

## Space Priority and Allocation Committee

### Meeting Notes

Date: April 13, 2017

Committee Members: Bette Bergeron, Kyle Brown, Karla Fennell, Robyn Hosley, Jim Hubbard, Tony DiTuillio, Carl Betz, Steve Marqusee, Michael Sitton, Carol Rourke, Stephanie Claxton, Mary Dolan, Ruth Policella

Topic	Discussion	Action Steps
<b>Follow-up:</b> <b>President's Approval of Recommendations</b>	N/A	
<b>Spring 2017 Meetings &amp; Timelines</b>	<p>--Friday, May 12 (10-12:00)</p> <ul style="list-style-type: none"> <li>• Due: written report to the president and senate re: Facilities Master Plan</li> <li>• Due: Utilization Study report to the space committee               <ul style="list-style-type: none"> <li>○ <b>Stephanie</b>- prepare classroom utilization study through EMS for May 18<sup>th</sup> meeting (by classroom type); based on all 2016 data- Stephanie has started to pull together the data</li> </ul> </li> </ul> <p>--Next meeting: <b>Thursday, May 18<sup>th</sup>, 1-3:00</b></p>	
<b>Annual Report</b>	<p>--Discussion: Review of draft report</p> <ul style="list-style-type: none"> <li>• Edits due to Bette by Friday, April 21st</li> </ul> <p>--All-campus forum</p> <ul style="list-style-type: none"> <li>• Date and format?</li> </ul>	-- <b>Bette</b> to set date for the Forum (note: Forum is tentatively set for Friday, May 12 <sup>th</sup> , from 1-2:00 in the Raymond 8 <sup>th</sup> floor Dining Room)
<b>Old Business:</b> <b>Review of Action Steps</b>	<p>--Wilderness Ed/Art Storage</p> <ul style="list-style-type: none"> <li>• <b>Steve</b>- to check Basement of Flagg, as potential area for Art (this relates to the issue of third floor of Merritt)               <ul style="list-style-type: none"> <li>○ <b>Steve to confirm with Caroline that needs have been met</b>; if not, Andy and Steve will identify spaces that could be converted for art</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ <b>Andy and Steve</b> to walk through the area to identify space for Art</li> </ul> <p>--Discussed- use of Satterlee Theater for Wilderness Ed prep</p> <ul style="list-style-type: none"> <li>● Per Stephanie- M-F, 7am-9am OK; also OK to use in the evenings</li> </ul> <p>--Gender neutral locker room (Maxcy)</p> <ul style="list-style-type: none"> <li>○ <b>Andy and Tony</b>- develop budget for a proposal to renovate in Maxcy to allow for access to the pool; Bette to share the proposal with the President <ul style="list-style-type: none"> <li>○ <b>Carl is currently looking at different scenarios; will prepare list of options for future consideration</b></li> </ul> </li> </ul> <p>--BOCES contract/classrooms</p> <ul style="list-style-type: none"> <li>● Any updates regarding contracts? <ul style="list-style-type: none"> <li>○ Create amendment to the contract regarding prohibiting tenants from conducting any testing or renovations (this needs to be part of any future lease agreements)</li> <li>○ Create and send contract for new Education Careers Academy (Flagg 203) to Nicole Ashley, Dir of Financial Affairs at St. Lawrence-Lewis BOCES</li> </ul> </li> </ul> <p>--NATCO</p> <ul style="list-style-type: none"> <li>● Need to create a lease agreement for the Red Cross tenants</li> <li>● Discussion- issue of renovations expected to have been made by the Hospital (soffits, siding, parking lot); this agreement is in writing; Campus needs to follow up on the agreement</li> </ul>	<p>--<b>Carl</b>- share possible scenarios for location of a gender neutral locker room</p> <p>--<b>Mary</b> to follow up regarding the BOCES contract and contract amendments</p> <p>--<b>Mary</b> will assist in coming up with a plan regarding the NATCO/Red Cross lease agreement and agreement with the Hospital re: repairs</p>
<b><i>New Business</i></b>	<p>--<u>Merritt Hall</u>- use of two small rooms on the second floor (previously was the bowling alley) marked "M. Leuthold"; appear to be vacant</p>	<p>--<b>Tony</b> to check w/ Marc regarding potential usage of this space</p>

	<ul style="list-style-type: none"> <li>• Discussion: Can these be used for custodial supply storage; need has arisen due to the closing of Kellas</li> </ul>	
<b>Requests for Summer 2017 Projects (Due March 1<sup>st</sup>)</b>	<b>N/A</b>	
<b>Other</b>	-- <u>Space for emeriti faculty</u> (science)- adjunct office in Stowell across from Planetarium; Steve to discuss w/ the faculty member	
<b>Reminders</b>	<b>--Be sure to send Bette final edits for the Annual report!!</b>	

Future Items and Actions:

- Website- Status of space requests
- Committee visits to identified space assets
- Develop a process to identify and prioritize classroom furniture needs

BSB; 4/25/17