

Space Management Committee Minutes
May 5, 2011

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

Recorder: Emily Sladek

Guests: Holly Joseph, Gallegos, Paul, Tyrone Newton, David Shellman, Rafael Lozano, John Robbins, Peter Randlette, Art Costantino

Introductions and Approval of Minutes

Minutes approved as is.

Com Surge Planning

Handout of an Excel chart with the first cell being “Communications Laboratory Rooms& Locations.” Office locations have been decided. The general areas where the majority of space will be taken from for a year and a half have been decided; although, the specific use of those spaces haven’t been determined. Surge moving will start in June 2011. No curriculum will be planned in the Com building for two years. The project will be bid June 6, 2011 and hopefully awarded at the July board meeting.

The planning committee has a few outstanding questions. EF classroom space in Seminar I are hard to mix with music class. There is a question of where to best put the music programming. Ideas are to rent a portable and place it in the Seminar I Annex or use the Seminar I basement space. The con of using the Seminar I basement is less space into which to surge the Lab I Renovated classrooms. The preferred option is to rent a \$1000/month single-wide portable.

L4300 is still not committed to either surge and will be two classroom spaces for EF. The EF contract space discussion is revisited.

ACTION ITEM: Patti will bring the space analysis and how it aligns with the EF contract to the next Space meeting.

An idea for the 2011 summer music program is to only hold classes during the first session in the Com with having contract students use equipment in CCAM during subsequent quarters. John Robbins has one 2011 summer class that doesn’t need any technical support. Support staff and equipment will all be moved out of the Com by summer quarter.

ACTION ITEM: John, Allen and Sarah need to meet to discuss equipment needs during summer.

South Puget Sound Community College is being considered as the surge space for the Scene Shop. The Boatshed at the Shops was also considered, but it may be better to use that space for Lab Stores during the Lab I remodel. Sarah needs to know when to contact SPSCC.

ACTION ITEM: John will contact SPSCC and keep Sarah updated on progress. The trouble is figuring out a way to transport staff, students, and materials between Evergreen and SPSCC.

The Com surge planning committee still needs to make refinements to the budget and have the board approve the use of reserves for it.

Three Proposals for L3507 A & B

Three proposals have come forward on the use of L3507 A & B: one from Student Affairs for a Veteran's Center, one from College Advancement for more staff offices, and one from Finance and Administration for Public Records Requests.

Veteran's Center: Art Costantino spoke of Evergreen's work in welcoming, supporting, and retaining veteran students as increasing over the last few years. Among the best practices for veteran's retention and access across the nation has been developing veteran centers, because it better supports the transition from the military to higher education and community building. L3507 A & B is valuable for the Veteran's Center because it already has the space laid out in a configuration appropriate for a center. No renovations will be needed. The space is located in a visible area and within the same building to other student services. It will increase student traffic on the third floor. The offices would be used for a coordinator position and a work-study student. The Veterans committee meets weekly and could schedule the adjacent conference room. It could hold larger breakout events in the nearby mezzanine.

- Different members of the Veteran's committee speak to the needs of the space being able to provide better services, more confidentiality and support.
- Ideal space would be old Marketplace in Library 1st floor, which would require renovation costs and taking a classroom off line.

Public Records: Holly Joseph spoke about how Patty King was hired to manage Public Records and was given a cubicle in the President's Office. A cubicle is not confidential enough for her files and/or phone conversations. It is not large enough for her part-time assistant, and it is not in compliance with the requirement to provide a review area with a computer, so a requester can look over documents. The use of the space by reviewers is inconsistent; the overall requests have increased.

- L3705 A & B is a little far from the copier and Holly Joseph who also assists Patty, but it would be a confidential workspace for all staff and reviewers. It would also be away from the daily operations of the President's Office staff, so their on-going work would not be disrupted. Other spaces in the President's space aren't conducive to confidentiality.
- Other options would maybe be the Office of Sustainability or another conference room on the third floor. However there would need to be at least to separate spaces with line of sight access, so that Patty could observe a review, while being able to continue with her own confidential work. It is less important to have the part-time staff member nearby. Would like Patty to stay close to Holly, other people and copier. Maybe the Sustainability Office would work, except confidentiality wouldn't work.

College Advancement: This division plans on adding five positions to help stimulate more revenue while state support of the college is decreasing. It is important that the offices be located near the rest of Advancement, because their work is very team oriented. The current suite for Advancement has one vacant office. The two offices in L3705 would be used. To accommodate the additional five staff, two offices would need to be doubled up.

- Advancement looked at maybe creating more cubicles within the existing suite, but that would require money for renovation. They are also concerned about the openness of cubicles meaning equipment would not be secure, since the suite isn't lockable because of fire door. They have also considered moving student workers out of the third floor, but students would still need a space to enter-data.

Space Committee discusses requests:

- The conference rooms and the space that is presently the Office of Sustainability was the flexible space that that was provided by the renovation for areas into which to grow.
- Possible alternative spaces for the Veterans Center are Conference Services extra space in the CAB (Wendy will talk to Art to see if this space has pros and cons), the current space used by the grants office and student employment.
- Other ideas are to move the Office of Sustainability into the Public Service Center in Seminar II or to the vacant office in Business Services. Other colleges have the Sustainability Office located in Facilities. The Assisted Technology lab is under consideration to be moved out of the Library and to a space similar to L3705. The Language Lab may be moved back to the Library.

Next Steps:

- Since there is no pressing time issue, the committee decides to wait and see if more space is available after the budget is decided.
- The committee needs to know what spaces are available.

ACTION ITEM: **Patti** will conduct a space audit of the Library A-wing to get a better idea of vacant space or options for how to better reconfigure existing offices. **Paul** will then work with Bob Worley to develop what different options would look like.

- The committee internally hopes to arrive at a decision no later than its September meeting.

Other Items

ACTION ITEM: Over the summer **each member** of the Space Committee needs to think about capital projects to proposal in the 2013-2023 Ten Year Capital Plan.

The next Space Management Committee meeting will be Thursday, June 2 from 1-3pm in the Facilities Conference Room.