

## **Space Management Meeting**

**November 9, 2006**

**Attendees:** Patti Zimmerman, Sheryl Dorney, Bill Zaugg, Ken Tabbutt, Sharon Harrison, and Paul Smith.

**Guests:** Kirk Knittle, Tom Mercado, Andy Corn, T-Claw Crawford, Peter McCay, Bryan Axehammer, Jay Standish, Daniel Bolduc, Angelia Robinson, Shelby Smith, Madeline Sharrow, and Eden.

**Recorder:** Rishel Gordham

### **Introductions**

Committee members introduced themselves and a sign up sheet was passed around to document the names of the guests present.

### **Approval of Minutes**

Minutes reviewed and approved as read. Motion to approve minutes was seconded and passed unanimously.

### **Proposal for Student Run Café (Daniel Bolduc/T-Claw)**

Students printed off a petition in support of a student run café; which has received over 300 signatures in support. T-Claw, the spokesperson for the proposal, stated that the CAB re-design was promoted as a student run café and it was voted in with the most expensive option; however, it will be 2010 or 2011 before they would start receiving any of the student run café options. As shown by the 300 plus signatures the students would like to explore their options for a student run café now. Two quarters (roughly 40 credits) worth of student work has been completed on this proposal thus far. A business plan/business model has been established and a survey was sent out to students which reflected the estimated amount students would spend weekly on average over \$25,000 a on food purchased from the student run café. T-Claw pointed out that perhaps student's over estimated how much they would actually spend at the café and the results then have been skewed.

Numerous letters of support from faculty and staff were received by the students and students have met with Bill Zaugg from Student Affairs to discuss a student run cafe. They were told to attend the Space Committee meeting to identify possible spaces that they can use for the café. T-Claw mentioned that they are flexible with the space that is to be assigned and are even flexible about not specifically having a dining space in the beginning.

Bill Zaugg clarified that the students were primary need wasn't for a kitchen, but just a food prep area. It was suggested that the food could possibly be prepared in a space and then be taken to some other location to be served.

It was mentioned that a mobile unit; such as a hot dog cart could be utilized as a means to distribute food. It was also mention that the food being prepared would be that of a hot dog cart production in the beginning, except that all food used would be received within 100 mile radius of Olympia. The menu will include vegan, local, and organic foods which will take a lot of that demand off of Aramark to supply such foods. The student run café would be in operation during the school year.

Would the intent be to offer meals? The café would primarily be focusing on providing lunch and dinner services.

In 2010 or 2011 the student hope to have the student run café well established and would see this initial space as a temporary location until the new space is established.

### **Questions:**

A committee member asked; why didn't the previous student run café succeed in the HCC? Bill Zaugg stated that the café had a difficult time getting quality volunteer students involved. Additionally, it was costing \$3 for every \$2 sandwich that was sold. Some of the volunteers at the café were not charging their friends or only charging part of the price. The quality was also very low and the location wasn't ideal. If you didn't have a meal plan odds are you were not going to go to "lower campus" to buy food from the student run café in the HCC.

A committee member asked; will students be able to use their meal plan if they choose to eat at the student run café (the Flaming Eggplant)? At first all transactions will be cash-based.

A committee member asked if the students have contacted Thurston County Health Department? Dan has contacted Robyn Herring who supplied him with the requirements for the kitchen. Comments were made as to expectations of following health codes in regard to serving food at appropriate temperatures and acquiring food handler's permits. Dan expressed that the students are willing to work with the College to the facilities up to code to run a business. Bill Zaugg stated that students have worked with Chuck McKinney as well as the Health Department to ensure they are following the necessary requirements.

It was also stated that they cannot share a kitchen facility and equipment needed for the café. Students have looked at the HCC and Library 4300 kitchens and are going to utilize other kitchen equipment on campus and purchase what they cannot locate.

It was mentioned that the HCC kitchen is not a functional kitchen and it's also currently a space that is used for the corner stores. Neither the HCC kitchen nor Library 4300 is health certified. Additionally, CAB 109 is used similarly to that of the HCC kitchen and

it would mean taking CAB 109 offline for other uses. T-Claw stated that if the Flaming Eggplant was not making money in the first year then they would wait until they find a more successful location.

The committee addressed the following three options for the Flaming Eggplant's possible location in order of what is the most important to the café:

1. A space where you could store, cook, and serve food
2. A space to store and cook food. Then purchase some sort of food cart to serve food at another location
3. Or CAB 109: only prep food and then find a space to store the food.

