

Space Minutes January 5, 2012

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

Guest: Ed Sorger

Recorder: Bianca Janssen-Timmen

Introductions and Approval of Minutes:

Minutes were approved.

**Parking Services and Police Services Remodel** presented by Ed Sorger

In this meeting we discussed long term and short term options for the Police and Parking Services space. Long term, the SEM I building will be remodeled (possible date of remodel 2015/2017, depending on how much the project will cost and if the current regulations are changed).

Ed passed out two hand outs, one for Parking Services and one for Police Services Remodel. There are currently three functions in the north wing of SEM 1, 2<sup>nd</sup> floor,

- Police
- Parking
- and Dispatch (ECO)

with about 20 people employed.

The current concerns are equipment and space issues. In order to offer a better environment for business they would like a larger space for the various uses including evidence storage, officer work stations and for additional lockers.

Police Services are not accredited but if they would go through this process, requirements would not be met. Ed mentioned that he would prefer to have Parking close by for better communications in emergencies situations.

Ideally in the long run, Ed would like to see eleven workstations with appropriate equipment for various positions in Police and Parking Services, a storage room for personal belongings, a large and secure storage room for supplies, storage for firearms and other weapons, a lunch/break room, a room or space for the student's food bank, separate room for suspect/offender/victim retention and another for interviewing, a space for evidence holding/security and processes/testing. The space would need to be open 8:00am-9:00pm, which makes SEM II not a good option (temporary) because the building is automatically locked at 5:00pm. SEM I on the other hand, is always unlocked. A major concern right now is that suspects and offenders can not enter the building or have conversations separate from staff, which creates a safety/confidentiality issue. It's also a safety concern, that civilian staff is exposed to police officer equipment.

For right now the group agreed that we should come back and discuss the long term situation of the Police and Parking Service after the Comm surge is over.

The following short term suggestions were made:

Parking Services could be relocated and separate from Police Services. Moving the people for the time being would make sense, since they have to move eventually for the remodel. The quickest solution for right now in regards to gaining more space would be a temporary relocation. Two suggestions were made:

- Third floor of the SEM I building would be potentially available and set up, after Comm surge is over
- Library basement

Other ideas were discussed in terms of minimizing Parking Services, re-distribution or consolidation of work, and offering those services mainly online.

Small space remodels and re-assignments for Parking Services are financially possible, as long as they are in the range of \$10-15,000 but larger projects are financially not feasible at this time.

**Action Item:** Susie and Ed will inform Paul about sq ft requirements for Parking Services. What are our space standards per work stations?

### **Lecture Hall Renovation**

Sheryl thought the Lecture Hall renovation would not affect her work but in a meeting with EF she found out that EF is utilizing the Lecture Hall. They use the Lecture Hall 1 for their intakes. It's not a major problem and Sheryl thinks she can resolve it.

Next meeting will be on February 2<sup>nd</sup>, 2012 at 1:00pm-3:00pm.

The meeting ended at 1:50pm.