**Space Allocation Committee Meeting**  
*June 9, 2010*

**Attending:**  
Alex Enyedi, Pete Strazdas, Conn Macomber, Lowell Rinker, David Dakin, Ekk Sinn, Susan Kamman, Donald Schreiber, Peter Krawutschke, George Kohrman, Bassam Harik, Diane Anderson

**Chemistry Department:**  
The Chemistry Department is proposing a use for the room in the Chemistry Classroom Building that was left unfinished, or ‘white-boxed’ at the time construction was completed. (Because there was no assigned use for the space at the time of construction, it was agreed to leave the space unfinished after the building was occupied to learn what additional functions would develop and would need to be accommodated.)

Attached at the end of this report are the Space Request, a proposed floor plan, and a description of the request to use the space for tutoring, meetings, PhD defenses, and advising of university students enrolled in chemistry classes and labs. The space would be flexible enough to have more than one activity happening at a time, and would accommodate surges in advising activity at the beginning and end of the semester. The proposed use does not replace or duplicate any existing offices and the proposed advising activities will be supplemental to the department and college advising functions already located elsewhere on campus.

The committee approves the department to work with Facilities Management to develop a plan and cost estimate for the proposed new use. The estimate will include all costs necessary to make the space fully functional, including ceilings, lighting, flooring, and other standard room utilities and finishes.

**Office of Sustainability**  
This spring’s general election approval to fund a campus Office of Sustainability starting the process of determining what kind of space will be needed to accommodate the future programs, students, and research. The Planning Division is working with Harold Glaser to determine the short-term and long-term space needs and priorities. There needs to be some kind of office space for funded students (including, possibly, GA’s and RA’s) this fall. The lower level of Faunce, some of which has been remodeled for the Seita Scholars Program, will be looked at for short and long-term possibilities for housing this program and others.

**Sprau Tower – 10th floor**  
There was further discussion of the proposed change of use and management of the 10th floor of Sprau Tower. The goal is to increase the use of a common building resource that is underutilized. If the idea is successful it can be used with similar spaces across campus. The proposed changes include open access to the 10th floor and scheduling its use with a Room Wizard. The general building access would not change. One option is
to have the space available as lunch-time seating from 11a.m. to 1p.m. weekdays. Dining Services will be contacted to see if they are interested in policing the 10th floor during the lunch hours. A description of the project is included at the end of this report.

Ellsworth Hall
Remodeling work is continuing in Ellsworth Hall. The 3rd floor has been completed and Extended University Programs has moved from the 1st floor to the 3rd floor. Work has started on the 1st floor and is expected to be finished in August. The Center for Academic Success Programs will move from Moore Hall into Ellsworth’s 1st floor in late August. The Department of Anthropology will be able to use vacated space on the 1st floor of Moore Hall after CASP relocates.

Ombudsman’s Office
Offices on the 2nd floor of Faunce are being remodeled for the Ombudsman’s Office. The Ombuds is expected to move in four to six weeks.

New Item
Alex Enyedi discussed the need to find space for the Center for the Humanities. There was a question as to whether the space in the lower level of Knauss Hall, currently used for temporary band instrument storage, would be available and appropriate for this purpose.

Next Meeting:
July 14, 9 a.m., Bernhard Center room 213
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 387-8618.

REQUESTING DEPARTMENT: Chemistry

Name: Ekk Sinn
Phone: 7-2832
Email: ekksinn@wmich.edu
Date: 5/28/2010

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:

   Chemistry 3880

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.

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):

   See attached

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):

   Please see attached

J. Date Needed: August 2010

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:
   Research Lab:
   Teaching Lab:
   Storage:
   Other:

   Additional Notes: Please see attached

AUTHORIZATION SIGNATURES:

Department Head: Date: 5/28/2010
Dean / Director / VP: Date: }

Received Time May 28, 1:00 PM
Planned Temporary Usage Chemistry Education Center, 3880 Chemistry Building

At the faculty meeting on April 22nd, the chemistry faculty discussed the use of 3880 Chemistry Building. This unfinished room has set idle since the completion of the Chemistry Building. Over the last couple years there have been many discussions about what to do with this room. While the faculty were unable to decide on a permanent use at this meeting, they decided on a temporary function for the room that would resolve several issues facing the department. The department decided to put folding tables and stackable chairs in the room so it could be used temporarily as a tutoring center (Chemistry Education Center). They also wanted it to be used as an extra large conference room that could be used for thesis defenses when no classrooms were available. Last year the department received some funding from the College of Arts and Sciences to put electrical outlets, phones and data jacks into to the room. Based on the faculty vote this year we sought funding from the College of Arts and Sciences for furniture that could be used to fulfill the faculties desire. When we were funded we then placed orders for the folding tables and stackable chairs as well as audiovisual equipment to put into the room. Since the room was large we also wanted to purchase a screen to put across the room so that part of the room could be used for storage and a satellite Chemistry Office that could be manned during the beginning and end of the semesters when students are having problems with registration. The plan is to put a screen across the room just north of the south door into the room. This would divide the room into a larger north section and a smaller south section. The north section would have 4 rows of 4 tables each with chairs for seating during a defense or conference. The room would also have a screen and writing board on the north wall and a movable audiovisual cabinet with a projection system. The movable tables and chairs could be set up in other configurations when used as the tutoring center. The folding tables and stackable chairs could also be moved down to the lobby when holding receptions. The smaller south section would utilize tables already in the room to form a counter for doing business when used as a satellite office and shelves for storage. After placing the orders for much of the furniture it was brought to our attention that we need to work with facilities planning. At this point we have purchased the tables, chairs, audiovisual equipment with cart and a writing board.
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.