

Space Priority and Allocation Committee

Meeting Notes

Date: March 31, 2017

Committee Members: Bette Bergeron, Karla Fennell, Robyn Hosley, Andy Martin, Tony DiTuillio, Carl Betz, Steve Marqusee, Michael Sitton, Carol Rourke, Rick Miller, Mary Dolan, Ruth Policella, Stephanie Clayton, Kyle Brown

Topic	Discussion	Action Steps
Follow-up: President's Approval of Recommendations	--The President's Council has approved adding the Registrar to the list of committee members; the committee's charge has been updated and reposted online	
Spring 2017 Meetings & Timelines	-- Facilities Master Plan- Written report <ul style="list-style-type: none"> • Update on edits/dissemination -- Facilities Master Plan- Open Forums <ul style="list-style-type: none"> • Should be scheduled ASAP (as soon as draft report is ready to post) --Upcoming meeting: Thursday, April 13 (1-4:00) <ul style="list-style-type: none"> • Proposed discussion: Annual report on the Facilities Master Plan --Upcoming meeting: Friday, May 12 (10-12:00) <ul style="list-style-type: none"> • Due: written report to the president and senate re: Facilities Master Plan • Due: Utilization Study report to the space committee <ul style="list-style-type: none"> ○ Note- there has been a delay in the roll-out of SUNY's system (Asset Works); this task will need to be moved to next year ○ For this year, will review EMS data 	-- Tony - send Committee current edited version of the Master Plan report -- Committee : edit report by next Friday (April 7) ; send to both Tony and Bette -- Bette : Set up all-campus forum, invite entire campus community -- Bette : create bullet points based on the report for the all-campus forum -- Stephanie - prepare classroom utilization study through EMS for May 12 th meeting (by classroom type); based on all 2016 data
Old Business: Review of Action Steps	--Wilderness Ed/Art Storage <ul style="list-style-type: none"> • Steve- to check Basement of Flagg, as potential area for Art (this relates to the issue of third floor of Merritt) 	-- Tony and Steve to walk through the area to identify space for Art

	<ul style="list-style-type: none"> ○ Steve to confirm with Caroline that needs have been met; if not, Andy and Steve will identify spaces that could be converted for art <p>--Gender neutral locker room (Maxcy)</p> <ul style="list-style-type: none"> • Tony and Andy to evaluate possibilities in this space • Update- no pathway possible between identified locker room and the pool due to structural issues <p>--BOCES contract/classrooms</p> <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> ○ Update- Nancy Hess is drafting an amendment • Gerhard- create and send contract for new Education Careers Academy (Flagg 203) to Nicole Ashley, Dir of Financial Affairs at St. Lawrence-Lewis BOCES <ul style="list-style-type: none"> ○ Update- Nancy Hess is working on completing the contract • Stephanie and Robyn- work w/ CTS to move tech to alternative classroom <ul style="list-style-type: none"> ○ Update: in process; probably location will be Flagg 205 (summer CTS project) 	<p>--Andy and Tony- develop budget for a proposal to renovate in Maxcy to allow for access to the pool; Bette to share the proposal with the President</p>
Art Gallery Storage	<p>--Update: space needed for Art Gallery storage due to Kellas project and subsequent surge space</p> <ul style="list-style-type: none"> • Area affected: Black Box Theater (to be used as surge space, currently used by the Art Gallery) • Art Gallery storage to be temporarily moved to the Satterlee stage; solution is needed to allow for access during instructional hours- best solution is to access the storage area through the back part of the stage (Wilderness Ed storage) 	
Kellas Hall Renovation (Summer, 2017)	<p>--Updates on renovation schedule and surge plan for classrooms/labs/offices</p>	<p>--Stephanie- will follow up on whether a replacement will be needed for Kellas 100</p>

