

## Space Minutes August 24, 2011

Attendees: Patti Zimmerman, Sharon Goodman, Paul Smith, Ken Tabbutt, Amy Lyn Ribera, Wendy Endress

Recorder: Emily Sladek

### L 3507 A & B

Updates: Paul brings floor plans of various buildings on campus. Paul reviews recommendation from last meeting, and says there are still issues with relocating the offices as previously planned (i.e. Public Records or Sustainability Office may not fit within the President's Suite, Human Resources has a new hire and so there is no availability in that suite, and Paul Gallegos will stay in Pres Offices; if necessary, Advancement would prefer to move two staff out of the Library over reconfiguring the space for two additional staff; and the locations of the Veterans Center and Academic Grants needs to be reconciled. The Veterans Center will not be placed in L3507 A&B, because the layout isn't as well suited as some other rooms on campus and the location does not offer the required visibility for this function.)

- Paul still needs to ask about the space in the Provost's suite. Ken says the hiring of two new staff is planned in the base budget for Academics, and it is likely that office will use this space.
- Advancement is hiring, but it isn't eminent.
- The Committee needs to find a space for Vets Center before the school year begins. Rooms Library 2009, 2011, and 2013 would be an A+ for layout, B+ for location, but ideal would be the Library first floor. If they had to move to another building than the Library that would be the least desired option, but at least they would have a space which is most important.

Academic Grants: Ken says he can't find any documents that refer to conditions placed on Academic Grants original move from the Library 3<sup>rd</sup> floor down to the 2<sup>nd</sup> floor. He said even with conditions mentioned in the December 2010 memo from the Vice President, he has concerns about retroactively placing conditions on the original move to the second floor.

- At least three members of the committee clearly recall Academic Grants original move from L3705a/b to L2009 and L2011 having conditions and that the space assignment was not permanent.
- Wendy suggests that the committee should be more diligent in reporting committee discussions and all limitations to space assignments and that a correction to the concept that any space assignment is "permanent" is essential and should be made known to those involved in recent re-assignments as well as for all future assignments.
- Amy Lyn says other staff is having to be separated and moved further away from their co-workers. Academic Grants staying on the second floor of the Library is perpetuating this issue.

- Patti recommends that the Committee asks Academic Grants to excuse the lack of clarity with their original move from the third floor to the second floor and prepare them to move if that is what the Committee decides.

Future Space Assignments: The Committee needs to ensure that space assignments are viewed by college personnel as temporary and can be reassigned as required to meet the best and highest needs of the college. Also, the decision to move offices needs to account for the long-term vision of the space and needs of the personnel.

Should divisions be responsible and allocating their assigned space without permission

- with the committee? Changes to space assignments should be brought before the Committee.
- Also, establishment of a Vet Center (no matter where) should have clear conditions in terms of space use.

The Committee brainstorms about possibly constructing new offices on the Library 3<sup>rd</sup> Floor Mezzanine and Library 1<sup>st</sup> Floor Lobby. Paul estimates because of the infrastructure costs these ideas are too costly for the amount of square footage gained. Ken and Paul think that after the Comm surge one of the classrooms on the first floor of the Library might be redesigned as a classroom and Veteran's Center, which would be the ideal long-term space for them. The Committee also brainstorms asking each division to provide the space necessary to house their own proposals.

The Space Committee decided that since the space recommendations involved reallocating "divisional" space, the committee would put forward several recommendations for the Vice-Presidents to consider.

These recommendations are for short-term assignments. The Committee is aware that long-term planning still needs to be considered:

Option #1:

The Vet's Center would be assigned Library 2009, 2011, and 2013.

Academic Grants would be relocated to L3507 A&B.

Advancement could use the L3507 Conference Room for two offices.

Option #2:

Vet's Center either Seminar II Public Service Wing or Conference Services in the CAB.

Academic Grants would remain in Library 2009, 2011, and 2013.

Advancement would move into L3507 A&B.

3<sup>rd</sup>a/3<sup>rd</sup>b (not particular order)

Vets Center: Seminar I 4<sup>th</sup> Floor

Advancement: L3507 A&B

Academic Grants: Library 2009, 2011, and 2013

Vets: Library 2009, 2011, and 2013

Advancement: Seminar II E

Academic Grants would be relocated to L3507 A&B.

**Next Space Management Meeting Thursday, September 1, 2011 from 1-3pm in the Facilities Conference Room.**