

## Space Priority and Allocation Committee

### Meeting Notes

Date: October 30, 2017 at 2pm

Location: Raymond 8<sup>th</sup> floor

Committee Members Present: Mary, Carol, Ruth, Walt, Stephanie, Carl, Andy, Romeyn, Jim, Michael, Steve, Dan, Bette

Topic	Discussion	Action Steps
<p><b>Old Business</b></p> <ol style="list-style-type: none"> <li><b>1. Gender neutral locker room</b></li> <li><b>2. Lactation location</b></li> <li><b>3. IT governance committee recommendation</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Reviewed several options presented by Ruth, Carl and Andy. Locker room/Best option- converting the women's faculty/staff/coach locker room (there is a larger women's locker room); then use the men's faculty/staff/coach locker room to the new Track and Field               <ol style="list-style-type: none"> <li>a. Walt- there would need to be some updates in the larger locker rooms (e.g., there is no room for coats); would also need to clearly communicate changes to the campus</li> <li>b. Issue- can larger lockers be installed in the general rooms?</li> </ol> </li> <li>2. Lactation room- Possible spaces at Crane; Andy checking at possibilities in the Academic Quad; Mary checking for possibilities in Raymond; could be space by Walt's office currently used by adjuncts to meet with students               <ol style="list-style-type: none"> <li>a. Would also need a refrigerator; Mary to check on grant from CSEA</li> </ol> </li> <li>3. IT governance- selecting classrooms for tech upgrade for first round (Winterim); one for each School               <ol style="list-style-type: none"> <li>a. Possibilities: Brainerd 115, Satterlee 205 or 222; Flagg 164 or 166</li> <li>b. Timmerman 123- Summer (total of 6 rooms over the summer)</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Walt and Ruth will work together to itemize contingency needs for faculty/staff. Comments will be submitted by email by the Space Committee before making recommendation to PC. The change will be the smaller women's locker room will be utilized as the gender neutral (and family room) and men's smaller locker room to Track/Field, with further recommendation that large lockers and coatrack be installed in the larger locker rooms; also need a communication plan for campus</li> <li>2. Michael/Mary to follow up with Crane space; Andy checking on other possibilities in the central quad; Walt checking on Satterlee 115</li> <li>3. Andy/Deans to confirm the rooms for first round of upgrades; Bette will share IT governance info. Romeyn working on creation of IT Governance Board/Committee</li> </ol>

<b><i>Student Financial Services</i></b>	--Student Accounts/Financial Aid <ul style="list-style-type: none"> <li>• Move Financial Aid to the 4<sup>th</sup> floor; Purchasing &amp; Payables move to 5<sup>th</sup> floor; Business Aid down to where Financial Aid was <ul style="list-style-type: none"> <li>○ Funding has not yet been determined</li> <li>○ Committee approved</li> </ul> </li> </ul>	Approved by Space Committee.
<b><i>Confirm action items</i></b>		
<b><i>Next meeting</i></b>	--Monday, November 20 <sup>th</sup> , 2:00	