Space Priority and Allocation Committee  
Meeting Notes  
*Date: October 5, 2016*

**Committee Members:** Bette Bergeron, Gerhard Voggel, Kyle Brown, Karla Fennell, Robyn Hosley, Jim Hubbard, Andy Martin, Tony DiTuillio, Carl Betz, Steve Marqsee, Michael Sitton, Eric Duchscherer, Carol Rourke, Rick Miller

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<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Action Steps</th>
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| **Follow-up: President’s Approval of Recommendations** | --Issue of after-hours access for Art and Computer Science students has been brought to the President’s Council; action is pending further discussion related to possible accreditation requirements  
  - Question for the Committee: Are there spaces on campus that could be secured after hours for Art and Computer Science?  
    - Challenge: some students need specific equipment (e.g., pottery wheel)  
    - Is anything available now after hours? (Currently, Brainerd, Satterlee, and Dunn are available until 1:30am)  
    - Michael: importance of overall well-being and health of the students  
    - Steve: has received requests from students regarding Computer Science  
    - Note: Brainerd is already open until 1:30am (no monitoring is occurring)  
    - Primary concern: safety of the students, liability  
  --Lougheed Donation: Art Sculpture  
    - Suggested location: in front of Snell  
    - Andy: checking on fire truck access | --Members: find what the available spaces are already existing on campus for after-hours study  
  --**Steve:** discuss issue w/ chairs of Art and Computer Science  
  --**Rick:** check w/Residence Life to see what’s available |
| **Old Business: Review of Action Steps** | --Wilderness Education Storage  
  - **Steve:** Request that Art provide a complete inventory of current studio spaces | --**Robyn, Steve, Andy:** check out Dunn, Merritt, Carson for solutions for Wilderness Ed storage and/or art |
- **Andy** specs/cost for pole barn and rental from Clarkson
  - Andy reached out to Clarkson - will be hearing soon
  - $18,500 for basic pole barn (frame, no heat or insulation)
- **Robyn and Andy** check out space in Carson “apartment”
  - Still need to check this out
- Dunn - practice rooms on the 3rd floor - possible for Wilderness Ed (or Art)

--Stowell 210C/Lab Support Technician
- **Andy and Steve** to determine scope of work in Stowell 210C and funding source

--Digital Photography
- **Steve** check to see if digital equipment can be moved to Dunn (from Brainerd)
  - Faculty - it would be disruptive for digital photography to be in Dunn, considerable distance from where they do their digital photograph
  - Equipment will be in Brainerd

--Campus Rescue Squad/Van Housen
- **Andy** to check on availability in Sisson and Van Housen for an office for the Rescue Squad
  - Andy has been working with Eric D; still looking forward a space
  - Do have a temporary solution
  - Need - three office spaces (120 sq. ft.)

--Dunn 116C (Graphic Arts)- is this space to be used immediately or in spring of 2017
- Definitely need to be used in the spring; have started to use that space
- Data wire has been completed
- Point person - Huff

--**Andy and Steve** to determine actual cost of renovations to Stowell 210C (approx. $1-2K)
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<tr>
<th>Status of Brianerd 203 (Art Dept/Photo printing)</th>
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<td>- CTS has been notified that the faculty have moved 8 computers and 4 printers into the space and have requested staff to configure ports</td>
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<td>- This space is in the process of renovation</td>
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<td><strong>Career Planning (Sisson Hall)</strong></td>
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<td>--Career Planning, SSC, and EOP have jointly determined the following short-term solution to alleviate pressures on the Career Planning Office:</td>
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<td>- EOP will relinquish Sisson 134 to Career Planning (formerly the EOP Events Coordinator Office)</td>
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<td>- Career Planning will relinquish Sisson 141 for EOP’s Events Coordinator</td>
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<td>- Career Planning Counselor (Jodi Schneiderman) will use the office in SSC currently vacated by Louise Tyo</td>
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<td>- <strong>NOTE:</strong> this is a temporary solution, as SSC will need its office back when Louise returns to the SSC</td>
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<td><strong>Rugby Field Remediation (Gerhard)</strong></td>
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<td>--Proposal: Use of surplus materials for the remediation of the Rugby Fields and running path</td>
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<td>- Ground cut to create the path could be used to remediate the rugby field (note: rugby is our largest team club)</td>
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<td>- Project could be completed with materials we already have (no additional funding needed); repurposing existing materials</td>
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<td>- Work could start immediately</td>
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<td>- Project has the support of the President</td>
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<td>- <strong>ACTION:</strong> The Committee confirms support for this project</td>
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<td><strong>Partnership w/ The American Red Cross (Steve)</strong></td>
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<td>--The Red Cross is seeking <em>donated</em> office space where staff can meet with clients (e.g., families who have been displaced due to fire and other disasters) from the community; specific needs are as follows:</td>
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<td>- Ability to ensure confidentiality</td>
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<td>- Space for a locked file cabinet</td>
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<td>- Small table w/ 6 chairs</td>
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<td>--<strong>Tony</strong>- will check w/ hospital</td>
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<td>Proposed Timeline</td>
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<tr>
<td>Review of Proposals for Winterim Completion</td>
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<td>MakerSpace Update</td>
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| Other | --Current strategy for expansion of classrooms  
  - CTS occasionally receives requests for A/V installs, TV’s, etc. from foundation or other funding for classrooms  
  - Recommendation from CTS: put a hiatus on further expansion until a room usage analysis is completed  
  - Kyle is deferring requests to this Committee  
  - Note: A quote from CTS is NOT approval to purchase!  
  - Reinforce with faculty- any updates to classrooms must be discussed first with this Committee prior to a purchase, regardless of the funding source  
    o Maintain ended also needs to be addressed  
  --Morey 253 (former language lab)- Change to classroom or conference room  
    - Steve to check the room and make a recommendation  
  --Carson Hall- faculty member requesting all courses on 2nd floor for access issues  
    - Solution: faculty member could use Morey 253! |  |

- Telephone (local calls only)
  --Possible temporary solution: NATCO building (a portion is unoccupied)
  --Red Cross would need to work with the hospital regarding the phone
  --**ACTION:** Approval, pending discussion w/ the hospital and approval of the president

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| --A-Sharps (acapella group) requesting office space in Basement of Sisson  
| • Proposal- could use vacated Campus Rescue Squad room  
| • **ACTION: Approved**  

--Need a current list of tenants on campus  
| • Who they are, length of agreement, specifics of contracts, how many people, storage needs, tech needs, access to other facilities on campus  
| • Need to specify to tenants exactly what they get with the space contracted  
| • Proposal: develop a template that includes questions, specific arrangements  
| • Concern- liability for those that don’t have a current contract  

--PAC- children’s classroom- interest by BOCES to use this during the day as its Lab School  
| • Andy has checked w/ Don B; Don approves  
| • **ACTION: Approved, as long as specific needs of tenants are articulated**  

--Update: Cell tower contracts for roof of Raymond ($1,500/month funding)  

--Note: AssetWorks (SUNY system)- will be able to document all space use and assignments on campus  
| • Has started; end of 2018 everything will be populated  
| • Currently gathering information  
| • Will include capacity, use, age of equipment  
| • Will be tied to Registrar’s system  

**Reminders**  

--Winterim projects were due October 1st—be sure to bring any proposals to the next Committee meeting!
Future Items and Actions:

- Website - Status of space requests
- Open campus meeting to report on progress of the Master Facilities Plan
- Annual assessment of space utilization (March/April)
- Committee visits to identified space assets
- Annual written report regarding progress of the master plan
- Develop a process to identify and prioritize classroom furniture needs

BSB; 10/7/16