	<ul style="list-style-type: none"> • Kellas 100 (computer lab)- will be taken offline during the construction project • Anthropology space behind 105/106- Karl following up with the department to determine need for relocation 	
<p><i>New Business</i></p>	<p>--<u>Dunn and Satterlee Hall Office Assignments for 2017-18</u> from Steve Marqusee and Robyn Hosley</p> <ul style="list-style-type: none"> • Dunn Hall <ul style="list-style-type: none"> ○ <u>Dunn 205</u> New Human Resource Management hire (currently Lee Cliff's Office) ○ <u>Dunn 215</u> Business Administration secretary (would require sharing Dunn 217, the current Business Administration conference room, with the Economics department) ○ <u>Dunn 226</u> New Accounting hire (previously Martha Campbell's office) ○ <u>Dunn 398</u> New Informational Technology hire (stored materials would need to be removed) ○ <u>Dunn 210</u> Current shared Computer Lab will become dedicated Business Administration Computer Lab (previously shared with Computer Science, new dedicated Computer Science Computer Lab scheduled to be added in Dunn third floor over summer). <ul style="list-style-type: none"> ▪ Note- this room will still be scheduled through EMS, Business will have priority • Satterlee Hall <ul style="list-style-type: none"> ○ <u>SATT 218A</u> New Sociology Hire for fall 2017 semester only (Spring 2018 would move into SATT 313 Patrick Turbett's office following his retirement Dec. 2017) ○ <u>SATT 308</u> New Criminal Justice hire ○ <u>SATT 308B</u> New Environmental Studies hire (Smaller of two offices) ○ <u>SATT 201C</u> Vicki Hayes Office ○ <u>SATT 212</u> New Secretary's Office 	

	<ul style="list-style-type: none"> ○ <u>SATT 201</u> School of Education Seminar Room (Sandy Chadwick’s vacant office; the plan is to divide this space into two faculty offices in the future) ○ <u>SATT 100B</u> New INSPED hire <p>--<u>Wilderness Ed storage</u>— Temporary storage in basement of Satterlee Hall</p> <ul style="list-style-type: none"> • The Wilderness Education Program requests temporary storage in the basement of Satterlee Hall during the scheduled renovation of the Satterlee Theatre seating area. The basement of Satterlee is in close proximity to the Flagg Hall hallway, which can serve as a temporary staging. Items that require fitting such as boots, backpacks, expedition gear, etc... will be stored in the Satterlee basement where students will have reasonable access to size the clothing and equipment that they will bring with them into the field. <ul style="list-style-type: none"> ○ Possible solutions: Satterlee Theater (when not in use by courses); Stephanie to pull data • The Wilderness Education Program also requests the use of the Satterlee Hall seating area after renovations are complete as a temporary space until facilities in Merritt Hall are completed. <ul style="list-style-type: none"> ○ Issue to be reconsidered once renovations in Kellas are completed ○ Note: A study is planned in the future for Merritt’s usage <p>--<u>Flagg 203</u>- SOEPS requests that the furniture in Flagg Hall 203, which will become the BOCES Education Careers Academy classroom, be divided between the Wilderness Education classroom in the Levitt Center in Merritt Hall and the Model Literacy classroom in Satterlee 314</p> <ul style="list-style-type: none"> • Request has been submitted 	<p>--Stephanie- pull data from EMS to determine if/when Satterlee Theater could be used in AY18 for Wilderness Ed to prepare for outings (request is for a few hours, 2-3 times a semester)</p>
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Requests for Summer 2017 Projects (Due March 1st)	--Requests for minor projects received; do not require Committee approval	-- Kyle - to work with Andy to set up separate email for project requests
Other	<p>--<u>Rugby field updates</u></p> <ul style="list-style-type: none"> • Plans were approved in the fall by the Committee- repairs will be made to the current fields • Work will begin in the summer (once the fields are dry) • In the interim, Athletics will work with the Rugby club <p>--<u>NATCO</u></p> <ul style="list-style-type: none"> • Need to create a lease agreement for the Red Cross tenants • 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 	<p>--Rick will follow up with the SGA regarding the fields (with timeline from Karl)</p> <p>--Mary- follow up with Andy and Tony regarding the Red Cross lease</p> <p>--Mary- will follow up on NATCO agreement</p>
Reminders	--Be sure to review the Facilities Master Plan report draft, and send edits to Tony and Bette!!	

Future Items and Actions:

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

BSB; 3/31/17