

Space Management Committee Minutes 5-7-09

Attendees: Sharon Harrison, Steve Trotter, Patti Zimmerman, Ken Tabbutt, Wendy Endress (left at 2pm), Sharon Goodman (came at 2pm)

Guests: Julianne Panagacos, Michael Snow

Recorder: Emily Sladek

Introductions and Approval of Minutes:

Introductions are completed.

Minutes are approved as is, except for under “Other Items” in the second bullet, replace “an artist” with Tina Kuckkahn.

Office and Storage Space for Flaming Eggplant:

The café is requesting more office space for staff and dry storage space from pests and thefts. Ideally, the space would have windows and be between 300-400sq ft total with the dry storage on grade with the Flaming Eggplant trailers and next to the offices. They also need four desks, telephone, internet access and meeting space. The committee brainstorms possible locations to meet their needs. Is there a homeroom in Seminar II that is available? All homerooms have been scheduled as classrooms; Patti will look and see if it is possible to reschedule and clear a homeroom for the café to use during CAB surge. A homeroom would be big enough to use for all office, storage, and meeting space. Ken will check with faculty and faculty with offices near the space to see if they approve of the idea. There might be a surge cost for using the space.

ACTION ITEM: Patti will send Julianne a possible fee for using the space.

S & A Tabling Space during CAB Renovation:

S&A wants space for student groups to table during the CAB surge. Is there a space in the Library for tabling? Tom would like to be able to leave the tables in the space. There is no space left in the 1st Floor Lobby. The Vice President of FAD recommends that the 2nd floor Library Lobby not be used for tabling. Patti passes out a handout to show other possible locations for tabling. Wendy questions why the 2nd floor lobby can't be used. The committee discusses the function of the Library Lobby before the renovation. Ken wonders if the space between AC Computing and the entrance to the Library proper can be used. Who will be responsible for moving the tables? Does the Library have a Building Manager?

ACTION ITEM: Emily will invite Tom Mercado to the next Space Meeting to discuss the topic of tabling and the vision of the 2nd Floor Library Lobby.

Hanging Banners in Library Lobby:

Lump this issue into to the next meeting along with how the 2nd Floor Library Lobby should function.

Space Committee Meeting Time:

The current time of the first Thursday at 1-3pm will continue as it seems to work.

Other Items:

- Ken asks if the Space Committee reviews capital documents. It used to.
- SRI's will be discussed at the next Space Meeting, so that work can begin as soon as the new biennium starts and we get our allocation.
- Steve would like the committee to design long-term visions for how different spaces, like Seminar I, Library 4300, and Library Lobby will function.

Next Space Management Meeting is Thursday, June 4, 2009 in the Facilities Conference Room