

***Space Management Meeting Minutes***  
***April 6, 2006***

**Attendees:** Ken Tabbutt, Sheryl Dorney, Paul Smith, Patti Zimmerman, Bill Zaugg, and John Lauer.

**Recorder:** Rishel Gordham

**Minutes**

Minutes from prior meeting were approved with no changes.

**Follow-up on Action Items from Last Meeting**

***ACTION ITEM: Dave will look in to getting caps to place over the fence holes.***

- Paul reported the fence is in place and caps are over the fence holes.

***ACTION ITEM: Ken will talk to Marty about monitoring the chlorine level in the water at the Organic Farm. Dave will put a hold on the project until he hears from Ken.***

- Ken spoke with Marty. There is no dechlorinator needed. However, they are still exploring other options.
- Suggestions were made that they could use the well water from the Keifer Residence in conjunction with City water at the farm to provide a mixed water supply for the crops.

***ACTION ITEM: Patti will get Ken the usage of CAB rooms 108 and 110.***

- Patti provided Ken with the usage of rooms 108 and 110.
- Rooms are used roughly 15% of the time.
- And 5% after hours (after 6:00 p.m.).

***ACTION ITEM: John Lauer will bring ARAMARK information to the next Space meeting on April 6, 2006.***

- John reported back ARAMARK'S proposal.
- Proposal stated that both 108 & 110 will be utilized.
- 380 seats is an estimated low for first floor dining area.
- 480 seats is an estimated high for first floor dining area.
  - These figures are based on 1,000 students and a 25% growth factor.
- Exploring building a Housing office. This could potentially free up additional seating space.

**Communications Building Scheduling**

Currently all academic room scheduling is done by Space Scheduling; Linda Mae.

- However, the Comm. building scheduling is done by Shannon Stewart, Communication Building Services Coordinator.
- Usage in Comm. building is low.

Paul suggested setting up a field trip with Shannon Steward, John Robbins, Sheryl Dorning, Ken Tabbutt, and Patti Zimmerman to discuss the specific rooms and issues.

***ACTION ITEM: Rishel will set up the meeting through Outlook.***

**Tour Scheduled**

Ken, John, Sheryl, Paul, and Rishel went on a tour of the Geoduck House, Keifer Residence, Driftwood House, and President's Residence.

**Next Meeting scheduled for May 4, 2006.**