Space Priority and Allocation Committee  
Meeting Notes  
*Date: September 7, 2016*

**Committee Members Present:** Bette Bergeron, Gerhard Voggel, Kyle Brown, Robyn Hosley, Andy Martin, Carl Betz, Steve Marqusee, Michael Sitton, Carol Rourke, Rick Miller  

**Members Absent:** Tony DiTuillio, Eric Duchscherer, Lisa Wilson

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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* | N/A |  |
| **Old Business:**  
*Review of Action Steps* | --**Andy**- add funding source to request form; complete and post space request form  
  • Completed- the form can be accessed at: [https://www.potsdam.edu/about/physicalplant/space/request](https://www.potsdam.edu/about/physicalplant/space/request)  
--**Gerhard**- follow up with Mark on the status of the BOCES contract  
  • Contract executed; BOCES has begun to use their new classroom  
--**Bette** & **Gerhard**: Send the finalized charge to the campus; post charge on the Facilities website  
  • Completed  
--**Steve**: will follow up with Graphic Arts regarding finalization of plans for the Dunn classroom  
  • Plan is finalized  
--**Andy**: will ask Tony regarding prior furniture review and update; report at next meeting  
  • Previous Foundation account supported this project; the account no longer exists  
  • Future- add furniture inventory to plans to inventory rooms |  |  |
**Update: Wilderness Education Storage**

--Discussion: Merritt 312 had been reassigned to Wilderness Ed for storage but was found to be in use by Art for students’ independent studio
  - Issue: rooms weren’t on the campus schedule
  - What are the alternatives for Wilderness Ed or Art?

--Proposal: Wilderness Ed requesting either Merritt 307/303E/303D or Merritt 306/306A/305A&B for equipment storage
  - Proposed work: cleaning, moving equipment, new keys
  - Question: are these spaces currently assigned to another unit? These spaces appear to be occupied by Art.
  
[Refer to Handout- “Space Request- Community Health/Wilderness Education”]

--Discussion: Wilderness needs approximately 4000 sq ft total
  - Robyn has provided a complete inventory of current spaces and usages

[Refer to Handout]

--Options:
  - Build a pole barn specific to the program; could possibly link to NCORE building for office/classroom
  - Check feasibility of renting space from Clarkson at downtown location
  - Wait to move all Community Health into Merritt once childcare center vacates
  - Rent containers/mobile classroom
  - West end of Carson, third floor

**Request: Police Academy Office (Van Housen 393, classroom)**

--The director of the new Police Academy is requesting the use of Van Housen 393 as an office
  - Note: the identification of a specific office is required in the Police Academy application to be sent to the DCJ in Albany

**ACTION:** Approved, pending verification that the office is unassigned

--The Police Academy (through Josh LaFave) is requesting the use of the SOAR classroom in the basement of Van Housen; the usage would

--Steve: Request that Art provide a complete inventory of current studio spaces

--Andy: specs/cost for pole barn and rental from Clarkson

--Robyn and Andy: check out space in Carson

--Andy: to confirm that Van Housen 393 is available
occur between 7-4:00 on Mondays-Fridays, beginning in the spring 2017 semester

**Follow-Up:** Maxcy Hall G104 has been identified for the Police Academy to use as a classroom; confirmation regarding availability received from the Office of the Registrar (9/8/16)

| Request: Stowell 210C | --Glenn Johnson (Biology) is requesting the use of Stowell 210C for the new lab support technician’s office. The space is currently used for storage.  
  - Requested construction: partition, door, possible data drop  
  --Usage OK, but would need to identify funding (approx. $15K); Andy to work w/ Steve on specs and possible alternatives | --Andy and Steve to determine scope of work in Stowell 210C and funding source |
|----------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------|
| **Request: Campus Rescue Squad Office** | [Refer to handout- “Request Rescue Squad”]  
  --Discussion:  
  - Is there space in Van Housen? | --Andy to check on availability in Sisson and Van Housen for an office for the Rescue Squad |
| Brainerd Hall Skylights (Digital Photography) | --The Art Department is requesting removal of skylights from rooms housing Digital Photography and Lithography  
  - Discussion: Are there alternatives to permanently covering the skylights?  
  - Are there long-term plans to house these programs in these rooms?  
  - Importance of leaving options open for the future  
  - Possible options: drop ceiling, blind to cover the skylights  
  --**ACTION:** Decision not to eliminate the skylights; if digital equipment can’t be moved to Dunn, the Committee will explore alternatives to temporary cover the skylights internally | --Steve- check to see if digital equipment can be moved to Dunn |
| **After Hours Building Access** | --Discussion: Students have requested access to buildings after hours for work in computer science, studios, etc.  
  - Issue: safety of students (primary issue); campus liability and high level of risk | --Steve- will discuss the issue with faculty  
  --Bette- take the proposal to the President’s Council |
- Precedent is already established with Crane students, who are not granted access after hours; faculty can bring students in after 11:30 but must remain with the students
- Need for consistency across all academic programs

---Committee Proposal: Recommend to the President’s Council that a uniform policy be adopted across all program areas and buildings: a) students will not be allowed access to buildings unaccompanied after 11:30pm, b) students can be allowed access to buildings after 11:30pm for academic work if accompanied by a faculty member; the faculty member must remain with the student for the entire duration of the time that the student is in the building

---Options:
- Long-term possibility: Themed residence facilities that would allow for all-night access (e.g., housing music, art students in one place); living-learning community
- Which affinity groups would be included?

