

Space Management Committee Minutes  
September 1, 2011

Attendees: Ken Tabbutt, Amy Lyn Ribera, Sharon Goodman, Wendy Endress, Steve Trotter

Guests: Nancy Jacobski

Recorder: Emily Sladek

Introduction and Approval of Minutes

- Wendy asks that the minutes from the August 24 meeting reflect that at least three members of the committee clearly recall Academic Grants original move from L3705a/b to L2209 and L2211 being conditional and that the space assignment was not permanent.
- Amy Lyn said Advancement would move into Seminar II E and not Seminar I Fourth Floor.

Rooms for Nursing Mothers

Nancy Jacobski hands out publications explaining the law for nursing mothers. The law stipulates that employees including permanent, temporary and student employees need to have a private single user space to express milk while nursing. Nancy had some discussion about students also needing space on campus for nursing, but this is not required by law; the committee is just looking for a space for staff. The space requirements are that it be secure from the public and have a table and chair. The ideal space would have a sink or be located near a bathroom/kitchenette.

Duration of Use: Currently, four employees will need the ability to nurse on campus. Usage will change according to employees needs. It is likely that at time there maybe more or less mothers needing space or the location of space changes so it is closer to the employees workspace. For instance an employee who works in the Childcare Center needs a space, so it would be helpful to have a space near that building. Regardless of utilization the law does require that a space be made available.

Brainstorm of possible locations:

- Nancy suggests a few rooms, one nearer to the Childcare Center and one in the Library, be allocated across campus.
- The committee considers that maybe there is room in the Library Proper, although Ken would need to ask Sarah Pedersen if the Library was accessible since it is open during different hours than staff hours.
- Amy Lyn says that UW has one room for nursing that can be scheduled.
- Steve asks what space won't work. The committee thinks that going through a suite entrance or reception area isn't ideal. The space would need to be away from confidential information and have blinds. The committee considers creating intentional spaces for nursing in future renovations.

- The Library third floor lounge and Seminar II E are suggested, but deemed not private enough. Wendy says there is a large room in the CRC first floor that is not being used regularly. Maybe when the Comm is back on-line there would be a space that would be more appropriate for that side of campus.
- The committee proposes Seminar I 4117 and Library 3912. Both rooms need blinds and detailed cleaning.

Managing Spaces: Ken asks who will be managing the space. Nancy says she will be in charge of working with employees to schedule the spaces and authorize keys.

**ACTION ITEM:** Ken will write a recommendation to send to John Hurley. Once it is approved by the Vice President, the rooms will be converted.

#### L3507 A & B

Updates: Ken passes out John Hurley's response to the draft and Patti's updated changes. The space arrangement in the President's Suite is still unclear, but Steve thinks that they will need additional space outside of the suite area for either Public Records or Sustainability. Steve's long-term idea is that hopefully after a year the Sustainability Office can be moved to Seminar II E PSC. Public Records can't be moved into HR because HR will probably hire additional staff, leaving no vacant office space. There is some discussion of Public Records and Sustainability switching places now, and Sustainability would move into cubicles. Steve doesn't think the cubicles would provide enough space because as many as five full-time graduate interns maybe working with the Sustainability office.

Ken likes the idea of this committee having more time to think and discuss long-term use of space and having a guide such as the Capital Master plan as a basis for decision-making. Sharon suggests that the co-chairs lead more discussions on the longer-term vision of space management. She is open to having more retreats. The committee is still considering what stake divisions ought to have in managing their own space and/or being asked to turn space over to another division. Wendy thinks having an architect/planner attend a committee meeting would be helpful for discussing long-term options for various spaces and buildings on campus. Steve says the configuration of suites in the Library has made changing spaces more difficult.

L2209, 2211, 2213 is not ideal for Academic Grants. Amy Lyn, Wendy, Sharon, Ken express other ideas better suited for the space such as: Alumni Office, Conference Services, International Studies Center.

**ACTION ITEM:** Ken will talk to Academic Grants that their use of the space is conditional. The suite's location and layout is better for a "center" and a highly visible service.

Options for Space Assignment:

	<b>Option A</b>	<b>Option B</b>	<b>Option C</b>	<b>Option D</b>	<b>Option E</b>
<b>Vets</b>	Lib 2209,11,13	L1001or L2205	CAB 2 <sup>nd</sup>	Sem II E w/door if possible	L3705a/b
<b>Advancement</b>	Sem II E	L3705a/b	L3507a/b	Lib 3705a/b	Sem II E
<b>Grants</b>	Lib 3705a/b	Stays Conditional	Stays Conditional	Stays Conditional	Stays Conditional
<b>Sustainability</b>	No Change	Sem II E	Sem II E	No Change	No Change
<b>Public Records</b>	No Change	L3202	L3202	No Change	No Change
<b>Conference Services</b>	No Change	No Change	Business Services	No Change	No Change
<b>Timeframe</b>		Long-term			

With Option A, John Hurley did not support the idea of moving Grants from Library 2209-13. The committee decides that if they decide to recommend that they move from the second floor John Hurley can reject the recommendation at that time.

Option B is a long-term vision because it would give Advancement and the Vets Center their ideal spaces. The committee needs to know if it can commit to this vision. If this option is chosen, they would recommend not moving other offices in the interim. The option proposes taking a classroom off-line after the Comm Renovation. The committee needs to know the academic space demand for these classrooms. They need to know if it would be better to take the larger classroom off-line (L1001) or a second floor classroom off-line (L2205). Wendy says that of L1001 the Veteran's Center would either need half or the whole space, anything less than half would be too small.

**ACTION ITEM:** Ken needs to talk to Kirk about space usage in these classrooms, especially after the Comm surge is completed.

**The next Space Management Committee Meeting will be Wednesday, September 14 from 3-5pm in the Facilities Conference Room.**