



State University Construction Fund  
Project No. 10823



Facilities Master Plan  
**2013 - 2023**

EXECUTIVE SUMMARY

- A. SPACE GUIDELINES
- B. SPACE USE
- C. SPACE UTILIZATION
- D. SPACE NEEDS
- E. UTILIZATION CAPACITY

## EXECUTIVE SUMMARY

Paulien & Associates, Inc. was contracted to conduct the Space Needs Analysis as part of the campuswide master planning effort by Hanbury Evans Wright Vlattas + Company. The State University Construction Fund (SUCF) contracted with the master plan team for services to provide a facilities master plan for SUNY Oswego.

The purpose of the Phase III: Analysis of Space Needs portion of the Facilities Master Plan for SUNY Oswego is to provide an analysis that leads to recommendations for the space needed to serve the campus in the future. Innovative educational programs are a point of pride for the campus and include a variety of interdisciplinary as well as international programs. The campus priority is for academic needs to drive the facilities that are constructed.

The purpose of the space analysis is to integrate the facilities vision with the academic vision. In order to help integrate the master plan facilities vision with the campus academic vision, the analysis of space needs includes a review of enrollment projections, space guidelines, and space utilization; as well as an application of guidelines to determine space needs.

In the analysis of space needs, several data sets are required to calculate space needs and project future space needs. The State University Construction Fund (SUCF) provided the consultant, Paulien & Associates with data on facilities in accordance with SUNY established formats, courses, and staffing; the SUNY Guidelines; and the SUNY Instructional Space Factors for the consultant to use to analyze space needs for SUNY Oswego.

Using the SUNY Guidelines as established by SUNY, and the SUNY Instructional Space Factors, data supplied by SUCF, and knowledge of national trends and common practices, Paulien & Associates determined the space needs for SUNY Oswego for classroom, laboratory, office, library, and administrative space.

Paulien & Associates was provided with facilities, staff, and course information for Fall 2008. The State University Construction Fund provided the consultant, Paulien & Associates with the Physical Space Inventory spreadsheet "PSIEXTR\_Oswego.xls," containing information on the facilities on the SUNY Oswego campus. The consultant, Paulien & Associates was sent a staffing file from August 3, 2009 and the course file from Fall 2008. Regarding space guidelines, current SUNY classroom and lab utilization and occupancy targets were found to be difficult to achieve. Modern libraries are becoming student commons areas which need more seating space possibly accommodated by an increase in station size. Working with the SUNY Oswego Administration, the FMP modifies rather than rejects or makes wholesale revisions to SUNY guidelines.

The Fall 2008 enrollment used for this analysis was 8,909 headcount students which included 7,971 undergraduates and 938 graduate students. The full-time equivalent (FTE) undergraduate enrollment was 6,812 FTE students. Graduate FTE was 520. Total FTE was 7,332.

The consultant, Paulien & Associates conducted on-campus work sessions in September 2009. The consultant, Paulien & Associates validated staffing and facilities information with SUNY Oswego officials during on-site meetings with academic Deans, Vice Presidents, and project leaders. During the visit to campus the consultant, Paulien & Associates toured the Oswego campus facilities to validate portions of the Physical Space Inventory (PSI) provided. A second set of meetings was held in March 2010 to present and review the space analysis findings.

Using the data provided, the SUNY Guidelines, and information gathered from the meetings on campus, the consultant, Paulien & Associates studied the space utilization and calculated space needs for the Oswego campus. Classroom use was analyzed by district of campus, technology type, School/College and department, classroom capacity, and day/start time. Laboratory use was analyzed by building, and School/College and department. A Space Needs analysis was made by space type, School/College, and department. The Classroom and Teaching Laboratory Utilization Analysis in Section C includes analysis of classrooms, assigned a space use code of 1001; lecture halls, assigned a space use code of 1100; and teaching laboratories, assigned a space use code of 1300, that are used for regularly scheduled instruction.

The Space Needs Analysis in Section D reviews SUNY Oswego's existing facilities and quantifies the University's space requirements. The analysis of space needs was made in relation to existing facilities for the base year, Fall 2008 and for the future years 2013, 2018, and 2023.

