

Space Management 2/3/11

Attendees: Paul Smith, Sheryl Dorney, Sarah Pedersen, AmyLyn Ribera, Sharon Goodman, Wendy Endress, Patti Zimmerman

Recorder: Emily Sladek

Guests: Kirk Knittle, Ken Tabbutt, Kent Reister, Kieran Melroe, Collin Orr, William Kainesky, Ed Sorger

Introductions and Approval of Minutes

Minutes are approved as is.

Space Efficiency Report (Ken Tabbutt)

Ken sent out an email on the report. The last space study was completed over 10 years ago and other than the utilization reports done by Bill Bruner as Budget Dean and Kirk Knittle, Space Scheduling, no other reports have been done. There have been many building constructions and renovation projects over the last ten years that have displaced classroom space and surge requirements have also reduced the number of classrooms available for the last 4 years.

Classroom Report: This section focuses only on looking at the space scheduled by Space Scheduling, not the performance and lab spaces managed by area coordinators. Ken looked at capacity, number of stations, and utilization of the space. A lot of classroom space has been lost to 'specialty space', i.e. labs and administration offices. The functionality of the space has been increased mostly due to losing smaller classrooms during renovation and then having larger but few classrooms built and by converting Seminar II lounges to workshops.

A main concern brought to Ken's attention is if the student faculty ratio changed, capacity would decrease. If the ratio is raised, there won't be an ability to accommodate four faculty-taught programs. As well as the 50 person rooms don't have AV capacity, so other rooms are scheduled not based on class size. The Committee may want to explore updating classrooms to have AV equipment. There is discussion for how to increase teaching breadth by increasing faculty-team teaching programs. Most science labs are designed for 25:1 faculty, a few 50. Molecule to Organism has 75 students enrolled during fall quarter. Lab stations for more team-taught programs could be addressed by the Lab I renovation. The Seminar I Renovation planned in a few biennium may be able to address the large classrooms needed for 3-4 faculty classes. Kirk concludes that we have better classrooms now after the multiple renovations but not more.

Utilization: Based on Day-Time Olympia FTE capacity (contact hours*stations) numbers look like we can accommodate 5,000 FTE. However, the way faculty schedule and the way we use the space equate to the college's virtual capacity being lower. (i.e. the lack of utilization from 8-9am and governance time skews our data) Our teaching style isn't

always consistent with the metrics understood by the legislator and OFM, so our rates are around 60%, but it has increased over the last five years. Also, if the early mornings and governance time aren't included our utilization is around 70%, which is considered "heavy use" by the state. The most underutilized spaces are the 1-25 student classrooms. Space is being used more consistently across Monday-Friday, even for evening classes, except Friday. We don't have as much capacity as the utilization rates would suggest. As long as we don't pass 5,000 FTE there is enough space.

If we go over 5,000 FTE, the options would be to have classes during governance time, change governance time, have day-time programming happening in the evenings, or increase Tacoma population. If we change the student faculty ratio, many of the spaces we built for the current ratio will be obsolete. Full-time classes meet 4 times/week. EF is also calculated into some of our data. Occupation rate is high.

Specialty Space: Ken hasn't been able to more fully analyze the specialty space. There are no red flags, or comments about lack of space outside of Academics. He hopes to get a chance to finish the report when he has time. He quickly goes over the specialty space data requested in the survey. Maybe R25, space scheduling software, can be used to schedule space, so that utilization can be tracked. (check this sentence with Kirk and Patti)

ACTION ITEM: Paul will write a letter to the Vice Presidents requesting more time to complete the study.

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Humans vs. Zombies (Kieran Melroe)

Kieran and Kent enter at 2:10pm. Introductions done.

Collin Orr and Ed Sorger enter at 2:15pm.

William Kainesky entered at 2:20pm. Introductions done again.

This group is not a registered student group, but is looking into becoming a registered student group through Student Activities. This group may need to visit more than one committee to get approval for their event. The Space Committee will hear about the event and advise the group as to what next steps they should take.

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The history of the event was started under the student organization Gaming Alliance during fall quarter 2010. A group of approximately 50-60 students would meet and play the game in the Library for three hours on Saturday Nights (9pm-1am). Now it's become around 150-200 players and not everyone is an Evergreen student. Age range is adults-teenagers. Five medics volunteer in case anyone is hurt. They also have worked with Police Services for the last five weeks before the game starts, so Police Services can monitor the radio channels.

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Minimum age is 13 and 13-17 needs to have a parent signed permission slip. The organizers keep them all on file. Collin thinks the waivers are worthless because they weren't issued by the college. He is considering the risk and liability to the state. External group needs to provide insurance to use college property. If it becomes a recognized

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student group, it will be covered under college's insurance and can get funding to cover costs associated with using the facilities.

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Players are marked by red headbands or Nerf guns, staff has blue headbands and so non-players using the computer center or Library aren't involved. The event is organized so that volunteers clean up and try to retrieve darts. Darts have been found around campus; the darts are expensive and aren't biodegradable. Players try to pick them up, but some have gone missing.

This last week they played outside. They would like permission to play outside normally and infrequently play indoors. They'd like to move outside on to upper campus, to keep size more manageable. The presenters say most areas on upper campus are well lit. The worse lit area is by the Lecture Halls. When playing outside they would still like access to the Library Lobby to keep coats and bags and to use restrooms.

The Space Committee recommends: the group continue to look for and pick up darts during the daylight hours, because some are still being found around campus. Also, the group needs to approach the RART committee, via Phyllis Lane, for approval and to find out how to get permission to hold the games inside periodically. Finally, the group may want to look at the Pavilion as an indoor space to use.

Other Items

L4300: When will it be done and is it going part of COM surge? There are holes in the floor that need to be filled. The space needs to be ready for an event on February 11, 2011. Sheryl Dorney may schedule the space for conferences during the 2011 and 2012 summers, regardless of COM surge.

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ACTION ITEM: Patti Zimmerman will make sure the 4300 door is locked, especially during February 17 and 18 by checking with Mike and Jerry. Kirk will get another 6ft whiteboard to install.

Agenda for Next Meeting, March 3: Sarah Pedersen will present a preliminary surge plan.