



MEETING REPORT – STUDENT SERVICES

REPORT DATE 18 February 2019
REPORT BY Sarah Mojzer
PROJECT SUNY Oswego
Facilities Master Plan Update
PROJECT NUMBER 1827
MEETING DATE 7 February 2019, 3:00 to 4:00 PM
MEETING LOCATION Park Hall 301
DISTRIBUTION Attendees

| ATTENDING | OF |
|------------------|--------------------------------------------------|
| Victoria Furlong | Assistant Vice President of Finance and Budget |
| Gary Morris | Director, Career Services |
| Jackie Wallace | Assistant Director, Career Services |
| Eric Frans | Career Coach |
| Allison Macey | Admissions Counselor |
| Kristi Eck | Chief of Staff |
| Mitch Fields | Associate Vice President for Facilities Services |
| Brittany Wallace | Junior Project Coordinator |
| John Inman | State University Construction Fund |
| Jean Stark | JMZ Architects and Planners |
| Sarah Mojzer | JMZ Architects and Planners |

SUMMARY

Summary of Discussion

- Team discussion with Kristi Eck before Student Services representatives arrived.
 - There are 208 student clubs and organizations.
 - Sometimes the groups have difficulty scheduling meeting spaces. There is a dance club that practices two hours per day, seven days a week, and there are limited locations available.
 - Offices for student groups are in the Point, a space in the Marano Campus Center. They require storage space; currently using office space for storage. Additional office space is needed.
 - International Education is currently in Sheldon Hall’s basement; move to Marano.
 - Mental Health Services conducts drop-in sessions in residence halls.

Career Services and Experiential Courses and Engaged Learning (EXCEL)

- The Compass suite in Marano is home to Career Services and EXCEL. Students find internships, co-ops, and service-learning opportunities through EXCEL.
- Career Services is an industry-centric model with specialized career coaches. An additional professional coach is needed for health care fields. A full-time administrative assistant to greet people at the reception desk is needed. Often the desk is empty when students come to the center.

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- There are many student employees and graduate assistants using workstations in the Compass suite. The Compass is reportedly at-capacity with no space for additional student workers. During peak times, such as Orientation, the Compass is overcrowded, and services cannot be delivered efficiently.
- There are two classrooms adjacent to the Compass, dedicated for use by Career Services and Excel. These classrooms are not scheduled by the Registrar.
- The Digital Dirt Team helps students clean-up their online presence, needs access to a small, private consultation room. Could use a space for taking student photos.
- Career Services requires a conference room with teleconferencing technology.
- Storage is a challenge in the Compass. Office 145S is being used to store orientation supplies, career fair materials, and signs.
- The central bullpen area of the Compass is reportedly underutilized. Space could be reclaimed here to meet some functional needs.
- The gym is used for the Career Fair; can accommodate up to 95 companies. Could use a larger venue.

Undergraduate Admissions

- Undergraduate Admissions is in Sheldon Hall, which works well. The historical building makes a good first impression. The department moved there from Culkin Hall in 2007.
- Additional offices are needed. Many employees share offices, which presents problems for confidentiality.
- A conference room was converted into office space. A conference room should be provided.
- Six to ten student workers share a workspace in the kitchenette/breakroom/workroom area. A dedicated work area is needed.
- There is limited storage within the Admissions suite. They use Sheldon 118, a former hotel room.
- There is not sufficient meeting space within the Admissions suite.
- Large events, like open houses and admitted student days, are held in the arena in Marano (1,000 to 2,000 visitors at events). The Sheldon ballroom is not big enough.
- The 80-seat historic classroom, Sheldon 222, is used for presentations.
- It is not necessary to locate Graduate Studies adjacent to Admissions, though there could be a benefit to exposing incoming students to the five-year programs available.

Student Accounts and Financial Aid (Culkin Hall)

- Student Accounts was recently renovated. There are three windows at a service counter, three private offices, and adequate waiting space. Most student payments occur online so there are few busy times. Service counter activity mostly students picking up pay checks.
- Staff report the breakroom may be larger than it needs to be.
- Student Accounts does not have a dedicated conference room, but they have been able to use conference rooms in Culkin when needed. The current office allocation is adequate.
- Student Accounts reportedly has some surplus space, which Career Services would like to have.
- Financial Aid is on the second floor of Culkin. The staff often go back and forth to Student Accounts and the Registrar.
- It would be ideal to have these three offices on the first floor as part of a One-Stop Service Center, but departments report to three different vice presidents. Would have three to five cross-trained specialists.
- No additional staff are expected in Student Accounts or Financial Aid.



Additional Discussion

- Academic Deans should be moved from Culkin into areas with their schools. Potentially move them into large empty offices in Shineman.
- The Research Foundation could move to the fourth floor of Sheldon and Extended Learning could move to the third floor of Sheldon if the classrooms there are underutilized.
- Seven new classrooms recently came online in Wilber Hall.
- Lanigan, Mahar, and Penfield need air-conditioning.
- Graphic Arts and Communication are moving out of Lanigan to Hewitt.
- Assume only limited excavation can occur between Lanigan and Penfield because of bedrock. The area will most likely not support a full basement for mechanical equipment.

Action Items

| Tasks to be Completed | Responsible | Status |
|--------------------------------------------------------------------------------------------------|--------------|---------|
| Find out if New Vision program (high school students) can move to Mackin Hall from Sheldon Hall. | Mitch Fields | Pending |

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