SPACE ALLOCATION COMMITTEE MEETING
May 12, 2010

Attending:
David Dakin, Patrick Gorenchan, Susan Kamman, Vern Payne, Pete Strazdas, Conn
Macomber, Anand Sankey, Yvonne Unrau, Nicole Ayres, Jennifer Ligali, Peter
Krawutschke, Alex Enyedi, Bassam Harik

Seita Scholars Program:
The space request for additional rooms in the lower level of Faunce is attached at the end
of this report.

Dr. Unrau and two Seita Scholar students discussed how the currently assigned space in
the lower level of Faunce is being used and what the issues are with how the space was
originally remodeled for the program. The program is proving very successful as a
gathering point and helpful resource for the Seita Scholars on campus. There will be 50
additional Seita Scholars this fall plus one more staff position. The Seita program is able
to provide assistance with the MYOI - Michigan Youth Opportunities Initiative – which
needs space for meetings and related activities. The Faunce spaces have become the first
choice for Seita students to meet, study, and seek help. The program needs more space to
accommodate all the students that visit and all the activities that are occurring. It is
WMU’s goal to create a national model for programs of this kind.

There is an additional need for more storage that was not addressed in the space request.
Dr. Unrau will meet with Patrick Gorenchan to discuss options for this.

The space request was approved to proceed with planning and cost estimating.

Sprau Tower: 10th Floor
Attached at the end of this report is the description of the proposed use of space and a
plan of the 10th floor.

Campus Planning presented a proposal for opening up access to the 10th floor of Sprau
Tower for daytime meetings and for midday use as an alternative lunch spot for the Sprau
Cafe. Patrick Gorenchan will send a reminder to Diane Anderson to find out whether or
not Dining Services would be interested in this concept. Further discussion was tabled
until the next meeting, when Lowell Rinker and Diane Anderson would be present.

Ellsworth Hall:
The remodel of the 3rd floor of Ellsworth Hall is almost complete. After EUP moves
from the 1st floor to the 3rd floor, remodeling will start on the 1st floor of Ellsworth for the
Center for Academic Success Programs. CASP is expected to move into Ellsworth in
late August.
**Ombudsman Office:**
Remodeling has started in the office space in Faunce that has been assigned to the Ombudsman Office. The Ombudsman is expected to move in early July from temporary spaces in Sangren Hall.

**Sangren Hall:**
The ground floor of the main wing of Sangren Hall is being prepared to serve as the temporary home of the Education Library. The library move from the 3rd floor to the ground floor will start in late May. After the Library is relocated from its current 3rd floor location to the ground floor, hazardous materials abatement will begin in the library/lecture hall wing of Sangren Hall. Full demolition of the library/lecture hall wing will start after that.

The groundbreaking ceremony for the New Sangren Hall Project will be on June 1 at 8:30 a.m.

**Classroom Updates:**
The summer maintenance schedule for upgrades to the university classroom stock will begin soon. The goal is to address the worst spaces first, based on a conditions assessment and the Registrar’s recommendations. Scheduled tasks include painting and carpeting of selected rooms in Moore and Dunbar Halls.

**For future discussion:**
Sustainability issues and office needs

The next meeting will be June 9 at 9 a.m. The meeting will be in the Bernhard Center, the room to be announced.
# Request for Space

**Western Michigan University**  
**Facilities Management Department**

Policy: All requests for new space or a change in how space is allocated between colleges or other administrative units must be forwarded to the Space Utilization Manager for the review and approval process. Fill out the form and print or save as a pdf file.  
E-mail it to: famis@wmich.edu  
or send a fax to 387-8818.

