

Space Management Committee Minutes 11-5-09

Attendees: Sheryl Dorney, AmyLyn Ribera, Paul Smith, Steve Trotter, Patti Zimmerman, Ken Tabbutt, Sharon Goodman

Guest: Tina Kuckkahn

Recorder: Emily Sladek

Introductions: Done

Longhouse Student Office Space (Tina Kuckkahn):

- Tina is extraordinarily pleased with the new Longhouse. Native Student Alliance, now Haboo, and Reservation-Based Program would like to share the student office space inside the Longhouse lounge. Tina is wondering, which department should control this space, Academics or Student Activities. Tina brings a memo with Michelle Aguilar-Wells requesting that the designation of the lounge/office space in the Longhouse be reclassified. Steve asks what the original intention of the space, was it going to have some sort of greeter, student position. The committee decides that Academics will continue to control the offices and Tina will be the authorizer.
- Tina is wondering what the role of the authorizer is. Sharon says Tina would need to follow-up in case there were problems and to give perimeters to users. Tina will authorize keys. Paul says Tina would need to input work orders. AmyLyn asks who would pay for phone and computer in that space, S&A or Academics?
- Paul called Andy Corn, S&A Advisor. Andy said Haboo is a register student group and have not received funds for the 2009-2010 year. Andy thought it was okay for Haboo to use the space as long as they remain a student group.
- Patti asks if we want to accept this as a permanent change or have it reauthorized every year. The committee recommends that permission be given every academic year. However, Tina can just contact the group via email only if she wants to change the status of the space. Otherwise the two groups can continue to use the space without Tina notifying the Space Management Committee.
- The lounge space will be transferred from Academics to General space. Tom Mercado has asked that that space not be locked. Patti is worried that the furniture will be taken if it isn't locked. Also, events may like to use space to safety lock and store their personal items. The group discusses what kind of lock would be appropriate.

ACTION ITEM: Tina will follow-up with Patti on getting a proper lock installed. Paul will make a recommendation to John to reclassify the lounge space as General.

Library S&A Tabling Locations (Ken Tabbutt):

Library Tabling locations have been moved and egress is okay.

Future of L4300:

Sheryl prepare list of potential conferences and Collin sent an SRI list to Paul. Paul goes over SRI list with committee. Sheryl explains the benefits of room dividers. Staff who

work on the fourth floor are affected by noise in hallway. An acoustic assessment may also be an SRI. Paul asks how space would be classified and prioritized. Paul will coordinate a meeting and people to discuss when L4300 would be used and what to use it for. Space committee would then decide the priority. R25 can schedule out 2 years. Susan asks if set-ups can be planned before meeting. Kirk will work with Robyn to get capacity and layouts.

ACTION ITEM: Paul will schedule meeting with Sheryl Dorney, Tom Mercado, Mary Ann Steele, Phyllis Lane, Michelle Elhardt, Craig Ward and Sharon Goodman, and RJ Burt, Kirk Knittle, and Julie Slone. Kirk will work with Robyn to get capacity and layouts.

Comprehensive Space Study Survey:

- The committee discusses if this survey is useful. Ken and others think that face-to-face interviews give more useful information. Patti says in the past they sent out surveys, didn't receive responses, and so did interviews. The group discusses sending out the survey to prepare people and then will also interview. Ken and Paul will need to create a cover letter for it.
- AmyLyn wants to know what the point of the survey is. She says the survey may need to be started again from scratch by figuring out what we want to know. She thought the impetus for the last survey was because the college was so short on space, but now we have more space in Seminar II and aren't stressed any more. Ken thinks some are still cramped for space, especially storage.
- Ideas for survey questions: Paul explains that we need to know if position classifications for state higher education employees are being met. Paul would also like to update the Vice Presidents on space usage and how the renovation of COM will impact this. Ken would like to know what spaces are over and under used, so that space can be better arranged. AmyLyn thinks central questions are what do people have, what do they want, and what do they use? Ken says he would like to know what people have, what they use and what is missing? Sharon would like to consider energy and sustainability usage. Steve thinks questions are: Are we okay on square footage, are we meeting program needs, are we efficient? AmyLyn says we need to specify what efficiency means. Ken says knowing what spaces are important adjacencies will help to as we think about efficiencies. Steve thinks we need an understandable plan for storage and record retention. Ken thinks we can also ask about work hours.
- Steve asks about question #8 on break rooms is important. Paul says it will give an inventory of those spaces on campus. Sharon says maybe this question can help measure sustainability. We can specify a question that asks if people have refrigerators, hot plates, space heaters, fans, etc.
- Steve asks about a social engineering, what space is undesignated. Paul says undesignated space is Seminar I.

ACTION ITEM: Paul asks Steve to head up a group that would revise the survey before next meeting. Steve will with Patti. Paul asks if other committee members send survey questions ideas to Steve.

Other Items:

Sharon asks if the coffee cart can be kept in Library first floor after CAB renovation. It's an idea to bring back to the Committee in the spring, once CAB is closer to completion.

Admissions entry door is holding open and staff are being frozen out.

ACTION ITEM: Paul and Patti will talk to Mike and Jerry to see if there is a way to change the door or the location of the automatic door.

AmyLyn says the fire door into Advancement is always unlocked from the boardroom. Is there a way to change this? Paul will see if the alarm on that door will call Police Services.

ACTION ITEM: Paul will talk to Dick about this.

Next Meeting is Thursday, December 17 from 3-5pm in the Facilities Conference Room