



Space Planning Advisory Committee (SPACe)

Wednesday, September 27, 2017

8:30 AM - 9:30 AM

Facilities Management Building, Conference Room 119

Attendees: Kathryn Horne, Jim Hoppa, John Storch, Chip Yensan, Darin Spease, Michelle Embry, Richard LaLiberté, Lee Gray, Phil Jones, Steve Coppola, Aaron Hart, Keith Wassum

I. Space Steering Committee (SSC)

- The SSC will meet on October 13, 2017.
- The following recommendations from SPACe will be presented:
 - Financial Services Renovation Reese 2nd Floor
 - Research Storage Space in McEniry
 - Residency Determination in McEniry
 - BES Laundry Relocation from Kennedy to Rowe
 - Niner Pantry Continued Use of John Kirk House
 - Family Style Restroom in Rowe
 - College of Business Office Space in Center City
- These items will be forwarded for information only because the square footage is less than 1,000 sf and all stakeholders are in agreement with the recommendation.

II. Space Requests for Review and Approval

- Atkins Library Staff Offices
 - Atkins Library requested space on the second floor to consolidate library staff. The space will be vacated once Counseling move to the new building.
 - Lee made a motion to approve the allocation of vacated space to the Library. Phil seconded the motion. The motion passed.
- Anthropology Lab in Denny
 - Anthropology requests that Denny Room 207 be changed to a research lab for a new faculty member. The space was formerly used by Academic Technologies. CLAS approves the change in allocation and use.
 - Phil made a motion to approve changing the use of Denny Room 207 into a research lab for Anthropology. Darin seconded the motion. The motion passed.

III. Meeting Room Utilization - Space Study

- Findings and insights about conference and meeting rooms from the Academic and Administrative Space Study were reviewed with the committee.
- The study recommends that a campus wide reservation system be put in place to facilitate shared use of rooms.
- Phil Jones suggested forming a task force to review conference and meeting room use and make recommendations.

IV. Space Requests for Discussion - Cone 313 Conference Room

- Student Affairs has requested conference room Cone 313 be allocated to Student Affairs and scheduling be managed through R25.
- Analysis suggests that there are not enough conference rooms in Cone, Reese and King based on the number of people who work in these buildings.
- Kathryn recommends that Cone 313 remain allocated to Academic Affairs. The room can be placed in Google calendar as a shared resource and the use tracked for six months.
- Jim made an argument that R25 is the campus reservation system and Cone 313 should be placed in R25 if it is to function as a campus wide resource. Jim noted if a room is in Google Calendar, anyone can reserve the room. Jim said historically there have not been complaints about the current reservation system.
- Kathryn noted that the conference room is located within a suite with open office workstations used by Business Affairs and Academic Affairs. Use of the conference room should be limited to faculty and staff during normal business hours.
- Keith Wassum made a motion to schedule Cone 313 using R25, track its use for six months, and review the data to re-evaluate this process.
- Lee Gray seconded the motion. The motion passed.
- Phil made a motion to create a task force to study meeting room use and scheduling protocols. Chip Yensan seconded the motion. The motion passed.

V. Next SPACe meeting: Thursday, October 19, 2017 at 1:30 PM in Reese 524

Meeting adjourned at 9:34 AM.

Minutes prepared by Jade Reed-Kreis