Minutes: Space Committee Meeting  July 13, 2005


Linda Delene served as Chair in Robert Beam’s absence.

Discussion: Space Assignment Procedures

A copy of the Space Assignment Procedure was distributed. The Procedure establishes an order to the space review process and provides documentation. It is administered through Campus Planning and the Space Utilization Manager. It outlines the stages for acceptance for planning and the preliminary programming of all moves and relocations. The final step of the Procedure establishes a project budget and schedule. If the project is approved and funded, it is passed on to Campus Facilities and/or Physical Plant for implementation.

The Procedure was accepted as written. It will be posted on all pertinent websites.

Old Business:

The Priority and sequence of moves and relocations into EWB and Ellsworth, Henry and Moore Halls, after vacation by the College of Health, was identified as:

1. EWB – install KRESA’s Education for Employment program for nursing into 2000 net square feet of space in 1st floor EWB, prior to August 29, 2005 (start of fall classes for public schools). Primary contact (at this time): Jeanine Bartholomew
2. Ellsworth - Division of Multi-Cultural Affairs: relocate from 2nd to 3rd floor. Primary contact / responsibility: Martha Warfield
3. Ellsworth - primary contact / responsibility: Ron Davis
   a. International Student Services: relocate from 4th to 2nd floor
   b. CELSIS: relocate from Lower Level to 2nd floor
4. Ellsworth – Academic Technology and Instructional Services: relocate offices from 1st to 4th floor; install computer classroom and SIP offices on 1st floor. Primary contact / responsibility: Craig Kaml
5. Henry – Student Academic and Institutional Research: relocate from Admin Building and from Fetzer Center to 1st floor wing of Henry Hall. Primary contact / responsibility: Jim Gilchrist
6. Ellsworth – Academic Support Services (Academic Skills Center and Writing Center) relocated from 1st floor Moore Hall to 3rd floor Ellsworth. Primary contact / responsibility: John Beacon
7. Moore Hall: Move Anthropology labs and storage from basement to 1st floor in Moore Hall. Primary contact / responsibility: Wendy Ford
Discussion:
The DMA program needs to be reviewed and fine-tuned. Diane Anderson will set-up meeting with Martha Warfield and Ron Davis.

KRESA issues include formal relationship with University, parking for students. Diane Anderson will look into whether University contact person should remain Jeanine Bartholomew or if another is more appropriate.

Other Old Business:

Aviation College advising and faculty offices on Main Campus still being discussed. Currently, temporarily located in Kohrman Hall. Contact / responsible parties are Karin Carl and Dave Powell.

The consensus of the committee was that the Space Request for moving the Psychology Research Clinic from the Unified Clinics into EWB was denied. Patrick Gorenchan will send the notification.

New Business:

The University has entered into a 10-year lease arrangement with the owners of the Whitman Saddle Company facilities to house the Geosciences Core Lab and the Library Archives. The funded is still being finalized.

Pete Strazdas informed the Committee that Chiller/mechanical problems may affect occupants and programs in McCracken Hall.

Wendy Ford informed group that a Space Request may be coming from Geography for additional space in Welborn Hall.

The Committee agreed to a new meeting schedule for Fall Semester 2005. Meetings will be held the second Wednesday of each month, from 8:30a.m. to 9:30a.m.

Committee members were reminded that the meeting minutes are now posted on the Space Utilization website.

The next scheduled meeting is Wednesday, August 10, at 8a.m. in the President’s Conference Room.