SPACE COMMITTEE MEETING
October 10, 2007

Attending:
David Dakin, Patrick Gorenchan, Susan Kamman, Leonard Ginsberg, Mark Delorey, Keith Hearit, Lowell Rinker, Bassam Harik, Barbara McKinney, Jim Hopfensberger, John Goes, Diane Anderson, Ron Robyn

Student Financial Aid offices:
For the committee’s information, Keith Hearit and Mark Delorey explained the goal of Financial Aid to have closer proximity to the offices with which it conducts most of its business: Admissions, Bronco Express (in the Bernhard Center), Accounts Receivable and the Registrar. A handout (attached at the end of this report) was provided summarizing the current facilities on the 3rd floor of Faunce, and a paragraph outlining their needs. The committee was asked to keep the focus on forming a central core for all student services activities.

The issue of having multiple, non-adjacent locations for common, necessary student service activities has been under discussion at the university since the early 90’s. The relocation/reconfiguration of the Admissions offices and the implementation of the Bronco Express have simplified some of the difficulties for parents and students, but the basic problems remain. This is closely related to the current study by Campus Facilities and Student Affairs of what is needed for an up-to-date student union and what functions and offices it should house.

Post-meeting note: The handout provided indicates that the Student Financial Aid area on the 3rd floor of Faunce is 9,100 square feet. A review of building floor plans shows the actual occupied area is closer to 7,100 square feet.

School of Art faculty studios:
Floor plans were distributed showing proposed area that could be assigned as School of Art faculty studios in the AT Building. These are attached at the end of this report. A very rough estimate, based on past projects, on the cost to prepare the spaces and install the studios was $500,000. There still need to be decisions on where to relocate the university storage currently on the 2nd floor. The university also needs to assess whether it is worthwhile to spend money on this aging structure.

The proposed plans allow faculty access to the 2nd floor and the basement, but not to the first floor, which would remain university storage.

Jim Hopfensberger will continue to check out options with leased or rented space in downtown Kalamazoo and will report back to the committee.
Brown Hall:
The interior finishes are being applied in Brown Hall and furnishings are on order. The Registrar will not relocate any of the regular academic classes until after Spring Semester begins. However, the computer and communications lab and support spaces will be moved during winter break, and those classes will meet in Brown Hall starting January 8.

Kohrman Hall:
The informal walk-through with the Fire Marshall was satisfactory. Final walk-through still to be scheduled.

Registrar:
The test to determine the classroom deficit that would result when Sangren Hall is closed for renovation showed a very serious scheduling shortage in rooms seating 35 or 50. Spaces in central Kohrman and in the 1967 addition to McCracken Hall are being evaluated for conversion to classrooms.

Central Kohrman:
Using a “bare minimum” cost model, central Kohrman can be finished to provide a combination of 35 and 50 seat classrooms, using tablet arm chairs from the university surplus. However, all the classrooms will require the university minimum A/V technology to be acceptable for teaching.

Plaza Café:
Design plans and cost estimates are completed for the proposed Plaza Café on the southwest corner of Dunbar Hall. However, this plan is on hold until the university no longer needs the two classrooms that would be part of the café renovation.

Next meeting: November 14 at 8:30a.m., President’s conference room
Financial Aid Office Space

Currently

Approximately 70' X 130' = 9,100 sq ft.

Single offices = 8
Shared space = 9
Meeting room = 1
Break room = 1
Copy – store = 1
Rest rooms = 2
Lobby with 5 cubicles, reception desk, and two computer kiosks

Our current space and configuration is fine. Our location in Faunce, however, puts us far from the offices with which we have virtually all of our contact: Admissions, Bronco Express, Accounts Receivable and Registrar’s. Students having contact with all of these offices often have to visit Financial Aid. With all of them being located in Seibert and the Bernhard Center, it is a long walk to reach Faunce.

provided by K. Haust and M. Delorey