The revised space guidelines established in conjunction with SUNY Oswego and the SUCF established the following:

- For Classrooms/Lecture Halls, as well as Teaching Labs, consultant proposes revised space factor elements (station size, utilization, occupancy) resulting in less than existing space. Consultant proposes Open Laboratories and Service as a type of space that is not formally scheduled by most guideline systems.
- For Research Laboratories and Service, consultant proposes a higher ASF/FTE than SUNY
- For Office Space, consultant proposes 190 ASF/FTE (versus SUNY's 160 ASF/FTE)
- For Library, consultant proposes approx. 37% more space than SUNY Guideline which includes outside study and reading spaces and is made in response to specific desired initiatives of the College including a future Information Innovation Center.
- For PE/Recreation/Athletics Consultant applies SUNY Standard of 120,000 ASF for Health and PE but proposes to add 125,000 ASF for athletics.
- For Other Academic Departmental Space, Consultant proposes 5 ASF/FTE (versus 4 ASF/FTE)

- For Other Administrative Departmental Space, Consultant proposes 6 ASF/FTE (versus 5 ASF/FTE).
- For Student Union and Dining, Consultant Proposes 9-10 ASF/student versus SUNY target of 1.5 ASF/FTE. Consultant suggests headcount is more appropriate than FTE. Either standard results in less than existing space.
- For Assembly/Exhibition Suggest use of SUNY's University Center numbers (about 25% greater than Comprehensive College). Both consultant and SUNY standard would exceed existing space.
- For Student Health, the Consultant agreed with the appropriateness of the SUNY Space Factors.
- For Central Services/ Building Services, the Consultant agreed with the appropriateness of the SUNY Space Factors.

## OBSERVATIONS

The following are observations made by the consultant, Paulien & Associates which were expressed as areas of particular interest or goals by SUNY Oswego campus leaders with the potential of impacting campus facilities (not listed in priority order):

- One goal of the campus master planning effort is to integrate the academic vision of the campus with the facilities vision. In other words, the academic vision needs to drive the future planned facilities.
- The focus on a high quality student learning experience has shifted the campus to be a learner-centered campus.
- Innovative educational programs are a point of pride for the campus and include a variety of interdisciplinary as well as international programs.
- The Hewett Union Building reuse and reallocation provides an opportunity to revitalize the center of campus.
- The campus location on Lake Ontario provides opportunities to incorporate the lake front into the overall learning experience.
- The lake effect weather has a large impact on the exterior spaces and the pedestrian use of the campus.



- SUNY Oswego, while not a doctoral degree granting institution, has an expectation of scholarly activity for the faculty. Undergraduate research and capstone experiences are valued. Both need appropriate space for research.
- Special initiatives exist for a Regional Fine and Performing Arts Center, an Information Innovation Center, Transportation Improvements, Athletics, and other spaces not justified by a strict one size fits all space needs analysis which mechanically applies standards in a way that is a-priori, anonymous, or insensitive to place or program.

The campus has developed initiatives to reach the future vision for the campus. These initiatives include a Regional Fine and Performing Arts Center, an Information Innovation Center, an Historic Sheldon Hall Adaptation for Outreach, and a Campus and Community Wellness Initiative.

The findings from the space needs analysis by space type show a need for assembly and exhibit space and for physical education and recreation space. The findings for the individual colleges and administrative units show a need for space for the School of Communication, Media & the Arts and for Student Affairs which reflects the need for recreation space.

Both the findings by space type and the findings by college or school support the campus initiatives. The space needs recommendations indicate that the campus planning for a new home for the School of Communication, Media & the Arts and a Fine and Performing Arts Center as well as the planning for a wellness center in the Campus and Community Wellness Initiative are confirmed by the space needs analysis findings.

The key findings from the Space Needs Analysis by Space Category:

- The Space use analysis included a review of the PSI and modification by consultant. The error rate was relatively low. The consultant suggests approximately 30,000 ASF reduction, and suggests revisions to categorization method.
- The Academic Space categories including classrooms, laboratories, and academic offices show an overall surplus of space was found to be 35,482 ASF (out of 416,957 total ASF)
- At the future year 2023, a small surplus of Academic Space categories will remain, as per consultant's findings, indicating that the academic spaces will be near capacity by 2023. If this calculation were based on the higher surplus of space per SUNY factors, it would be theoretically possible for the campus to increase student FTEs without requiring major new construction. However, not all space is fungible, and needs of specific space types may not be able to be reallocated easily. The School of Communication Media and the Arts, for instance, demonstrates a substantial deficit in theaters, media production studios, and other specialized spaces which will be difficult to correct by reallocating from Schools with surpluses.
- At the base year the categories of Academic Support Space that show space deficits include assembly & exhibit space, physical education & recreation space, and physical plant space.
- Other categories of Academic Support Space show space surpluses at the base year. The categories with surpluses include administrative offices and student union space.

