Capital Planning Committee (CPC)
Meeting Notes, March 24, 2004
8:00 a.m. – 9:30 a.m., Kehoe 6th Floor Conference Room

Members in attendance: Bob Ackland, Carol Bleaux, Mike Caraballo, Mark Christiansen, Wayne Duprey, Bernie Grabczewski, Bryan Hartman, Bryan Higgins, John Homburger, Al Mihalek, Cathy Moulton, Stan Supinski

WARD/SIBLEY STUDY

1. Ward/Sibley Study – The committee began the meeting by discussing the next steps to take regarding the Sibley and Ward hall renovations. Using the “Sibley/Ward Renovation Committee, Report of Recommendations” from March 3, 2003 as a reference, the committee shared their concerns, suggestions, and potential issues.

2. The committee suggested that the “Sibley/Ward Renovation Committee, Report of Recommendations” from March 3, 2003 is a year old study. It was recommended to update the numbers in regards to the number of faculty in the building now and the number that is proposed to move in. Other useful information would be to find out the current classroom use, whether if they are overbooked now, and what’s the current percentage of classrooms in Ward and what percentage is going to Sibley.

3. Parking was a concern among the committee in regards to amount of available parking for faculty/staff and students. Ward was more of a concern than Sibley, since Ward had limited amount of parking spaces.

4. The committee suggested that a revisit of the opinions from the departments involved was a good idea. From this we will be able to obtain the needs certain departments have.

5. Current space fitting into potential locations was a concern of the committees. When Sibley classrooms and offices move to Ward, where are the additional classrooms and offices from Ward going? How are they incorporated?

Some members of the committee suggested that space utilization should be prioritized by fit (functionality) and then be addressed by looking at other issues like swing space, which is also important. Swing space allows a classroom to be used by a variety of educators without being hindered by permanent fixtures. When a classroom is designated as dedicated space, then it leaves little opportunity for other educators to use the room.

In order to determine the amount of classroom space (dedicated and undedicated) needed, the Registrar’s Office will be contacted for information. Once this information is obtained, classroom and office space will be adjusted accordingly. It is the committee’s main concern to provide necessary classroom space than office space. Office space is easier to find.
6. Registrar will be invited to a future meeting to help decipher their reports. Also, because of the size of the projects and the inexperience of the committee members, the committee would like to invite the engineer consultant from the construction fund to our next meeting. The consultant will be able to answer a lot of the committee questions and aid in directing us in the right direction.

CAMPUS LETS

1. Stan updated the committee on the campus lets projects emphasizing the $43.9 million dollar short fall for the next 5 year capital plan. Projects such as Hudson, Ward, Sibley, and the Field House renovations, repairs to Memorial Hall’s pool, the replacement of the campuses telephone switch and upgrade to the fiber network are very critical projects that need to be completed.

2. Other campus lets that needs to be address are necessary repairs on campus structures such as stairways and walkways. Specifically, Hawkins hall needs some repairs on its walkways and stairways including the replacement of shrubs. Also, the campus’s pond (located near Hawkins Hall) needs repairs to its rubber membrane. The pond has been losing a lot of water through the ground, costing the college extra money to keep it filled.

3. Equipment installs/replacements are proposed for the campus. Permanent generators will be installed for CHP, Memorial Hall and other strategic locations. The replacement of air handling equipment in Feinberg and the installation of boilers in Saranac is also scheduled.

4. Stan made clear that there are a lot of critical repairs and upgrades that need to be addressed, including code issues.

Respectfully Submitted,
Michael J. Caraballo