

Space Management Committee Meeting

September 1, 2005

Attending:

Ken Tabbutt, Paul Smith, Kirk Knittle, Bill Zaugg, Jodi Kirkwood, Patti Zimmerman, Sharon Harrison

Recorder:

Maria Horan

1. Committee Work Plan

Changes in space: The committee will be reviewing space utilization and capacity on campus. Will look at the changes that have taken place before the Lab I and II, Library phase II remodels occur.

The design for Phase II of the library modernization may begin in October. A recommendation to use Meng Strazzara Studio architects for the second phase of the library modernization is going to the September Board of Trustees meeting. There are a number of benefits to using the architect that was used for phase I. Estimate the schematic design will be completed by February 2006. Senior management will review the overall program. Design approval is expected in May. Completion of the first part of phase I is about one month later than expected (early occupancy has moved to November 2, and maybe further than that).

Small repair and improvements projects (SRI): There's about \$200,000 available this year for projects that cost about \$25,000 or less each. The projects submitted will need to be for preservation, to improve infrastructure or improve health and safety.

The goal is to have projects authorized by March for the following academic year. This will allow staff time to plan ahead, narrow the scope of work and costs, order material and allocate staff, or schedule a sub-contractor to do the work. Estimate requests can be submitted to the Work Order Center.

ACTION: Maria to ask Hal to review 2003-2005 SRI project list, find out which have been completed and which are to be transferred to the 2005-2006 list. Maria to compile the SRI project list.

ACTION: Ken has a written SRI process and will email that to the committee.

Growth: The committee to look at curricular changes based on DTF recommendations, is our space adequate for the

Action Item:

1. Maria Horan to ask Hal Van Gilder to review 2003-2005 SRI project list, find out which have been completed and which are to be transferred to the 2005-2006 list. Maria to compile the SRI project list.
2. Ken Tabbutt has a written SRI process and will email that to the committee.
3. Patti Zimmerman and/or Kirk Knittle to look into which space is available for leisure ed, communicate with them and update the committee.
4. Ken Tabbutt to discuss additional room with ballet bars with Russ.
5. Ken Tabbutt to discuss allowing the Longhouse to be scheduled as a regular space for the next two years with the advisory group.
6. Patti Zimmerman and Kirk Knittle to meet with COM building manager and discuss the option to be able to schedule classroom space in building and invite him to a future committee meeting so he can discuss COM building scheduling practices.
7. Next Meeting: Thursday, October 6, 2005 from 1-3pm in the Facilities Conference room, Lab II 1250.

recommended changes? A conversation to happen about academic/office space. What type of building space is needed?

Strategic plan: John Carmichael is working on collaboration software for senior management to work on the strategic plan. Sustainability will be emphasized in the revised Strategic Plan, want to tie recommendations into the capital projects plan. The Campus Life Group will submit a revised recommendation for a student union. Paul to discuss funding possibilities with the Vice President to develop a new campus master plan.

Electronic door locks: This issue is being discussed by the committee because the changes affect academics access to buildings and rooms. Academics need the flexibility to access buildings and classrooms outside of regular building hours (e.g., labs or classroom space used for follow up to field trips, odd theater hour rehearsals, etc.).

The electronic access doors are installed to prepare and train the community to use the electronic access system. Currently, the buildings are not completely electronically accessible. A door in each building should continue to be accessible with a regular key, until electronic access is installed on all doors. However, that's not scheduled to occur anytime soon, it'll be in the distant future.

Staff and faculty will continue to be allowed access, however, the change will require faculty, staff and students to plan ahead when they need access outside of building hours. Faculty and anyone else that needs access outside of the regular building hours will need to notify the Key Control office ahead of time and inform them of the hours they'll need a building or room accessible. Also, police services will provide emergency access after hours.

The electronic door access project is due to end on Friday. A notice will go out to the community to inform them of the changes and the building hours. Also, currently a panel is being tested to allow cardholders with permissions to double swipe their cards to get access. This is being tested in the CAB building and will be installed in other buildings if it's found to be useful.

Space scheduling: An ongoing committee has been set up to handle R25 issues. Building managers will eventually begin using R25 software, this may help the committee better understand how space is used in the different buildings. There are a variety of levels of space scheduling issues (i.e., non-academic activities), these are on-going and will be discussed throughout the year.

2. Specific issues

Recreation center dedicated space for leisure education:

Leisure education has requested a dedicated space for their program. They'll be using the space on the weekends and in the evenings. Currently they have three movement rooms. They need the dedicated space to schedule classes in advance and publish the locations in their marketing material. The space needs to accommodate between 20 and 30 people.

Committee members discussed that extended education and leisure education can cooperatively use the space if one is designated to them. Members agreed to allow a designated space for the winter quarter. A suggestion was made to allow a room in Seminar II B for this purpose, or a room in the CAB. **ACTION: Patti and/or Kirk to look into which space is available, communicate with leisure education and update the committee.**

Additional room with ballet bars: Academics have requested an additional room with ballet bars, mirrors and maybe a sprung floor for the winter/spring quarter. **ACTION: Ken to discuss this issue with Russ.**

Student event/activities space during surge: A student has indicated that student activities is suffering from changes due to the surge. They want a space for their activities. Library lobbies will be used. Longhouse is for primarily native American program activities. The longhouse has an advisory committee that enforces the use policy for the building. This only leaves the CAB building. **ACTION: Ken to discuss allowing the Longhouse to be scheduled as a regular space for the next two years with the advisory group.**

The library lobbies, labs will be taken off-line for the remodels. The question of whether the COM building is being underutilized came up. The building managers will eventually begin using R25, this may help the committee understand how space is scheduled in that building. In the past there were discussions about allowing space scheduling to schedule classroom space, this may be something that the new building manager may be open to. **ACTION: Patti and Kirk to meet with John Robbins to discuss the possibility of allowing space scheduling to schedule classroom space and invite him to a future committee meeting so he can discuss COM building scheduling practices.**

3. Meeting schedule for the year

All agreed to continue the meetings on the first Thursday of the month, from 1-3pm in the facilities conference room (Lab II 1250).

4. Next meeting

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

Agenda topics:

- 1) Space utilization and capacity report
- 2) SRI process