

## SPACE MANAGEMENT COMMITTEE MEETING MINUTES

Location: University Center, Room 329

Date: April 9, 2024

Time: 1:00 PM – 2:30 PM

Attendees: Paula Short, Committee Chair  
Samantha Romero, Committee Secretary  
Reed Humphrey, Office of the Provost  
Kelly Nolin, Office of Enrollment Management and Strategic Initiatives  
Ian Hamilton for Kim Nielson, Office of Planning, Design & Construction  
Andrew Ranck, Office of Research and Creative Scholarships  
Paul Trumbley, Office of Facility Services  
Scott Holgate, Office of Cyber Infrastructure  
Amy Capolupo, Office for Disability Equity  
Maria Mangold, Office of the Registrar  
Shannon Brilz, Office of Conference and Event Services  
Libby Newman, Office of Human Resource Services

Non-Attendees: Rich Huffman, Office of Vice Provost Student Success

### AGENDA ITEMS

1. Opening – Committee welcome
  - a. Introductions were made for people filling in.
  - b. Opening remarks: ODE has not had offices all semester due to a water leak in Aber Hall. They are currently piloting a hoteling system and it has worked really well. They are using rooms in Turner Hall, Mansfield Library, or the UC to meet with students when necessary. This is a system that would work well across campus for remote or part time workers.
2. Upcoming Strategic Moves:
  - a. Campus Dining will be moving into the new dining facility this summer. We will be contracting, as part of the project, to have major equipment and the dining staff moved over. Facilities will need to get in touch with the surplus manager to determine if left over equipment will need to be sold in place or moved out of Lommasson.

- b. As Campus Dining moves out, it will take some time to get the first floor of Lommasson cleared out and available for a new tenant. The office spaces on the second floor that Dining currently occupies will be reassigned to the Vice President of People and Culture. Study Jam will also be moving from the Griz Central area over to the Mansfield Library after the academic year is over. Griz Central will be reassigned to the Office for Organizational Learning and Development and Human Resources to use for onboarding new employees and training purposes.
- c. As for what is happening in Lommasson, nothing has been determined on what will happen with Rise and Rooted that is located at the Ryman end of the building. It could become a good event space if it becomes available.
- d. Corbin Hall, third floor looks great after the renovations and potential occupants may move in during the summer this year. We are going to try to get the second floor renovated this year, but it's a big year on the facilities side so we will see if it's going to be feasible. It was asked if it is possible to make any of the restrooms accessible with all of the people that may end up being located in Corbin in the future. Facilities will take a look to see if it's possible to make the ground level accessible and what it will take.
- e. In regard to Main Hall, there are some space needs coming up that may require some people to be relocated to other buildings on campus. We are working through the options with a couple of departments and these moves may take place this summer.
- f. The Registrar may have a new hire coming up, but they do not have any more office space in Aber Hall. It was asked what to do in these types of situations. It was advised to reach out to the Space Management Team and we can talk more about the space needs and determine where the new employee can go.
- g. There was also concern that Aber Hall may not be a suitable place to safely store records during the retention period due to the flooding that has occurred in past years. Maintenance funds will hopefully be allocated to improve issues that have arisen and caused flooding. It is a good point to make though and maybe it would be a good idea to require all boxes and records to be stored at least 4" off of the ground. Typically, if a flood occurs Facilities or the Fire Department is able to respond before a flood would ever result in more than 4" of water.

### 3. LRBP Update

- a. We recently submitted capital projects to the LRBP for renovations we are hoping to accomplish. Our number one request is a 24-million-dollar request to renovation classrooms and labs. This also includes bathroom refreshes as well.
- b. MSU requested 46 million dollars to renovate Lewis Hall on MSU's campus.
- c. Our second priority is to finish renovating the existing space in the Music Building. This would include the elevator.
- d. Our third priority is to renovate level 5 of Mansfield Library. We would like to modernize level 5 based on the ground level that has already been modernized. The idea would be to create a model that mimics a center for student success. This could also relieve some pressures in Aber Hall because there would be an opportunity for some people to move over to level 5 after the renovation is complete.

