

## Space Management Committee Minutes 3-4-10

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

Guest: Kirk Knittle, Dave Shellman

Recorder: Emily Sladek

### Introductions and Approval of Minutes

Sarah was introduced as the interim dean replacing Ken while he serves as Provost and Academic VP.

Minutes are approved.

### Space for Sabot Infoshoppe

Sabot Infoshoppe is a registered student organization. Can the group remain in Seminar I after the CAB renovation? Issues with locating them in Seminar I are: if the building goes into construction or other spaces need to use Seminar I as surge space. Since there is time to make this decision, the Committee will follow up with Andy Corn and Tom Mercado as to where to locate this group and whether groups should inhabit a separate space from the new Student Activities area in the CAB.

### Space Efficiency Survey Memo and Distribution List Reviewed

Two names, Sarah Works and Mike Anchors, were added to this list just before the meeting; the spelling of Sarah Pedersen's name needs to be corrected; Peter Randlette and Steve Davis will be deleted; Walter Niemiec and Wyatt Cates will be added; and Amy Betz will be changed to Jan Sharkey. Paul Smith will provide the floor plans and room sheet with the letter in the email.

**ACTION ITEM: Paul Smith will email the letter tomorrow, Friday, March 05, 2010.**

The Committee will then go to their assigned divisions and conduct face-to-face meetings, as needed to help staff complete the survey in a timely manner. Committee members will schedule these meetings independently, as long as they are done by mid-April. The Committee thanks Kirk Knittle for compiling the space assignments.

**ACTION ITEM: Kirk Knittle will rename the Library spaces so they reflect the general administration, computing, and Library proper.**

**ACTION ITEM: Patti will give Paul a list of all CAB occupants.**

**ACTION ITEM: Paul will email CAB occupants the design documents.**

### SRI Prioritization

- Paul Smith asks the Committee to prioritize the list of projects into A's, B's and C's. Wendy Endress updates Student Affairs projects to the proper corresponding letter: 1-6 (A); 7-11 (B); 12-16 (C).
- Do campus wide projects receive higher priorities because they benefit the most people? Yes.

- It looks like there is enough money to complete all the A and B projects. If all the A and Bs are completed in budget, the Committee will then prioritize the Cs.
  - The order in which projects are done may change according to Construction Services staff availability. SRI's help pay for the College's construction staff.
  - SRI's that have to do with e-locks have been moved into the security project. Number 61 is an A, and maybe moved into the security project, but will remain a place holder in the SRI sheet. Modifications to non-electronic doors need to remain on the SRI list.
  - The Childcare Center needs to be painted and tested for lead in the paint. That project has to happen in August.
  - If scoreboards aren't installed by next season, the College can incur penalties at the start of every home men's basketball game because of rule changes regarding intercollegiate basketball games. Mike Anchors and Dave Weber suggested that the CRC approach Pepsi to sponsor a scoreboard.
  - Number 8 and 39 are for the same room in Lab II. These projects will most likely reclassify the space, and Kirk Knittle needs to be notified. Dave Shellman thinks there is asbestos in the hoods, so the project will require more coordination with hazardous waste removal.
  - The price of number 42 has been reduced to \$25k, and the price of one of Wendy's has been increased, so that the total cost hasn't changed much.
  - Number 67 has been cancelled; and number 82 is changed to an "A" priority. Number 44 and 45 are cancelled; Peter Robinson can resubmit these projects in the next biennium. Number 58 is moved to the work order system as regular maintenance; electrical outlets on both the Library Lobby second and third floors have been repaired.
  - Number 56 and 72 are for seismic stabilization of shelving and non-structural seismic work. Does this work need to be done campus wide? Facilities was asked to check around campus for similar issues regarding these two issues
- ACTION ITEM: Dave Shellman will update the sheet and send changes to Paul Smith. The Committee members need to review these changes. Paul Smith will let Dave Shellman know when changes are complete.**

#### All Other Items:

##### L4300:

Paul Smith held a meeting on the planning for L4300 and gave cost estimates on changes that would need to be made to the space. Major pieces, such as movable walls, white boards, an acoustic review, an AV smart podium, and Wi-Fi are too expensive and can't be done. Conduit will be installed so AV equipment can be added in the future.

**ACTION ITEM: Paul Smith will check on the number and location of electrical data jacks.**

##### Project Search:

The future locations for these offices need to be discussed at a future meeting.

##### CAB:

The contractor is on schedule and will give the Committee a tour next month. Also, the location of the fence will impact the use of Red Square during Graduation 2010.

**ACTION ITEM: Paul Smith will check with the contractor to see if some of the fencing can be moved for graduation.**

**Meditation Space:**

Students are continuing to ask for a meditation space on campus. Wendy Endress thinks a small office space would appropriate to begin with. Wendy Endress will put the request in a memo to Paul Smith in order to find a space. After a space is located specific usage parameters, such as hours of operations, will be discussed.

**Tacoma Campus:**

The College is looking to buy a building in Tacoma. The College will send an appraiser to look at the cost of the current site. The current owner is asking for \$24 million and with interest the College could have to pay a mortgage of roughly two million dollars per year.

**Presidents Residence:**

It has been leased to a family for two years.

**Next Space Management Committee Meeting is Thursday, April 1, 2010 from 1-3pm in the Facilities Conference Room.**