

## Space Management Committee Minutes 12-17-09

Attendees: Paul Smith, Sheryl Dorney, Patti Zimmerman, Steve Trotter, Sharon Goodman

Recorder: Emily Sladek

### Introductions and Approval of Minutes

Minutes approved as is.

### L1405 as a temporary office for Banner HR Project Manager

Aaron discussed this topic with Paul and Patti this morning. C&C would like to change the space type from break room to office for 15-18 months. It would have two work stations and a conferencing desk. Aaron will fund it out of Banner reserve. Space Committee recommends approval.

### Space Scheduling Prioritization and Problems

Paul and L4300 Committee toured L4300. There was general agreement that it should be used for events. College events will have priority. It won't be a primary Academic space. Events can be scheduled more than a year in advance. The group discusses the possibility of scheduling 18-24 months in advance. L4300 Committee agreed on the need for panels. S&A said it used to be used a lot for concerts and to have this use again it needs different flooring. Patti asks if Conference Services will have priority over rest of College. Sheryl asks if they can have priority in the summer. Space Committee recommends that Sheryl be given scheduling of control from mid-June to mid-August and that the space can be scheduled two years in advance. During the academic year Space Scheduling will control the schedule and give priority on a first come first serve basis, unless it's a campus priority event. Steve asks what were the names of some of the events? Space Committee discusses the different events that may use the space.

**ACTION ITEM: Sharon will send Paul Phyllis's list of events. Patti and Paul will meet to finalized priority events that could use L4300.**

Bob Worley drew up mock layouts that estimated 220 people could sit for a lecture. When can scheduling for this space began? Paul is unsure of the timeline; the space may need to be used for the COMM surge. Need a better name than L4300.

### Space Efficiency Survey Questions

Space Committee looks at survey questions that Steve sent over email. Steve asks if the theme and topics are on point. The wording and presentation may need some work for face-to-face interviews. The Space Committee agrees to work on wording and presentation for a half hour in this meeting. The Committee still agrees to send out survey in January 2010.

We won't survey anyone in the CAB until following year. Steve asks to know what was eliminated from the CAB design so the project would be in budget.

**ACTION ITEM: Paul will check with Dick about what was given up in the CAB project.**

Other tenants in temporary locations will be surveyed.

The question about personal appliances is included to know how many there are. The people surveyed may not have accurate information on this.

Steve asks about the efficiency questions and wants the outcome of survey to be about improving efficiency in people's existing footprint. 'Teaching spaces' are changed to labs.

Steve requests a space Academic plan that relates to how to serve 5000 students to emerge from this survey. Paul goes over study timeline. Steve would like the survey timeline to be used to influence the 2011-2013 Capital Plan. Steve requests the survey to allow people to dream into how to make the space better for their needs.

**ACTION ITEM: Paul asks committee to review survey one more time and make changes before the next space meeting on Thursday, January 7.**

#### Other Items

Update topics from November 2009: Paul sent a recommendation to John Hurley on the Lounge Space in the Longhouse.

CARE Network will maintain their current location into next year.

Steve asks what's the future importance of paying tenants on campus? How will the state budget reductions impact space and the number of enrolled students?

**ACTION ITEM: Paul will meet with Sheryl, Sharon and Collin about EF income and need there of.**

**Next Space Management Committee Meeting is from Thursday, January 7, 2010 from 1-3pm in the Facilities Conference Room**