## Space Priority and Allocation Committee
### Meeting Notes
**Date:** April 13, 2017

**Committee Members:** Bette Bergeron, Kyle Brown, Karla Fennell, Robyn Hosley, Jim Hubbard, Tony DiTuillio, Carl Betz, Steve Marqusee, Michael Sitton, Carol Rourke, Stephanie Claxton, Mary Dolan, Ruth Policella

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<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Action Steps</th>
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<td><strong>Follow-up:</strong> President’s Approval of Recommendations</td>
<td>N/A</td>
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| **Spring 2017 Meetings & Timelines** | --Friday, May 12 (10-12:00)  
  • Due: written report to the president and senate re: Facilities Master Plan  
  • Due: Utilization Study report to the space committee  
    ○ Stephanie- prepare classroom utilization study through EMS for May 18th meeting (by classroom type); based on all 2016 data- Stephanie has started to pull together the data  | --Next meeting: Thursday, May 18th, 1-3:00 |
| **Annual Report** | --Discussion: Review of draft report  
  • Edits due to Bette by Friday, April 21st  
  --All-campus forum  
  • Date and format? | --Bette to set date for the Forum (note: Forum is tentatively set for Friday, May 12th, from 1-2:00 in the Raymond 8th floor Dining Room) |
| **Old Business:** Review of Action Steps | --Wilderness Ed/Art Storage  
  • Steve- to check Basement of Flagg, as potential area for Art (this relates to the issue of third floor of Merritt)  
    ○ Steve to confirm with Caroline that needs have been met; if not, Andy and Steve will identify spaces that could be converted for art |  |
| **New Business** | **Andy and Steve** to walk through the area to identify space for Art
--Discussed- use of Satterlee Theater for Wilderness Ed prep
  - Per Stephanie- M-F, 7am-9am OK; also OK to use in the evenings
--Gender neutral locker room (Maxcy)
  - **Andy and Tony** develop budget for a proposal to renovate in Maxcy to allow for access to the pool; Bette to share the proposal with the President
    - Carl is currently looking at different scenarios; will prepare list of options for future consideration
--BOCES contract/classrooms
  - Any updates regarding contracts?
    - Create amendment to the contract regarding prohibiting tenants from conducting any testing or renovations (this needs to be part of any future lease agreements)
    - Create and send contract for new Education Careers Academy (Flagg 203) to Nicole Ashley, Dir of Financial Affairs at St. Lawrence-Lewis BOCES
--NATCO
  - Need to create a lease agreement for the Red Cross tenants
  - Discussion- issue of renovations expected to have been made by the Hospital (soffits, siding, parking lot); this agreement is in writing; Campus needs to follow up on the agreement
--Tony to check w/ Marc regarding potential usage of this space | **Andy and Steve** to walk through the area to identify space for Art
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| --**Caroll**- share possible scenarios for location of a gender neutral locker room
--Mary to follow up regarding the BOCES contract and contract amendments

| --**Mary** will assist in coming up with a plan regarding the NATCO/Red Cross lease agreement and agreement with the Hospital re: repairs

| --**Merritt Hall**- use of two small rooms on the second floor (previously was the bowling alley) marked “M. Leuthold”; appear to be vacant

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**Discussion:** Can these be used for custodial supply storage; need has arisen due to the closing of Kellas

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<th><strong>Requests for Summer 2017 Projects (Due March 1st)</strong></th>
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<td><strong>Other</strong></td>
<td>-- Space for emeriti faculty (science)- adjunct office in Stowell across from Planetarium; Steve to discuss w/ the faculty member</td>
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<td><strong>Reminders</strong></td>
<td>-- Be sure to send Bette final edits for the Annual report!!</td>
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**Future Items and Actions:**
- Website - Status of space requests
- Committee visits to identified space assets
- Develop a process to identify and prioritize classroom furniture needs

*BSB; 4/25/17*