

Space Management Committee Meeting

November 11, 2004

Attending:

Art Costantino, Collin Orr, Bill Zaugg, Steve Trotter, Kirk Knittle, Bill Bruner, Beckie Kjer, Mark Lacina

Recorder:

Maria Horan

1). Changes to and/or Approval of Minutes

October minutes approved.

2). Request for Space from the Learning Resource Center

The LRC needs additional space and they are asking to use CAB 110. However, conference services have pre-sold this space through the end of March. In addition, CAB 110 was set aside for non-routine scheduling.

Patti will find out if it's possible to set up tables, chairs, couches in the open hallway to meet their needs. There may be some exiting safety issues in doing this and she will discuss this with Robyn. Another suggestion was that the LRC folks check the schedule a few days before and schedule the space if it's not already reserved. **ACTION:** Patti will check with Robyn to find out if it's possible to set up the open hallway near the LRC with tables and chairs and find out if the LRC folks are interested in this option.

3). Short List of Events

Patti has a list of 13 campus wide events, she will work with the coordinators of these events and determine which can be scheduled in advance and she'll give special consideration those events that don't usually have a home. (Kirk's list includes about 30 events.) If there are scheduling conflicts she'll discuss the possibility of moving a class if necessary with Bill and Art. Patti will keep in touch with coordinators about possible locations. There was also group consensus that folks should be informed about building equipment and services available when events are scheduled in different locations than they are used to.

4). Spaces available for Advance Scheduling

Available space has decreased since the library surge, however the Longhouse has been relatively open, CAB 110, a couple of the lecture halls 4 & 5. Library lobby 1000 will be available until July. Construction is expected to start in that space at the end of August. Currently these are the available spaces for advance scheduling.

Action Items :

1. Patti will check with Robyn to find out if it's possible to set up the open hallway near the LRC with tables and chairs and find out if the LRC folks are interested in this.
2. Collin and Bill to work on a white paper that can help the Space Management Committee use to make future space management decisions.
3. Patti and Steve to work on a structure that the committee can use, history of square foot usage, etc. to make future space usage and allocation decisions.
4. Patti will provide an update on the SRI budget and projects.

5). Space Management Discussion

The group wants to understand where the college stands on space that's currently being used and what's available. There was a discussion that once this is determined perhaps another space efficiency study can be conducted. There's a desire to have a model by which decisions and assumptions can be made. This model can be a document that can be continually updated. The following assignments have been designated to accomplish this. An update will be provided on Dec. 2nd.

ACTION: Collin and Bill to work on a white paper that can help the Space Management Committee use to make future space management decisions.

ACTION: Patti and Steve to work on a structure that the committee can use, history of square foot usage, etc. to make future space usage and allocation decisions.

6). SRI Discussion

SRI projects are preservation and program development projects that cost less than \$25,000.

ACTION: Patti will provide an update on the SRI budget and projects.

7). Next Meeting

Next meeting is Thursday, December 2nd, from 1-3pm in the Facilities Conference room, Lab II – 1250.