Strategic Planning - Facilities Meeting  
February 11, 2004
Conveners: Bryan Higgins, Kevin O’Neill, Sue Welch

Attended by:
John Bradley      Bill Laundry
Wayne Duprey      Gina Doty
Gil Jock          Clark Foster
Leith Bardon      Bob Ackland
Chris Jackson     Bill Teter
Beth King         Carol Bleaux
John Homburger    Mark Mastrean
Cathy Moulton     Bryan Hartman
Matt Kelting      Stan Supinski
Ed Bortnick       Frances Hagen Dumenci
Cathy Eldridge    Michael Caraballo

### Issues by Importance

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<th>Group</th>
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<td>Staffing</td>
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Results of Affinity Sort to Surface Issues of Today and in the next 5-10 Years

**Space Allocation**

- Priority
- Oversight on facilities usage
- Department location
- Too much dedicated space
- Too much adapted space
- Parking
- “Private” spaces underutilized
- Low utilization of classroom space
- Not enough classroom space
- While Ward Hall is being renovated, where will the current residents have office and teach?
- Lack of storage space on campus
- Improve college/campus vehicle entryways
- Upgrade campus electrical system
- SS to upgrade facilities
- Not enough office space
- Office space allocation
- Additional office space
- Space allocation – better efficiency in doing, especially with respect to classes

**Academic Facilities**

- Better classroom furniture
- Better classrooms
- Money to upgrade spaces – desks, chairs, boards, etc.
- Computer classrooms
- Cutting edge technology
- Improve academic facilities – maintenance & operations collaboration

**Staffing**

- Sufficient maintenance staff
- Enough manpower to complete PM, projects, maintenance, etc
- Staffing levels
- Manpower inside & grounds to maintain
- Reward system for excellent employees
- More staff for maintenance & construction
- Work assessment
- Training
- Building reps

**Communication**

- Lack of integrated program planning
- Consistence
- Shared opinions
What is the best way to ensure that faculty within a building have a say in the process of remodeling the building?
Upgrade work order system
Improve facilities website
More communication between departments
Campus awareness of projects

**Monetary Funding Issues**
Unexpected expenses
Unfunded mandates
Not enough money for techn. in classrooms
Funding
All building air condition upgrade

**Master facilities plan**
Master facilities plan (domino effect)
Coordination on projects across campus
Schedule for resident hall renovations

**Athletic and Recreation Facilities**
Sports facilities to attract students
Lack of recreational
Students expect more from recreation facilities
Memorial pool
Swimming pool renovation

**Planned Maintenance Upgrades**
Replace walks and roadways
Aging facilities and need for upgrade
Facility schedule maintenance
Certain facilities looking “worn”
Aging resident halls and other building
Positive physical environment (Campus Express is an eyesore)
Cabling - data/voice
Reconstruct/redesign Hawkins Pond and surrounding landscape
Telecommunications wireless capability – phone and computer
$$ to upgrade/repair facilities

**HVAC Infrastructure Upgrade**
Upgrade memorial athletic fields
Redcay heat
In house mech. systems
Fieldhouse utilities
Infrastructure
   1. high temp
Updates and Discussion

A Capital Planning Committee has been formed to review the new 5-year plan (established December 2001). This plan includes an overview of every building on campus and their critical maintenance items and how to address them. It will be important to blend the critical maintenance with plan adaptation (like the Sibley HRTM Project).

Some mandated items include: the switch system (to avoid future power outage on campus; high temperature hot water system upgrades; elevators in Memorial, Saranac and the Fieldhouse; roofs, windows and doors in many buildings.

The campus needs to be sensitive to the disruption associated with renovation. Coordination is the key. Critical Maintenance drives our plans and we need to be prepared to move ahead with plan adaptation. The Capital Planning Committee will be aware of the 5-year plan and will reach-out to the campus for “wish list” items. Master plans need to include staffing, furniture and equipment.

We need a defined Planning Process with timelines that are adhered to.