

Space Minutes April 5, 2012 1:05pm

Attendees: Amy Lyn Ribera, Paul Smith, Sheryl Dorney, Steve Trotter, Michael Sledge, Patti Zimmerman, Ken Tabbutt

Guest: Taylor Feldman

Recorder: Bianca Janssen-Timmen

Introductions and Approval of Minutes

Minutes were approved.

Space Usage review

John Hurley had some questions regarding the committee's recommendations from March 19, 2012.

One of his questions was who would contact the faculty to see if they can move for the Academic Advising Day.

The question was in regard to Freshman Advising Day not the Academic Advising Day and Ken would be the person, who would contact the faculty.

In regards to the other questions,

- a) What are the criteria to be placed in either group A or B?
- b) What about Scholarship Readings? Should these be added to B?
- c) What about Fridays at Evergreen in February and March? Should these be added?

Paul did some research and found some prior meeting minutes, and memorandums to the Vice President, which address these questions:

The criteria for events to be placed in either A or B depends on:

- a) If it doesn't impact classes it was designated A.
- b) If it does impact classes it was designated B and the Budget Dean committed to help find space.

Paul forwarded this explanation to John but he is currently on vacation and he has not received a response..

The Scholarship Readings, the Space Management Committee decided, don't need much space so this event will be scheduled by Space Scheduling.

Fridays at Evergreen are a B event list. Being held on a Friday it doesn't look like they have to be placed in a specific space which doesn't require the event to have priority over Academics scheduling.

Paul will keep the Committee up to date, concerning John's response.

The system seems to be working, as long as people schedule in advance. Paul mentioned that it might be a good idea, to remind people about the advanced scheduling.

The committee started to discuss Orientation Week, which is always the week before the new school year starts. Usually there are no scheduling interferences during Orientation week.

Patti is starting to update the Space Usage Policy because the current policy is outdated. It was developed when the CAB was still being renovated and some of the spaces mentioned are no longer here – CAB 108 for example.

Sheryl noticed that the Gallery walls are removable and wondered if this space could be used as Conference Room. If the space is not in use, Tom Mercado and the Student Art Committee would be the people to contact regarding the usage of the space.

Capitol Budget Briefing

On Wednesday, April 11, 2012, Paul will go to OFM for a briefing on Capital Budget Processes for the next biennium. Generally we will go to the Board of Trustees' work session in May, ask for their approval of the capital budget in June. The capital project proposals for the 13-15 biennium need to be submitted to OFM by August 1 and the 10-Year Capital Plan after Labor Day. Paul will prepare a capital budget proposal for the Board after talking some more with John. The mailing deadline for the Board proposals is May 1, 2012. Paul submitted a preliminary budget but so far he hasn't received any reply from the Vice Presidents. But he will send this preliminary budget out and if anybody has any suggestions, he would appreciate any input.

Sustainability Kiosk – Taylor Feldman

Taylor came to propose the installment of a Sustainability Kiosk on the second floor in the CAB building, next to the Student Info Desk. Taylor works under Scott Morgan as Student Engagement Coordinator for the Office of Sustainability.

The Kiosk will serve as sustainability info desk for prospective and current students as well as other entities interested in Evergreen. The project was awarded with up to \$5,000.00 from the Clean Energy Committee and Taylor is working with Aho'i to create a Kiosk Model. Taylor's vision is a 3' in diameter tube, covered in cork in order to create a tree illusion. On the ceiling a painting of branches would enhance this illusion.

The Kiosk would have posting spaces, which Taylor suggested to divide between

- a) Permanent postings and updates from the Office of Sustainability
- b) Permanent postings and updates from Facilities
- c) Permanent postings and updates from RAD
- d) Community postings, which have to be approved by Scott Morgan.

Courtney Bailey is the Student Activities Advisor for the Student Info Desk and she offered to help with managing the postings in the various spaces.

The Kiosk has to be 40" away from the back wall, where the ADA Second Floor Sign is located on the wall. The sign has to be accessible. Taylor also collected the signatures of Scott Morgan, Tom Mercado, Courtney Bailey, Sarah Rocker and Sharon Goodman, indicated their support for the project. Sheryl actually didn't sign the paper to this point but showed her support by signing it at the Space Committee meeting. The question of, if the kiosk would be central enough, came up and Taylor replied that she think so, since it is right next to the Student Info Desk.

The other concern was the visibility of the Info Desk but since the Kiosk will be a round structure, it obscures the Info Desk less and Courtney agreed with the plans.

The Committee will recommend the Kiosk to John as semi-permanent structure and will be removable, if it should not meet the needs of the Office of Sustainability anymore.

In regards to the budget, Taylor would have to talk to the Clean Energy Committee to set up an account that Miles can charge the materials and labor towards. One suggestion to discuss with Aho'i was a Kiosk that would spin, in order to increase the posting area. If it would be stationary it would lose the area which is adjacent to the Info Desk. Taylor replied that she thinks it would require more maintenance because of the spin part but she agreed to consider this option and see what Aho'i says.

Next meeting will be on May 3, 2012 at 1:00pm-3:00pm.

The meeting ended at 1:30pm.