

Space Priority and Allocation Committee

Meeting Notes

Date: October 5, 2016

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

Topic	Discussion	Action Steps
<p>Follow-up: President's Approval of Recommendations</p>	<p>--Issue of after-hours access for Art and Computer Science students has been brought to the President's Council; action is pending further discussion related to possible accreditation requirements</p> <ul style="list-style-type: none"> • Question for the Committee: Are there spaces on campus that could be secured after hours for Art and Computer Science? <ul style="list-style-type: none"> ○ Challenge- some students need specific equipment (e.g., pottery wheel) ○ Is anything available now after hours? (Currently, Brainerd, Satterlee, and Dunn are available until 1:30am) ○ Michael- importance of overall well-being and health of the students ○ Steve- has received requests from students regarding Computer Science ○ Note: Brainerd is already open until 1:30am (no monitoring is occurring) ○ Primary concern- safety of the students, liability <p>--Lougheed Donation: Art Sculpture</p> <ul style="list-style-type: none"> • Suggested location: in front of Snell • Andy- checking on fire truck access 	<p>--Members- find what the available spaces are already existing on campus for after-hours study</p> <p>--Steve- discuss issue w/ chairs of Art and Computer Science</p> <p>--Rick- check w/Residence Life to see what's available</p>
<p>Old Business: Review of Action Steps</p>	<p>--Wilderness Education Storage</p> <ul style="list-style-type: none"> • Steve: Request that Art provide a complete inventory of current studio spaces 	<p>--Robyn, Steve, Andy- check out Dunn, Merritt, Carson for solutions for Wilderness Ed storage and/or art</p>

	<ul style="list-style-type: none"> • Andy- specs/cost for pole barn and rental from Clarkson <ul style="list-style-type: none"> ○ Andy reached out to Clarkson- will be hearing soon ○ \$18,500 for basic pole barn (frame, no heat or insulation) • Robyn and Andy- check out space in Carson “apartment” <ul style="list-style-type: none"> ○ Still need to check this out • Dunn- practice rooms on the 3rd floor- possible for Wilderness Ed (or Art) <p>--Stowell 210C/Lab Support Technician</p> <ul style="list-style-type: none"> • Andy and Steve to determine scope of work in Stowell 210C and funding source <p>--Digital Photography</p> <ul style="list-style-type: none"> • Steve- check to see if digital equipment can be moved to Dunn (from Brainerd) <ul style="list-style-type: none"> ○ Faculty- it would be disruptive for digital photography to be in Dunn, considerable distance from where they do their digital photograph ○ Equipment will be in Brainerd <p>--Campus Rescue Squad/Van Housen</p> <ul style="list-style-type: none"> • Andy to check on availability in Sisson and Van Housen for an office for the Rescue Squad <ul style="list-style-type: none"> ○ Andy has been working with Eric D; still looking forward a space ○ Do have a temporary solution ○ Need- three office spaces (120 sq. ft.) <p>--Dunn 116C (Graphic Arts)- is this space to be used immediately or in spring of 2017</p> <ul style="list-style-type: none"> • Definitely need to be used in the spring; have started to use that space • Data wire has been completed • Point person- Huff 	<p>--Andy and Steve to determine actual cost of renovations to Stowell 210C (approx. \$1-2K)</p>
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	<p>--Status of Brianer 203 (Art Dept/Photo printing)-</p> <ul style="list-style-type: none"> • CTS has been notified that the faculty have moved 8 computers and 4 printers into the space and have requested staff to configure ports • This space is in the process of renovation 	
Career Planning (Sisson Hall)	<p>--Career Planning, SSC, and EOP have jointly determined the following short-term solution to alleviate pressures on the Career Planning Office:</p> <ul style="list-style-type: none"> • EOP will relinquish Sisson 134 to Career Planning (formerly the EOP Events Coordinator Office) • Career Planning will relinquish Sisson 141 for EOP's Events Coordinator • Career Planning Counselor (Jodi Schneiderman) will use the office in SSC currently vacated by Louise Tyo • NOTE: this is a temporary solution, as SSC will need its office back when Louise returns to the SSC 	
Rugby Field Remediation (Gerhard)	<p>--Proposal: Use of surplus materials for the remediation of the Rugby Fields and running path</p> <ul style="list-style-type: none"> • Ground cut to create the path could be used to remediate the rugby field (note: rugby is our largest team club) • Project could be completed with materials we already have (no additional funding needed); repurposing existing materials • Work could start immediately • Project has the support of the President • ACTION: The Committee confirms support for this project 	
Partnership w/ The American Red Cross (Steve)	<p>--The Red Cross is seeking <i>donated</i> office space where staff can meet with clients (e.g., families who have been displaced due to fire and other disasters) from the community; specific needs are as follows:</p> <ul style="list-style-type: none"> • Ability to ensure confidentiality • Space for a locked file cabinet • Small table w/ 6 chairs 	--Tony- will check w/ hospital

