

## Space Management Meeting

April 8, 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: Maria Horan

### 1). March Meeting Minutes Approved

#### 2). SRI Update

Budget changes to projects that have already been submitted need to be approved by a Supervisor. Hal stated estimates are order of magnitude estimates because some SRI estimates include estimates from other groups. Michel has indicated that short list projects need to remain within the budget provided.

Hal will meet with SRI project stakeholders and if estimates are lower than what is budgeted then work will proceed. If estimates are higher than what is budgeted, then Hal get approval from the appropriate supervisor and will consult with Michel.

About the AV classroom project, Hal will determine what is infrastructure and equipment with Bill. Group discussed what qualifies as appropriate expenditures and what doesn't.

**ACTION:** Hal to meet with SRI project stakeholders and verify or adjust estimates given and if estimates are greater than original estimates, then a supervisor will approve and Hal will forward to Michel. Hal will contact Brian Shirley for timeframes on Student Services Projects.

#### 3). Facilities Strategic Plan and Operations White Paper

A white paper, or equivalent, will be created for the next meeting. This will outline policies that are on the books and will be compared with current practices that are followed. Proposed solutions and recommendations will accompany the policy data. This documentation will allow the committee to review and discuss policy history and current policy practices. A draft of the plan will be sent to the group before the next meeting to give people a chance to review. Michel requested that a meeting be scheduled within the next two weeks so that the committee has the data.

**ACTION:** Patti to compile the history of space management policies and record actual space management practices and provide recommendations

1. Hal to meet w/SRI project stakeholders and verify or adjust estimates given and if estimates turn out to be greater than original costs, than a supervisor must approve and Hal will forward to Michel. Hal to contact Brian Shirley for timeframes on student services projects.
2. Patti to compile history of space management practices and provide recommendations for improvement. This documentation will be sent to the group before the next meeting.
3. Maria to schedule a special space management meeting with two weeks. (This meeting will not take place. Item will be discussed at May 18<sup>th</sup> meeting). Maria to email draft memo of committee's request for Anne's support for facilities strategic plan.
4. Patti and Bill to draft communication for faculty on what space has been taken offline. Also to prepare communication to all staff/faculty on the availability of space before renovations.
5. Maria to invite Collin Orr to Space Management meeting.

for space management improvement. A draft of the documentation will be sent to the group before the next meeting.

**ACTION:** Maria to schedule a special space management meeting within two weeks. Send Bill the draft of the committees request for Ann's support of a facilities strategic plan.

#### **4). Annual Campus Events Scheduling**

Sharon has requested that advance reservation of space for annual events be allowed. Others agreed that this would be good practice. This item will be addressed once the review of space management policies and practices is discussed by the group.

#### **5). Other Space Management Issues**

In order to allow for most efficient use of space, particularly in the Library, faculty and staff will be allowed to use available space until it is needed for construction improvements. If this space is reserved, those people will need to be informed that while they will be allowed to occupy the space they will have to move out when renovations begin. People will be able to reserve space in the Library and Lecture Halls. However, they must be informed that they will be required to move when the renovations begin.

**ACTION:** Patti and Bill will draft communication for faculty about what space has been taken off line. This will give faculty an opportunity to find out what space will be available to be reserved for the fall quarter. They will also develop communication to all staff/faculty about the availability of space for areas that will be renovated.

**ACTION:** Michel and Patti will inform the Dean's of the availability of spaces marked for renovations. This will be done sometime after Michel returns from vacation.

Conference services requested that blocks of time like 8-1 be made available so that they're able make those times available to their customers. Beckie indicated that blocks of time like this are better for conference services to market. This item to be discussed further after space management practices and policies are discussed.

Patti is developing a plan to give the counseling center more space since they currently don't have enough.

**ACTION:** Maria to invite Collin to Space Management meeting.

**5). Next meeting scheduled for May 18, 2004 from 3-5pm in the Facilities Conference Room.**