

Space Minutes  
September 14, 2011

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

Recorder: Emily Sladek

Introduction and Approval of Minutes Amy Lyn requests that in the September 1 minutes under the L3507 A & B discussion topic have added something like, "Public Records can't be moved into HR because HR will probably hire additional staff, leaving no vacant office space."

L3507 A & B continues

Ken Tabbutt said we have five options listed in the chart from the September 1 meeting. The committee needs to narrow it down to one recommendation. How do we do this? Ken has conflicting ideas on what's best for his division, and what may be best for the institution. Steve Trotter thinks coming up with a recommendation is more difficult because the Vice Presidents are making the requests for the space.

Patti Zimmerman recommends that Option B is not viable from a Space Scheduling perspective because of the current and future building renovations more classroom space is needed. Plus L1001 and L2205 are close to other classrooms, which increases their usefulness. L1001 is an important size and is having AV installed, so it will be more sought out as a classroom. Steve wonders if surge planning can change, so spaces aren't held for several years before changes are made.

Sheryl Dorney suggests if the Eggplant can share her space and the Vets Center be moved into the Eggplant. The committee asks if there would be a rental fee for locating the Vets Center in the CAB. Paul Smith says no the Vets Center could fall under general use of the space and not be charged rent. Is the Eggplant office large enough at 200sqft? Wendy Endress questions if the Eggplant office is big enough, since the proposed space of 3705 a/b is bigger. Sharon Goodman thinks that the Eggplant needs its own space since they are often busy after hours and can be noisy. Sheryl said the noise and after hours access wouldn't be a big issue for her office. Plus, most of the Eggplant staff are gone during the summer when Conference Services is most busy.

Steve envisions Seminar II E PSE space being available for a Sustainability office by Fall 2012. Steve thinks that Advancement is best in 3705; does the committee agree? Wendy is concerned that agreeing to that recommendation will lead to Option D, with Vets Center in Seminar II E PSC, which doesn't have a "Center" configuration nor is it near the student services in the Library. There is some discussion of how the Seminar II E PSC space could be reconfigured to have more of a center appearance with the possibility of taking out the wall between E2133 and E2135.

Amy Lyn Ribera says one of the groups, either Advancement, Academic Grants, or the Veteran's Center needs to be located out of the Library. There isn't space to accommodate all the space requests. This is unfortunate because all proposals prioritize being co-located and near their co-workers. Advancement often works with Academic Grants. Wendy suggests that the committee discuss prioritizing the proposals for which groups' co-location is more in line with the needs of the institution.

Patti Zimmerman wonders if Academic Grants can't be moved into the Deans area. Academics plans on hiring two FTE. They don't know the positions yet, so they are holding on to all the vacant space in the Deans and Provost Areas. Patti wonders if the reading room can be moved so another office is open in the Deans suite. Wendy asks if locating Academic Grants inside of the Deans office is an idea worth pursuing? Ken thinks that there will likely be more people added into the Deans area. Steve speculates that by Winter/Spring quarters they will know more about hiring situations.

Steve asks if the 3<sup>rd</sup> conference room can be converted into space for Advancement. Amy Lyn says that option is expensive; the conference room is used often as a meeting space, and recommends that if Advancement is determined to be the most appropriate office to be relocated that they be moved to another building instead of taking the conference room off-line.

The Committee is still hesitant about assigning Lib 2209,11,13 to the Vets Center, because it is unproven, and it means other units would have to move out of the building, which will impact working relations. Steve says one of his colleagues at another state institution has had his office moved four times in the last six months. He said being constantly moved is difficult on morale. It is difficult to make short and long term decisions because 2 years can be seen as long-term by the students and short-term by the staff.

Sheryl proposes that maybe next year the office of Sustainability be co-located with Conference Services in the CAB.

The Committee prioritizes leaving Academic Grants and Advancement in the Library and locating the Vets Center in another building.

Option D is chosen for the short-term recommendation, because Seminar II E PSC has adequate space and visibility. The three offices, E2132, E2133, E2135, will be allocated to the Veterans Center. Some efforts will be made to visually convey that it is a center, and there is a commitment by fall 2013, after Comm Surge, to reconsider all these proposals and space assignments, including classroom use in the Library, to see if the Veterans Center can be located in the Library and the budget needed to do this.

Amy Lyn wonders if the Veterans Center needs to follow a more official process to become a "Center". In the past centers have been created under the direction of the legislator and Board of Trustees. Wendy, Steve and Ken think that the college can internally recognize and create a center and appreciate Amy Lyn posing the question.

Steve wants it clearly stated that the Public Records proposal and concerns are not being addressed at this time.

Paul will write the recommendation; Ken will assist him. The committee must await the Vice Presidents approval and the groups making the proposals must accept their space allocation, before reconfiguration or move in to the space can begin.

**The Next Space Management Committee will meet on Thursday, October 6 from 1-3pm in the Facilities Conference Room** discussion of the vision for Seminar I will be on the agenda.