

Space Minutes August 4, 2011

Attendees: Patti Zimmerman, Sheryl Dorney, Sharon Goodman, Paul Smith, Ken Tabbutt, Amy Lyn Ribera, Steve Trotter, Wendy Endress

Recorder: Emily Sladek

Introductions and Approval of Minutes

Approved as is

Plans for the Driftwood House

RAD is currently using the Driftwood House to store construction materials, repurposed wood, furniture and kitchen items. They are open to moving the storage from the house and if they do move, would like it to be phased. RAD will continue to need a location for storage- probably three 40 foot storage units closer to Housing would be preferred over fixing up Driftwood House and/or having a storage building away from Housing. They currently own two storage containers, so they would need to buy a third. A potential new location for the storage units would be between a road and Dorm A, although a few trees may have to be removed.

Paul would like to have the McLane Fire Department demolish the house as a training exercise, but he needs to figure out how to decommission the building. Academics has two storage units at the house that may have been used by Marty Beagle in the past.

ACTION ITEM: Sharon and Paul will visit the storage units and the house at the Driftwood property.

L3507 A&B

Committee members have talked to several Library users. None of the options for relocating Student Employment to make space for the Veteran's Center on the Library 1st floor will work.

Steve thinks it will take another week before receiving direction from the President's Suite for where of the Office of Sustainability can be relocated. But Steve does think that an office space will open up. The Space Committee approves moving Public Records into the Office of Sustainability.

Cost estimates have been completed for how to reconfigure the Advancement Suite to create more work stations. One potential problem is that Advancement as well as the various units will need to cover the cost of reconfiguration and additional furniture. It is also unclear if the work can be completed and the furniture delivered by the time the new employees in Advancement begin.

Academic Grants will move back to L3507 A & B. Could Academic Grants move somewhere else on campus? Not likely, they need to be co-located by Academics and Advancement because that is who they work with the most.

The Veterans Center will be assigned the three office suite on the Library 2nd floor. The Center will need to track utilization of their space as a condition for continued occupancy. Their space usage will be assessed in Spring of 2013.

ACTION ITEM: Paul will write up the recommendation for how to address the three proposals put before the committee at its May 2011 meeting. **The Space Committee**

Members will review the recommendation memo and notify Paul with any changes that need to be made. **Paul** will then forward the recommendations to John Hurley.

Other Items

The coffee space in Lab I was not cost effective, starting this fall coffee will no longer be served, and the equipment will be moved out.

Comm Surge: An office for Aramark Catering still needs to be approved. The latest date that catering will be moved from their current office in the Comm is September 12, 2011. Paul is working with Collin Orr to identify an office space that they can use during the renovation. A longer term solution maybe for Food Service to redesign office space in the CAB to better fit their needs.

The next Space Management Meeting will be on Thursday September 1 from 1-3pm in the Facilities Conference Room.