

## Space Management Meeting 7-1-10

Attendees: Sharon Goodman, Sheryl Dorney, Sarah Pedersen, Steve Totter, Paul Smith, Megan Oczkewicz, Wendy Endress

Guests: Ken Tabbutt, Kirk Knittle

Recorder: Emily Sladek

### Introductions & Approval of Minutes:

- Megan is filling in for AmyLyn Ribera until January 2011. Other group members introduced themselves.
- Minutes are approved as is.

### Space Efficiency Study (Ken Tabbutt)

- Ken has compiled and formatted the raw data from the survey. Responses to the survey were well thought out and thorough. It looks like most areas are downsizing. **ACTION ITEM: Ken requests that Space Committee members review the sections under their departments to make sure all information is realistic. Ken requests that changes be highlighted in red, so he can make changes to the official document and return it to him by mid-July.**
- Ken has also been analyzing classroom space. Kirk has been providing past utilization classroom space and Ken has been referring to the 2005 classroom report. This current report will include information on the utilization of labs, performance space, library, computer classrooms and other specialized teaching spaces outside the jurisdiction of Space Scheduling.
- Have faculty been asked for their opinion on classroom spaces? Ken will ask faculty in the fall about deficits in teaching space. Sarah asks if there is time sensitive information needed from the study to include in the next biennium Capital Budget Reports to the Legislator. Paul responds that nothing is needed immediately. Steve asks if Ken has recognized any opportunities coming from the study to implement the Master Plan goals and how the college would grow. This needs to be thought about more. Sherri Willoughby is still compiling information on faculty offices.

### Labor Center Space and Extended Education Suite (Sarah Pedersen)

- The Labor Center Space is vacant. It consists of one resource room and five offices in Seminar II E Public Service Centers, approximately 1000sqft. The Extended Education Suite is on the second floor Library A-wing next to the Clock Tower entrance, approximately 300sqft. The graduate programs have expressed a desire to be in one location.
- One option is to move MPA to the 3<sup>rd</sup> floor of Seminar II E, moving non-graduate programs on the third floor into the Labor Center. If the MPA administrative staff moved from Lab I, three faculty offices would be open. Furthermore, the Sustainable Prisons Project could also move to the Labor Center from their current location in Extended Education. Then the Grants office could fill some of the Extended Education space. Wendy requests space for the CARE Network, because its current location belongs to C&C. Steve wonders if there is also space for graduate fellows.

- Another option is to use the Labor Center for visiting faculty offices. Sarah will talk with Kirk and Bob Worley about the space and different options. She will then send the possible plans to the Space Committee.

#### Aramark Offices in CAB

- Paul reads Craig Ward's, Aramark Director, email. Possible temporary spaces for an additional staff office (until a more permanent space can be found) are: CAB Basement (not sure if there is space available); COM 201, a.k.a. the space of the Flaming Eggplant office last year; Seminar I; and Library.

**ACTION ITEM: Kirk will check with Shannon Stewart on COM 201.**

#### Parking Services Relocated

- Parking would like a permanent relocation. One of the issues is that they need a temporary relocation for construction happening in Police Services. They have a front office space, plus three offices. Ed Sorger is their Manager. Do they need to be on the ground floor? No, the students may be separated from the Parking Enforcement Officers; and still have access to Susie Seip for consultation.
- One option is Seminar I third floor where S&A currently has the walk-in window.
- A second option is to place them in the Library first floor by the Cashiers.
- Moving Parking to a portable isn't a good long-term idea. Surge for Parking and Police Services is scheduled for two months beginning in November 2010.

**ACTION ITEM: Paul and Wendy will meet to discuss possible spaces.**

#### Utilization of the Library Lobbies

- Sarah shares email that includes the requests that Academic Computing and Library Proper have made regarding use of the Lobbies. Sheryl Dorney adds that agreeing to their requests will not impact conference scheduling. The Committee reviews the Library's hours of operation. Space Scheduling is responsible for scheduling the Library Lobbies. Has anyone consulted Tom Mercado or Greg Porter to know the needs of S&A? Not yet. There is a discussion of training Mindy Muzatko and Rip Heminway on accessing R25 on-line, and then there may no longer be a need for them to sign permissions on the Campus Production Request. Not allowing amplified music to be in the Lobbies during Library hours is critical to the functioning of the Library and the academic computing lab. Gaylon Finley already ensures that ADA access is always followed for any setups in the lobbies.
- Do we want to invest in furniture for those spaces, so that students can have a more open study space? Before buying furniture the Space Committee will conduct an informal survey in November to track how many students use the Lobbies for studying during various hours and days—maybe Rip and Mindy can help track use. The Space Committee will have a future conversation on how to socially engineer the Lobbies so they aren't a dead space.

**ACTION ITEM: Kirk will meet Rip and Mindy to train on viewing the Lobby schedule on-line.**

**The next Space Management Committee meeting is Thursday, August 5 from 1-3pm in the Facilities Conference Room.**