

Space Minutes June 7, 2012 1:00pm

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

Recorder: Bianca Janssen-Timmen

Introductions and Approval of Minutes
Minutes were approved.

Office Spaces for Public Records Office (PRO) and Labor Relations Office (LRO)

A Public Records Officer started in February. The current location is does not provide enough space for 12 lateral file drawers, as well as a space for requesters to review public records (which needs to be close to the Public Records Officer to ensure security of the records). Ideally the office space should be lockable and securable; it should be close to office equipment (printer, copier, fax, etc.), in line of sight of any staff, easy to access for the public and in close proximity of the executive associate to the VP of FAD.

There is limited space in the Library building, third floor, A-wing. Paul was looking into Facilities creating four new spaces along the wall where the Sustainability Office is located as an option, but that reconfiguration wasn't seen as a solution. Another option now that the Sustainability Office will be moving to SEM II was to separate that office into two spaces, one for the PRO and the other for the LRO. This would make two relatively small offices of around 104 sf. A standard office is normally 120 sf. The small conference room (3707) down the hall would be an additional option for one of the offices. Any available spaces in HR are in the open area, so the HR office is not an option either. A suggestion was made to maybe create the LRO office next to Sarah Mealy's office in HR.

Steve gave an overview of the LRO and mentioned that it would be seen as institutional and should be located close to the President's Office area. The Sustainability Office was actually planned to house the LRO. But now we have two offices that should be located in this office based on the hierarchy of reporting.

If the decision is that an office needs to be created, is there any benefit to require an examination of which office has a higher priority of being housed in the former Sustainability Office?

Based on this question it was decided that John Hurley and Les Purce should discuss the issue and provide the Committee with input so that the Space Management Committee can make a decision about the offices.

The Committee would like to make possible suggestions for the two offices:

- Dividing the HR 3103 conference room or the conference room 3707 into two offices.
- Have Annieska, the Public Records Officer move into the Sustainability Office and the LRO Officer into one of the conference rooms.
- Another option would be reconfiguring the Sustainability Office into two spaces.
- Last, would be the reconfiguration of the spaces in the President's suite.

Fiber Arts program

In February 2012, Ken presented the Space Management Committee with the need of a space required for Gail Tremblay's Fiber Arts program. During that meeting the space was only

discussed for the fall and winter quarters of AY 2012-13. Gail has since decided to offer contract opportunities during spring 2013 quarter and would basically need the space throughout the 2012-13 academic year.

Back in February the Space Management Committee decided to show her the former copy center in the basement of the Library, as a temporary solution. Gail looked at the space and agreed with the solution and since no immediate need for this space was expressed, the room will be temporarily dedicated to the Fiber Arts Program.

Veterans Center Space

The current Veterans Coordinator's office is located in Registration and Records, Library building, 1st floor, Room 1101, but it is outgrowing this space and therefore looking for a bigger office. The vision for a Veterans' Center would include staying in the Library building, first floor, have about 1200 sf, become more visible for the public and stay close to Registration. In order to accomplish as many of the mentioned visions, they were looking into maybe repurposing classroom spaces; ideally 1001, 1003, 1005.

1001 is one of the very few big A/V classrooms that holds up to 50 people and therefore is in use virtually all the time. From the Space Scheduling perspective, this classroom is very essential. Other spaces discussed were classrooms 2205 and 2207 on the second floor but they are heavily used as well and are not close to registration.

Patty and Wendy will discuss this issue some more, considering the information they just received from Space Scheduling and come back to the Space Management Committee to discuss this matter further.

The meeting ended at 2:30pm.

The next meeting will be July 5, 2012