

Space Committee Minutes

March 6<sup>th</sup>, 2023

Attendees: Brendan Hanlon, Sue James, Blanche Hughes, Christa Johnson/ Heather Pidcoke/Melissa Reynolds, Tom Satterly, Ben Withers, Alonso Aguirre, John Slack, Jillian Zucosky, Terry Adams, Brandon Ates, Gargi Duttgupta

- **Attendance**
  - **Members**
    - Alonso Aguirre
    - Brendan Hanlon
    - Blanche Hughes
    - Heather Pidcoke/Melissa Reynolds
    - Tom Satterly
    - Ben Withers
    - Sue James
  - **Ex-Officio**
    - Terry Adams
    - Tamara Alexander
    - Brandon Ates
    - Gargi Duttgupta
    - John Slack
    - Jillian Zucosky
- **Housekeeping & Goals for March meeting**
  - FM /CP members on SC + transition and roles
    - Terry has completed her time helping with the transition and will be involved as needed to help out but will not be regularly involved.
  - Communications & Website (DDD info dissemination / use of SRF/ Leave-behinds)
    - CP team members will communicate with proctors and provide a leave behind postcard when they have to go walk buildings for data and floorplan updates
  - Goals for today – Discuss and resolve the first 3 items at the very least; process to reduce backlog (situation and recommendation on each slide presented, SC discussion & decision)
  - April SC meeting – continuation of March items.
- **Outstanding Space needs (w/ recommendations)**
  - CAMP Grant
    - Per Ben – early in Clark process, discussed AAC getting involved with the remodel. Finances may impact options.
    - Blanche spoke with Karin in early February but sounds like Gargi received different information.
    - 3<sup>rd</sup> floor library remodel was completed with student fees.
      - **ACTION** – Blanche Hughes to reach out review the recommendation of Room 302 in Library.

- University Grant process – who handles the central applications to ensure space considerations at the front
  - Sponsored Programs does get involved unless it's a Gift Grant
    - **ACTION** – Brendan Hanlon to follow up with Christa Johnson (VPR) and Meg Sutar (Sponsored Programs) to identify how to get involved early on.
      - Gargi to draft email.
- Computer Science (Crabtree space applicant)
  - CS has greater needs than what they applied for at Crabtree based on their growth and it would have been a stop gap until a more permanent plan.
  - What options do they have for leased space?
    - **ACTION** – STRATA would be happy to look at options and share with space committee.
      - On Bus route, 3000-5000 SF, this would be a stop-gap.
- IBE + HABIC (Crabtree space applicant)
  - IBE moving into HHS space in Spruce, can they take on 2 add'l rooms (assigned to Statistics)?
    - **ACTION** – Brendan Hanlon will initiate conversation with Statistics and System Engineering to see if they really need the spaces in Spruce.
      - Gargi will draft email.
  - HABIC moving to Int'l Boulevard, but still have need for office on campus.
- Glover Lab – Need SC input re next steps
  - Sue believes there is probably a way to make a move into Engr work per conversation with individual that manages labs for Engr.
    - Steve Johnson (Mechanical Engineering) replied to Sue that he is working with Tim Gonzalez (Chem and Bio Engineering) to move the Unit Ops lab into the MECH 338 laboratory which is in the basement of A-wing in old Engineering building.
  - **ACTION** – Sue James to discuss the lab needs and if there are options within Engineering building. Costs will also need to be discussed.
    - Gargi to send follow up to Sue to share the details about the lab in Glover.
- Clark Swing Space needs
  - Spaces that are going to be used for CLA Swing Space:
    - Lake Street Garage 1<sup>st</sup> & 2<sup>nd</sup> floors
    - Morgan Library Basement
  - Outstanding Needs
    - Lab w Fume Hood
    - Video/Photo studio spaces (2) and must be on main campus. CP reviewed potential spaces that were called out in the database as studios that could possibly share space. Though CP does not have details on the type of equipment in each space. Potentials to consider:
      - Larger studios in UCA, Nutrien, Rec Center, Richardson. Discussed:
        - UCA has studio space for dance/music/etc., which is not similar to the needs for the recording studio.

- Rec Center – the studios are for exercise classes and used quite a bit
        - Hartshorn – would need to discuss w MarComm
        - CSU Online (Research Blvd) – STRATA helped build out recording studios that there may be some shared space options.
          - Potential Contact - Yvonne Bridgemon
      - Smaller GSB, Tiley House, Lory Student Center, Morgan Library, NESB, Hartshorn, Scott Bio
    - **ACTION**
      - Ben Withers to reach out to CVMBS re: lab in Physiology.
      - Ben Withers to reach out to Dean Pritchett for a lab that does soil testing.
      - Ben Withers to reach out Dean Walker (COB) to see if basement room in Rockwell is a possibility.
      - If needed, Ben Withers to reach out to Yvonne Bridgeman regarding recording studio the VP Engagement has leased out on Research Blvd.
      - Melissa Reynolds to reach out about old soils lab that moved to SPUR to find where the old lab was and what is happening there.
  - AgNext - FYI
- **Discuss & Review**
  - Space Assessment + FUA + Floor Plans' Access
    - Does SC want copies of Space Assessment?
      - Recommendation is to just share executive summaries and not the full drafts for each college.
  - FUA – Does SC want to review the draft?
    - Facility Use Agreements with outside companies using campus space (usually these are labs).
    - Final Agreements:
      - SC should be an FYI, especially for FM to have the details on who is where, etc.
      - We definitely want to know if there's expansion of space use.
      - It's helpful to see them for review.
  - Floorplans
    - These should be secured and not being out there.
    - **ACTION** – CP will need to work with FM IT to figure out how to add security to all floorplans.
- **Space and Data Reconciliation**
  - Communications with bldg. proctors by CP (follow up from DDD communication)
    - CP will start reaching out to building proctors in small batches.
  - Engineering Space database – duplication
    - Most colleges have some form of database to track who is located in division spaces.
    - Perhaps CP/SC should have a meeting with individuals that track space for each college/division to discuss keeping CP updated as well as security around tools they use for tracking.
      - Who all should be invited?

- Summer would be a good time.
- Send out an email to make sure the space data is secured and link should not be on public website.
- Review of Potential Space availability on Main Campus - Morgan Library, Alder, Spruce, IT (GSB+USC), Potting Shed
  - **ACTION** – Sue/Brendan to reach out to see if these spaces are available?
    - Gargi to draft email.

**MEETING ENDED – time’s up**

- **Potential Space Solutions for Main Campus**
  - Storage space strategies
  - Space & Teleworking Policy
  - Any other creative ideas?
- **Future Concerns**
  - Anticipate CoB and CVMBS space needs when they give up leases in 2025.
- **Foothills Campus Strategy**
- **Round Robin**