

Space Management Meeting

March 4th, 2004

Attending: Bill Bruner, Steve Trotter, Bill Zaugg, Sharon Harrison,
Patti Zimmerman, Kirk Knittle, Betty McGovern, Amy
Betz, Jodie Kirkwood, Ann Daley, Michel George, Becky
Kjer
Recorder: Sabrena Neff



1). Approve February Meeting Minutes

Meeting minutes were approved.

2). Review February task list and update: Bill/Michel

SRI list was reviewed and is complete except for information needed from Bill B.

Action: Bill B. will put together information for the 2003-2005 SRI Short list and email it to Patti. There will be an email discussion among Space Management group following Bill's estimates for SRI.

3). Advance reservations for special internal events: Sharon

Sharon raised the concern of only being able to reserve spaces for important events 4 to 6 weeks in advance. Committee agreed that current rules and scheduling practices need to be reviewed and new options formulated, especially now with Seminar II coming online.

Action: Space Scheduling will draft on white paper the past history of space scheduling, along with possible policy change options and recommendations, including the plusses and minuses of each alternative.

4). Extended hours/holiday HVAC: Michel

Committee discussed the possibly of implementing college-wide operational business hours, due to the number of requests to have heat or space reservations during very late hours such as 2:00 a.m. These late night requests raise not only energy issues but security issues.

Action: Space Scheduling will develop a tentative schedule for college operational hours, in addition to a procedural protocol that Police Services could follow regarding late night requests for space or heat. This plan will be reviewed at the next Space Management Meeting.

5). CAFM Update: Michel

The CAFM, Computer Assisted Facility Management Program, will cost approximately \$450,000, which includes software, implementation and consultant costs. This system would be online interactive, allowing staff and faculty to input scheduling and work order requests. This program would consolidate all Facilities data bases and it interfaces with Banner.

Notes/Actions/

Follow-ups :

- Bill B. will put together information for the 2003-2005 SRI Short list and email it to Patti. There will be an email discussion among Space Management group following Bill's estimates for SRI.
- Space Scheduling will draft on white paper the past history of space scheduling, along with possible policy change options and recommendations, including the plusses and minuses of each alternative.
- Kirk will make some revisions to Space Scheduling form and provide this new form to Betty by March 15th.

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Bob is currently reviewing this program and is creating a development plan for its use.

6). Block Hours: Kirk

This discussion involved whether or not to keep block scheduling, when it is currently ineffective and inconsistently enforced. The committee agreed that other alternative scheduling options should be explored, since block scheduling has not proved effective in the past. Kirk will work on revising the current Space Scheduling form.

Action: Kirk will make some revisions to Space Scheduling form and provide this new form to Betty by March 15th.

7). Other Agenda Items

Student requested the use of the Kiefer house as a green building. Michel said, "No," that the student needs to talk to him directly, since safety issues are involved.

8). Next month's meeting is on Thursday, April 1, 2004.