

Space Retreat 10-15-09

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

Guest: Kirk Knittle

Recorder: Emily Sladek

Ten Year Capital Projects and Plan (Paul Smith)

Paul Smith reviews the projects that were funded in 2009-2011. The COMM Building's preliminary cost estimate is due in the spring. Paul gives updates on other major projects: Art Annex, Sustainability Lab and Greenhouse. On the Sustainability Lab, students are doing the design with the architect and according to the Master Plan for the Organic Farm. The most difficulty part of this project is where to sewer, since the farm is on septic. The Sustainable Lab design will be done by spring and then will go out to bid around graduation time 2010.

2011-13 Capital projects will likely be the ones from 2009-11 that weren't funded: Lecture Hall Pre-design, CRC, COMM construction. COMM construction will be first priority. Paul will give the committee the priorities in January. These will be based off of the 10-Year Plan. If there are new projects that should be included, let Paul know. The group looks over the plan for the Ten Year. Steve asks what if there are no major projects to be funded, what would be the alternative. Ideas generated are to push for pre-designs and break renovation into smaller parts—like renovate Seminar I or Labs one floor at a time. Paul explains what Minor Works are. Sharon asks about Carbon Neutrality and having more students (maybe 1/3) live on campus. How will more buildings be built in Housing to reach this goal? Building new residents halls has been postponed on the timeline. Maybe we need to develop an auxiliary capital plan of how these buildings can be funded. If the group has questions as they think about projects, call Paul Smith.

Space Utilization Report (Kirk Knittle)

Kirk Knittle explains the email notes that were passed out. The group discussed why some hours are excluded. Kirk says they don't schedule classes during governance and there are few classes that start before 9am. Kirk explains space usage by day, time, buildings, types of rooms. Organic Farm usage has spiked. (There are reports of mice.) Questions of what academic spaces are in CRC. Of that large facility there are few spaces for academics; this makes funding for a renovation difficult. All Lab spaces are excluded from the report. Sharon asks if some buildings can be shut down to save energy and resources, if Evening and Weekend Studies were consolidated into a few buildings. Kirk responds that in the summer this is easier to do. During the academic year, other events are scheduled and room assignments for one class would have to change, which confuses students. Another problem is that spaces need to fit a certain number of students. Steve asks if the mix of space is wrong and we need more types of rooms that fit a certain number of students. Paul says yes. We need more spaces that can hold 50-75 students. The group will look at future renovations to supply more of these sizes. Also, the

Seminar II lounges have been changed into classrooms. Can we outfit them with AV? Kirk thinks over usage has been steady increasing. Steve asks if a survey has been done to know if space is working for faculty.

How many seats are filled in the spaces? Kirk thinks that spaces are filled except for CRC and COM because these spaces are more tailored to specialized usage. A good percentage of seats filled are 60% and above. When comparing Fall 2008 to 2009, the change in numbers don't reflect increased enrollment, which surprises Kirk and thinks the 2008 space usage report may have included other events. Someone asks EF is considered academic. No, EF is not considered part of academics. Ken thinks faculty would be happy with this report, because it shows that we are using the space and the spaces match the teaching methods. Steve says he thinks usage is leveling out and Kirk agrees that it is stabilizing. Steve asks if external reports reflect this efficiency. External reports look a lot different because they include early morning and government times, so our utilization presents differently, because few classes are scheduled at these times. The committee also discusses reclassifying spaces to influence what is reported on. Kirk says he has improved overall weekly usage by prioritizing faculty space requests based on when they request space. Ken says the faculty are a little upset because they can't always teach when they want, but understand that they have to use the space we have. The Library room that is the Marketplace should have AV put into it when the Market leaves.

Is equipment still being stolen out of Seminar II? No, not in two years. How do non-academic groups feel about the types of space provided? AmyLyn says she needs a 50 person conference room. Questions are raised about the future vision of L4300 and Seminar I. Seminar I could become: a support building housing Business Services and Facilities, EF needs more classrooms, storage building.

How many offices are empty? Not sure.

To address some of these questions, the committee at doing the Space Efficiency Study. Steve thinks out of the 1996 study we received Seminar II focused on providing teaching spaces to grow to 5000 FTE. Patti says the support spaces to accomplish this weren't built, so we are still pressed for space. Paul reads the recommendation from the Vice Presidents that charge this committee to do this study. We need to figure out a timeline and plan for doing this with.

Space Efficiency Survey (Paul Smith)

Paul would like to start in January 2010. In January and February do campus outreach via a survey. Prepare the survey now and have it finalized by January. Should it be sent to department heads or will this Committee can contact players? Patti said last time we broke it up according to the Committee members and their work unit. Could we use Survey Monkey? Patti says we did a survey and then interview these people to further understand why they answered the way they did.

Steve asks what is this study meant to do. Kirk says we are almost done with the construction of each building on campus. Patti says we need to look at how we can best use the space as needs and economic factors keeps shifting. Can we close space or rent a

space out. Steve asks if there are space standards, how many offices are needed, etc. Paul says there are standards. Steve says we need a space inventory. Kirk says we are working on doing this. It covers occupied offices, classrooms, labs.

ACTION ITEM: Look at Space Efficiency Survey, give feedback by Monday before next space meeting, November 5. Recommendations will be sent Emily and she will pass it out.

