

Space Minutes March 1, 2012 1:00pm

Attendees: Amy Lyn Ribera, Steve Trotter, Sharon Goodman, Patti Zimmerman, Paul Smith

Recorder: Bianca Janssen-Timmen

Introductions and Approval of Minutes:
Minutes were approved.

Request for Meditation Center review

Patty Z. showed Norma Alicia, Raquel and Paul G., SEM I, room 4115 as suggestion for the Meditation Center. They liked it and accepted the space and indicated that they will determine how to manage and monitor it.

Lecture Hall Pre-Design

The Teams will be giving a briefing to Senior Management probably on March 12, 2012, on both, the Lecture Hall Pre-Design and the LAB I, 2nd floor space.

In regards to the Lecture Hall, the Phone Center was discussed again. Jonathan and Debbie were both at the meetings and the design team has a place holder in their designs but the question in regards of the Phone Center being located in the Lecture Hall, came up a few times. Although this isn't an urgent decision and it doesn't necessarily have to be made at this point, it would be nice to know the location prior to the final design phase, which will probably start in September 2013. The phone center is an institutional requirement and not an Advancement requirement, thus has no specific location requirement. Among other ideas, it was discussed to move it in the old copy center, in the Library basement, expand that space and make it phone center appropriate. If the configuration wouldn't work, we would have to look for other solutions. The Lecture Hall design team will keep the place holder on the designs until a final decision is made.

LAB I, Second Floor

The design team agreed on different room set ups. It will put a strain on the budget because they are expanding the research spaces for students and faculty. The construction should begin July 1, 2012 after it was reviewed by the board in June and put out for bid. Hopefully by March 2013 the construction is finished; about the same time as the Comm building.

Recurring Events List

Action item

The recurring events list is expected to be presented to the Vice Presidents this month. Student Affairs has three new events they would like to add to the recurring event list:

1. Transfer Advising Day, which is scheduled on Wednesday in spring quarter;
2. New Student Orientation, which is held on Wednesday in fall quarter for winter quarter; and,

3. New Student Orientation, which is held on Wednesday in winter quarter for spring quarter.

All three events are held at the same time as the Academic Fair. The committee wondered if those events could be held in the same space as the Academic Fair.

Since the three events meet the criteria for recurring events, the events will be second on the priority list to academic classes if approved by the Vice Presidents.

Freshman Advising Day is not recommended for addition to Recurring Events List due to its requirement for so many classrooms. When this event was initially discussed at the Space Committee several years ago it was recommended that the event move to a Friday (it has) and that Student Affairs directly coordinate with the Academic Dean to ensure sufficient classrooms could be made available. Once the coordination has been accomplished then Space Scheduling would be contacted to officially schedule the appropriate rooms.

An item the committee discussed in regards to the recurring list was the scheduling. It was recommended that the sponsors of each event schedule an event one year ahead or as soon as they know the dates, in order to have their priority.

The Board of Trustee Meeting and Retreat were listed separately and those events might need some clarification. The Committee decided to list them as one event.

Next meeting will be on April 5th, 2012 at 1:00pm-3:00pm.

The meeting ended at 1:35pm.