

Space Priority and Allocation Committee

Meeting Notes

Date: January 27, 2017

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

Topic	Discussion	Action Steps
Follow-up: President's Approval of Recommendations		
Change to the Committee's Membership	--Discussion and action: Change the charter of the Space and Utilization Committee to include the Registrar as a permanent member <ul style="list-style-type: none"> • Approved 	-- Bette : Take change to the PC for approval
Spring 2017 Meetings & Timelines	--Friday, February 17 (1-4:30) <ul style="list-style-type: none"> • Review of Facilities Master Plan- who is to present this? <ul style="list-style-type: none"> ○ Tony & Gerhard to facilitate overview ○ Task: Identify plans completed, changes to the plan, priorities • Identify individuals for Space Utilization Study <ul style="list-style-type: none"> ○ Condition assessment of spaces (AssetWorks) ○ Definitions of spaces need to be consistent with EMS ○ Also layer into the study- availability and type of technology • Plan open forums re: Facilities Master Plan -- Wednesday, March 22 (2:30-4:30)*. NEED TO RESCHEDULE <ul style="list-style-type: none"> • Note: requests are due for summer 2017 work • Review summer work requests * NOTE: How many members will be attending the Diversity Training on this date? Will this meeting need to be rescheduled?	-- PC : Review FMP report prior to February 17 th

	<p>--Thursday, April 13 (1-4:00)</p> <ul style="list-style-type: none"> • Discussion: Annual report on the Facilities Master Plan <p>--Friday, May 12 (10-12:00)</p> <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 	
<p>Old Business: Review of Action Steps</p>	<p>--NATCO Building</p> <ul style="list-style-type: none"> • Tony- follow up with Randy (hospital director of facilities) to determine what we need to do next in terms of the lease agreement <ul style="list-style-type: none"> ○ Hospital is dealing directly w/ Red Cross ○ Note: Hospital still plans to vacate the facility by summer 2017 <p>--After-hours access</p> <ul style="list-style-type: none"> • Steve will review w/ Caroline and Chris on a proposed building access policy <ul style="list-style-type: none"> ○ Discussion: continued concern with student safety, students' overall wellness (per arts accreditation standards), negative PR resulting from any incident, burden on custodial staff, and liability with open access to buildings ○ Recommendation: Building access is limited to 6:00am to 11:30pm, with the exception of the Library and Union ○ Consideration of an arts facility could be included in FMP discussions <p>--Wilderness Ed/Art Storage</p> <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) <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>--Morey 253 (former language lab)</p> <ul style="list-style-type: none"> • Steve will work w/ Philosophy to determine feasibility of refurbishing Morey 253 (currently under-utilized) <ul style="list-style-type: none"> ○ Could provide surge space for Kellas project ○ Andy and Steve to work out a cost; will get input from Kyle regarding technology needs <p>--Campus tenants</p> <ul style="list-style-type: none"> • Gerhard to check with Nancy, Mark, and other institutions to determine if there are templates that exist that we can modify <ul style="list-style-type: none"> ○ To date, have not found any institutions using a set template; Gerhard and Mark discussing creation of our own template ○ Though AssetWorks, we'll be able to identify which spaces are rentable <p>--Dunn Hall/Third Floor (Computer Science)</p> <ul style="list-style-type: none"> • Steve to work w/ department on formal proposal <ul style="list-style-type: none"> ○ Steve will follow up; the department has been in conversation w/ Karl <p>--Stowell 210- Office of Biology (Instructional Support Specialist)</p> <ul style="list-style-type: none"> • Steve to determine if \$4,300 is available for materials (Facilities to cover the \$4,800 labor costs); and to confirm with Chemistry that they know they will be losing this as storage <ul style="list-style-type: none"> ○ Project has been initiated 	
<i>Kellas Hall Renovation (Summer, 2017)</i>	--Review of plans for class relocation during the renovation	
<i>Space Utilization Study</i>	--Discussion: Scope of work	
<i>Gender Neutral Locker Room (Maxcy)</i>	--Discussion: Locker Room #5 has been identified as Gender Neutral, but there is no access to the pool- what are our options for construction/modification?	

	<ul style="list-style-type: none"> Note: This room currently doesn't have toilets or showers Tony and Andy to evaluate possibilities in this space 	
BOCES Classroom (Flagg 203)	<p>--Discussion: BOCES is seeking an adjoining classroom in Flagg as they expand their pipeline program into our educator preparation program</p> <ul style="list-style-type: none"> Recommendation for discussion: Move the technology equipment in Flagg 203 to a comparable room that does not have this technology Robyn has discussed moving the tech equipment with CTS Discussion: we will need to ensure that proper fire drills are followed due to age of students using the space An alternative classroom has been identified 	<p>--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)</p> <p>--Stephanie and Robyn- work w/ CTS to move tech to alternative classroom</p>
Other	<p>--Discussion: Morey and McVicar</p> <ul style="list-style-type: none"> Possibility for capital project (focus on ADA) What would be the eventual purpose of these buildings? Faculty offices? <p>--Community Health- long term needs</p> <ul style="list-style-type: none"> E.g., moving CH into Merritt when childcare center moved out <p>--Discussion- feasibility of housing the Department of Business in Satterlee with the remainder of SOEPS</p> <p>--Discussion- need for distance learning classroom on our campus to facilitate growth of programming in Watertown</p> <ul style="list-style-type: none"> Could be incorporated into planning for NATCO renovations 	--Put on agenda for FMP discussion
Reminders		

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; 2/16/17