At November 5 meeting the survey will be discussed for how and to whom to distribute. Steve says we may want to include the Master Plan in our planning. Steve also wonders about the name "Space Efficiency Study." Paul suggests that people send out ideas on this. Also that people look at their units and see if the old timeline makes sense. Maybe this plan can serve as how to implement the Master Plan.

Space Usage Policy (Patti Zimmerman)

Patti Zimmerman explains how the old policy is outdated and was not written well. She describes the scope of the new policy. The new policy has gone to senior management and has been sent back to Collin with a few changes. Senior management didn't support the Public Expression space or the one year moratorium on vendors. They did decide on a detailed location of where vendors could be. In the prioritization of college events, events of the Foundation are also included. An Academic Event has been defined as credit generating activities.

Student Activities Tabling in the Library has run into problems with health and safety policies, because egress is blocked. These issues are being addressed. (See Other Items)

Are Banners included in this policy? No, but they must be put up with blue tape. Kirk suggests that the Campus Production Report be sent out. Sheryl says she has this; it's not online.

Small Repair and Improvement Project Schedule for 09-10 (Paul Smith)

Paul sent out the SRI Timeline and requests to Vice Presidents. There is \$150,000 for SRI projects next year. He goes over the SRI prioritization and the timeline. Steve asks if this was sent to the President's office. Paul thinks he sent it to Steve. Sharon asks if this money can be used for RAD. No, it can't be used for RAD. We could use for projects that benefit all units and people on campus. Possible projects are discussed by this Space Management Committee. What about doing thematic projects? Is painting an SRI? Yes. Sharon asks about recycling centers. Yes, that would be a possibility. Steve asks about artwork fixtures being more around campus. Paul thanks Steve for reminding him to create an SRI that addresses this. Paul and Ken had talked to art faculty about student programs using these spaces to display student art.

ACTION ITEM: Ken will make sure artwork fixtures are put on the SRI list.

Can Wireless be included in SRI. Yes, Paul isn't sure if C&C needs it. SRIs are due to Paul by December 2, 2009.

Paul is continuing to work on the 2011-13 forecast of SRI project and timeline.

ACTION ITEM: Emily will send out copies of the Supplemental Capital Report in Word and PDF.

Future of L4300 Space (Sharon Goodman)

Sharon Goodman thinks L4300 could be made into a large event space after the CAB Renovation. Would the kitchen remain? Will the kitchen be part of the College or Aramark? Who would be responsible for its upkeep? Who will reserve the open space? Sheryl is asked what her ideal of this space would be. She would like a space that could be scheduled a year in advance and not have Academics have priority. Who will have priority for scheduling the space? Steve sees a need to move some events from the President's house to on campus, so likes the idea of a large events space or a faculty lounge. AmyLyn has concerns that the staff offices on the 4th floor will be affected by noise. Kirk was thinking that this space may be used during the Art Annex surge for academic space. The curriculum that will be affected by the Art Annex surge and timeline is discussed a bit as well as when the COMM will be possibly renovated.

Ken asks what would L4300 need to become a large event space? Possibly room dividers to serve two groups at one time. Maybe AV and blackout blinds, smart podium and drop down blinds, furnishings, round tables, flooring. Steve asks for a list of events that might go there. Sheryl says anything could use the Longhouse and conferences that need to be scheduled a year in advance. Other ideas are graduate fairs, admissions, parents and alumni events, conferences. Mary Ann Steele could be included in this conversation.

ACTION ITEM: Paul asks Sheryl to prepare a list of external events that use a space or who she has had to turn down.

Kirk could contact Mary Ann, to see the potential usage of the space. Because the kitchen is commercial it can't be rented out like in the Longhouse. Wendy thinks that a cost-revenue analysis could be done to see what kind of revenue can be earned. Maybe when Aramark's contract is renegotiated we might allow outside vendors to come onto campus. What type of atmosphere would attract the most usage? Paul thinks storage could be put into that space for tables and chairs. The dry storage space that will no longer be used could become storage for other things. Steve asks how to start planning some SRI projects for the space. Paul could have an architect sit with Sheryl Dorney, Tom Mercado, Mary Ann Steele, Phyllis Lane, Admissions, Craig Ward and Sharon Goodman, and Advancement to form a focus group. Paul will brainstorm and bring in an architect if needed to make this a flexible event space. A budget needs to be identified. Scheduling needs to be more of a discussion and part of a recommendation that is sent to the Vice Presidents.

ACTION ITEM: Paul will put together a recommendation to the Vice Presidents telling them of the plan.

ACTION ITEM: Kirk will produce number for capacity based on set-up and ADA standards.

ACTION ITEM: Sheryl will call SPSCC for what policy or procedure they allow. Sheryl needs to meet with Collin to submit SRI through John Hurley for L4300.

Other Things

Relocate Library tables that are impeding walkways through lobby. What are other options. Paul thinks we should meet with Tom and see if we can revisit the locations.
Paul and Ken will meet with Greg and Mindy to come up with a better location.

Sheryl needs to meet with Kirk about an event that is scheduled for next fall on campus.

Next Space Management Meeting is Thursday, November 5 from 2-4pm in the Facilities Conference Room, Lab II 1254.