



KICK-OFF MEETING REPORT

REPORT DATE 10 June 2016
REPORT BY Jean Stark
PROJECT SUNY Oswego
Lee Hall Program Study for Intramurals & Recreation (I&R)
SUCF PROJECT NUMBER 101005
JMZ PROJECT NUMBER 1603
MEETING DATE 8 June 2016
MEETING LOCATION Park Hall 301
DISTRIBUTION Attendees

ATTENDING	OF
Mitch Fields	AVP Facilities Services, SUNY Oswego
Linda Paris	Planning Coordinator, SUNY Oswego
Sandra Keenan Jeffers	Director of Campus Recreation, SUNY Oswego
Earnest Washington	Director of Campus Life, SUNY Oswego
John Inman	Capital Program Manager, SUCF
Jean Stark	JMZ Architects
Jason Henault	JMZ Architects
Terence Watters	KHEOPS Engineering
Christopher Riggs	KHEOPS Engineering

SUMMARY

Project Overview

Mitch Fields and John Inman began the meeting, outlining the following:

- There is currently no money available for renovation/construction projects. By conducting this study now, the need for renovations will be documented and SUNY Oswego will be prepared to move forward with the renovation of Lee Hall when money becomes available.
- This study is the first step in the process of identifying the space needs of Intramurals and Recreation (I&R) and determining how Lee Hall could be modified to best serve those needs.
- A project to renovate the exterior of the building is in process. This study may inform the design of that project.
- JMZ will develop detailed space programs that include all of the space that is needed to provide support for SUNY Oswego's existing I&R programs. The amount of space that is needed may exceed the current amount of available space within Lee Hall.
- The study will focus on accommodating the needs of I&R within the existing building footprint. If all of the identified space needs cannot be satisfied within the existing building, JMZ will identify potential future projects that would accommodate I&R's space requirements.

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- Due to funding constraints, the renovation of Lee Hall will have to be phased. JMZ will develop a phasing strategy to renovate the building, prioritizing projects that address health, safety, and welfare and those that will provide the greatest benefit with the least amount of disruption and cost. Some projects may be relatively inexpensive but provide a great benefit. Other projects may be costlier because they will involve significant building system and/or building component upgrades.
- This study will provide a road map for the future renovation of Lee Hall that will help the College avoid stranded investments, address I&R's highest priorities, and result in improved occupant comfort, organizational productivity, and reduced operating expenses.

Communication Procedures

- Linda Paris will be the primary contact for SUNY Oswego; Mitch Fields will be copied on all correspondence.
- John Inman will be the primary contact for SUCF.
- Jean Stark will be the primary contact for JMZ Architects; Jason Henault will be copied on all correspondence.
- JMZ will host a ShareFile site where all pertinent project materials will be posted. All meeting notes will be posted on SUNY Oswego's website.

Jean Stark reviewed the project scope and project schedule. **Note:** *During the course of discussions with the College over the two-day interview process, it was decided that the second campus visit would occur during the week of September 12, not the week of October 3. An additional meeting, via WebEx, has been added during the week of October 3 (see attached revised schedule).*

Pressing Challenges

Challenge #1: Upgrade Old and Outdated Facilities

- All spaces require improved ventilation and air-conditioning. Office 101, Dance Classroom 300, Karate Room 302, and the Gym are the priority. These spaces become extremely hot and uncomfortable, especially during warmer months.
- Over 200 student groups compete for space in the building
- There is need for additional storage space for sports clubs.
- The bleachers in the pool are rarely used. During events, a maximum of 24 individuals occupy the bleachers at any one time.

Challenge #2: Accessibility and All Gender

- Only the first floor of the building is accessible. There is no elevator in the building.
- The pool is not accessible and there is no ADA lift.
- Staff have used the women's room (Room 122A) as an accessible changing room for disabled females.
- There are currently no "All Gender" locker rooms or toilet rooms in the building.

Challenge #3: Additional Space to Accommodate Programs

- Additional storage space is needed for equipment. For example, the Crew Team rowing machines are currently stored in the Karate Room (Room 302), which reduces the usability of that space.



Challenge #4: Additional Storage Space is Needed for Intramural Sports and Open Recreation Programs

- There is not enough storage space in the building to accommodate all needs.

