SPACE ALLOCATION MEETING
May 13, 2009

Attending:
Patrick Gorenchan, Susan Kamman, Diane Anderson, Barbara McKinney, Lowell Rinker, Pete Strazdas, Conn Macomber, John Jellies, Bassam Harik, Alex Enyedi, David Dakin

Ellsworth Hall:
There is still discussion about the proposed location for the Advocacy Office in Ellsworth. The IT for the proposed space is not acceptable, but funding has not been budgeted.

Current plans for all moves and relocations in Ellsworth Hall DO NOT involve remodeling or IT improvements. This has been explained to all the current and future occupants. However, cosmetic upgrades to the first floor lobby have been approved.

The Turn Two Foundation and the Division of Multicultural Affairs are re-visiting the issues of Turn Two location in Ellsworth. Both programs serve many of the same youth, and there are synergies that can result from being in the same building. Both agree that having the classes and meetings for the programs in Trimpe is acceptable. To accomplish this would require altering the allocation of space for the Evaluation Center, such as moving some offices to another floor. A solution in either Ellsworth or Trimpe is acceptable to the Office of Diversity and Inclusion.

Office of Diversity and Inclusion:
The relocation of the Office of Diversity and Inclusion into Trimpe has been funded but has not started yet.

University Ombudsman:
The Ombuds office will be moved temporarily into an office Sangren Hall while the proposed location in Faunce is remodeled. Attached to this report is a building floor plan and an office plan for the proposed location. This is a different floor plan from that previously presented; concerns with the earlier plans resulted in changes.

Diane Anderson requested the latest budget for the project.

Office and Classroom Square Footage Discussion:
Patrick presented general information to the committee about office and classroom space use and allocation. The purpose was to acquaint the committee with the consequences of choosing closed offices versus open offices, and strip table and chairs versus tablet-arm chairs for classrooms. Attached to this report are two handouts.

Anthropology Curated Collection:
The Interim Chair for Anthropology, Ann Miles, has requested space to temporarily store and manage the archeology collection still located in the basement of Moore Hall. The department is interested in having a graduate student work on the collection over the next several months, up to a year. The space request and memo are attached to this report.

The Committee recommended offering space in the ground level of Sangren Hall, with a clearly defined start and end date for the occupancy. Alex Enyedi will discuss this with Anthropology.

Project Updates:
Central Kohrman: Final inspections are in process; waiting for final inspection and occupancy permit from the Fire Marshall. Final occupancy may still be two months out.

University Archives: The selection committee has narrowed the list of proposals down to ten architecture firms. The committee is planning to conduct interviews with the top prospects before making a final selection.

Sangren Hall: SHWGroup, an architectural/engineering firm from Berkley, Michigan, has been selected to program and design the renovation of Sangren Hall. SHWGroup and the WMU planning team are about halfway through the programming process, interviewing and meeting with all the proposed building occupants.

The next meeting will be on June 10, location to be announced.
Below are examples of how utilization of space guidelines can impact university resources.

To get an overall cost estimate for general construction at the university, we used 5 major projects in determining a cost per square foot: College of Health and Human Services, College of Engineering, Seelye Center, Brown Hall, and Southwest Regional Center. We used the total project cost, not just construction cost, in the analysis. The average project cost from these projects was $225 per square foot.

To provide an estimate of how expensive a building is to operate, we used last year's figure for total operating costs at WMU of $5.51 per square foot.

**Example 1: Office Space**

There were 888 graduate students working on campus as of April 1, 2009. These were Teaching, Non-Teaching and Research students.

If all graduate assistants on campus had cubicle office space that was within the university guidelines, we would need approximately 64,000 square feet of space. This is similar in size to Friedmann Hall.

- Total project cost: $14.4 million
- Annual operating cost: $350,000

If all graduate assistants on campus had enclosed office space that was within the university guidelines, we would need approximately 140,000 square feet of space. This is similar in size to Friedmann Hall and Dunbar Hall, combined.

- Total project cost: $31.5 million
- Annual operating cost: $770,000

**Example 2: Classroom Space**

Below is a comparison of space requirements of three different sizes of classrooms using the latest furniture standard, which is strip tables and chairs, and our old standard of tablet arm chairs.

**35 Seat Classroom**
- Strip Tables and Chairs: 32 square foot per student; or 1,120 square feet per classroom
- Tablet Arm Chairs: 26 square foot per student; or 910 square feet per classroom

**48 Seat Classroom**
- Strip Tables and Chairs: 28 square foot per student; or 1,344 square feet per classroom
- Tablet Arm Chairs: 23 square foot per student; or 1,104 square feet per classroom

**60 Seat Classroom**
- Strip Tables and Chairs: 27 square foot per student; or 1,620 square feet per classroom
- Tablet Arm Chairs: 23 square foot per student; or 1,380 square feet per classroom
Western Michigan University
General Office Space Guidelines

April, 2009

Office size
- Design for offices will be based on position, function and Human Resources job descriptions.
- New facilities are to be designed per State of Michigan guidelines for office size.

