


THE EVERGREEN STATE COLLEGE
STUDENT AND ENROLLMENT SERVICES

October 30, 1981

TO: CAB USE DTF
Karen Rawnsley - Chair
Rainier Hasenstab
Jon Collier
David Stalheim
Ken Jacob
Ted Butchart
Betty Harris

FROM: Larry Stenberg 

SUBJECT: Response to your report

I have had a series of discussions regarding your final recommendations with Richard Schwartz. Based on those discussions we agreed to make the following decisions.

CHARGE #1

Recommendation:

1. Agree, will be done - we will create a CAB use advisory panel in fall quarter to assist with the policy decisions and major decisions in the CAB operation. This group will be advisory and will be called together by either Lynn Garner or Ken Jacob. There is a remote possibility that this group will conflict with the S & A Board so we will be sensitive to avoiding any overlap in functions. The advisory panel will be set up for one year, during which time we will determine the need for its continuation.
2. Agree, will be done with one exception - your assessment that the CAB is not a student union by traditional definition seems to us to be accurate. We also view it as a multi purpose facility which serves the total Evergreen community, guests and visitors. Based on this agreement we will request that Lynn Garner work with David Wallbom or his designee to develop a more equitable space use charge rate. In 1981-82, CAB 108, 110 and the Information Center will be transferred from S & A funding support to physical plant operations. In 1982-83, additional adjustments on building operations funding may be made based on further study. In 1983-84, we intend to cover cost associated with all general use areas by physical plant operations formula funding, if the legislature favorably responds to our revised request. At that point we would reduce exempted areas to the S & A offices, food service and the bank; that is, those remaining on the charge back system. We are somewhat hesitant to accept that part of your recommendation that S & A groups housed in the library be charged for space. We understand your rationale but question that the return may not be worth the energy. Instead, we plan to put our energy into finding appropriate space for housing these groups, with the most logical place being CAB Phase II.

MEMBERS
CAB USE DTF

October 30, 1981

3. Agree, most of the recommendation related to custodial services has been accomplished. In the future any addition beyond current CAB support staff will be spread among users with the exception of S & A which is currently covering the cost of general use areas.
4. Disagree, we don't expect to charge another DTF to study mall vendor issues and policies. Instead, we will ask the CAB use advisory panel to review this issue. In the meantime, the current vendor use procedures will be updated by Lynn Garner and the coordination will be transferred to Ken Jacob's office. We believe this newly established office is better equipped to handle this function.

CHARGE #2

Recommendation:

1. Agree, but needs further study. There is no question that we could use more seating for food service, especially during the noon hour. What we need to be cautious about is not converting space to relieve seating overflow for a few hours which then eliminates space utilization for other purposes for much longer periods. To help relieve some of the pressure the former TV area has been converted to eating space. In an attempt to find some long range answers Richard Schwartz will also ask Jon Collier to study feasibility of a plan to convert open areas on the third floor of CAB to additional student activities office space. This decision also means that we have decided to support previous reports (i.e. CAB Phase II) that urged us to look at the CAB third floor area as a space to accommodate student groups. Hopefully, we can look at this project in phases which might eventually include enclosure of the third floor patio and movement of all groups now housed in the library to this location.
2. Disagree, as stated above our goal is to eventually move student groups housed in the library to the CAB building. Moving the CPJ and ERC to the library would reverse our intention. We do, however, agree with your second opinion to relocate these two services elsewhere in the CAB building and view the third floor as the most desirable location.
3. Agree, during the year we will ask Jon Collier to study these spaces and proposed designs to better utilize them.
4. Agree, the scheduling office is given priority to non-academic groups (on and off campus). Beginning this winter Room 108 and 110 will not be scheduled for academic program use on a regular basis. Richard Schwartz has informed me that space similar to Room 108 and 110 is being created in the library. When necessary, 108 and 110 will be protected to provide overflow dining space during the noon hour.
5. Agree, Lynn Garner, has been requested to prepare a set of recommendations for the CAB use advisory panel.

MEMBERS
CAB USE DTF

October 30, 1981

6. Agree, Lynn Garner will work with Ken Jacob and Jon Collier to order new patio furniture. I'm also requesting Lynn to inventory and repair any current patio furniture we can.
7. Agree, it may take daily removal or relocation of give away articles from the front of the mall but it's worth it. Again, I'm requesting Lynn Garner to take care of part of the matter - construction of a "free box" to be placed at the opposite end of the second floor or on the third floor. It will be up to the custodial staff to routinely (daily) move articles left elsewhere to the "free box."
8. Agree, actual redesign of space will take place during the year (see Charge 2, Recommendation 1. response.)
9. Agree, by way of this memo I'm requesting that the Information Center staff monitor the bulletin boards. Further, that any notices not placed within the borders of bulletin boards be removed by custodial staff on the daily basis. A date stamp system may assist in monitoring bulletin boards. If for any reason Judy McNickle, is unable to respond to this request, I'll ask the Student Activities office to monitor.
10. Done, using for dining space.

CHARGE #3

Disagree, as was mentioned earlier, I don't like to use the report of one DTF to create another. However, we will ask the CAB use advisory board to review during the course of their work.

CHARGE #4

1. Done, as you finished up your recommendations a decision was made to fund space costs for 108, 109, 110 and 111 from physical plant operations.
2. Agree, I will work with Richard Schwartz to be sure this is discussed by the President's Cabinet. Richard and I agree that even state agencies should pay a basic service charge.
3. Agree.
4. Agree, Ken Jacob and Lynn Garner will submit a master diagram to facilities for proper arrangement of furnishing on a daily basis.
5. Agree, arrangements have been made to accomplish this recommendation through Ken Jacob.

CHARGE #5

1. Agree.

MEMBERS
CAB USE DTF

October 30, 1981

CHARGE #5

2. Disagree, as pointed out earlier in this response we are interested eventually in moving more student groups to the third floor of the CAB. This would free up space in the library for reassignment to permanent staff and faculty. We do however, support the notion of placing highest priority on college use of all facilities and lowest priority on continuing leases with non-college agencies.
3. Agree, as an interim step we should consider the possibility of installing an all weather awning to cover some portion of the patio areas. I will ask Lynn Garner to work with Jon Collier to consider possibilities and report back by January 30. When we detail out our future capitol budgets we will include a request for enclosure of the food service patio area.
4. Since we are eliminating the CAB building manager position we will ask the CAB use advisory panel to consider this recommendation.

Additional recommendations (as described on page 6 of your final report.)

1. Agree, although in most cases Richard and I will delegate our authority to Lynn Garner and Ken Jacob
2. Agree, changes will be reflected in revised job descriptions for both Ken Jacob and Lynn Garner. Basically, those duties you listed will continue to be a part of Lynn's responsibilities except termination as building manager. She will also delegate much of the budget monitoring and accounting to a new position.
3. Agree, Richard Schwartz will request security to increase their routine patrol of the CAB during evening hours. It will be their responsibility to dismiss anyone in the building after hours unless a person's presence is approved by Ken or Lynn.
4. Agree, Richard Schwartz will request David Wallbom to include this building in the legislatively funded energy conservation project for the entire campus. The original CAB Phase II report will be of some help because it dealt with this subject in detail.

In an earlier memo I indicated that you would receive a response to your report before September. Unfortunately, I did not make the original schedule. However, now that we have completed negotiation with the S & A Board regarding the \$103,000 issues the timing of this response is more appropriate.

Again, thanks to all of you for your fine piece of work.

cc: Lynn Garner
Richard Schwartz
David Wallbom
Dan Evans