- In the future year 2023 most of the Academic Support Space categories show space deficits. The space categories that show the largest deficits of space in the future continue to be the assembly & exhibit, physical education & recreation, and physical plant space categories.

The key findings for the Space Needs Analysis by College, School, or Major Administrative Division:

- The units with the largest space deficits at the base year include the School of Communication, Media & the Arts and Student Affairs and Enrollment. These findings reflect the space findings by type since the assembly and exhibit space needs are in performance and gallery spaces for the arts and recreation space needs are in student affairs.
- In the future year 2023 the units with the largest space deficits continue to be the School of Communication, Media & the Arts and Student Affairs and Enrollment.

### ENROLLMENT PROJECTIONS SUMMARY ANALYSIS

The enrollment projections for Oswego were provided to the consultant in the form of the spreadsheet "Actual and Projected Headcount Enrollment by Student Level, Student Load and Higher Education History: State Operated Institutions, State University of New York, Fall 2007 through Fall 2025". FTE enrollment shown in detail by lower division, upper division, and graduate level and by college or school for the campus was provided to the consultant, Paulien & Associates in the "Campus Profile 1999-2008" spreadsheet. The information from the "Campus Profile 1999-2008" report is summarized in the following table. A spreadsheet with information on the projected number of high school graduates by county for New York counties was also made available. (see table 3-1)

Although full-time, first-time degree applications have increased by more than 38% over the last five years, the College has purposely maintained a stable FTE enrollment while markedly increasing the quality of the student body. SUNY Oswego campus leaders indicated to the consultant, Paulien & Associates that the projections in the spreadsheet "Actual and Projected Headcount by Student Level, Student Load and Higher Education History: State Operated Institutions, State University of New York, Fall 2007 through Fall 2025" appear to be too aggressive in light of state and regional demographic projections.

### Fall 2008 FTE Enrollment by College and School

College/School	Lower Division	Upper Division	Graduate	Total
College of Liberal Arts & Sciences	2,983	1,378	30	4,401
School of Business	193	389	53	635
School of Communication, Media & the Arts	509	347	17	876
School of Education	211	772	413	1,399
<b>CAMPUS TOTAL</b>	<b>4,009</b>	<b>2,858</b>	<b>520</b>	<b>7,488</b>

**NOTE:**

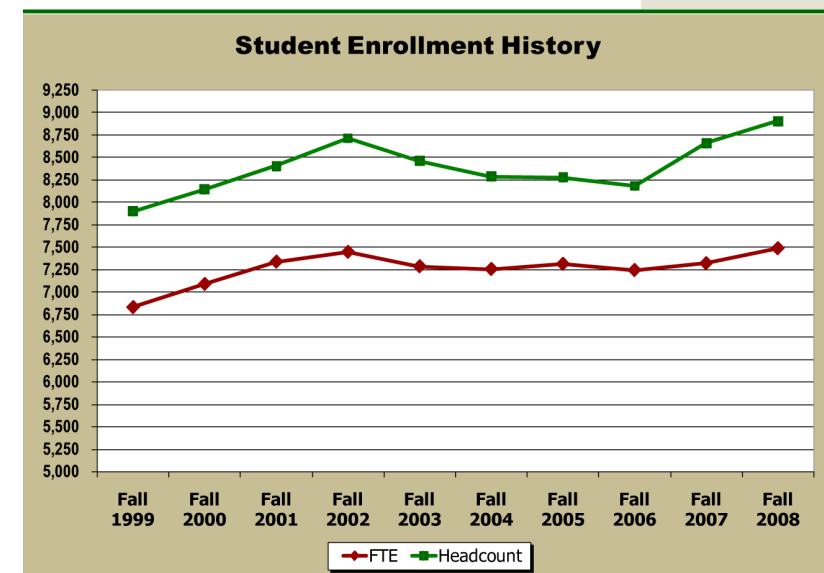
All totals and base data information as provided in Campus Profile spreadsheet provided by SUNY Oswego Office of Institutional Research

Table - 3-1

### Actual and Projected Headcount Enrollment by Student Level State Operated Institutions and Oswego State University of New York, Fall 2008 through Fall 2023