Discussion

- 40,400 individuals checked in to use facilities in Lee Hall last year. Almost 10,600 checked in to use the Swetman Gym during the same period.
- Sixty-one percent of structured intramural program participants are students who live on campus. This past school year, 8,900 individuals actively participated in 69 different structured programs. Structured programs are held seven days a week.
- There were 192 registered student organizations on campus in 2015; there are slightly over 200 so far in 2016. If allowed to grow, Earnest estimated that there could be up to 230 registered student organizations within the next two to three years.
- There is a growing trend toward wellness and fitness on campus. More students are seeking access to I&R facilities and programs than ever before.
- Staff would like to have use of the entire building, which would require Environmental Health & Safety (EHS) and Facilities to move out of the building. The 70+ facilities staff that work in Lee Hall (or use it as a base of operations) use the men's locker room as their rest room. This raises concerns, especially when young children attending summer camps are using the locker room. To address these concerns, Sheldon Institute staff must remain outside the locker rooms when they are being used by children.
- **Offices:**
 - Office space is needed for three full-time professionals, two graduate assistants (Sandy would like the GAs to have private offices or a shared office, if possible), and fourteen student workers. Intramural staff should have a separate office. If programs continue to grow, there may be a need for two additional full-time professionals, a full-time administrative aide, and two or three additional graduate assistants.
 - There are approximately 75 student workers, many of whom hang-out in the building even when they are off duty. There are 10 or 11 students working in Lee Hall at any given time, except when there is a meeting and more attend. There is not enough office space to accommodate these workers.
 - Offices 101, 101A and 101B are located under the pool bleachers. The rooms are too small to accommodate the number of workstations that are required and there is no ventilation in the rooms, making them uncomfortable for occupants.
 - To enhance communication among intramural staff and students, Sandy would like all intramural offices to be located in a suite that includes a private office for one professional staff, one GA (ideally in a private office), and a common area for student staff.
- **Pool:**
 - Between May 2015 and April 2016, there were approximately 6,000 check-ins at the pool.
 - Roughly 95 percent of those that use the pool are part of the college community; the rest are from the neighboring community.
 - The pool sees significant use, day and evening, all year long.
 - There is no storage room for pool equipment that is often wet. It is currently stored on the pool deck and in a closet outside the pool.
 - Lighting in the pool is poor.



- There is no room on the pool deck for a life guard chair.
- Students need a desk where they can work when they are on-duty.
- **Gym:**
 - The gym is used solely for structured programs on Sunday, Monday, Wednesday, and Thursday.
 - During winter months, students leave their coats and boots in the lobby and around the perimeter of the basketball court in the Gym. Salt gets tracked onto the gym floor. Ideally there would be an alcove where coats and boots could be stored.
 - The operable partition does not work. It should be replaced, ideally with a divider similar to the one in the Swetman Gym.
 - Daycare uses the gym on Thursday and Friday mornings.
- The two **locker rooms** are much larger than is necessary; they could have one-tenth the number of lockers. Ideally there would be a men's and women's locker room directly adjacent to the pool deck for those using the swimming pool.
- I&R occasionally uses the **Training Room** in the basement. It is very noisy in this room when students are bouncing basketballs in the gym above.
- Dance Classroom 300 and Karate Room 302 are appropriately sized for Campus Recreation programs and student clubs.
- Sandy feels there is a benefit to having academic dance classes taught on the second floor. Students who might not otherwise become engaged in I&R's programs learn about the activities that are available to them and some have become involved. These academic classes are taught during the day. If they were taught after 4pm, it would reduce the amount of time Room 300 would be available to student groups, such as the dance club (150 members). An additional multipurpose room is needed, however, because the Room 300 is booked every evening and on weekends. Some groups have to be turned away.
- **Fitness Centers** are located in various buildings around campus. Sandy would like to see them consolidated under I&R. Since this will probably not be achievable, Sandy would like a fitness center in Lee Hall so students who wish to engage in sequential activities that may involve the pool, fitness center, gym, etc. do not have to leave Lee Hall.
- The **squash and racquetball** courts are used for squash, racquetball, and as overflow space for dance. They should remain. Both need to have the floors refurbished and walls painted.
- **Swetman Gym** is used for Intramural Sports, open recreation, and sports clubs and as overflow for Lee Hall; the space is booked solid after 4:00 PM. Broomball is held in the hockey arena and there is one intramural sport (team handball) that occasionally uses Romney Field House.
- Staff would like to have a Virtual Reality Game Room available to students.

Space Needs/Requests

- Conference room for up to 10 with video/training technology.
- One additional multipurpose room; approximately 2,400 NSF.
- Two additional full-court gyms (currently have the Lee Gym and the Swetman Gym – each are a full basketball court size). One full court could potentially be used for indoor hockey, soccer, and dodgeball.
- Lounge area for students who are waiting for a pick-up game or other activity.
- An indoor running/walking facility.
- "All Gender" toilet and locker rooms are needed.



- A cardio fitness center.
- Equipment storage space.
- Lactation Room – this function must have a dedicated space; it cannot be located in a toilet room or locker room area.
- Sandy said that SUNY Oswego students could use a Recreation Center very similar to the one at SUNY Cortland. The new 148,000 GSF Student Life Center at SUNY Cortland is divided into three primary sections – recreation, dining and outdoor adventures – with a common lobby. It features a three-lane, 1/5-mile suspended jogging track.

Fields

- There are no restrooms at the Hidden Fields, which makes it difficult to lease the fields to other groups.



Next Steps

- **Sandy and Earnest will provide the following:**
 - List of all staff, including their title, responsibility, status (full-time, part-time, professional, student), and office location.
- **Linda Paris will provide the following:**
 - Enrollment projections.

JMZ WILL PROCEED ASSUMING THIS REPORT TO BE ACCURATE. DISCREPANCIES SHOULD BE REPORTED TO OUR OFFICE WITHIN SEVEN (7) DAYS.