Space Allocation Committee  
March 11, 2009

Attending:  
Patrick Gorenchan, Bassam Harik, Lowell Rinker, John Jellies, David Dakin, John Goes, Pete Strazdas, Conn Macomber, Casey Barons, Ariel Anderson, Diane Anderson

Office Relocations:  
The Faculty Senate offices have been moved into remodeled offices on the fourth floor of Moore Hall. A floor plan is attached to this report.

Turn Two office space is still in development. The proposed offices are planned to go into Trimpe.

The Office of Diversity and Inclusion was previously planned to occupy rooms 1001, 1003, 1005, and 1007 in the Trimpe Building, which were formerly occupied by Faculty Senate. There has been a request to add rooms 1009 and 1013, and possibly 1017. These rooms are currently assigned to Multicultural Affairs, which approves of the re-assignment. Planning for the additional spaces is to proceed, with verification that additional funding is available if needed. A floor plan of Trimpe is attached to this report.

Ellsworth Hall:  
There is still some question as to the final assignment of space in Ellsworth Hall after remodeling is complete. There will be a meeting of occupants and administrators to resolve outstanding issues on March 25 and 3p.m.

Office of the Ombuds:  
As a consequence of the Bernhard Center renovation in which student organization offices and SALP staff offices are being relocated into the Bernhard Center from Faunce, the Ombuds Office is to be relocated. Attached is an email listing the space needs of the office.

Offices on the 2nd floor of Faunce were discussed as to appropriateness for relocating the Ombuds Office. These offices would be vacated when SALP staff move into the Bernhard Center.

Central Kohrman:  
Audio/Visual equipment has been installed but still needs to be connected with the Creston system. WMU OIT can troubleshoot the Creston connections, so the rooms should be available for use in Summer I.

University Archives:  
The university received over 20 responses to the Request for Qualifications for the project to relocate the University Archives and Regional Library Collections. Campus Facilities is sorting through the responses and will request proposals (RFP’s) from the top five to ten. Interviews will be requested with the most promising of the RFP respondents.
There is no news on the funding efforts. Dr. Reish is the contact for this.

The relocation of the University Archives will allow the East Campus Task Force to have access to all of the space in the quadrangle for planning purposes.

**Bernhard Center:**
Bids are out for the first phase of the BC renovation. Bid responses are due March 20 and 22.

**Sangren Hall:**
The SHW Group has been selected as the Architectural/Engineering firm responsible for planning and designing the Sangren Hall Renovation. The first project meeting was held on March 10. The amount of project funding from the state is still unknown. SHW Group will proceed with planning for the entire building renovation, with a Phase I/Phase II contingency plans and a “critical points” list.

As part of the overall planning for the Sangren Hall Renovation, other office groups and departments are being considered for inclusion in Sangren Hall. There are no immediate concerns for these groups in their current locations in Walwood Hall, but the planning group will assess the impact of a possible move. These include the Office for the Vice President for Research, Medieval Studies Institute, and Public Administration.

**Mathematics Department and Rood Hall Classrooms:**
The Mathematics Department has questions about room scheduling and possible changes to tables and chairs from the old table-arm seats. They are meeting with the Registrar to review options.

**Future SAC meeting locations:**
Future meetings of the SAC may be in various alternative locations around campus. The Presidents Conference Room in Seibert Hall is not available in the near future. Future locations will be announced prior to each meeting.

The next meeting of the Space Allocation Committee will be April 8 at 9a.m. Location to be announced.
From:   Julie Lenczycki
To:     David Dakin; Kathy Mitchell
Date:   2/2/2009 4:16 PM
Subject: University Ombudsman Office needs

CC:      Patrick Gorenchan
David & Patrick,
I met with Kathy & Penny this afternoon to discuss their office needs. Here is what they are:

Ombudsman's Office General requirements:
1. Location - their office location needs fairly private so their clients feel as if people do not know they are going to visit the Ombudsman's office. They mostly meet with students but also a fair amount of staff and faculty; if Kathy were to put a percentage on each it would run 75% student, 20% staff and 5% faculty. They serve many drop-in clients but most are scheduled appointments which Kathy & Penny try to space so there are no overlaps. A building that has extended hours would be good, many staff members like to stop by or schedule appointments after their own office closes at 5:00. Faunce could be a good location, near the Counseling Center where SALP is vacating but Seibert Hall or anywhere near the University's upper level administrative offices is not.
2. Conversations need to be private; not only for Kathy but between Kathy & Penny and Penny's telephone conversations.
3. Office environment needs to inviting, calming and professional.
4. The summer months would be the best time to relocate, the office is busiest at the beginning/end of each semester.
5. Both desks have a panic button installed and custodians do not have a key to their office.

Office equipment needs:
1. Penny - presently has a 30"d x 60"w desk with 2-6/12 drawers and an extra 12/12 pedestal drawer; 2-36"wide overhead storage that locks; office supply cabinet 30"w x 18"d x 36"h; lateral file 4 drawers x 42"w; water dispenser; copier - 60"w x 30"d; soft guest seating for 2-3 people.
2. Kathy - presently has a 36"d x 72"w desk with 2-pedestal drawers; misc storage tub that acts as a table; a 36" w x 6 shelf bookcase; a 36"w x 3 shelf bookcase and soft guest seating for 2-3 people.
3. They would like to have either a wall mounted or free standing brochure rack that can accommodate 6-8 brochures.

Please let me know if you need any other information regarding the Ombudsman Office.
Thank you,
Julie

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The aging process has you firmly in its grasp if you never get the urge to throw a snowball.

>>> David Dakin 2/2/2009 10:10 AM >>>

Hi Kathy,

There have been various ongoing conversations about space in the Bernhard Center. These conversations have reached a point where we need to discuss our options with people including yourself. Our designer Julie Lenczycki will be in contact with you to bring you up to date as well as discuss how we may want to proceed.

David

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