		Headcount Enrollment in Fall Semester			
Student Population		2008	2013	2018	2023
<b>State Operated</b>	<b>All Students</b>	<b>218,081</b>	<b>231,818</b>	<b>228,318</b>	<b>233,585</b>
	Total Undergraduate	177,510	187,497	179,640	180,466
	Full Time First-Time	32,262	32,178	31,648	32,058
	Full Time Transfer	16,049	18,190	16,947	16,929
	Full Time Undergrad Cont./Ret.	104,804	111,313	108,589	108,882
	Part Time Undergrad	24,395	25,816	22,456	22,597
	Total Graduate	40,571	44,321	48,678	53,120
	Full Time New Graduate	8,345	9,342	10,410	11,237
	Full Time Graduate Cont./Ret	14,362	15,301	16,238	17,883
	Part Time Graduate	17,864	19,678	22,029	24,001
<b>Oswego</b>	<b>All Students</b>	<b>8,909</b>	<b>8,717</b>	<b>9,552</b>	<b>9,939</b>
	Total Undergraduate	7,971	7,707	8,481	8,841
	Full Time First-Time	1,475	1,290	1,393	1,459
	Full Time Transfer	650	685	740	764
	Full Time Undergrad Cont./Ret.	4,577	4,632	4,998	5,210
	Part Time Undergrad	1,269	1,100	1,350	1,407
	Total Graduate	938	1,010	1,071	1,098
	Full Time New Graduate	154	140	140	140
	Full Time Graduate Cont./Ret	220	260	306	312
	Part Time Graduate	564	610	625	647

Table - 3-2



Graph- 3-4

### SUNY Oswego

#### Ten Year Enrollment History

	FTE	Headcount
Fall 1999	6,839	7,901
Fall 2000	7,094	8,149
Fall 2001	7,340	8,407
Fall 2002	7,448	8,716
Fall 2003	7,289	8,465
Fall 2004	7,259	8,289
Fall 2005	7,316	8,282
Fall 2006	7,248	8,183
Fall 2007	7,323	8,660
Fall 2008	7,488	8,909

#### 10 Year Percent Change

FTE: +9%  
Headcount: +13%

Table - 3-3

## EXECUTIVE SUMMARY

The report projected an increase in enrollment at Oswego between 2008 and 2023 of 12%, while it projected the total enrollment increase at the state operated institutions over the same period at only seven percent. From discussions held during meetings on campus and an analysis of several crucial variables, it is clear that campus leaders believe increased full-time undergraduate application rates; significantly lower acceptance rates, now 47%; improved first-year retention, now greater than 80%; and emerging demographics will drive SUNY Oswego FTE enrollment increases to be approximately five percent over the master planning period. Projected enrollment used in this analysis reflects an increase of five percent. (see table 3-2)

In order to arrive at a reasonable enrollment level for the space needs analysis, the consultant reviewed the enrollment projections in light of the past ten year trend at Oswego and in light of the projected number of high school graduates in the region.

Enrollment at SUNY Oswego for Fall 2008 was 8,909 students. The full-time equivalent (FTE) as reported by SUNY was 7,488 FTE students. These enrollment numbers are an increase over the enrollment from Fall 1999, but are similar to the numbers from Fall 2002. Student enrollment has been essentially stable at Oswego since 2002 with only two percent increase in headcount enrollment the six years between 2002 and 2008. Enrollment numbers between 2002 and 2008 have decreased more often than they have increased. (see table 3-3)

Please note that the 7,488 FTE in the previous table was adjusted in accord with SUNY guidelines, and with the understanding of SUCF. For this analysis 7,332 FTE was used. The 7,332 FTE differs from the original FTE provided to the consultant because SUNY, as indicated by SUCF, adjusted the 2008 FTE for Oswego by removing high school students in Modern Language classes taught at remote locations from the FTE reported and by adding FTE counts for Women's Studies, Experience Based Education, International Education, and Undeclared Majors. (see graph 3-4)

During meetings on campus the consultant was told that recruitment strategies at Oswego have changed in order to maintain the undergraduate enrollment level. These recruitment strategies place more emphasis on enrolling students from more remote New York counties. There is exploration of recruiting immigrant and international student populations. There is also more emphasis on promoting graduate programs, particularly part-time graduate programs.

The part-time graduate programs are predominantly at the Metro and Phoenix Centers and not on-campus enrollment. Much of the projection for growth in graduate program enrollment is for the programs in Syracuse providing continuing education opportunities to the urban part-time adult student population. These include an MBA program as well as Gerontology and other programs to serve the medical community in Syracuse.

A closer look at the trends in enrollment at Oswego shows that while the headcount enrollment has increased two percent from 2002 to 2008, the FTE enrollment has only increased one percent confirming an increase in part-time student enrollment.

