

# Space Management Committee Meeting

December 2, 2004

## Attending:

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

## Recorder:

Maria Horan

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

November minutes approved.

### **2). Update on LRC**

Portable furniture can not be placed in the hall because it impedes the exit. The LRC is welcome to use CAB 110 occasionally as their break out space, but they will be discouraged from calling every Monday and booking the entire week. The committee would like to provide them with a scheduled space by the summer (Kirk will work this).

ACTION: Kirk will find out if it's possible to set fixed furniture or a pony wall to enclose furniture in the hall. He'll ask Robyn to have the fire department come out and evaluate whether these modifications will make space usable. Kirk will update LRC folks on the issues.

### **3. Discussion on Space Efficiency Study**

When the committee revisits the space efficiency study they want to look at the overall utilization of the spaces not only academic needs. They want an all campus assessment of space, they want to know what the flexibility is within the buildings and to find out what use has been displaced. They'll also review how classrooms are set up and how they're being used. Once this information is gathered, they will go to the Dean's and Director's with this data. Bob has a lot of space usage data available, he and Kirk will work on putting a data model together for the committee.

Since the planning for Phase II of the library will start in January or February, the committee agreed to review the pre-planning space assumptions for the Library modernization with each of the groups that were interviewed. Each committee member will go to the groups in their areas and find out if the assumptions are current or need to change. When the committee members are ready to go to the groups Kirk will put together a classroom utilization report for the library building.

## Action Items:

1. Conference services given permission to use Sem II A pod lounge for registrations, general public will still be able to walk through space.
2. Kirk to find out if it's possible to set fixed furniture or install a pony wall to enclose furniture in the hall outside the LRC. He'll have the fire dept assess whether something can be done to make this break out space available for the LRC.
3. Kirk may have classroom data available for the next meeting.
4. Maria to put together list of groups that need to be talked to and forward space assumptions made in the library pre-design to committee members.
5. Beckie to submit a formal request to Space Management to make the A pod Seminar II lounge a space to be scheduled.

ACTION: Maria to put together a list of groups that need to be talked to and forward to the committee members that represent each of the areas of the college.

#### **4. Other Issues**

Beckie asked permission to use the public lounge in Seminar II for registrations. She mentioned that the general public would not be prevented from entering the area while it's being used by conference services.

ACTION: The committee gave her permission to use the space for reservations.

ACTION: Beckie will submit a formal request to Space Management to make the 'A' pod Seminar II lounge a space for scheduling.

#### **5. Agenda Items for Next Meeting**

Summer scheduling availability for Conference services: Are they going to have access to the B pod like last year? Beckie mentioned that the longhouse is going to get difficult to book when CAB 110 is no longer available to conference services and that space will be limited at the CRC because it's being used by the CRC.

Next meeting is scheduled for Thursday, Jan. 6, 2005 from 1-3pm in the Facilities Conference room, Lab II 1250.