

Space Minutes 5-6-10

Attendees: Sarah Pedersen, Steve Totter, Wendy Endress, AmyLyn Ribera, Sharon Goodman, Patti Zimmerman, Paul Smith, Sheryl Dorney

Recorder: Emily Sladek

Introductions and Approval of Minutes

Minutes are approved as is.

Info Shoppe

Paul updates the Committee on the issue. Info Shoppe would like to remain in Seminar I after the move to the CAB. The Space Committee agrees that Tom Mercado, Student Activities Director, needs to assign student groups space and he needs to be the one to talk to the Space Committee if a group has a special accommodation request. The Space Committee doesn't think they should handle requests directly from Student Groups. Wendy Endress will report this decision to Tom Mercado.

CAB Update

Paul Smith notified all CAB users of their square footage and what costs would be associated in a draft break out of the potential recharge rates when they move back into the CAB. Paul sent out the final report on the cost of the non-state funded facilities including the CAB project. Steve Trotter asks if there will be a CAB Building Manager. Paul says no one has been assigned.

The Committee recommends that the Vice Presidents address ownership of the building, recharges and who is responsible for the CAB.

The Bookstore and Student Activities Split CAB Space

The Bookstore has requested more storage space in the CAB basement cages. Tom Mercado and Collin Orr, Director, Business Services, agree to share part of the main Student Activities cage with the Bookstore. Student Activities will then take over the Facilities cage in the basement for additional space. The Space Committee approves their proposal. Paul Smith will update the square footage spreadsheets.

Update on Space Efficiency Survey

The survey was filled out by 47 of the 65 people. Sarah Pedersen organized outcomes by division and hands out a preliminary report. Sarah will also email the report out to the Space Management Committee.

Wendy Endress asks that all the SASS area be considered covered; Phyllis Lane is responsible for this area and has filled out the survey. The Committee agrees. Wendy Endress thinks Casey Birdsall's, Director of Childcare, survey is missing. Sarah will check and see if it can be found. Student Affairs is still waiting for Recreation and Athletics, Health Counseling and Financial Aid to complete their surveys and Wendy is working with them to accomplish this.

Paul Smith and Patti Zimmerman will work on Facilities Services' data. Paul is still waiting to hear from Robyn Herring, Environmental Health and Safety, as to whether or not the Hazardous Materials space needs to be larger or smaller.

Sarah Pedersen is following up with Academics. College Advancement surveys are complete. Steve Trotter will combine the FAD Vice President's space survey with the President's Office survey. Ken Tabbutt is still planning on compiling the information for the report. Paul says we will need the information and analysis soon, because capital project proposals are due to the legislator in a few months. Preliminary analysis is there appears to be less overall demands for space. Storage space is needed and size of classrooms seems small. The Committee will look at the need for more 50+ classrooms? How many 75+ student programs can be offered at one-time? Curriculum Deans may need to be consulted as to what direction the curriculum is heading.

Wendy Endress leaves at 2:00pm for another meeting.

Other Items

Library Lobbies: Wendy Endress appreciates Facilities putting the tables and chairs out for students in Library Lobby. For next month's Committee meeting, the vision of the Library Lobbies and Seminar I will be discussed. Members should discuss within their division the intentions and goals for these spaces before the June meeting. Things to consider are centralized scheduling and furnishings of these spaces. Emily Sladek will notify Wendy Endress to have preliminary discussions with Student Affairs.

Patti Zimmerman gives an update on the Art Annex Surge.

Organic Farm: There is a discussion about how the College can better blend our academic programs with the space at the Organic Farm, especially when academic programs and their space needs change?

Seminar II:

- Signs stating about how the classrooms should be arranged need to be taken down.
- Next week the classrooms in Seminar II will no longer be locked. Only the external door will be locked. This change is being implemented in order to save time of the Facilities Services staff.

This is AmyLyn Ribera's last meeting until January 2011. A temporary employee, Megan, will be filling in and attending Space Management Meetings. Congratulations AmyLyn!

The next Space Management Committee Meeting is Thursday, June 3 from 1-3pm in the Facilities Conference Room