Looking forward to determine potential for projected enrollment, the high school graduate levels for the contiguous states and the contiguous counties were reviewed. The "SUNY Oswego Fact Book 2008-2009" indicates that 97.3% of the undergraduate students come from New York. Oswego and contiguous counties contribute 44.4% of the undergraduate students.

Data on high school graduation numbers from WICHE show high school graduation numbers are declining for the region. Analysis of projected high school graduation rates for New York and the surrounding states shows an 18% decrease in New York and 3% to 23% decreases in the surrounding states. The average decrease for the state of New York and the surrounding states is 13%. (see table 3-5)

Similar to the change in high school graduation rates for New York and surrounding states, the projected change in graduation rates for Oswego and contiguous counties is declining. Average decline in high school graduation numbers for the six counties is 16.7%. Oswego County anticipates a decline of 21.2%. (see table 3-6)

Enrollment projections provided by SUNY in the "Actual and Projected Headcount Enrollment by Student Level, Student Load and Higher Education History: State Operated Institutions, State University of New York, Fall 2007 through Fall 2025" spreadsheet predict enrollment at Oswego to increase seven percent by 2018 and by 12% by 2023. Projections for undergraduate enrollment are slightly less than overall projections, while graduate enrollment projections are greater. These are significant increases in contrast to information from recent enrollment trends at Oswego and projections of high school graduation levels. (see table 3-7)

Based on demographic information on high school graduation numbers, as well as recent enrollment trends at Oswego, the consultant agrees with the assessment of College at Oswego administration that enrollment increases over the planning period used in master planning are not likely to be 12%. For the purpose of the master plan, it is recommended that a modest five percent increase in FTE enrollment be projected.

The enrollment used for this space needs analysis at the base year was 8,909 headcount students which included 7,971 undergraduates and 938 graduate students. The full-time equivalent undergraduate enrollment was 6,812 FTE students. Graduate FTE was 520. Total FTE was 7,332. The 7,332 FTE differs from the original 7,488 FTE provided to the consultant because SUNY, as indicated by SUCF, adjusted the 2008 FTE for Oswego by removing high school students in Modern Language classes taught at remote locations from the FTE reported and by adding FTE counts for Women's Studies, Experience Based Education, International Education, and Undeclared Majors.

Projected enrollment used for this analysis reflected the five percent increase. The total number of FTE students on campus in 2023 is projected to be 7,711 FTE students. This includes 7,716 FTE undergraduate students and 535 FTE graduate students.

The Provosts and academic leaders at Oswego believed that an overall institutional projection of 5% growth was valid and that projections could be made with some degree of confidence at the level of the four Academic Divisions (Colleges and Schools); however, representatives of Oswego wished it to be noted that departmental level FTE changes were arrived at by what was essentially a mathematical exercise of even distribution for purposes of satisfying the needs of the FMP process and believed that precise distribution of data at this fine-grained level could not be assumed to be highly accurate over such a time horizon.

The consultant, Paulien & Associates the campus leaders, and SUCF staff worked together to project and document the future enrollment used for this analysis. A spreadsheet of projected enrollment follows. (see table 3-8 , 3-9)

### Projected Change in High School Graduates from 2009 to 2019 for New York and Surrounding States

	% Change
New Jersey	-3%
Massachusetts	-10%
Connecticut	-11%
Pennsylvania	-11%
New York	-18%
Vermont	-23%
<b>Average</b>	<b>-13%</b>

Table - 3-5

### Projected Change in High School Graduates from 2009 to 2019 for Oswego and Surrounding Counties

	2009	2019	Percent Change
Madison	809	725	-10.4%
Jefferson	1,163	1,024	-12.0%
Onondaga	4,648	4,032	-13.3%
Oneida	2,509	1,992	-20.6%
Oswego	1,499	1,181	-21.2%
Lewis	325	246	-24.3%
Cayuga	709	516	-27.2%
<b>Total</b>	<b>11,662</b>	<b>9,716</b>	<b>-16.7%</b>

Table - 3-6

### SUNY Projected Change in Enrollment from 2008 to 2023

	2008	2018	2023
Undergraduate	7,971	8,481	8,841
Graduate	938	1,071	1,098
<b>Total</b>	<b>8,909</b>	<b>9,552</b>	<b>9,939</b>
<b>Percent Undergraduate Change</b>	<b>6%</b>	<b>11%</b>	
<b>Percent Graduate Change</b>	<b>14%</b>	<b>17%</b>	
<b>Percent Change in Total</b>	<b>7%</b>	<b>12%</b>	