Ken Tabbutt stated that the café is defiantly going to need a kitchen and kitchens are extremely expensive so perhaps the committee should be thinking of a space that has an existing kitchen in it. It was mentioned that the Organic Farm and the Longhouse have kitchens and that CAB 109 wouldn't work because it would then be a shared space. Library 4300 was also discussed however; until more information is provided about surge 07, it would be a difficult space to commit to. It was noted that the HCC kitchen space is about the only place they can go without having to be moved again.

T-Claw questioned whether or not the Library 4300 space was going to be used and if so, is it just the kitchen or the additional space that comes with it? The café would just want the kitchen space. Paul stated that Library 4300 is where the food services is going to move during the CAB renovation.

T-Claw asked when the next time the Space Committee is going to meet and when will the students know what the outcome would be? Paul mentioned that the students should research the temporary locations, the leasing abilities, carts, and trucks before the next meeting on December 7, 2006.

Tom Mercado expressed that he is identifying this project as a student need and sees that many students rallying around this initiative is similar to the support and development of the Children's Center on campus.

Ken Tabbutt mentioned that the CRC has a concession area and with a small cooking area and that Aramark doesn't use that space. John Lauer stated that these students are committed and they know Housing and food services is very supportive of the creation of a student run cafe.

*Students left the meeting.*

### **Non-Academic Events Scheduled**

Kirk passed around two documents; re-occurring events and the criteria for scheduling space. Patti and Paul asked for additional information on how SEM II is utilized during the fall.

Steve Trotter stated it is better to be strict rather than flexible due to the space shortage. Rather than saying here is a specific list and then we will just utilize judgment on other requests; Steve thinks that the committee should establish a policy based on the re-occurring events and events beyond what is listed need to have approval from Art and Don.

It would be the intent to have the scheduling done a year in advance so that you could put your dates in advance. Those that have academic impact at that time you could indicate to the Co-chairs of the committee and effective vice presidents.

It was mentioned that Freshman Advising Day needs 20 rooms. Doug Scrima use to state that Freshman Advising was made as a holiday so that all classes didn't happen and scheduling space wasn't a concern. A committee member mentioned that clearly you couldn't take 20 rooms offline in SEM II for that event.

A committee member asked what specifically an event is. Kirk stated that a meeting would be an event and that conference rooms don't impact academic scheduling. A committee member asked who was approving "number 7" on the Re-occurring events list. Paul stated that the provost or vice presidents would approve it.

An issue was brought up in regards to scheduling space during the summer; would the committee want to exclude summer from this approval? It was suggested that some spaces during the summer could be scheduled since there isn't a high demand space. Others could go ahead and advance schedule and clusters can be taken offline until July 30<sup>th</sup> which enables pre-scheduling to be confined to a year.

It was stated that perhaps getting a list of events that are reoccurring that deal with conference services would help scheduling issues. Library 4300 is open until this summer and the College may need it for storage during surge, but more then likely can be scheduled through July 2007.

If the College sells the president's residence there will be funds available to repair the Geoduck House and in turn that space may become available for scheduling in January 2008. Additionally, there are 4 library classrooms now online.

***ACTION ITEM: Paul will send a memo to the Vice Presidents regarding the proposed criteria established for advanced scheduling.***

Steve stated that there is a need to communicate to the campus community members about the surge plan and that the College is going to be in tight spaces.

### **Surge Discussion of "Draft D"**

It was recommended to John to not use the Mods. There is a “close match to current square footage” in the double wides; which are 1440 square feet. There is a meeting on Monday to put together the site utility prep costs.

***ACTION ITEM: Committee members are to provide comment to Paul regarding the “Draft D” of surge plans.***

Bill asked if the space that is utilized is what is calculated? Paul mentioned that service space is not going to be accommodated in the portable buildings. The leased portables come with between 4 and 6 offices and we will have to make some decisions on whether or not each portable is going to have to have a bathroom or can we have a bathroom in every other portable.

The suggested location for the portables is near the Longhouse; which allows all the portables to be placed together. It also allows John Lauer to build the Housing Shop and doesn't impact the start of the CAB renovation and the hook ups for telecommunications and power are nearby.

Paul asked the committee to provide feedback to let him know if there was oversight on any issues.

Bill Zaugg indicated that Phyllis Lane wanted to have separate offices for everyone that currently has an office.

***Next meeting scheduled for December 7, 2006.***