SPACE ALLOCATION COMMITTEE MEETING MINUTES
April 11, 2007

Attending:
Patrick Gorenchan, Susan Kamman, David Dakin, Barbara McKinney, Margaret Merrion, Bassam Harik, Leonard Ginsberg, Pete Strazdas, John Goes, Conn Macomber, Lowell Rinker, Robert Beam, Diane Anderson

OLD BUSINESS
Ellsworth Hall:
The projects to remodel Ellsworth Hall 3rd floor and all proposed moves and relocations in the building have been cancelled. The lock cores will be replaced on the vacant rooms on the 3rd floor.

Visual Resources Library:
The proposed layout has been approved by Miranda Howard. A cost estimate is in progress.

East Hall:
The graduate and undergraduate studio space in East Hall will still be needed in the Fall Semester 2007, until the Kohrman renovation is complete. Original plans were to vacate all faculty and student studios this summer. This will be postponed due to the delay in the Kohrman renovation. Margaret Merrion requested that a written plan for vacating the studios be drafted and distributed by the end of this semester, so that faculty can make appropriate plans. Mr. Beam agreed to provide the draft.

Physical Plant will compile an estimate of all costs and savings related to closing various East Campus buildings:
- East Hall: close studios, leave Archives open
- East Hall: close all; move Archives, as is, to North Hall, as is
- Other: Speech and Hearing, West Hall

The Graduate College:
An annotated plan of the first floor of Sangren Hall was presented to show how The Graduate College could be relocated from Walwood to Sangren. Attached to this document are a space inventory and the annotated floor plan. Conn Macomber will provide an estimate of the cost of cleaning-up those vacated offices for the use of The Graduate College.

NEW BUSINESS
Lowell Rinker and Barb McKinney have been working on a system to report and remedy classroom A/V and maintenance problems. Physical Plant is assisting by creating a website for reporting problems, to be used by all teaching faculty. The goal is to respond to all reports to the website within 24 hours. There will also be phone numbers for
emergencies and to contact the OIT Help Desk. David Dakin explained that OIT’s new standards for classroom technology include live voice-over-data, which connects directly to the Help Desk.

Lowell Rinker and Barb McKinney are working on a long-term project of inventorying all classroom furniture and setting priorities for replacement, with a fund for repairs and replacement.

Diane Anderson requested exterior signs that will direct students to Faunce’s lower level offices and meeting rooms. The closure of the exterior stairs to the lower level has created great confusion.

**UPDATES**
The Richmond Center for Visual Arts will be dedicated on April 12 at a 2p.m. ceremony.

The interior partitions are going up in both the Brown Hall and the Kohrman Hall renovations. The Brown Hall “front porch”, a redesign of the west, or plaza, entrance of the building is in contract documents with completion scheduled for September 1, 2007. Construction fencing on the west side of the building will be removed at that time.

As part of the construction of the Brown Hall entrance, the mechanical and sewer problems with the plaza fountain can be fixed and the fountain re-opened. Other maintenance repairs to the plaza will also be made at this time, including new lighting and repairs to the brick “ribbons” and to the Dalton entrance.

The former parking lot on the south side of Sangren Hall will continue to function as a pedestrian space. Students Affairs will plan on using the space for Bronco Bash.

President Haenicke and Mr. Beam have decided to apply this year’s deferred maintenance funds to the Gilmore House.

The Registrar has found locations for all but 12-14 Fall Semester classes and is confident that all needs will be met by the time fall classes start.

Next meeting will be May 9, 2007, at 8:30a.m. in the President’s Conference Room.