

Space Management Committee Minutes 6/8/09

Attendees: Patti Zimmerman, Steve Trotter, Sheryl Dorney, Paul Smith, Ken Tabbutt

Recorder: Rishel Gordham

Guests: Collin Orr, Tom Mercado, Greg Porter, David Shellman

Meeting Minutes

Minutes approved as is.

S & A Banner Space During CAB Renovation (Tom Mercado)

Discussion surrounding placement of banners in the CAB

- ~ Tom mentioned he would look out for Student Activity banners that are out of date, but who is going to be responsible for outside community banners.
- ~ Patti Z. will be chairing a committee to discuss this issue.
- ~ Where is the proper place, what are the conditions and rules for posting?

ACTION ITEM: Paul will get with Ken and develop a plan for the Library.

S & A Tabling During CAB Renovation (Tom Mercado)

Student groups are moving to Seminar I and Tom would like to propose locations for tabling. He handed out proposed location of 5 four foot tables for Library 2000.

- ~ Sheryl mentioned checking with R25 for events so that she wouldn't have to move them.
- ~ Committee discussed utilization of the space and its intended purpose.
- ~ Monday-Friday 10am-2pm is when the tables would be set up.
- ~ Patti Z. brought up space scheduling issues and notification of scheduling the space for other large events.
- ~ Tom mentioned it would simply be an email sent from space scheduling to Niki (S.A. Coordinator) saying the preferred space is not available on this date.
- ~ Committee discussed the Bookstore which also has a table in the nearby area on Wednesdays only.
- ~ Committee made a recommendation to approve the location of Lib. 2000 (see handout for specific location).

<Paul left meeting>

Tom handed out second choice location Library 1000. Committee discussed options for this space and that the proposed location would not work.

- ~ Tom suggested just one four foot table near Photoland door.
- ~ Ken mentioned photo display cases are proposed for that space.
- ~ For this second proposal they are asking for one table location on the first floor and four tables on the fourth floor.

Vendor Space During CAB Renovation and Role of Building Managers (Collin Orr)

- ~ Collin handed out a memo regarding space usage. Steve handed out a copy of the Space Management Committee's responsibilities. Collin discussed the lack of control of space scheduling regarding commercial usage of space. Steve reminded the

committee of the responsibilities of the committee and that this decision (appropriate use of campus assets) and it should be John Hurley's decision.

- ~ Steve recommended that the committee support this, but that the decision be made by John Hurley.
- ~ Collin suggested instead that perhaps a workgroup needs to be formed to draft a recommendation for John Hurley.
- ~ Ken asks for an overview and scope of work group. Who can do what, when and where, and who is going to make decisions.

SRI Priorities (Dave Shellman)

- ~ Sharon stated that the project Echo is a priority A.
 - ~ Steve has inquired what amount of money is allotted for this year. Paul has left the meeting so this information isn't available.
 - ~ Emily is working on scheduling a meeting to follow-up on the SRI's.
- <Dave Shellman and Ken Tabbutt left meeting.>

Other Items:

- ~ Sharon asked to install Plexiglas menus in the elevators.
- ~ Patti said no because if something is posted in the elevator, materials will increase over time. Sharon asked about a sandwich board in front of the building. Steve and Patti said that wouldn't be a problem.
- ~ Steve suggested a retreat to redefine what the space efficiency study should be looking at.

ACTION ITEM: Patti will talk to Paul about scheduling a retreat. Sheryl mentioned she would be unavailable to meet until after August 18. (Knowing what space/type of space available is Sheryl's largest concerns.)

Next Space Management Committee Meeting will be the retreat. Normal monthly meeting will resume on September 3 from 1-3pm in the Facilities Conference Room.