

Space Priority and Allocation Committee

Meeting Notes

Date: November 2, 2016

Committee Members Present: Bette Bergeron, Gerhard Voggel, Kyle Brown, Robyn Hosley, Andy Martin, Tony DiTuillio, Carl Betz, Steve Marqusee, Rick Miller

Topic	Discussion	Action Steps
<p>Follow-up: President's Approval of Recommendations</p>	<p>--The president has approved the plan to sublet to the Red Cross (NAATCO building) on a temporary basis until the campus has identified its future plans for that building.</p> <ul style="list-style-type: none"> • Note- would this be a sublease b/n the hospital and Red Cross? • New lease would need to be created once the hospital moves out of the building (perhaps in mid-year 2017) 	<p>--Tony- follow up with Randy (hospital director of facilities) to determine what we need to do next in terms of the lease agreement</p>
<p>Old Business: Review of Action Steps</p>	<p>--After-hours access</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ Something to consider- need for ventilation related to paint, etc. ○ Given specific needs and specialized equipment, alternate space isn't appropriate (this relates to both Art and CS) • Rick- check w/Residence Life to see what's available <ul style="list-style-type: none"> ○ Study lounges are available, but these are not multi-purpose and not equipped to be discipline-specific <p>[Refer to handout from the Department of Art]</p> <ul style="list-style-type: none"> • Art proposal- access to Brainerd, Dunn, Kellas, & Satterlee until 1:30am Sunday-Thursday, 11:00pm on Friday & Saturday • Have hired a student to close Brainerd & Satterlee <p>--Committee recommendations:</p>	

	<ul style="list-style-type: none"> • Require a “buddy” after hours; will lose privileges if caught without a buddy • Could evening access be restricted to one entry, hire someone to sign students in/out and close down the building • Develop a proposed policy to be vetted through this committee, PC, and SUNY legal <p>--Wilderness Ed storage</p> <ul style="list-style-type: none"> • Robyn, Steve, Andy- check out Dunn, Merritt, Carson for solutions for Wilderness Ed storage and/or art <ul style="list-style-type: none"> ○ Still in process ○ Areas to possibly explore- in back of Kellas (once the building is renovated), basement of Flagg <p>--Lab Support Technician (Stowell 210C)</p> <ul style="list-style-type: none"> • Andy and Steve to determine actual cost of renovations to Stowell 210C (approx. \$1-2K) <ul style="list-style-type: none"> ○ Andy has a quote to share; this should be a feasible project <p>--Committee timeline</p> <ul style="list-style-type: none"> • Members- review the timeline; send edits or questions to Bette <p>--Morey 253 (former language lab)</p> <ul style="list-style-type: none"> • Steve to check the space in Morey to determine possible use as a classroom or conference room <ul style="list-style-type: none"> ○ Andy and Steve have reviewed the space <p>--Campus tenants</p> <ul style="list-style-type: none"> • Gerhard will request additional information from Nancy and Robyn; develop a draft for the Committee <ul style="list-style-type: none"> ○ Tony- has a list of tenants from Nancy • Gerhard to check w/ Mark on contracts • Kyle- check records on tenants 	<p>--Steve will w/ Caroline and Chris on a proposed building access policy to be vetted first through the Space Co and then reviewed by SUNY legal; Steve will also check with other SUNY deans</p> <p>--Steve- to check Basement of Flagg, as potential area for Art</p> <p>--Steve will work w/ Philosophy to determine feasibility of refurbishing Morey 253</p> <p>Per the tenancy discussion: --Gerhard to check with Nancy, Mark, and other institutions to determine if there are templates that exist that we can modify</p>
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	<p>--Robyn shared timeline of tenant arrangement used w/ BOCES</p> <ul style="list-style-type: none"> • Could this be used as a template for future agreements? <p>--Discussion:</p> <ul style="list-style-type: none"> • What is our definition for "tenants"? • When do we charge for leasing space? • We need a boiler plate for an MOU • Need to develop a checklist for agreements with tenants (e.g., who cleans the facilities, what technology is needed, etc.); can include a price list • Need to develop a policy for when rent is charged • Important to identify the type of entity that is using our spaces (e.g., state agency) • Starting point- see if there are documents that already exist that we can use/modify 	
<p><i>Kellas Hall Renovation (Summer, 2017)</i></p>	<p>--CTS needs to begin planning (and budgeting) for:</p> <ul style="list-style-type: none"> • Any A/V needs in alternative classroom spaces while Kellas is off-line • Any A/V needs in the renovated Kellas classrooms. • Identify alternative storage and staging space for CTS equipment (the basement is the primary storage space on campus and there is much that will need to start relocating beginning in January) <p>--Alternatives for Kellas (large classrooms)</p> <ul style="list-style-type: none"> • Satterlee College Theater <ul style="list-style-type: none"> ○ Note: Wilderness had been using part of the theater for preparation for trips • Old Black Box (Satterlee) • Dunn Theater <ul style="list-style-type: none"> • Will need projection, arrangements w/ SGA (currently, SGA has this space after 12:30) • No desks- are there temporary solutions? <p>--Note: Will still need to identify needs for small classrooms</p>	