Space Allocation Standards

<table>
<thead>
<tr>
<th>Sq Ft. Allocations</th>
<th>Position/title</th>
</tr>
</thead>
<tbody>
<tr>
<td>400</td>
<td>President</td>
</tr>
<tr>
<td>200</td>
<td>Vice President</td>
</tr>
<tr>
<td>180</td>
<td>Associate or Assistant Vice President / Dean</td>
</tr>
<tr>
<td>165</td>
<td>Director / Chair / Assistant or Associate Dean</td>
</tr>
<tr>
<td>120</td>
<td>Associate or Assistant Director / Associate or Assistant Dean</td>
</tr>
<tr>
<td>110</td>
<td>Manager</td>
</tr>
<tr>
<td>110</td>
<td>Assistant to the Dean/Director</td>
</tr>
<tr>
<td>110</td>
<td>Professional / Technical</td>
</tr>
<tr>
<td>110</td>
<td>Faculty / Faculty Specialist / Full-time Instructor</td>
</tr>
<tr>
<td>110</td>
<td>Advisor</td>
</tr>
<tr>
<td>90</td>
<td>Office Coordinator</td>
</tr>
<tr>
<td>80-90</td>
<td>Office Assistant / Other Clerical</td>
</tr>
<tr>
<td>40-60</td>
<td>Adjunct / Part-time Instructor</td>
</tr>
<tr>
<td>20-60</td>
<td>Doctoral Assistant / Graduate Assistant / Intern / Student Workers</td>
</tr>
</tbody>
</table>
Western Michigan University  
Campus Facility Development

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. You may fill out the form and e-mail it to: famis@wmich.edu or send a fax to 387-8818.

**CONTACT INFORMATION:**

Requesting Department: Anthropology  
Name: Ann Miles  
Phone: 7-2753  
Email: ann.miles@wmich.edu

**DESCRIPTION OF SPACE NEED:**

A. Space will be used for:  
- Instruction  
- Research  
- Administration  
- Storage  
- Support  
- Other

B. Space will be used by:  
- Faculty  
- Prof. Staff  
- Class. Staff  
- RA / TA  
- Students  
- Other

C. Have you identified a suitable location for this new space that may be available?  
- Yes  
- No (If No, please proceed to line "H").

D. If Yes, please describe, using building/room #s or attach drawing/floor plans/diagrams:

E. Will you be vacating your current space?  
- Yes  
- No

F. Will there need to be any remodeling or enhancements to accommodate your proposed use?  
- Yes  
- No

G. If Yes, please briefly describe these changes.  
If more space is needed you may attach additional pages.

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):

The space is to house the archaeological collections currently stored in the basement of Moore Hall which must be removed because of mold issues. The space needed will primarily be used for storage and as a workspace for collections management.

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):

The space must be serviceable as a workspace including proper lighting, electrical outlets and internet connection.

J. Date Needed  
- 6/1/09  
Length of time needed:  
- undetermined  
Grant Fund Number:

K. Do you have funding available to commit to relocation?  
- Yes  
- No

L. Please provide the Net Assignable Square Feet (NASF) you are requesting in each category below:

- **TOTAL Requested NASF:**  
- **Office / Work Room:** 150 sq ft  
- **Research Lab:**

- **Teaching Lab:**
- **Storage:** 1500 sq ft  
- **Other:**

Additional Notes:

**AUTHORIZATION SIGNATURES:**

Department Head  
Date: 4-10-09

Dean / Director / VP:  
Date: APR 21 2009

- See attached memo
From: Ann Miles <ann.miles@wmich.edu>
To: Alexander Enyedi <alex.enyedi@wmich.edu>
Date: 4/21/2009 9:09 AM
Subject: space request
Attachments: ann_miles.vcf

Dear Alex,

The space that I am requesting is in McKracken Hall and the purpose is to store and work on managing/cataloging our archaeological collections. Those collections are currently housed in the basement of Moore Hall and we have been told that because of a serious ongoing mold problem those spaces MUST be abandoned. The space requested must be large enough to store the multiple boxes and storage cabinets currently in the basement of Moore, as well as allow a curator space to work to catalog the collections. We have a graduate student ready to begin preliminary collections management as soon as Summer I, but he cannot access the collections in their current space because of health concerns related to mold.

It is, at present, uncertain how long we will need that space. The Anthropology Department currently has no space in Moore Hall to store those collections, nor do we envision getting storage space in any new configuration of space currently under discussion. In other words, at present, I imagine this space will be used for longer, rather than a shorter, period of time.

Please let me know if you need any further information.

Sincerely,
Ann