

Space Management Committee Minutes
November 4, 2010

Attendees: Paul Smith, Patti Zimmerman, Sarah Pedersen, Steve Trotter, Patti Zimmerman

Recorder: Emily Sladek

Minutes: Minutes approved as is.

Academic Grants Office Library Second Floor (Sarah Pedersen)

The configuration of the offices aren't working for the users. (The shared thermostat is in the vacant office and is being moved, so users have access.) Dorothea Collins is being interrupted frequently because she is located in a reception area. There is also no meeting space to collaborate on grant writing.

Paul mentions that the Grant's Office previous space met all these needs and wonders if John McLain and Dorothea Collins should move back to the third floor. This old office space has been used for the Provost Search Committee and is being considered good spaces for the Veteran's Office, the CARE Network, which needs a more permanent space, and Patty in Public Records who needs a more confidential, yet not isolated space. Steve recommends giving each office on the second floor its own door access and making it an SRI project.

ACTION ITEM: Paul will check with Miles for how much money is available for the project and the estimate costs to add two more doors, so that each room has a separate entrance. Then Paul will send an email out to the committee communicating feasibility of the project.

Other Items

Paul asks that members report out to their division what happens at the Space Management Committee.

Steve wonders what is happening in Seminar I. The veteran's center and the interdenominational meditation room have been assigned a temporary space. Parking Services and Project Search have been relocated to the third and fourth floors, respectively. WASHPIRG will be assigned and lease a space. Assignments may change when Comm surge happens, but currently space is being consolidated to conserve utility and cleaning costs. Paul gives an optimistic perspective that Comm construction will happen.

There is a brief discussion of issues with the chair setup in Seminar II 1107 Workshop spaces. Chairs are being dragged across the wood floors in 1107 rooms scratching the floors. Patti will investigate into an SRI project to outfit the chairs with no-marked glides.

Are we done with Space Efficiency Study?

ACTION ITEM: Sarah will ask Ken how he's coming on the report, is it finalized, what are the recommendations and discussions that need to happen.

Sarah has an additional SRI for two offices in the Library that still have their original windows. A thermal film may be used in those offices to retain heat. A few trial offices have been outfit. We will check in with those spaces after winter to see how well the thermal filmed worked.

Next Space Management Committee meeting is Thursday, December 2, 2010 from 1-3pm in the Facilities Conference Room.