

Space Priority and Allocation Committee

Meeting Notes

Date: August 16, 2016

Committee Members Present: Bette Bergeron, Gerhard Voggel, Kyle Brown, Robyn Hosley, Andy Martin, Carl Betz, Steve Marqusee, Michael Sitton, Carol Rourke, Rick Miller

Members Absent: Tony DiTuillio, Eric Duchscherer, Lisa Wilson

Topic	Discussion	Action Steps
<p>Follow-up: President's Approval of Recommendations</p>	<p>N/A</p>	
<p>Old Business: Review of Action Steps</p>	<p>--Bette: Update charge, share with PC; once approved, post the charge on the website</p> <ul style="list-style-type: none"> • Charge has been approved by the PC • Tony's concerns: Policy doesn't mention the source of funding; needs to be included on the request form <p>--Andy: will check Merritt 312 for feasibility of the project (storage for Wilderness Ed) and potential cost</p> <ul style="list-style-type: none"> • Won't renovate immediately due to asbestos, but will move in the food storage; will need window AC unit <p>--Kyle: Check on internet/phone access in Merritt 209/209b/210, etc.</p> <ul style="list-style-type: none"> • Ready to go; just need advanced notice for occupation <p>--Robyn: Need to determine risk management for use of the pool, request keys for pool and gymnasium</p> <ul style="list-style-type: none"> • Risk management in conversation with the new exercise science professor and Torey to work out whether there needs to be a lifeguard in the pool; all issues in process; will develop guidelines for use of related equipment <p>--Andy and Kyle: check on other BOCES rental fees</p> <ul style="list-style-type: none"> • Flagg 204- estimate is \$8,500 (minimal) • Gerhard and Mark working on contract <p>--Robyn: to confirm with Arlene regarding usage of Flagg 204; connect superintendent with Mark to generate the contract</p>	<p>--Andy- add funding source to request form</p> <p>--Bette: Send the Committee charge to Andy to put on website</p> <p>--Gerhard- follow up with Mark on the status of the BOCES contract</p>

	<ul style="list-style-type: none"> • Flagg 204 has been reserved through Sarah Carr (Registrar), after conferring with Arlene <p>--Kyle: find copy of Canton contract with BOCES</p> <ul style="list-style-type: none"> • Pending <p>--Bette: Have Patty schedule monthly meetings (1.5 hours)</p> <ul style="list-style-type: none"> • Completed <p>--Bette: send meeting notes for posting on Physical Plant site</p> <ul style="list-style-type: none"> • In process <p>--Andy: check with Tony on existence of Space Request form; share form draft at future meeting</p> <ul style="list-style-type: none"> • In process <p>--Bette: Add utilization study to future Committee agenda</p> <ul style="list-style-type: none"> • References a study of how space is used on campus and identify which spaces are over- and under-utilized • It is anticipated that EMS will provide critical data for this analysis • Possible strategy- use intern from Canton familiar with AssetWorks • Recommendation: Start utilization in late March/early April 	
<p>Approval of Space Committee Charge</p>	<p>--Revisions recommended:</p> <ul style="list-style-type: none"> • Include language related to the consideration of existing facilities plans in the description of the review of priorities as part of the committee's Function • Add language related to biannual visits by committee members to identified spaces on campus in the "Function" section of the charge • Clarify identification of funding sources as part of the assessment of space requests <p>--ACTION: Committee charge is Approved</p> <p>--Discussion: Process for identifying needs for furniture and how to reassign used furniture/room assets</p>	<p>--Bette & Gerhard: Send the finalized charge to the campus; post charge on the Facilities website</p>
<p>Summer Project Updates (Andy)</p>	<p>--Updates:</p> <ul style="list-style-type: none"> • Merritt/Leviitt Center- walls framed and sheet-rocked; will refinish existing maple floors (Exercise Science/Wilderness Ed) • Dunn 116C- waiting for wiring specs from the Graphic Arts program (configurations have changed) 	<p>--Steve- will follow up with Graphic Arts regarding finalization of plans for the Dunn classroom</p>

	<ul style="list-style-type: none"> • Brainard- will start after semester begins (Art Department/photo printing) <ul style="list-style-type: none"> ○ Recommendation- equipment will not be move into Brainard until work is finished • Timmerman 122- ceiling and lights done, countertops ordered; tile is on site; should be ready by the start of the semester • Flagg roof replacement- materials unloaded in Lot 1; contract was slowed down in Albany; project will continue into approximately three weeks of the fall semester • Hosmer- preparation work ongoing for permanent risers; risers to be completed in the fall 2016 (donor funded) 	<p>--Carl- working on a notice to the campus regarding the Flagg roof replacement project</p>
<p>Other</p>	<p>--Request: move furniture from Flagg 204 to Merritt for the new Wilderness classroom --ACTION: Approved</p> <p>--Discussion: Who decides the aesthetics, furniture set-up, technology specifics, etc. of a project?</p> <ul style="list-style-type: none"> • Recommendation- this Committee would review specifics of major projects; members will garner input from impacted constituents <p>--Reminder: Kellas will be offline for an academic year (beginning in May of 2017); will be back up in fall of 2018</p> <p>--MakerSpace- to be built within the Library (main lobby area)</p> <ul style="list-style-type: none"> • Funding source: Applied Learning • Work to be initiated in late September <p>--Greenhouse area bus stop- Andy working on designs for replacement (with the current bus stop, there are potential issues of safety)</p>	<p>--Future Committee activity- identifying and prioritizing classroom furniture needs</p> <p>--Andy- will ask Tony regarding prior furniture review and update; report at next meeting</p> <p>--Andy- provide updates and specs regarding MakerSpace at next meeting</p> <p>--Steve- will send technology requirements for the MakerSpace to Kyle and Romeyn</p>

Items to schedule for discussion:

- Replacing outdated classroom furniture- what is the process/procedure?