

Space Management Committee Minutes 8-5-10

Attendees: Patti Zimmerman, Steve Trotter, Sarah Pedersen, Paul Smith, Sharon Goodman

Guests: Ed Sorger, Susie Seip

Recorder: Emily Sladek

Introductions and Approval of Minutes

Done. Minutes approved as is.

Parking Services Relocated

Police Services is being renovated under an SRI project. Parking Services also needs to be moved at least temporarily during the construction. Construction is likely to be fall quarter beginning in early-mid October, the busiest time of year for Parking. Parking will surge out of their current location in mid-September. There is a discussion for where to move Parking. There is no money to redesign a surge parking offices' space. Academics needs classroom space, so some areas of Seminar I won't work. Parking would like to have a safe moved. Steve asks if Cashier window would be possible. Susie says they need more than one window, because there is so many customers at that time. Annie Slee will have a work station and be the supervisor in the surge space. The Committee agrees that there is two possible locations that will work. Patti will show Susie both of the third and forth floor spaces in Seminar I. Susie will decide on Monday, August 9, which one is best.

Outcome: Parking Services (front office and accounting) will move to Seminar I 3165, 3167 and 3168 on approximately September 10th and will remain in the surge location until approximately December 15th.

Reallocation of Labor Center and Extended Education Space

Floor plans of Seminar II, Extended Education, and the Grants Office are handed out. Proposed office reassignments are discussed.

Seminar II reallocation approved as proposed.

The Grants Office has taken on more work of the academic deans, so they have requested to move into the Library Extended Education suite. (There is not enough space for them to be in the Dean's Suite.) The Grants Office request is approved; however they will only be allocated the 2209 and 2211 offices. Room 2213 will be vacant.

The reallocation of the Grants Office may be discussed at next month's meeting. Wendy Endress is considering using one of the current grant offices for CARE.

Other Items:

Follow-up on Scheduling Library Lobby

Rip Heminway, Mindy Muzatko, and Kirk Knittle have agreed that Space Scheduling will not schedule amplified music during Library open hours. If there are requests to have amplified music Rip and Mindy will be consulted. Kirk also trained them on accessing R25.

Housing is redoing 1st floor space in A dorm and is wondering what is happening with 1st floor Library Lobby Marketplace furniture after the CAB is completed. The furniture is broken down and will be removed from campus. If Housing is interested in it, they can approach Space Scheduling.

Follow-up on Aramark Offices in CAB

Craig Ward is interested in having an extra office in the CAB Basement. Sharon will discuss the possibility of moving him into COM 201 at least until the new CAB space has been settled into.

The next Space Management Meeting may be Thursday, September 2, however it may be cancelled. Paul requests to update the Committee on the Ten-Year Capital Plan at the next meeting.