# Space Priority and Allocation Committee
## Meeting Notes

**Date:** August 16, 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

<table>
<thead>
<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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<td><strong>Old Business:</strong> Review of Action Steps</td>
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<td>--Bette: Update charge, share with PC; once approved, post the charge on the website&lt;br&gt;• Charge has been approved by the PC&lt;br&gt;• Tony’s concerns: Policy doesn’t mention the source of funding; needs to be included on the request form</td>
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<td>--Andy: add funding source to request form&lt;br&gt;--Bette: Send the Committee charge to Andy to put on website&lt;br&gt;--Gerhard: follow up with Mark on the status of the BOCES contract</td>
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<td>--Andy: will check Merritt 312 for feasibility of the project (storage for Wilderness Ed) and potential cost&lt;br&gt;• Won’t renovate immediately due to asbestos, but will move in the food storage; will need window AC unit</td>
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<td>--Kyle: Check on internet/phone access in Merritt 209/209b/210, etc.&lt;br&gt;• Ready to go; just need advanced notice for occupation</td>
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<td>--Robyn: Need to determine risk management for use of the pool, request keys for pool and gymnasium&lt;br&gt;• Risk management in conversation with the new exercise science professor and Torey to work out whether there needs to be a lifeguard in the pool; all issues in process; will develop guidelines for use of related equipment</td>
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<td>--Andy and Kyle: check on other BOCES rental fees&lt;br&gt;• Flagg 204- estimate is $8,500 (minimal)&lt;br&gt;• Gerhard and Mark working on contract</td>
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<td>--Robyn: to confirm with Arlene regarding usage of Flagg 204; connect superintendent with Mark to generate the contract</td>
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- Flagg 204 has been reserved through Sarah Carr (Registrar), after conferring with Arlene

**--Kyle:** find copy of Canton contract with BOCES
- Pending

**--Bette:** Have Patty schedule monthly meetings (1.5 hours)
- Completed

**--Bette:** send meeting notes for posting on Physical Plant site
- In process

**--Andy:** check with Tony on existence of Space Request form; share form draft at future meeting
- In process

**--Bette:** Add utilization study to future Committee agenda
- References a study of how space is used on campus and identify which spaces are over- and under-utilized
- It is anticipated that EMS will provide critical data for this analysis
- Possible strategy- use intern from Canton familiar with AssetWorks
- Recommendation: Start utilization in late March/early April

### Approval of Space Committee Charge

- Revisions recommended:
  - Include language related to the consideration of existing facilities plans in the description of the review of priorities as part of the committee’s Function
  - Add language related to biannual visits by committee members to identified spaces on campus in the “Function” section of the charge
  - Clarify identification of funding sources as part of the assessment of space requests

**--ACTION:** Committee charge is Approved

- Discussion: Process for identifying needs for furniture and how to reassign used furniture/room assets

### Summer Project Updates (Andy)

- Updates:
  - Merritt/Leviitt Center- walls framed and sheet-rocked; will refinish existing maple floors (Exercise Science/Wilderness Ed)
  - Dunn 116C- waiting for wiring specs from the Graphic Arts program (configurations have changed)

**--Steve:** will follow up with Graphic Arts regarding finalization of plans for the Dunn classroom
| **Other**                  | **--Request:** move furniture from Flagg 204 to Merritt for the new Wilderness classroom  
**--ACTION:** Approved

--Discussion: Who decides the aesthetics, furniture set-up, technology specifics, etc. of a project?
  - Recommendation- this Committee would review specifics of major projects; members will garner input from impacted constituents

--Reminder: Kellas will be offline for an academic year (beginning in May of 2017); will be back up in fall of 2018

--MakerSpace- to be built within the Library (main lobby area)
  - Funding source: Applied Learning
  - Work to be initiated in late September

--Greenhouse area bus stop- Andy working on designs for replacement (with the current bus stop, there are potential issues of safety) | **--Carl**- working on a notice to the campus regarding the Flagg roof replacement project

**Future Committee activity**-
identifying and prioritizing classroom furniture needs

--**Andy**- will ask Tony regarding prior furniture review and update; report at next meeting

--**Andy**- provide updates and specs regarding MakerSpace at next meeting

--**Steve**- will send technology requirements for the MakerSpace to Kyle and Romeyn

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**Items to schedule for discussion:**
- Replacing outdated classroom furniture- what is the process/procedure?

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**BSB; 8/16/16**