## CONTACT INFORMATION:

<table>
<thead>
<tr>
<th>Requesting Department: Seita Scholars Program</th>
<th>Date: April 7, 2010</th>
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<tbody>
<tr>
<td>Name: Yvonne Unrau</td>
<td>Phone: 387-8346 or 929-0613 (cell)</td>
</tr>
<tr>
<td>Email: <a href="mailto:yvonne.unrau@wmich.edu">yvonne.unrau@wmich.edu</a></td>
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## DESCRIPTION OF SPACE NEED:

**Please contact the Space Utilization Manager if you need floor plans or assistance completing this form. Phone: 387-8825; e-mail: famis@wmich.edu**

<table>
<thead>
<tr>
<th>A. Space will be used for: □ Instruction □ Research □ Administration □ Storage □ Support □ Other</th>
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<tbody>
<tr>
<td>B. Space will be used by: □ Faculty □ Prof. Staff □ Class. Staff □ RA / TA □ Students □ Other</td>
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<tr>
<td>C. Have you identified a suitable location for this new space that may be available? □ Yes □ No (If No, please proceed to line &quot;H&quot;.)</td>
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<tr>
<td>D. If Yes, please describe, using building/room #'s or attach drawing/floor plans/diagrams: Faunce Student Service Building Rooms 1116 and 1118 for student/staff use and 1316 (or nearby) for storage.</td>
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<tr>
<td>E. Will you be vacating your current space? □ Yes □ No</td>
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<td>F. Will there need to be any remodeling or enhancements to accommodate your proposed use? □ Yes □ No</td>
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<tr>
<td>G. If Yes, please briefly describe these changes. If more space is needed you may attach additional pages. new paint and carpet</td>
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<tr>
<td>H. Please briefly describe how the space will be used as well as why new/additional space is needed. (You may attach drawings / floor plans / diagrams): Rooms 1116: Student Study and tutorial and learning assessment lab. Room 1118: office space for work study students (office workers and peer mentors). 1316 (or nearby) for photocopier and storage - office supplies.</td>
</tr>
<tr>
<td>I. Please describe any special requirements for this space, including the need for proximity to other facilities. (If more space is needed you may attach additional pages): Requested space is currently vacant and adjacent to existing Seita Scholar office area.</td>
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<td>J. Date Needed: Aug 2010</td>
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<td>K. Do you have funding available to commit to relocation? □ Yes □ No</td>
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<td>L. Please provide the Net Assignable Square Feet (NASF) you are requesting in each category below:</td>
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<td>TOTAL Requested NASF: 418</td>
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<td>Teaching Lab: 169</td>
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<td>Storage: 80</td>
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<tr>
<td>Additional Notes: Program will double in size to 150 students in 2011-12. Students without parents need space nearby staff.</td>
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## AUTHORIZATION SIGNATURES:

<table>
<thead>
<tr>
<th>Department Head</th>
<th>Date: 4/10/2010</th>
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<tr>
<td>Dean / Director / VP</td>
<td>Date: 4/16/2010</td>
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Building Use Proposal
Sprau Tower 10th floor

We propose to allow greater utilization of the 10th floor of Sprau Tower while maintaining current security for building occupants.

Current Conditions:
The main building entrances are unlocked from 8 a.m. to 5 p.m. Access to the 10th floor is blocked at all times: users must get a key from the Building Coordinator that allows the elevator to open on the 10th floor, and the stair towers will not open to the 10th floor. All other floors remain accessible from the elevators and the stairs towers at all times, whether the building entrances are locked or not. There is a 2nd floor connector to Brown Hall which is always open; Brown Hall is open from 7 a.m. to 9 or 10 p.m.

Proposed Changes:
1. Change elevator access to the 10th floor from key operation to standard button operation. Stair tower doors will continue to be exiting-only from the 10th floor. General building hours will continue to be 8 a.m. to 5 p.m.
2. Furnish the 10th floor with a Room Wizard that will allow building occupants or others within adjacent buildings to schedule the room. The approximate purchase cost and installation of the unit would be $2871, plus electrical, contingency and fees.
3. Reserve the hours from 11 a.m. to 2 p.m. for open use of the 10th floor. During this time the 10th floor would be used as an overflow area for the cafe that is located on the first floor, and would serve as a study lounge for students.
4. Keycard access main doors of Sprau Tower and connector to Brown Hall second floor, to allow for greater security.

To be determined:

1. Who will be responsible for cleaning and/or monitoring the 10th floor between 11 a.m. and 2 p.m.?
2. We will not keycard access the elevator at this time. This will be determined in the future if the need should arise.