SPACE ALLOCATION COMMITTEE
July 8, 2009

Attending:
Conn Macomber, Anand Sankey, Bassam Harik, John Jellies, Lowell Rinker, Alex Enyedi, David Dakin, Patrick Gorenchan, Susan Kamman

Ellsworth Hall:
The Advocacy Office has completed its move into Ellsworth. Before more planning/moving can occur the Provost needs to approve some changes to space allocations, including relocating several offices of the Evaluation Center from the 4th floor to the 3rd floor. These changes are necessary to accommodate the Turn Two Foundation offices, which were originally to go into Trimpe Building.

CEAS Space Request:
The College of Engineering and Applied Sciences has filed a space request to re-allocate unfinished space in the office area of the Paper Pilot Plant on the Parkview Campus. The College wants to create a conference room for 40 to 60 people. The space will require a complete interior build-out, as is has no finishes or mechanicals. The College has set aside some funds, but it is not clear what the total project cost will be.

The Committee approved the project to proceed, with the understanding that the College is responsible for funding.

Seita Scholar offices:
Dr. Yvonne Unrau, the new director for the Seita Scholars Program, which assists former foster children who are enrolled at WMU, has requested space for the program in the lower level of Faunce. Susan Kamman is preparing some options for the Seita Program to review.

The lower level of Faunce is scheduled to be vacated early Fall Semester, when the Registered Student Organizations are to be moved to the renovated facilities in the Bernhard Center. The Seita Program wants to be in place before the start of Fall Semester, so any remodeling and moves into Faunce will require the cooperation of the student organizations in those rooms plus the Student Activities and Leadership Programs staff. Diane Anderson approves of the use of space and will assist with an early move of the affected organizations. This is very short notice for a remodel and move project, so it will require cooperation from many areas.

Central Kohrman:
There has been a long delay in getting through the fire marshall review process because some of the paperwork was lost by the state office. However, the plans were resubmitted and a response should come back this week. Final inspections still have to be scheduled.
There have been some delays coordinating the final technology inspections with OIT. There are some disagreements as to what the correct equipment should have been, as the classroom technology does not match the newest guidelines from OIT, but it does match what was installed in South Kohrman and the Richmond Center. OIT needs to test-operate the installed equipment, and a line-item review is scheduled for this week.

**Bernhard Center:**
The utility company has finally moved and reconnected the gas line into the building, so that the last piece of construction can be completed for the student activities offices and the north-south public corridor. The goal is to make up for the delay and still finish on schedule, with the student organizations moving at the start of Fall Semester. All the furniture has been ordered.

The committee would like to have the September meeting in the student organization conference room, if possible.

The Ombuds office, relocated as part of the overall plan to have the Student Activities and Leadership Programs offices in the Bernhard Center, is now in temporary offices in Sangren Hall. The Ombuds office will relocate to Faunce Building when the remodeling is complete on the permanent offices.

**Archives and Regional History Collections:**
The firm SHWGroup from Berkley, Michigan, was selected to plan, program and prepare the schematic drawings for the Archives facilities. (The contract still needs to be finalized.) Planning will include looking at several location options, including the proposed site for a stand-alone building near the AT Building on the Oakland Drive Campus, off-campus locations, and an Archives addition to Waldo Library.

**Sangren Hall:**
The first draft of the program for the renovated Sangren Hall was significantly greater than could be built with the amount designated by the State for the capital project, $56 M. The first step was to agree that only current Sangren occupants would be included in the final plans. The next step was to review the program item by item to find space reductions. Programming meetings continue this week to get consensus on priorities and areas of reduction. The architects are also studying the cost-effectiveness of a combination of renovation and new construction. Some spaces, such as large lecture halls that require extensive technology, a high floor-to-ceiling distance, and multiple barrier-free requirements, can be difficult to retrofit into existing building structures. New construction often is cost effective for these types of spaces.

Note: The Visual Resources Library is currently housed in Sangren Hall but was not part of the building programming. The University Libraries is moving the VRL into Waldo Library sometime this summer.

**Campus Apartments:**
The process is starting to issues RFP’s (Request for Proposals) to 6 finalists from last fall’s RFQ (Request for Qualification) for a private/public partnership. The intent is to start with campus apartments only – no residence halls – on the main campus. One location being considered is along the north ridge of the parking lot on the north side of Sangren Hall.

The discussion on break rooms was postponed.

The next meeting will be August 12 at 9a.m. The location is TBA.
# Request for Space

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. 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.

## CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Requesting Department:</th>
<th>College of Engineering and Applied Sciences</th>
<th>Date:</th>
<th>June 23, 2009</th>
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<tbody>
<tr>
<td>Name:</td>
<td>Dr. Karlis Kaugars</td>
<td>Phone:</td>
<td>276-3276</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email:</td>
<td><a href="mailto:karlis.kaugars@wmich.edu">karlis.kaugars@wmich.edu</a></td>
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</tbody>
</table>

## DESCRIPTION OF SPACE NEED:

**A. Space will be used for:**
- [ ] Instruction
- [ ] Research
- [ ] Administration
- [x] Storage
- [ ] Support
- [ ] Other

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

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

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

White box administrative space in the Paper Coating Pilot Plant which remains uncompleted since the construction of the building.

**E. Will you be vacating your current space?**
- [ ] Yes
- [x] No

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

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

This space is to be converted into a conference area

**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):**

Neither CEAS nor the Pilot Plant currently have conference facilities capable of hosting 40 to 60 individuals. These types of group meetings occur regularly at the Parkview Campus and having a local facility would substantially enhance the facilities.

**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):**

Movable tables and chairs which can be stored out of the way, dual projection facilities and speaker area, catering area.

**J. Date Needed:** Jan 1, 2010  
**Length of time needed:** Permanent  
**Grant Fund Number:**

**K. Do you have funding available to commit to relocation?**
- [x] Yes
- [ ] No

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

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<thead>
<tr>
<th>TOTAL Requested NASF:</th>
<th>3200</th>
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<tr>
<td>Office / Work Room:</td>
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<td>Research Lab:</td>
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<td>Teaching Lab:</td>
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<tr>
<td>Storage:</td>
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**Additional Notes:**

## AUTHORIZATION SIGNATURES:

<table>
<thead>
<tr>
<th>Department Head</th>
<th>Date:</th>
<th>June 23, 2009</th>
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<tbody>
<tr>
<td>Dean / Director</td>
<td>Date:</td>
<td>27 JUN 09</td>
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Received Time: Jun. 29, 4:25PM