

## Space Priority and Allocation Committee

### Meeting Notes

Date: October 2, 2017 at 2pm

Location: Raymond 7<sup>th</sup> floor Boardroom

Committee Members Present: Rob Hinckley (guest), Phil Neisser (guest), Mary Dolan, Stephanie Claxton, Andy Martin, Carl Betz, Jim Hubbard, Carol Rourke, Karla Fennell, Steve Marqusee, Michael Sitton, Ruth Policella, Romeyn Prescott, Kathy O'Rourke (for Walt Conley)

Topic	Discussion	Action Steps
<b>Old Business</b>	<ul style="list-style-type: none"><li>• Who takes minutes at meetings? Past Chair did.</li><li>• Is there a form or process for requests to the committee. The form is online under Physical Plant and there are deadlines in each semester by which requests should be made.</li><li>• Is budgeting part of the process. It was confirmed that it must be part of the process.</li></ul>	<ul style="list-style-type: none"><li>• Mary said she would take the minutes. Carol offered to assist.</li></ul>
<b>Satterlee 318 proposal</b>	<ul style="list-style-type: none"><li>• Phil Neisser and Rob Hinckley attended the meeting to request 5 new computers to be added to Satterlee 318.</li><li>• Mary suggested technology requests such as this should be considered by a subgroup of this committee.</li><li>• Carol mentioned that an IT Governance committee was something that the President's Council has discussed and would like to see established.</li><li>• Rob and Phil reported on the background of the Satterlee 318 space. Formerly used by Theatre and Dance as part of the costume shop, then an ad hoc CAD lab in anticipation of the PAC. Already equipped as a result of that for 12 network devices, it was a logical place to use for the <a href="#">SOLIYA Connect</a> virtual exchange project, wherein students are exposed to applied learning and inclusive experiences via moderated, real-time dialog with students from other cultures. This requires the use of webcams and headset/microphones--much talking out loud that precludes the casual use of other existing facilities due to the obvious noise issues in what would otherwise be considered quiet study space. With existing 5 computers, the lab is used roughly 20 hours per week. Taking it to 10 would better accommodate the existing class load of 12.</li><li>• The Space Committee, seeing no need for physical alteration to accommodate this request, approves and defers to CTS and</li></ul>	<ul style="list-style-type: none"><li>• Romeyn will work with Phil and Rob</li></ul>

	<p>Politics/Sociology to tackle the tech requirements. CTS' concerns are logistical, surrounding the complexities of keeping multi-generational hardware "identical" and consistent so as to meet end-user's expectations. Romeyn is confident a viable and sustainable solution can be reached and will follow up with Phil and Rob.</p> <ul style="list-style-type: none"> <li>• Stephanie requested that SAT318 be tracked with EMS moving forward.</li> <li>•</li> </ul>	
<b>Classroom technology upgrades</b>	<ul style="list-style-type: none"> <li>• Physical Plant and Romeyn need to confer to consider how to prioritize the classrooms to be upgraded.</li> </ul>	<ul style="list-style-type: none"> <li>• Romeyn, Steve and Andy will meet to recommend members for an IT Governance committee to be subcommittee of the Space Allocation Committee.</li> </ul>
<b>Crumb Library – renovation of basement student honors lounge</b>	<ul style="list-style-type: none"> <li>• Status: almost completed. Facility should be ready by end of this week.</li> </ul>	
<b>Crumb Library – Additional office in CAL</b>	<ul style="list-style-type: none"> <li>• We believe this was space requested by Tom Baker and is completed</li> </ul>	
<b>Lactation room – space identification</b>	<ul style="list-style-type: none"> <li>• HR has been approached with requests for lactation space. Mary proposed a permanent lactation room.</li> <li>• It was agreed that identifying permanent space for this was a good idea.</li> <li>• Suggestions for space were discussed.</li> </ul>	<ul style="list-style-type: none"> <li>• Karla agreed to investigate the family room space in Satterlee</li> <li>• Michael will check with Ed Komara about space in the Crane Library.</li> <li>• Andy and his team will consider any additional spaces for this purpose.</li> </ul>
<b>Gender &amp; Sexuality Alliance Concerns</b>	<ul style="list-style-type: none"> <li>• Ruth brought forth a long-standing discussion about how to accommodate the requests from the GSA for a gender neutral locker room space in Maxcy that is more than a changing room. They would like plumbing and lockers as any locker room would have.</li> <li>• In the past it was thought that entrance to the pool from the gender neutral locker room was mandatory which makes the creation of this room much more complicated. Ruth asked the students about the pool entrance and they said that while this was highly desirable it was not an essential component at this time.</li> <li>• It may be possible to use the away team locker rooms for this purpose.</li> <li>• The students also had concerns about two bathrooms in Satterlee. One was designated gender neutral but has since reportedly been converted back to a men's bathroom.</li> <li>• The other is an oddly configured restroom. Andy and Carl explained that this was renovated to comply with a faculty member in a wheelchair. The additional toilet will be removed and the vent on the door will be replaced. The door is lockable from the inside.</li> </ul>	<ul style="list-style-type: none"> <li>• Ruth and Carl will meet with Dustin Smith to try to identify the best space for the gender neutral locker room.</li> <li>• Andy will check the signage on the gender neutral bathroom in Satterlee to see why it says men's and not gender neutral.</li> <li>• The other bathroom in Satterlee will completed soon.</li> </ul>
<b>Confirm action items</b>		
<b>Next meeting</b>	Monday, October 30 at 2pm – Raymond 8 <sup>th</sup> floor lounge	

