

# Space Management Committee Meeting

October 7, 2004

## Attending:

Collin Orr, Steve Trotter, Kirk Knittle, Bill Bruner, Sharon Harrison

## Guest:

Steve Huntsberry

## Recorder:

Maria Horan

## Action Items :

1. Kirk and Collin to put together a short list of annual events that may be scheduled in advance.
2. Kirk to locate a few possible spaces for advance scheduling.
3. Kirk to look for an additional storage space for Police Services.

## 1). Changes to and/or Approval of Minutes

September minutes approved.

## 2). Follow ups/Updates

Commuter locker program, they've agreed on a few locations, but not all of them. Patti will update the group at next month's meeting.

Patti and Collin to work on a communication plan to provide information to the community about who's moved, what space is available and offline.

The Health and Counseling Center changes are nearly finished. A few items that need to get done are the carpeting and door for the main corridor.

The Farmhouse remodel is underway. This should be completed in a few days. ACTION: Bill and Collin to discuss who does what at the Farmhouse.

Seminar II is winding down, the dirt pile on field 5 is being moved. Café will be opening in little over a month. Staff is being trained on different building systems.

Lab II is fifty percent complete.

Child care center, some systems in the building will be commissioned.

Elevators are being repaired throughout campus.

CRC plaza/skylight, repairing the leaky skylights is the priority for this project. Project stakeholders are currently reviewing the design.

About four different roofs on campus are being repaired.

COM building, Hal has begun work on this project.

## **Library Modernization**

Temporary moves: the last move for Phase 1 is next week.

A communication plan to be put in effect, Nancy Johns, Jim Beaver and Collin discussed this. They plan to set up a building directory for the library.

The Library lobby third floor is going to be closed off during the remodel beginning next week. The space is being used to store the library books, access will be available from the second floor of the library.

There will be an interior finishes presentation to the campus community early next month.

There is no furniture budget for this project. Outdated furniture is steadily being replaced and or refurbished. The only standards established for furniture is for office and classroom chairs. There was a desire that a basic furniture package be provided to each staff member and they should be told what they should expect. A furniture replacement fund has been requested, but not sure if it'll be provided.

Food service, minor items to be completed in the Greenery.

Parkway project, group is appealing the significance of non-determination by SEPA. The college is reviewing the citizens concerns and will address those issues before the project moves on.

SRI funding, there was group consensus that items around campus that need attention be repaired before more SRI requests are accepted.

SASS, construction is on time and on budget.

### **3). Request for Additional Space: Police Services**

Steve is asking for additional space, he provided a proposal detailing their existing and desired space. Steve indicated that he has Art's support for this request. Kirk reviewed the proposed changes and indicated that a lot of the space being requested is currently being used by folks being temporarily displaced from their offices because of the library modernization. They will be in these temporary spaces at least one to one and a half years. Steve indicated that he can wait for the additional space, but wants the committee to be aware that Police Services space needs have increased.

One space need that is critical is for storage. He needs a space that can be modified to meet state requirements for evidence rooms.

ACTION: Kirk will look at possible options and get back to Steve.

4). **Advance Scheduling of Campus Events**

ACTION: Kirk and Collin to put together a list of major events that happen annually on campus and may want to schedule their space in advance. Once a short list of events gets locked down, he'll work with the event planners to find out what kind of space will be needed and if it's possible to schedule these events in advance.

There was a discussion that once the short list of annual events to schedule in advance is established, any new events that want to be added to the list must obtain their area's VP approval. There was also discussion about the possibility of leaving three to four locations open for advance scheduling for ad hoc events, excluding conference services. Some examples of possible spaces are CAB 110, some of the lecture halls, etc.

ACTION: Kirk to look at possible locations for this.

5). **Seminar II Scheduling**

A faculty member requested that the same programs be scheduled on the same floor if possible. The Seminar II buildings were designed to hold two faculty teams and their programs. However, due to current scheduling priorities this isn't necessarily happening.

ACTION: Kirk will see if this type of scheduling will work by testing Rob Knapp's program next quarter, he'll schedule him on one floor next quarter.

6). **Other Items**

The Vice President will be invited to talk to the group and provide a charge to the committee for the academic year. There was agreement that there needs to be a clear understanding of the college's space capacity and a need to revisit the space efficiency study. There need's to be a review with each group and find out if updates need to be made to the assumptions that were made. There was a suggestion that all committee members review the space efficiency study. The study is on the web at [www.evergreen.edu/policies/p-space.htm](http://www.evergreen.edu/policies/p-space.htm) (it's in planning documents under evergreen's policies).

7). **Next Meeting**

Next meeting is Thursday, November 4<sup>th</sup>, from 1-3pm in the Facilities Conference room, Lab II – 1250.