

EVERGREEN

THE EVERGREEN STATE COLLEGE
Facilities Services

DATE: September 30, 2008

TO: Space Management Committee

Sheryl Dorney
Wendy Endress
Sharon Goodman
Sharon Harrison
Ken Tabbutt
Steve Trotter
Patti Zimmerman

FROM: Paul Smith

RE: Space Management Meeting 10/02/08

The following is the agenda for our next Space Management meeting:

- 1. Introductions**
- 2. Approval of Minutes**
- 3. Conference Services 2009** (Sheryl Dorney)
- 4. Com 338 Re-Classification** (Paul Smith)
- 5. Comprehensive space analysis** (Ken Tabbutt)
- 6. Long-Term use of L4300 and Seminar I & How to accommodate FTE growth**
(Steve Trotter)
- 7. Other Items: All**

Request for COM 338 Re-Classification

As the Managing Director of Performing & Media Arts, I am forwarding this request from the Performing Arts faculty, requesting that COM 338 be removed from classroom scheduling and be reassigned as a lab space to be referred to as the Student Cabaret. Currently we receive a great number of requests for performance space from contract students, student activity groups and smaller groups within academic programs outside of the Performing and Media Arts planning area. At present the only performance space available for such requests is COM 107, the Recital Hall. But, due to its multi-use capability for classroom, performance and recording, we can accommodate only a handful of these requests yearly. Other potential performance spaces in the COM Building remain labor intensive and would not be an appropriate use of our limited academic and staff resources.

COM 338 has been historically the most under-utilized classroom space in the COM Building. For instance, the 2007-2008 academic year Space Utilization Summary indicates no use during the Fall Quarter with Winter Quarter time utilization at 9.56% and Spring at 7.56%. This underutilization can be explained in that as a classroom space, COM 338 presents several obstacles. Its small size limits its use and its lack of ventilation makes it uncomfortable for all but very small classes, seminars or break-outs. It's proximity to the piano practice rooms, Music Tech labs and the Gamelon Room prohibits keeping the door open for increased ventilation. Currently its alternative use is as a piano practice room.

Many additional student performance space requests could be accommodated if a small performance styled cabaret were located in this room. Many of last year's student events were performed for audiences under 30 members. With minimal cost and resources a small staging area and seating for 25 could be built. Lighting and minimal sound capabilities could be retrofitted. Material and equipment cost would be borne by the COM Building contingency fund. COM Building staff and student workers would provide the labor needed for all but facilities required structural changes that would be completed as an SRI, summarized below:

- 1) Re-circuit fluorescent light switches for house lights – changing what switch controls what light.
- 2) Remove drop ceiling and tiles & install 3 tracks of Unistrut.
- 3) Install 3 110v/20amp Edison outlets on Unistrut.
- 4) Remove folding wall panels
- 5) Paint walls and ceiling black
- 6) Install Exit sign
- 7)

This performance space would be available to all Evergreen students on a first come-first serve basis, would be scheduled through the COM Building Information Office and could be student staff managed.