SPACE COMMITTEE MEETING  
September 12, 2007

Attending:

Center for Disability Services  
Earlie Washington and Carol Sundberg provided an update on the planning for relocating the CDS from 9th Street to the Ernest Wilbur Building on the Oakland Drive Campus. The initial request for space in the EWB was tabled pending questions about the KRESA lease and use of space, which overlapped the CDS space request. Discussions with KRESA have resulted in a proposal to have CDS move into the available vacant space and share some spaces with KRESA. KRESA will vacate the EWB at the end of the current lease. CDS provided a floor plan indicating the proposed initial division of KRESA and CDS assigned spaces. After KRESA vacates, CDS requests to expand into the vacated spaces. A floor plan is attached at the end of this report.

Questions were raised as to the use for room 1025, which is at the opposite end of the building from the other proposed spaces. Room 1025 is to be used for case management, which does not require daily client contact. That function can be moved after KRESA leaves.

CDS currently occupies about 5000 square feet of leased space. The total proposed area in EWB in about 6000 square feet. Near the end of the KRESA lease the Committee will review the CDS request for the additional space.

The proposal for immediate occupancy, sharing space with KRESA, was approved.

College of Aviation  
Gil Sinclair presented information on the College of Aviation’s difficulties in maintaining academic activities on two campuses thirty miles apart. Despite efforts to consolidate and simplify the academic curricula, over 50% of the CA required classes are taught at the Kalamazoo Campus. Classes taught in Battle Creek are for flying and maintenance. All other instruction is on the main campus.

The College currently has offices in Kohrman Hall for advising staff and for several faculty who teach only on main campus. The College has previously requested additional office space on main campus, and would like to have much more of a presence overall.

The specific concern for this meeting is to verify whether there are plans to move Aviation out of Kohrman Hall. There have been long-standing plans to relocate the Visual Resource Library into the Aviation offices concurrent with the School of Art relocating into south Kohrman. However, the funding for the VRL is not available at this time. The Committee stated there were no plans to relocate the Aviation offices at this time. (See Visual Resources Library section next in this report.)
Visual Resources Library
David Dakin presented the project information and proposed floor plans for a Visual Resources Library relocation to Kohrman Hall. The project cost estimate is $300,000, which includes moving/relocating the current occupants of the designated spaces (College of Aviation offices, Computer Science TA’s, and the Computer Club). Both Bassam Harik and Lowell Rinker stated that there were no funds available for the relocation at this time. Therefore the project has been put on hold.

Sangren Hall
Barb McKinney will conduct a test to determine what the classroom scenario would be if Sangren Hall were approved for renovation by the State. She will evaluate the worst-case scenario where the entire building was off-line for the duration of construction. She will report back on the number and type of classrooms that will be needed to compensate for the Sangren closure.

Moore Hall
Alex Enyedi reported that the Anthropology chair was in agreement with the proposal to relocate the anthropology research labs from the basement of Moore Hall to the 4th floor. He also confirmed that this was acceptable to the College of Arts and Sciences. The Committee approved the proposed relocation. Patrick Gorenchan will send a room inventory to Alex.

Ellsworth Hall
David Dakin summarized the Ellsworth Hall building re-organization plan, with floor plans illustrating where departments and programs would be relocated. The minimum cost to achieve installing Center for Academic Support Programs and First Year Experience offices into the 1st floor of Ellsworth is $50,000, which included new door cores and keys but does NOT include any painting, clean-up, or remodeling. This would also require moving Extended University Programs to the 3rd floor, with the same items not included.

Lowell Rinker and Bassam Harik requested an updated cost estimate for the entire building reorganization. Pete Strazdas requested that a remodel estimate include the cost of new window air conditioner units.

Faculty Art Studios:
The AT building is still being considered as a location for up to 12 faculty studios for the School of Art. The decision to assign space on the 1st and 2nd floors of the building depends on whether or not the storage needs of the Theatre Department, Campus Facilities, and Logistics can be reduced and to what extent. Physical Plant is still compiling a budget for work needed to bring the spaces “on-line”. The Theatre Department conducted a work day and cleaned out items in storage in the basement. Campus Facilities and Logistics are still reviewing their storage needs in the building. The issue will continue to be reviewed at the next Committee meeting.

The next meeting will be October 10 at 8:30a.m. in the President’s Conference Room
Situation with the College of Aviation and Main Campus Facilities

Background
Prior to 1997, the School of Aviation Sciences (SAS) was part of the College of Engineering and Applied Sciences (CEAS). In 1997, the SAS moved to new facilities at the W. K. Kellogg airport in Battle Creek, and then became the College of Aviation (COA) in 1999. Since 1997, the aviation faculty and advisors have continued to serve students on the main campus, first from Kohrman hall, then from McCracken Hall and then once again from Kohrman Hall (after the CEAS move to the new Parkview campus). Both locations have been provided on a temporary basis. The last official communication we had was that we would need to vacate the Kohrman offices by the end of the F-05 semester. However, that did not happen but we have had personnel from Library Services come into our offices on several occasions to take measurements and discuss alterations to be made when they move in. The date for their move in has never been confirmed. However, at this time, no one knows where we will be moving to once Library Services move in.

