

Space Meeting Minutes 3-5-09

Attendees: Patti Z., Sharon Goodman, Sharon Harrison, Ken Tabbutt, Paul Smith, Steve Trotter, Wendy Endress

Recorder: Emily Sladek

Guests: John Pumilio, Ken Danis

Introductions

Approval of Minutes

Minutes Approved as is.

Bookstore Space in the Library during CAB Renovation (Ken Danis)

Ken would like to weekly set up tables and bookstore items in the Library 2nd Floor for the duration of the CAB Renovation. The bookstore is expected to loose business during the CAB renovation, so this would help maintain a visual reminder that the bookstore is on campus. Ken thought the best space would be to set up on the left side of Lobby when coming in the main doors. He was thinking there would be 2-5 tables with one staff maybe every Wednesday. He would store all tables cashier registers and materials in basement of Library. This bookstore station would buy books back and rotate selling clothing and other items. Ken would be flexible for which days to set up the tables, working around classes or other events. He would like to start tabling the first week of June, would like to be open for graduation.

What is the Library second and third floor normally used for?

Historically, it has been a large meeting space for guest speakers, evening events, or coffee. In the past academic and internship fairs have been held in the space. To schedule the space, the Library Dean, Computer Center and Space Scheduling need to sign off on it.

Is an Espresso cart going there? Sharon is trying to place the coffee cart the Library first floor.

The Space Committee approves the use of the space. If Ken Danis starts tabling and thinks he needs a larger or different space, please re-approach Committee. Ken needs to schedule the Library 2nd Floor Lobby area with Space Scheduling.

Other Items

- Updates: A letter of intent has been submitted to FEMA for the A-Dorm seismic report. The Space Audit has been postponed until after the budget is decided.
- Is it okay for Conference Services to use CAB Greenery in June?
- EF talent show and dance requests the use of the first floor Library Lobby on July 31 and August 3. Sheryl needs to provide a tear down and set up plan and how she will

protect the art piece. The event needs to be approved by RWART. Does Sheryl need more space? Would the second floor Library Lobby work?

- Changing Building HVAC Infrastructure or Closing Buildings due to Budget and Employee Reduction: Invest in zoned heat, so parts of building can be shut off. Replace old meters. Seminar II can have different areas shut off. Paul thinks there is a good chance that we can only run on the one small boiler during the summer.
- Seminar I Building Closed: Paul will check on the infrastructure needs for the Health and Counseling Centers, EF and Conference Services. He will also look at infrastructure and plausibility of closing of the Lecture Halls.
- 4300 Update: 11 general contractors were on the walk through.
- Medium Voltage: 6-8 general contractors on the walk through.
- Library A-Wing Doors Open: The locksmith is talking to Hal Van Gilder, Program Manager, about the new weather stripping on the door to see if it can be replaced. This should help keep the doors closed.

Next Space Committee Meeting is Thursday, April 2 from 1-3pm in the Facilities Conference Room.