	<ul style="list-style-type: none"> • Telephone (local calls only) <p>--Possible temporary solution: NATCO building (a portion is unoccupied)</p> <p>--Red Cross would need to work with the hospital regarding the phone</p> <p>--ACTION: Approval, pending discussion w/ the hospital and approval of the president</p>	
Proposed Timeline	--Proposed timeline reviewed	-- Members- review the timeline; send edits or questions to Bette
Review of Proposals for Winterim Completion	Tabled for next meeting	
MakerSpace Update	Tabled for next meeting	
Other	<p>--Current strategy for expansion of classrooms</p> <ul style="list-style-type: none"> • CTS occasionally receives requests for A/V installs, TV's, etc. from foundation or other funding for classrooms • Recommendation from CTS: put a hiatus on further expansion until a room usage analysis is completed • Kyle is deferring requests to this Committee • Note: A quote from CTS is NOT approval to purchase! • Reinforce with faculty- any updates to classrooms must be discussed first with this Committee prior to a purchase, regardless of the funding source <ul style="list-style-type: none"> ○ Maintain ended also needs to be addressed <p>--Morey 253 (former language lab)- Change to classroom or conference room</p> <ul style="list-style-type: none"> • Steve to check the room and make a recommendation <p>--Carson Hall- faculty member requesting all courses on 2nd floor for access issues</p> <ul style="list-style-type: none"> • Solution: faculty member could use Morey 253! 	-- Steve to check the space in Morey

	<p>--A-Sharps (acapella group) requesting office space in Basement of Sisson</p> <ul style="list-style-type: none"> • Proposal- could use vacated Campus Rescue Squad room • ACTION: Approved <p>--Need a current list of tenants on campus</p> <ul style="list-style-type: none"> • Who they are, length of agreement, specifics of contracts, how many people, storage needs, tech needs, access to other facilities on campus • Need to specify to tenants exactly what they get with the space contracted • Proposal: develop a template that includes questions, specific arrangements • Concern- liability for those that don't have a current contract <p>--PAC- children's classroom- interest by BOCES to use this during the day as its Lab School</p> <ul style="list-style-type: none"> • Andy has checked w/ Don B; Don approves • ACTION: Approved, as long as specific needs of tenants are articulated <p>--Update: Cell tower contracts for roof of Raymond (\$1,500/month funding)</p> <p>--Note: AssetWorks (SUNY system)- will be able to document all space use and assignments on campus</p> <ul style="list-style-type: none"> • Has started; end of 2018 everything will be populated • Currently gathering information • Will include capacity, use, age of equipment • Will be tied to Registrar's system 	<p>--Gerhard will request additional information from Nancy and Robyn; develop a draft for the Committee</p> <p>--Gerhard to check w/ Mark on contracts</p> <p>--Kyle- check records on tenants</p>
<p>Reminders</p>	<p>--Winterim projects were due October 1st—be sure to bring any proposals to the next Committee meeting!</p>	

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; 10/7/16