is in schematic design.

Facilities Condition Audit to Committee:

ACTION ITEM: Paul will send out Facilities Condition Audit to Committee.

Deferred Maintenance and Condition Index is down because buildings are in better shape. Meng will be conducting the audit for the state.

Next Space Management Committee Meeting is Thursday, February 4, 2010 in the Facilities Conference Room.