

Space Management Committee Meeting

January 20, 2005

Attending:

Collin Orr, Ken Tabbutt, Steve Trotter, Kirk Knittle, Bill Bruner, Bill Zaugg, Beckie Kjer, Sharon Harrison, Patti Zimmerman

Recorder:

Maria Horan

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

December minutes approved.

Item to Add to Agenda: Purpose of the Committee

Follow up

ACTION: Kirk will meet with the Fire Department and Robyn Herring about setting up a break out space in the hall for the LRC and provide the committee with an update by email.

ACTION: Ken will inform the LRC folks that they're able to schedule CAB 110 occasionally for their break out space (the committee requested that they not call every Monday and book the entire week).

2). Request for Placement of Vending Machines

Fred Swift submitted a request to install vending machines in Seminar II. Committee opinion is since students are not requesting it's not a necessary service. Suggestion was made to post a sign outside the café informing customers of vending machine locations.

ACTION: Committee agreed that this is a facilities issue therefore Collin will discuss it with Fred.

3). Conf. Svcs Request for Summer Scheduling Availability

Kirk will meet with the necessary folks and find out what space will be available this summer. CAB 110 should not be a problem to set aside for conference services again. Ken indicated that summer school classes are the same or a little smaller than last year. Extended education has expanded and Amy has good idea about what's planned. Folks have been asked to schedule classes/workshops during morning or afternoon blocks, so that might make some space available too. Library first floor will be available through July however everyone should be aware that there will be a lot of construction noise in that area.

Ken announced that there will be another Dean for Extended Education and Summer school. Someone should be on board by Spring quarter.

Action Items:

1. Ken will inform the LRC folks that they're able to schedule CAB 110 occasionally for their break out space.
2. Kirk to send out an update to the committee about the break out space for the LRC.
3. Beckie and Kirk will work on determining which space will be made available to conference services during the summer.
4. Committee members should provide space needs updates for the different areas assigned to Collin by email.

ACTION: Kirk will review the schedule and work with Beckie to determine what space conference services will be able to schedule during the summer. Beckie will provide her space needs to Kirk next week. She'd like to know what will be available to conference services by the end of January.

4). Purpose of the Committee

The committee needs to review, discuss and analyze long term issues. Day to day scheduling operation issues should not be presented to the committee unless it requires the committees input or if the committee members need to be informed.

If scheduling issues arise, than the meetings should be split up. Part of the meeting should be dedicated to operational issues, and the other part to planning. This should be made clear on the agenda so that committee members that do not have to be in attendance for the operational part have the option to show up to the meeting after that. The committee wants to know: What space did we have? What space use has changed? What space is available? Based upon Evergreen practices, do we have the capacity to support 5,000 FTE with Seminar II?

To begin the discussion about space on campus, Kirk provided square foot data spreadsheet that includes all assignable space.

For the committee member assignments given last month, each member should get the following information for each of the areas they are responsible for: how many employees do they currently have? How many do they expect to have in the future? What type of space do they currently have and what type of space will they need in the future (i.e., reception, offices, etc.)? As long as Patti is provided with staff levels, she can calculate the square footage based on FEPG (facilities evaluation & planning guide) standards.

ACTION: Updates on space needs for each assigned area should be emailed to Collin.

The following questions are being asked by the committee, staff will work on providing the requested information to the group by the next meeting.

Brainstorming on what's being asked for by the committee:

- When the Space efficiency study was done, what was the capacity?
- After Seminar II was built, the capacity is supposed to be 5,000. Is that the case based on how space is used at Evergreen?

- During Library phase I, what's the capacity? What will it be after it's back online?

5). Next Meeting

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