

Space Management Meeting Minutes 10/7/10

Attendees: Paul Smith, Patti Zimmerman, Sarah Pedersen, Sheryl Dorney, Sharon Goodman

Recorder: Emily Sladek

Approval of Minutes: Minutes approved as is.

Student Affairs: Inter-denominational Meditation and Veterans Spaces

Student Affairs is requesting a space for people to pray/meditate on campus and an additional space for Veterans to meet. They both need to be spaces that can be locked and would be part of SASS. The spaces would be opened during building hours. It makes sense to have the spaces be in CAB. Space can't be redesigned there for at least two years, as it voids the warranty. Library spaces are discussed such as John McLain's old third floor office or the vacant office in his new second floor space. There are spaces in Seminar I, which are only temporarily vacant until the Comm is renovated.

The Space Committee recommends assigning space for both purposes in Seminar I fourth floor near Counseling Center. This would be a trial period for a year, knowing that new spaces would need to be found if Comm surge happens at end of June 2011.

ACTION ITEM: Patti will send out room numbers and get approval by Wendy Endress. They will also propose a way to evaluate usage.

The Committee will then need to send the recommendation to John Hurley for approval.

CAB Tabling:

Tabling was moved into the Library during the CAB renovation; now that the CAB is finished is tabling moving back? Yes, there will no longer be any tabling in the Library.

Student Activities groups and internal groups to the college can table in the CAB.

Outside vendors, that are not a EG student group, need to check in with Conference Services. .

HR Conference Room:

Patti will train HR staff on how to schedule the conference room adjoined to their space on the third floor of the Library.

Sarah says all the conference rooms in the Library are the same size. Can a larger conference room that seats over 12 be created using SRI money? Paul recommends this be discussed further in the next biennium.

L4300:

Sharon needs to check with Mark Lacina to see if RAD is completely moved out of Library 4300 from when the Greenery was there due to the CAB renovation. Paul then needs to determine if he has any budget to redo the floors and other items. The space will be useable; the floors are a little scratched. The tables have been moved out. Sarah wonders if a conference can be scheduled in there in January. Paul will look at the space with Sheryl, Patti, and Sharon during the week of October 25th.

ACTION ITEM: Paul needs to speak with Mike Drennon for how to handle the water issues and who will be responsible for cleaning.

Other Items:

ACTION ITEM: Paul will check with Mike Drennon for the lighting levels in Library Lobby first floor.

Next Space Management Meeting is Thursday, November 4 from 1-3pm in the Facilities Conference Room.