Dunn Hall/Third floor	<p>--Computer Science has suggested knocking down the walls between the old Crane practice rooms on the third floor of Dunn that could have the following benefits:</p> <ul style="list-style-type: none"> • Produce one large general-purpose classroom • Allow the CS program to accommodate more majors • Require no modification of the plans for the air conditioning upgrade to Dunn 356 & 358 • Accommodate for space needs for large classrooms when Kellas goes off line <p>--Note: no funds have been identified for this project</p>	-- Steve to work w/ department on formal proposal
Review of Proposals for Winterim Completion	--None received	
Other	<p>--Daycare Center</p> <ul style="list-style-type: none"> • What is the responsibility of the campus regarding the new building? • 30% of the population are children of SUNY students • Currently, the campus provides all services (e.g., utilities, telecom) <ul style="list-style-type: none"> ○ It is not the intent of the campus to continue to provide these services in the new building • Legislative funds are supporting the construction costs <p>--Crane construction- adding a rehearsal room for large groups, new entrance; has legislative funding</p> <ul style="list-style-type: none"> • Possible start date- summer, 2018 <p>--Space request form- To whom is this submitted (does it automatically go to the chair)? Is the online form operational?</p>	-- Andy - trial run of space request form to ensure there aren't any glitches
Reminders	<p>--Before accepting donations of equipment, other related costs for installation, maintenance, etc. must be determined and funding sources secured</p> <ul style="list-style-type: none"> • Need to include a clause related to maintenance, etc. upon acceptance of a donation of equipment 	-- Bette - remind PC regarding need to determine institutional responsibility for gifts of equipment, in consultation with the affected Dean/Director, prior to acceptance of the gift

1 November, 2016

President Kristin Esterberg
Provost Bette Bergeron
Dean Steven Marqusee
Carl Betz, Assistant Director of Facilities Planning
SUNY Potsdam

Dear President Esterberg, Provost Bergeron, Dean Marqusee, and Mr. Betz:

The Art Department faculty, staff, and students wish to make the case for continuing our current building hours in the art studios. Unlike students in other academic areas, students in art studio need to have access to the studios after hours. For example, students in drawing and painting classes need to have access to the still-lives set up for them, sculpture, ceramics, and printmaking students need access to specialized equipment and tools, and so on. In addition, our studios have an air exchange system that is a necessity for protecting the health of our students while they work; clearly this is not the case in other classrooms or in student housing.

Students need to work for approximately three hours for each hour they spend in their studio classes; this means that students must have access to the studios after hours because the classrooms are in almost continuous use during the day and early evening. In addition, many of our students work in the early evening, and only have time to go to the studios after that.

We believe that our schedule is a reasonable one: that the studios in Brainerd, Dunn, Kellas and Satterlee be open until 1:30 a.m. Sunday through Thursday, and until 11:00 p.m. on Friday and Saturday. We have hired a student to close Brainerd and Satterlee on that schedule, to ensure the safety of our students.

Many art colleges allow open access to the studios, so we are already limiting our students' access; we believe that our schedule is an appropriate and workable compromise, and urge the administration to support our cause.