- h. We have also asked for an elevator addition to Rankin Hall and an elevator addition to Main Hall. In terms of maintenance, we have asked for a number of elevators around campus, including the Music Building if the renovation is not approved. We have also requested a number of roofs to be redone and HVAC upgrades.

#### 4. Procedure Round Table

- a. There are a number of outstanding procedures that need to be drafted including: the key procedure, written signage procedure, abandon office procedure, and finalizing accessibility standards.
- b. The goal is to have these procedures drafted and submitted by the end of the academic year. Then we can have the summer off from policy drafting. The Space Management website has also received a face lift and approved procedures will be loaded soon.

#### 5. Space Updates

- a. There are several classrooms across campus that will be remodeled this summer including: three in the Math Building, three in the Forestry Building, one in Chemistry, and three in the Gallagher Building.
- b. Computer labs are not as utilized as they have been in the past. One in Anderson Hall flooded recently and will not be utilized as a computer lab going forward because it was extremely underutilized.
- c. We may also be able to replace the Ryman bricks this summer on the straight area along with sidewalks that need to be repaired. We have \$350,000 to address the sidewalks, so we are hoping that will cover the sidewalks and the Ryman bricks. The lighting on the Oval will be complete by this summer too.
- d. We will start taking parking lot H offline during the end of July to first part in August to begin construction on the new residence hall. This will affect students mostly because this is a residence lot. We will be converting the courtyard behind Pantzer Hall to a parking lot to replace some of the spaces we will be losing. We will only gain about 60 spots back from this conversion. The tennis courts on main campus will also be converted to a parking lot, with the exception of one section that will become a tennis court, basketball court, and pickleball court. The existing tennis courts are at the end of the life and the tennis coaches determined that they would rather have a new facility on south campus than replacing the existing ones on main campus. The lot will be a separate lot with a different number than the McGill lot and the UC lot that are existing already. You will be able to access the lot from both lots though. Another proposed lot is behind the beer gardens, but this one has not been determined yet. There will be crosswalks from the old parking lots to the new one. We will still be down around 108 spots from where we started this semester. All of these parking lot projects will be happening this summer and will hopefully be complete before the concerts in August.
- e. The heating plant has not finished construction yet, but it will hopefully be finished up by mid-July. There will be some disruption surrounding Aber Hall with the heating plant and parking lot renovations happening.
- f. Memorial Row has been delayed for landscaping. We are hoping to have more landscaping in by Commencement, but it will most likely go through to the summer.

- g. The Clapp Renovation is out to bid for an architect. We should hopefully have one by the end of this month or beginning of next month. We will most likely have around a year of design before the renovations begin.
- h. BioResearch has an architect already appointed and it is the same architect that originally designed the building. We do not have a contractor yet, but should have one on board in the near future. The plan is to begin construction around the beginning of next summer. We will have to move people out of the building for about three months while the structure and mechanicals are going into place. Once the structure is up and the building is dried in, we should be able to move people back into the building while the interior is being finished.

6. Upcoming Agenda Items:

- a. FAMIS Demo and space report examples
- b. Parking lot plans and paths of travel
- c. Construction timelines with important construction dates

<b>ACTION ITEMS</b>	<b>OWNER(S)</b>	<b>DEADLINE</b>	<b>STATUS</b>
Determine access for procedure on lactation rooms	Voting next meeting	March 1, 2024	Complete
Develop “What to expect when moving” guidelines	Samantha Romero & Maria Mangold & Scott Holgate	March 1, 2024	Complete
Have legal review Emeritus procedure, post to website once approved	Kim Nielson	March 1, 2024	Complete
Finalize procedure for graduate and undergraduate students	All SMC Members	March 1, 2024	Complete
Finalize edits to key procedure	Paul Trumbley & Rich Huffman	June 30, 2024	In Progress
Review and develop accessibility standards	Amy Capolupo	June 30, 2024	In Progress
Develop written name plate/signage procedure	Kim Nielson & Paula Short	June 30, 2024	In Progress
Develop written abandoned office procedure	Paula Short	June 30, 2024	In Progress