Situation now and in the future
In any semester the COA has over 600 students enrolled. All of these students have taken, are taking or will take many classes on the main campus. In addition, these same students take classes and flight lessons in Battle Creek. Although at this time the majority of credit hours for pure academic courses are generated out at the Battle Creek facility (BTL), the student credit hours produced are actually less due to the considerably smaller class sizes required by the classroom capacities at the facility. Also, most of the classes conducted at BTL have a maintenance or flight lab component and most of the labs are located there. As we have gained experience as a college with the main facility at BTL it has become obvious that we can better serve the needs of our students by scheduling more of the academic courses in Kalamazoo. This better serves the students for several reasons:

- Most have classes in other colleges (e.g. Business) on main campus and constantly having to travel back and forth between main campus and BTL is a major time penalty for them and makes building their schedule difficult.
- Unnecessary traveling between main campus and BTL is a safety issue, especially in the winter. Asking large numbers of students to make a 44 mile round trip in inclement weather and/or darkness unnecessarily is not good risk management by the COA.
- Due to the cost of fuel, commuting is very expensive, as well as time consuming. Some students do not own a car and struggle to find other means to go the distance.
- The majority of students choose to live on or near main campus to enjoy the "college experience" for their full time here. Many students also work in
Kalamazoo. They would obviously prefer only to travel out to BTL for classes which make use of the flight line facilities, mandatory labs and for flying.

- A large proportion of students are in the Aviation Administration program which does not require any classes that must be held at BTL for lab reasons. In fact the majority of their required classes are already on main campus and it is only some AVS courses that are at BTL.
- The main campus has large lecture rooms, whereas Battle Creek campus does not. We offer 14-16 classes each semester with 45 to 150 students per class.
- The main campus offers more services and facilities that both students and faculty need in order to carry out their educational requirements. These include, but are not limited to: Waldo library, computing center and writing labs. University meetings and presentations are held on the main campus.

Thus the COA has worked with the registrar to move some classes previously taught out at BTL back onto the main campus. The tables below show the figures fall 2006 and spring 2007, based on course offerings and CAPs, of courses offered in BTL and on main campus. Clearly the majority of both academic credit hours and student credit hours is delivered on main campus and not at the BTL facility. Whilst the figures do not take into account current enrollment figures, the CAPs reflect the target enrollment for future semesters.

**Fall 2006**

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**Spring 2007**

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**Office requirements**

At the present time, four COA faculty are on main campus permanently because all of their classes are held on main campus and thus they require permanent office and storage space. Six other faculty divide their time between main campus and BTL. Although they keep their permanent offices in BTL they require temporary office space for times spent on main campus. The college advising office is also located on main campus and the Director of Advising maintains a permanent office here. There is also a requirement for a reception area for students visiting the advising office. The Dean, Associate Dean, and
Faculty Chair also spend between one and three days each week on the main campus and also require temporary, shared, office space.

The current accommodation the college occupies in Kohrman has a reception area, one large office for the Director of Advising and six small offices only large enough for one person. The four faculty members who are permanently on main campus occupy four of these offices permanently. The other two are shared between the other six faculty, the Dean, Associate Dean and Faculty Chair. Obviously there are several occasions each week when personnel spill over into the small open area between the offices and find it difficult to complete their work to a satisfactory standard in that environment. Furthermore, it is next to impossible for a faculty member to have a private conversation with a student.

Up until now the perception of our colleagues on the main campus is that COA is located exclusively in Battle Creek. They express surprise when they find out that COA is also located on the main campus, and that we always have had a presence here. We are once again concerned about a possible temporary move or being moved to inadequate accommodations.

The need for office space on the main campus is practical, tactical and strategic. For practical reasons, we all need a place on campus so that we can conduct our work where it needs to be done; close to our students, colleagues and academic services. From a strategic perspective, office space provides the value added benefit of increased visibility. We need to project an image that is professional if we are to retain and recruit students. We need to show that we are an important and integral part of the university. We, as administrators, advisors and faculty, also need to make sure that existing students and their parents know that we are available to assist them.

Therefore, the faculty of the COA respectfully request that the University Administration work with the COA to find permanent housing with adequate office space.

This document prepared by the College of Aviation Campus facilities Committee:

Dr Curtis Swanson
Mr Gil Sinclair
August 22, 2007

To: Patrick Gorenchan, WMU Campus Planning
From: Jill Svinicki, Program Coordinator, Center for Disability Services
Re: Space at the EWB building

The Center for Disability Services is requesting 3726 sq. ft of building space at the EWB for our use at this time.

This space includes the following rooms;
• Room 128
• Room 143
• Room 144
• Room 145
• Room 147
• Room 149
• Room 150
• Room 151
• Room 115

There are three additional areas that we are requesting and do not have the sq. footage listed on the building plans;
• the front receptionist desk, room 131 - used by KRESA
• attached copy room – room 130 – used by KRESA
• office 1025.

The common areas that we plan on sharing with KRESA include;
• the lunch area
• restrooms 140, 136, and 135
• waiting area – room 142
• kitchen area – rooms 138 and 139

We are also requesting to share the common areas of;
• conference room – room 1117
• lounge – room 1049

We are also requesting the space that will be vacant when KRESA leaves in 2008. This space includes rooms 121, 120, 119, and 117, for an additional 2853 sq. ft.