

## Space Minutes July 18, 2011

Attendees: Patti Zimmerman, Paul Smith, Ken Tabbutt, AmyLyn Ribera, Steve Trotter, Wendy Endress.

Recorder: Emily Sladek

### Introductions and Approval of Minutes:

Minutes are approved as is.

### Discussion of L3507 A & B:

Members debrief each other on outcomes of sub meetings with other campus personnel.

- Public Records could go into the current Sustainability Office (3202), which would provide privacy and yet close proximity to other staff. With relocating the Sustainability Office elsewhere in the President's suite, the committee will need to wait until the end of the summer before it knows if office 3205 can be vacated. If it can be, the Sustainability office can be moved into it, freeing up the current Sustainability space, 3202, for Public Records.
- There is some discussion of moving offices in Human Resources so the Public Records can move there. The committee thinks protecting confidentiality would still be an issue and Holly would be less able to support the Public Records staff.
- In determining if Student Employment (1102) can be moved elsewhere in Financial Aid, the departments of Financial Aid and Admissions are growing and so that space was initially determined to not be available for the Veteran's Office. The Space Committee thinks this would be the ideal location for the Veteran's Center and considers possibilities for relocating Student Employment into current Business Services space by reorienting some offices in that wing.

**ACTION ITEM: Paul** will look at sq footage of the two offices at the beginning of the Business Services wing to see if it would be large enough for student employment.

- In the event that the Student Employment space remains unavailable, the second option is to put the Veteran's Center into the existing Academic Grants Office (2209, 2211, 2213). Options for where the Grants office could then be relocated are their previous third floor office or Deans' suite. There is discussion about hiring another dean and support staff, so the number of available spaces in that area would be reduced to one, which wouldn't be enough to house Academic Grants. The decision in regard to the hiring of a new dean and support staff won't be made until the end of summer. The one marked vacant is a file/reading room for faculty hire and portfolio review. Room 208 could be vacated if the noise coming from the data closet was eliminated.
- Advancement is hiring five people with three of these staff members being able to fit within existing office space in the Advancement suite. If a wall was constructed in 3902a/b that area could then house three workspaces. This would cost money over assigning Advancement L3705 A & B. The vacant office in the Provost area (3912) could also be shared between two people. Academics may need this space and should know its availability by the end of the summer.

- If needed, the conference room outside 3705 can be converted into two workspaces separated by cubicles.
- There is vacant space in the CAB within the Conference Services suite. The Veteran's Center will not go there because it is not in the same building as all the student services. The Flaming Eggplant Café office may go there, so that the Aramark Catering office, currently in the Comm, can move into the current Flaming Eggplant office. Paul will discuss the relocation further with the different occupants so the arrangement works for everyone involved.

Timeline: The goal is to have the Veteran's Center ready for serving students by the beginning of fall quarter 2011; this includes moving Rafael's office. If needed, the Grants office has previously been moved in one day. The Sustainability Office may also need to be moved. Moving Advancement has a somewhat longer lag time because all new staff won't be hired until the beginning of 2012. The Space Committee needs to wait a few weeks to hear about the Deans' hiring decisions and the President's office decision on room 3205 becoming the Sustainability Office.

#### 2013-2023 Ten Year Space Management Table of Contents:

- Of the Minor Works projects presented in the 2011-21 Capital Plan for the 11-13 biennium, the Organic Farm Complex (three buildings) didn't receive funding. Also the Small Repairs and Improvements (SRI), Sustainable Agricultural Fields and Storage Building projects weren't funded.
- Paul recommends that the Organic Farm Complex is the most critical need because it has the highest Facilities Condition Index on campus. (The state provides the method for assessing the FCI. It measures the quality of building and systems. The higher the number the more in need of repair and renovation.) The Space Committee agrees to keep this project on next years Capital Plan. It also recommends that Minor Works programs, projects under \$5,000,000, be prioritized, over focusing on Major Projects, projects over \$5,000,000. This way a bigger variety of projects can be done, so more campus users can benefit.
- The list of Minor Work projects for 2013-15 will be the Organic Farm Complex, Storage Building, and SRI, which will be retitled "Improvements to Laboratories and Classrooms". Through talking with some of the Organic Farm staff the Sustainable Ag Fields can be moved to 2015-17. Major Work projects for 2013-15 still need to be directed by Senior Management but probably are the Lecture Hall Design and Construction, which could change after the pre-design is completed, and the Tacoma Acquisition. The Biomass Facility is unlikely to be sent forward to the legislature.
- The Committee then reviews projects for 2015-2021. Paul is still questioning the budget for Lab I / II faculty offices. The project maybe separated and spread over two biennium to reduce the budget from a Major Works project.

#### Other Items:

- Comm Surge Classroom: Odissi Dance in EWS curriculum (two nights/week) needs to be moved from the Longhouse to L4300. L4300 has concrete floors and lockable storage for the mirrors, which means the room fits the user's needs and Building Services won't need to setup and take down tables and chairs.

- The Space Committee thought L4300 would be available to rent to off campus users. What does Sheryl think about scheduling classes in it? She's not selling the space until it can be upgraded for customers. When can L4300 be a full-time event space?  
**ACTION ITEM: Paul** needs to look at future surge possibilities.

**The Next Space Management Committee Meeting will be Thursday, July 28 from 1-2pm in Paul's Office.**

**In the event that there are no updates on spaces within the President's and Deans Offices the next meeting will be Thursday, Aug 4 from 1-3pm in the Facilities Conference Room.**