



26 November 2018
SUNY Oswego
2019 Facilities Master Plan Update – Academic Buildings
JMZ Project Number 1827
SUCF Project Number 101031
Meeting Date: November 15, 2018

Kick-Off Meeting Notes

Attendees:

J. Mitchell Fields, Associate Vice President - Facilities Services	SUNY Oswego
Brittany Wallace, Jr. Project Coordinator - Facilities Services	SUNY Oswego
Scott R. Furlong, Provost - Vice President for Academic Affairs	SUNY Oswego
Debbie Furlong, Director of Institutional Research and Assessment	SUNY Oswego
Lisa M. Glidden, Associate Professor, Director of Global & International Studies and Faculty Assembly Chair	SUNY Oswego
John Inman, Capital Program Manager	SUCF
Jean Stark, Project Manager	JMZ Architects
Sarah Mojzer, Space Analyst	JMZ Architects
Danielle Signor, Planner	JMZ Architects

Project Goals

Academic Building Master Plan Scope:

- Generate updated instructional space utilization study to determine where the College stands in terms of room use, room capacity, and scheduling practices.
- Prepare an academic space use plan and propose a project sequence for renovation of the core academic buildings. Project space type and plan needs for future new construction.
- Provide space use guidance for design of phased, high-value renovations to meet 21st century standards at a reasonable cost.
- Develop concept-level project budgets for projects arising from final recommendations.

Discussion

- The College is looking for a pragmatic but visionary approach in this 2019 Facilities Master Plan (FMP) Update.
- The plan will identify and prioritize capital projects based on academic space needs, critical maintenance requirements, funding realities, and energy use reduction and sustainability objectives.

Process and Schedule

JMZ Architects reviewed the master planning process and proposed project timeline.

JMZ Architects and Planners, P.C.

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Instructional Space Utilization

Discussion

- It was decided that information for both the fall 2017 and spring 2018 semesters will be used for the instructional space utilization analysis.
- Classes have standard start and stop times and are grouped in traditional Monday/Wednesday/Friday and Tuesday/Thursday patterns. There is no common hour, although some would like there to be one.
- The College is interested in evaluating summer, winter, and evening schedules to see if efficiencies can be made and energy savings gained. Note: After the meeting, Debbie indicated that the winter and summer schedules are very light, and their analysis would not provide useful insights.
- The Campus Concept Committee conducted a survey to determine what classroom features are most valued by faculty. The classroom utilization study should incorporate the results of this survey. Lisa Glidden will send the survey results to JMZ.
- Some classrooms are controlled by departments (e.g., in the Library and the Marano Campus Center) and, therefore, are not scheduled by the Registrar. Any scheduling information available for such spaces should be provided to JMZ to help ensure the analysis provides an accurate assessment of space utilization.
- The College wants to better understand the use of Technology Education lab space in Wilber and Park Halls to see if efficiencies can be gained through sharing program space.

Space Needs Interviews

Discussion

- Mitch will work with the core committee to determine which groups will be interviewed by JMZ. Those mentioned included: The Campus Concept Committee, deans, academic program chairs, lab and studio technicians, and Campus Life.
- Jean suggested interview groups be no larger than six to eight people to allow for an efficient exchange of information and productive conversation. She said interview questions will be reviewed by the committee prior to being sent out ahead of time to interviewees. They will be encouraged to discuss the questions with their colleagues prior to attending the scheduled interview.
- The College will follow up with JMZ on the list of interviewees and potential dates. JMZ plans two campus visits of two-days each. The weeks of December 17 and January 7 were offered for the interviews. If the interviews can be completed by January 10, a Steering Committee meeting could be scheduled during the week of January 21.

General Discussion

- Faculty office preferences were discussed. The College is interested in finding the right balance between private offices and collaborative work space. An analysis of Shineman Center should occur early in the process because some individuals believe there is not enough space for everyone currently assigned to the building.
- The topic of gathering spaces (including dining) for faculty was raised.
- Mahar Hall was cited as an example of successful faculty office co-location. In Mahar, faculty from many departments share resources.



- The College is interested in co-locating services in the Library, potentially developing a 'learning center' that would include tutoring, advising, crisis counseling, a math lab, and potentially swing space for offices. Sarah Weisman is the Library Director and would be the point of contact for this discussion.
- There are problems with IT systems in Rich Hall and the building has no informal learning spaces.
- The Math Lab is reportedly not adequately meeting the University's needs.
- Lanigan Hall contains many of Oswego's lecture halls and may have to be largely emptied-out for extensive hazmat abatement. This could pose a scheduling challenge.
- For building condition information, incorporate the Campus's Building Condition Assessment information as well as AiM data.

Post-Meeting Campus Tour

After the meeting, Mitch and Brittany took John and the JMZ team on a campus tour to discuss existing conditions and 'lessons learned.'

Discussion

- Glass marker boards and informal collaborative study spaces (as seen in the Shineman Center) have been very successful and are actively used by students.
- Library staff are working to restructure their archives. As a result, there may be a large amount of space in the basement of Penfield available for repurposing.
- Flexible/active classroom space has recently been created in Wilber Hall. The College is interested in learning whether other classrooms like this should be provided and how many may be needed.
- Outdated paper filing system layouts were observed in Shineman Center. These lateral file systems are taking up more space than is required for their current functions. This space could be renovated to provide additional offices.

Action Items

Tasks to be Completed	Responsible	Status
Provide personnel data to JMZ.	Oswego	Complete
Provide fall 2017 and spring 2018 course data to JMZ.	Oswego	Complete
Aim Data (physical space inventory)	Oswego	Pending
Revise course schedule data to include course start and stop dates.	Oswego	Pending
Confirm programming interview dates (potentially weeks of December 17 and January 7.) Assume JMZ team on site for two days each week.	Oswego	Pending
Confirm date for Steering Committee meeting (potentially week of January 21 if programming interviews are completed the week of January 21.)	Oswego	Pending
Programming studies/updated drawings for other proposed projects (e.g., Hewitt, Tyler, Wilber)	Oswego	Pending
Deliver updated project schedule (once interviews and next Steering Committee meeting are scheduled.)	JMZ	Pending