

Space Management 4/7/11

Attendees: Paul Smith, Sheryl Dorney, Sarah Pedersen, AmyLyn Ribera, Wendy Endress, Patti Zimmerman

Recorder: Emily Sladek

Guests: John Robbins, Peter Randlette

### **Introductions and Approval of Minutes**

February minutes are approved as is (edit changes only no substantive changes).

### **Changes to the Agenda**

AmyLyn requested a discussion on the old Grant Office Space on Library 3<sup>rd</sup> floor.  
Patti requested a discussion on a new EF request.

Meeting opened with general discussion regarding the use of the 2<sup>nd</sup> floor library lobby for the display of panels listing the names of the military members that have died in the actions in Afghanistan and Iraq for the period from May 26 through graduation. It was discussed and as Sarah has the responsibility for overseeing the use of the walls in the lobby that she would contact Paul Gallegos and initiate the discussion for this request from the Veterans' Committee.

### **Comm Building Surge Planning (Sarah Pedersen)**

(Wendy Endress left at 1:45 p.m.)

Sarah initiated the discussion by handing out a list of proposed Comm surge relocations. The areas addressed in the list were: Recital Hall, Lecture Hall 1 is the primary location envisioned for those events that normally would be held in the Recital Hall; Music Classroom, relocate a piano to a Seminar II 1105 room NOT use Sem II D1107 and schedule the room as the Music Classroom; Scene Shop, possible use of the scene shop at SPSCC with some discussion on the need for dedicated transportation in order to efficiently use this space, use of Seminar I basement area(former Building Services space); Costume Shop, 3<sup>rd</sup> floor of the seminar I building and use of space in the basement for their laundry; Sarah handed out a proposed floor plan for the use of the 3<sup>rd</sup> floor in the Seminar I building for the surge from the Comm Building; Media Technology Labs, use of space on the 3<sup>rd</sup> floor of Seminar I or potentially the construction of two rooms in Library 4300 (about 1225 sf) to accommodate this program (Peter Randlette will provide the electrical requirements and other room requirements); Gamelon, Seminar I, 3<sup>rd</sup> floor; faculty and staff offices, Seminar I, 3<sup>rd</sup> floor; Workroom and mail room, seminar I, 3<sup>rd</sup> floor; Piano for shared faculty use, Seminar I, 3<sup>rd</sup> floor; Recording studios, the college owned modular building with minor modifications (removal of a couple of walls and the addition of some electrical outlets); Com 408 studio, Lab II room 2223 with audio-visual capability added; Dance rehearsal, scheduled into CRC 116/117 (no surge

issue except for scheduling priority); and storage, use of Experimental Theater space, Seminar I basement area, and Com 215 for fragile instruments. Hal Van Gilder is working on the cost estimates for the various spaces based on the requirements provided by the users. The surge will be discussed at the May 5 meeting and recommendations prepared for John Hurley both regarding space and costs with Paul developing a budget request for consideration by the budget coordinators and the vice presidents. It was acknowledged that there was a need to keep costs as low as possible for this surge and that there may have to be some changes in the space requested in order to keep these surge costs down.

### **Library 3rd Floor, Suite 3705 (Rooms 3705A & B)**

General discussion on the potential uses of the space for a Veterans' Center, a public records office, and a need by Advancement for office space to support additional staff that may be hired to support a grant funded program regarding development and fund raising (grant is being sought for this purpose). Discussion indicated that the committee would need to study the competing interests closely and review the space available in the Library building and other locations.

### **Additional EF Space**

Patti requested consideration of a request from the EFL program to remain in two currently leased offices and to add one more (4172) for an additional 3 ½ months (from mid-May until September 1) at current lease rates and to lease an additional office for this same period of time. Sheryl indicated her support for the request and after general discussion the committee approved the lease extension and the addition of another office for the period mid-May to September 1, 2011, on the 4<sup>th</sup> floor of seminar I.

Sarah will prepare the materials for the May 5 meeting regarding the surge request for the Comm Building in collaboration with Patti and Facilities Services, Planning and Construction.

**Next Space Management Meeting is Thursday, May 5 from 1-3pm in the Facilities Conference Room**