Space Priority and Allocation Committee
Meeting Notes
Date: January 27, 2017

Committee Members: Bette Bergeron, Gerhard Voggel, Kyle Brown, Karla Fennell, Robyn Hosley, Jim Hubbard, Andy Martin, Tony DiTuillio, Steve Marqusee, Michael Sitton, Carol Rourke, Rick Miller, Stephanie Claxton

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<th>Topic</th>
<th>Discussion</th>
<th>Action Steps</th>
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| Follow-up: President’s Approval of Recommendations | --Discussion and action: Change the charter of the Space and Utilization Committee to include the Registrar as a permanent member  
  • Approved | --Bette: Take change to the PC for approval |
| Change to the Committee’s Membership | --Friday, February 17 (1-4:30)  
  • Review of Facilities Master Plan- who is to present this?  
    o Tony & Gerhard to facilitate overview  
    o Task: Identify plans completed, changes to the plan, priorities  
  • Identify individuals for Space Utilization Study  
    o Condition assessment of spaces (AssetWorks)  
    o Definitions of spaces need to be consistent with EMS  
    o Also layer into the study- availability and type of technology  
  • Plan open forums re: Facilities Master Plan | --PC: Review FMP report prior to February 17th |

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*NOTE: How many members will be attending the Diversity Training on this date? Will this meeting need to be rescheduled?"
<table>
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<th>Date</th>
<th>Event Description</th>
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<tr>
<td>Thursday, April 13 (1-4:00)</td>
<td>• Discussion: Annual report on the Facilities Master Plan</td>
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<td>Friday, May 12 (10-12:00)</td>
<td>• Due: written report to the president and senate re: Facilities Master Plan</td>
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<td>• Due: Utilization Study report to the space committee</td>
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**Old Business:**

*Review of Action Steps*

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| NATCO Building                           | • **Tony** follow up with Randy (hospital director of facilities) to determine what we need to do next in terms of the lease agreement  
  o Hospital is dealing directly w/ Red Cross  
  o Note: Hospital still plans to vacate the facility by summer 2017 |
| After-hours access                       | • **Steve** will review w/ Caroline and Chris on a proposed building access policy  
  o Discussion: continued concern with student safety, students’ overall wellness (per arts accreditation standards), negative PR resulting from any incident, burden on custodial staff, and liability with open access to buildings  
  o Recommendation: Building access is limited to 6:00am to 11:30pm, with the exception of the Library and Union  
  o Consideration of an arts facility could be included in FMP discussions |
| 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)  
  o **Steve to confirm with Caroline that needs have been met**; if not, Andy and Steve will identify spaces that could be converted for art |
Morey 253 (former language lab)
- **Steve** will work w/ Philosophy to determine feasibility of refurbishing Morey 253 (currently under-utilized)
  - Could provide surge space for Kellas project
  - Andy and Steve to work out a cost; will get input from Kyle regarding technology needs

Campus tenants
- **Gerhard** to check with Nancy, Mark, and other institutions to determine if there are templates that exist that we can modify
  - To date, have not found any institutions using a set template; Gerhard and Mark discussing creation of our own template
  - Though AssetWorks, we’ll be able to identify which spaces are rentable

Dunn Hall/Third Floor (Computer Science)
- **Steve** to work w/ department on formal proposal
  - Steve will follow up; the department has been in conversation w/ Karl

Stowell 210- Office of Biology (Instructional Support Specialist)
- **Steve** to determine if $4,300 is available for materials (Facilities to cover the $4,800 labor costs); and to confirm with Chemistry that they know they will be losing this as storage
  - Project has been initiated

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<th>Kellas Hall Renovation (Summer, 2017)</th>
<th>--Review of plans for class relocation during the renovation</th>
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<tr>
<td>Space Utilization Study</td>
<td>--Discussion: Scope of work</td>
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<td>Gender Neutral Locker Room (Maxcy)</td>
<td>--Discussion: Locker Room #5 has been identified as Gender Neutral, but there is no access to the pool- what are our options for construction/modification?</td>
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### BOCES Classroom (Flagg 203)

- Discussion: BOCES is seeking an adjoining classroom in Flagg as they expand their pipeline program into our educator preparation program
  - Recommendation for discussion: Move the technology equipment in Flagg 203 to a comparable room that does not have this technology
  - Robyn has discussed moving the tech equipment with CTS
  - Discussion: we will need to ensure that proper fire drills are followed due to age of students using the space
  - An alternative classroom has been identified

- Gerhard - create amendment to the contract regarding prohibiting tenants from conducting any testing or renovations (this needs to be part of any future lease agreements)
  - Stephanie and Robyn - work w/ CTS to move tech to alternative classroom

### Other

- Discussion: Morey and McVicar
  - Possibility for capital project (focus on ADA)
  - What would be the eventual purpose of these buildings? Faculty offices?

- Community Health - long term needs
  - E.g., moving CH into Merritt when childcare center moved out

- Discussion - feasibility of housing the Department of Business in Satterlee with the remainder of SOEPS

- Discussion - need for distance learning classroom on our campus to facilitate growth of programming in Watertown
  - Could be incorporated into planning for NATCO renovations

### Reminders

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Note: This room currently doesn’t have toilets or showers

Tony and Andy to evaluate possibilities in this space

Put on agenda for FMP discussion
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; 2/16/17