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<td>--Discussion: is the identification of space for outdoor gardens under the purview of the Space Committee?</td>
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<td>• Determined that these decisions are the purview of this Committee</td>
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<td>• Would need to make clear who maintains the gardens prior to approval, funding stream for creation and maintaining</td>
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---Bette to contact Ray

| MakerSpace |
| [Hold for future meeting] |

| Request: Career Planning (Sisson) |
| --Note: Hold discussion until staff in Career Planning and SSC/EOP have met to discuss alternatives |

| Other |
| --Need to create a calendar for initiation and completion of space inventory, review of Master Plan, etc. |

---Bette to create draft timeline; add to agenda for October

| Review of Future Items/Actions |
**Reminders**

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Be sure to update personnel in your units regarding discussions and decisions made at the Space Committee meetings.

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<th>Future Items and Actions:</th>
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<tr>
<td>• Website- Status of space requests</td>
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<td>• Open campus meeting to report on progress of the Master Facilities Plan</td>
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<td>• Annual assessment of space utilization (March/April)</td>
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<td>• Committee visits to identified space assets</td>
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<td>• Annual written report regarding progress of the master plan</td>
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<td>• Develop a process to identify and prioritize classroom furniture needs</td>
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BSB; 9/8/16
Space Request
Community Health/Wilderness Education

The purpose of this document is to request space adequate for students to access equipment currently stored in the second floor of Dunn Hall.

Wilderness Education was originally allocated two spaces (totaling approximately 500 sq ft) on the second floor of Dunn Hall for equipment storage used for WILD 330 Winter Expedition Skills. In this past spring of 2016, they were informed that they were losing one of those spaces. As a result, the equipment used for Adam Wheeler’s Winter Expedition Skills (snowshoes, expedition parkas and pants, winter sleeping bags, clothing, expedition mitts, etc) that required 500 sq ft, is packed into a space approximately 1/3 that size. In order to access the equipment, items needs to be pulled out into the hallway until the item is reached, then repacked once again. Additionally, items cannot be maintained, issued, or dried in that space.

We are requesting space in Merritt Hall approximating what was originally assigned as storage on the second floor of Dunn Hall. Wilderness Education will be using a classroom, office space, and food storage in Merritt. Moving the equipment from isolation in Dunn over to Merritt is the most efficient use of time and space. This would allow students to access this equipment in the same building they would be packing food, staging their field course, and taking classes. This also supports the eventual move of the entire department to Merritt Hall once the child care center has vacated.

The two spaces in Merritt that equal that square footage are either Merritt 307, 303E and 303D (these are a suite) or Merritt 306, 306A, 305, 305 A & B (these are also a suite). These are on the same floor and side of the building (the pool divides the building essentially in two) as the food storage and packing (Merrit 312). This would dramatically improve efficiency by reducing the amount of time students and staff spend moving equipment between two buildings while preparing for field courses.

The only work that would need to be completed for this to occur consists of cleaning the areas, moving the equipment, and providing new keys. The course that uses this equipment exclusively is held in the late fall with the field portion occurring over winter break. The timeline most appropriate for this move to allow students the ability to access equipment during the fall semester as they plan their field course would be by October 24th. This would allow the Wilderness Education faculty time to organize the equipment and space before students have access.

We appreciate the committee’s consideration and would be happy to meet to discuss this further if it would be helpful.
Maxcy Storeroom

Approx sq ft: 170

Note: This space is adequate to support climbing classes in Maxcy Hall.

Required space to issue and de-issue gear per student equals a 10' x 10' space = 100 sq. ft.

Students utilizing space:

- WILD 160 = 27 students
- WILD 170 = 20 students
- WILD 360 = 15 students
Dunn 223  
Approx Sq Ft: 120

Note: This area needs to be larger because it lacks room to dry equipment and clothing after expedition. This room is also too crowded to inventory, issue clothing & equipment and maintain.

Students utilizing space:

- WILD 330 = 10 students
- WILD 175 = 20 students
Satterlee Basement
Approx Sq Ft - 1400

This space is no longer allocated to Wilderness Education. We need to remove clothing and equipment items from this space.

Students utilizing space:

- WILD 240 = 50 students
- WILD 340 = 20 students
- WILD 345 = 12 students
Satterlee Theater
Approx Sq Ft - 1400
*Note: Storage hanging from ceiling.