Sincerely,

Caroline Downing, on behalf of the Art Faculty, Staff and Students
SUNY Potsdam

Campus Tenant Arrangement with BOCES

1. Initial meeting was set up with St. Lawrence-Lewis BOCES Superintendent and Assistant Superintendent to discuss interest, as they were running out of space at the Norwood Tech Center. Meeting included SOE&PS Interim Dean, Amy Guiney, Josh LaFave, Nancy Hess, Julie Reagan and Nicole Conant from SUNY Potsdam.
2. Discussed possibility with Provost, Josh LaFave and Nancy Hess, including benefit to campus of having a partnership with BOCES and potential student pipeline.
3. Determined need for MOU to outline specifics with regard for use of classroom, certificate of liability insurance, proof of workers compensation for the teachers who would be on campus, etc.
4. Shared details of BOCES Education and Human Services class (student numbers, am/pm sessions) with Space Committee on August 2 and discussed possibility of classroom.
5. Interim Dean reviewed BearPAWS for classroom availability to determine a suitable space (Flagg Hall Room 204, restroom across hall). Contacted Sarah Carr in the Registrar's Office and Arlene Stillwell, Flagg Building Administrator, to determine if anything was scheduled in the space, then reserved room for entire year.
6. Asked Andy Martin to measure Flagg Hall Room 204 (approx. 824 sq. ft.), and additional information on what BOCES was currently paying to rent space in Heuvelton Central School. He reported they were currently renting 4 classrooms (+/- 800 sq. ft. per classroom) and 2 offices (+/- 120 sq. ft. per office) for \$28,758 and an additional \$6534 for operation and maintenance. That works out to about \$10.25 sq. ft., so our classroom would be in the \$8446/yr. plus operation and maintenance.
7. Sent map of Flagg Hall and photos of the classroom to BOCES and invited them to visit the space to see if it would work for them and their students' needs.
8. Asked Mark Martinchek and Gerhard Voggel to contact Ashley Nicole, Director of Financial Affairs at BOCES, to draw up contract and work out lease details (including fee for facility usage). Campus had a fully executed Revocable Permit in place with BOCES, so only needed to update the existing agreement with a revised exhibit specific to Flagg Hall needs. Had a little trouble determining who from Potsdam was responsible for working out these details. Nancy Hess said CLEAR would do the facilities agreement and send it to BOCES, rental cost to be \$10,000 for the classroom and storage space.
9. Physical plant removed campus furniture so BOCES furniture could be brought in.
10. Worked with Kyle Brown to determine tele-conference, computer, and guest wireless needs. Had some difficulty getting IT details worked out.
11. SOE&PS Dean's secretary worked as the liaison between BOCES and our campus physical plant to sort out date and time for BOCES to move in and what the best route to get to Flagg was, due to roof construction going on.
12. Determined that the following was needed from CTS in order to move forward with several aspects:
 - a. The BOCES teacher and teacher's assistants were considered tenants. Worked with Terry Riley in Telcom to get Campus Computer Accounts (CCA) for these individuals so that they would have access to log onto our network.
 - b. After CCA's were set up and the tenants were in the system, we could request ID's

from Merritt Hall

- c. Worked with Telcom to have them listed in the campus directory and under the correct title of St. Lawrence-Lewis BOCES
 - d. Worked with Telcom to determine telephone needs.
 - i. Did they need voice mail? Is one voice mail enough or do they one for each person? Provided the phone number that was already assigned to the room to BOCES so they would have direct contact with St. Lawrence Lewis BOCES.
 - e. Communicated between Terry Riley and tenants that their CCA sheets were ready for pick up in Stillman Hall.
 - f. Explained to tenants that once they had the CCA sheets they would be able log into campus network.
13. Arranged for parking permits to park on campus from University Police. The tenants must go to UP and pay the fee for the permits annually.
14. BOCES has two vans that deliver mail on a daily basis, they needed two vendor parking permits that had to be requested through Kathy LeClair in UP.
15. There are a number of miscellaneous items that were needed or asked such as:
- a. Needing the best location to clean paint brushes. Worked with custodial staff in Flagg Hall to determine closest “slap sink” to their room.
 - b. They wanted to use the room behind the classroom for storage. Worked with Building administrator to determine contents of what was currently in there and where it could go for them to be able to use the storage space.
 - c. When they first moved in they needed access for 54 Chrome Books. Explained about guest access to wireless to their IT support person.
 - d. They had questions about the projection unit and if it could be moved to face a different wall. Worked with Physical plant and/or CTS.
 - e. They had questions about who would install their SMART Board in the room. Worked with Physical plant and/or CTS.
 - f. They asked if they could have a mailbox somewhere in the building. I contacted the Flagg Hall secretary to determine what the options were. I believe they just get the mail delivered to their classroom though.
 - g. I explained that if they do have something sent directly to themselves here about how receiving is central for UPS and FedEx and it gets distributed from there.
 - h. They had asked about emergencies. The SOE&PS secretary provided them with a SUNY Potsdam Emergency response guidelines flip book. She also looked up the emergency alert system that they can sign up for using their CCA: <http://www.potsdam.edu/studentlife/safety/ravealert>
 - i. Also looked up the evacuation plans for the campus and provided the link: <http://www.potsdam.edu/about/physicalplant/evacuationplans>
 - j. Due to the nature of having students in the classroom we gave the tenants a heads up there will be a planned fire drill that would be happening on the second day of school for them (they follow the St. Lawrence Lewis BOCES School Calendar) so it gave them time to plan for that.
 - k. They requested a location to provide a quiet testing space. We determined a location in Satterlee hall that they have to ask us to use on an as-needed basis as it

is a locked small room.

- l. They inquired about being able to use the Maxcy Hall facilities after the students have left for the day. We inquired, but I have not received a definite answer.
- m. They had technical difficulties that they had mentioned and was sorted out by their IT person coming in for a day to assist them in getting the room, printers and technology set up.
- n. One time - delivered a fax to them that was sent to Interim Dean's office.