

Space Management Meeting Minutes 5-1-08

Attendees: Steve Trotter, Patti Zimmerman, Sharon Goodman, Sharon Harrison, Wendy Endress, Ken Tabbutt, Paul Smith,

Guests: Kirk Knittle, Dave Shellman

Recorder: Emily Sladek

Intros & Approval of Minutes

Introductions & Approval of Minutes as is.

SRI Update (Dave Shellman)

Problem is not having money in the budget to complete the SRIs, but finding contractors or Construction Services to do the work.

C&C Academic Computing SRI: Dave is looking at having this project done during the 2 week summer surger June 15-29. He still needs to talk to Program Managers about this timeline. A discussion of how construction could happen with electricity turned off to Library Building, maybe Epower or a generator brought to 2nd floor.

C&C Office Remodel: Dave is looking at construction on this to take place during Winter Quarter 2009.

CRC Cables for TV: Dave Shellman gave Dave Weber and Mike Anchors the task of prioritizing locations for where to install cables and a \$20000 limit. Dave has the contractor and project ready to go as soon as he hears back from the CRC about locations.

Dave said that the Space Committee helping to prioritize the SRIs helped his ability to schedule and plan projects.

Wendy Endress asked if more smoking shelters on campus would be installed like the Smoking Shelter between Seminar II and the CRC. Paul answered that only that one has been ordered and it was ordered as a kit. The plan is to look at how it is used and determine later if we will order more in the next biennium. Chances are that smaller octagonal structures will be ordered.

Facilities cancelled several SRIs to keep them in the maintenance budget, Academics also cancelled some.

Dave noted that #40 & #50 have been completed and still need to be grayed out and that active SRIs have work orders.

Space Utilization Report 2006-07 (Kirk Knittle)

History: 2003 Report showed space utilization to be over 50% on Tuesdays and Thursday between the hours of 8am and 5pm and Mondays and Friday to be under 20%. During Tuesdays and Thursdays we were running out of useable space, so Space Management asked faculty to ask for either a Tuesday or Thursdays, but not both. This report showed space utilization on Mondays and Fridays to be 30% and Tuesdays and Thursdays under 50% -leveling. This leveling is significant, especially in making Support Services more effective. This pattern is similar for all Fall, Winter and Spring quarters. Note a room is considered to be used regardless of number of students that are using the space. The

report doesn't include weekend classes or Labs. The report shows that Evening class enrollment has increased.

Discussion of what to add to the report and how to use study to make sure 5000 FTE can be accommodated: Student Contact Hours in Banner; What are limiting factors and how does it fit into student enrollment. Look at Space Efficiency Study done in '98 and Seat Count, especially in Labs. Space Efficiency Study 1998 looked at classrooms and faculty offices, but not other spaces on campus. The Committee should discuss how these other spaces can be incorporated or grant determined. **Next Meeting Agenda Item.**

Discussion if Longhouse should still be used for classrooms. In upcoming renovation should Audio/Visual Equipment be installed? AV costs a lot of money. Faculty are very attracted to the space because it is long and narrow and has poor acoustics.

Other Agenda Items (Ken Tabbutt)

Can the Director of Sustainability be added into the Space Committee as a permanent member? Does this request need to be approved by the Board of Trustees?

ACTION ITEM: Paul will check policies and report back next month.

Next Meeting Thursday June 5th from 1-3pm in the Facilities Conference Room