Students utilizing space:

- WILD 240 = 50 students
- WILD 340 = 20 students
- WILD 345 = 12 students
- WILD 175 = 20 students
- WILD 320 = 25 students
- WILD 330 = 10 students
Merritt 312
Approx sq ft - 900

Food Storage and Packing: Needs large area because of the food packing for groups up to 20 for Wilderness Education Expeditions. Ten or more tables are required for food packing. A typical Leadership I group involves 20 students and instructors. They pack approximately 600 lbs. of food for a 16-day field course.

Students utilizing space:

- WILD 340 = 20 students
- WILD 345 = 12 students
- WILD 330 = 10 students
To Whom It May Concern,

First off, we would like to share the background of SUNY Potsdam’s Campus Rescue Squad. Campus Rescue was founded in 1993 when a group of students formed together to provide medical coverage for events on the SUNY Potsdam campus. At the end of the 1993-1994 school year, the students decided that the campus required 24/7 first response medical care; whenever a medical call either came through University Police, Campus Rescue would be dispatched to that location to provide care until a transporting agency arrived with an ambulance. In September of 2004, Campus Rescue became recognized by the New York State Department of Health as a Basic Life Support First Response Agency.

Currently, Campus Rescue has 17 active members, 5 of which are New York State certified Emergency Medical Technicians. Every semester we train and sponsor more of our members to take the EMT class. Our members dedicate a large amount of their free time to learning the numerous skills necessary to provide quality emergency medical care, and answering emergency calls on the SUNY Potsdam Campus. We are a very active First Responder agency, and had a total of 44 calls in the spring semester of 2016. These calls range anywhere from severely intoxicated individuals, to cardiac related emergencies, to severe burns. We not only serve the students on campus, we respond to anyone on our campus who is having a medical emergency, including the SUNY Potsdam Childcare Center.

Campus Rescue is in serious need of a new office space. Our office is currently located in the basement of Sisson Hall (SB24). This office space is no longer feasible for Campus Rescue’s needs. Our office is an extremely small, ill-ventilated room with two tiny windows. Our desks and filing cabinets are pushed up against all sides of our bed and we can’t open some of our filing cabinets because furniture that we need is pushed against them. In order to train new members and give them the required orientation, we need to bring them to our office. It does not serve as an adequate place to train these future healthcare professionals. In order for our commuter students to work the overnight on-call shift, they have to sleep in our office. Our office is not a safe place for our members, both male and female, to sleep due to the lack of cell service in case of an emergency, being in a nearly empty building at night, and lack of privacy.

Campus Rescue has more specific requirements for our office space than other clubs or organizations on campus, such as a bunk area for students who need to be on call, a secure area to store medications and equipment, an additional secure storage area to dispose of biohazardous materials and store legal medical documents and other important paperwork required by the Department of Health, and an office space to create and review legal medical documents. Some of our members use personal vehicles when responding to emergency calls, so it is also preferred that the location of these rooms is near a parking lot, which would be incredibly beneficial to having efficient response times.

Please consider our request for a new office space, as we would love to continue serving campus as we have for the past 25 years. We have full support from both our Medical Director (Dr. Richard Moosee), and our advisors to facilitate this move. We all have a passion for helping others, and we would be very grateful if you would help us continue this passion for upcoming years.

Thank you,
SUNY Potsdam Campus Rescue Executive Board
TO:     Space Committee
FROM: Kathy LeClair, University Police
        Campus Rescue Squad Advisor
DATE:     September 2, 2016
RE:     Request for new space for Campus Rescue Squad

The Campus Rescue Squad is a vital and very active service organization on our campus. Currently, they occupy two small rooms in the basement of Sisson Hall with one extra storage area that has been assigned, but can’t be used until the lock is repaired. This extra space has been promised to them for 6 months. Since Campus Rescue members are not necessarily resident students, some who are on-call, sleep in the office during their on-call shift.

The space requirements for Campus Rescue are more specific than other student organizations on campus. They require a “bunk area”, office space to create legal medical reports, storage space for large equipment and a work area to restock jump bags, locked storage areas for medication storage (required by either OSHA or Department of Health), and an area to store biohazardous materials.

Since the Campus Rescue Squad works very closely with University Police and Student Health Services, it would be extremely beneficial to both Campus Rescue and our departments to have the Squad office close to Van Housen Extension – preferably IN Van Housen Extension. The current office space that they occupy is not sufficient for the Squad. The space poses a hazard to the students who need to sleep in the office. The space is extremely crowded and due to the fact that there are only two small windows at ground level, could also create a safety issue in the event of a fire. There are times when one female student, who is on-call, sleeps in the office. Since there are no other occupants of the building during the evening/night hours, it would also prevent any potential safety issues if the new office space were in a more populated area of campus.

If you have any questions, or if I can be of any assistance, please contact me at University Police, x2222.

Thank you for your consideration in this matter.
# Potsdam College Campus Rescue Squad Chief Report – August 2016

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