Table - 3-7

STUDENT & FACULTY FTES											
College		Oswego									
Chart of Accounts	Department Name	Fall 2008 FTE					Fall 2013 FTE				
		LD	UD	G1	Faculty	Total Student	LD	UD	G1	Faculty	Total Student
<b>Liberal Arts &amp; Sciences</b>		<b>2835.00</b>	<b>1380.00</b>	<b>30.00</b>	<b>213.41</b>	<b>4245.00</b>	<b>2875.82</b>	<b>1399.87</b>	<b>30.43</b>	<b>216.48</b>	<b>4306.13</b>
420088	Anthropology	68.00	107.00		6.49	175.00	68.98	108.54		6.58	177.52
420013	Biology	75.00	134.00		14.44	209.00	76.08	135.93		14.65	212.01
420018	Chemistry	203.00	97.00	5.00	10.90	305.00	205.92	98.40	5.07	11.06	309.39
420019	Computer Science	187.00	39.00		11.90	226.00	189.69	39.56		12.07	229.25
420026	Earth Science	132.00	74.00		9.58	206.00	133.90	75.07		9.72	208.97
420027	Economics	150.00	86		7.33	236.00	152.16	87.24		7.44	239.40
420031	English	327.00	189	9	34.31	525.00	331.71	191.72	9.13	34.80	532.56
420036	Modern Language	199.00	33		15.66	232.00	201.87	33.48		15.89	235.34
420046	History	468.00	127.00	9	23.34	604.00	474.74	128.83	9.13	23.68	612.70
420063	Mathematics	391.00	35.00	1	23.05	427.00	396.63	35.50	1.01	23.38	433.15
420073	Philosophy	91.00	32.00		6.5	123.00	92.31	32.46		6.59	124.77
420076	Physics	70.00	14.00		5.46	84.00	71.01	14.20		5.54	85.21
420077	Political Science	85.00	62.00		8.33	147.00	86.22	62.89		8.45	149.12
420078	Psychology	183.00	227.00	6	21.41	416.00	185.64	230.27	6.09	21.72	421.99
420079	Public Justice	83.00	66.00		6.78	149.00	84.20	66.95		6.88	151.15
420087	Sociology	112.00	47.00		5.88	159.00	113.61	47.68		5.96	161.29
420095	Women's Studies	11.00	11.00		2.05	22.00	11.16	11.16		2.08	22.32
<b>Communication, Media &amp; the Arts</b>		<b>512.00</b>	<b>347.00</b>	<b>17.00</b>	<b>55.57</b>	<b>876.00</b>	<b>529.41</b>	<b>358.80</b>	<b>17.58</b>	<b>57.46</b>	<b>905.78</b>
420009	Art	138.00	92.00	16.00	15.98	246.00	142.69	95.13	16.54	16.52	254.36
420090	Communication Studies	179.00	174.00		19.06	353.00	185.09	179.92		19.71	365.00
420066	Music	147.00	52.00	1	13.78	200.00	152.00	53.77	1.03	14.25	206.80
420091	Theatre	48.00	29.00		6.75	77.00	49.63	29.99		6.98	79.62
<b>Business</b>		<b>193.00</b>	<b>389.00</b>	<b>53.00</b>	<b>35.12</b>	<b>635.00</b>	<b>197.63</b>	<b>398.3</b>	<b>54.3</b>	<b>36.0</b>	<b>650.24</b>
440038	Accounting	76.00	155.00		13.77	231.00	77.82	158.72		14.10	236.54
440039	Marketing & Management	117.00	234.00	53	21.35	404.00	119.81	239.62	54.27	21.86	413.70
<b>Education</b>		<b>213.00</b>	<b>773.00</b>	<b>413.00</b>	<b>103.32</b>	<b>1399.00</b>	<b>214.15</b>	<b>777.17</b>	<b>415.23</b>	<b>103.88</b>	<b>1406.55</b>
500034	Curriculum & Instruction	48.00	429.00	214	51.2	691.00	48.26	431.32	215.16	51.48	694.73
500095	Vocational Technical Education		41.00	36	7.12	77.00		41.22	36.19	7.16	77.42
550043	Counseling & Psychology		42.00	103	10.83	145.00		42.23	103.56	10.89	145.78
560044	Health & Physical Education	92.00	168.00		18.11	260.00	92.50	168.91		18.21	261.40
600053	Technology	73.00	93.00	12	11.83	178.00	73.39	93.50	12.06	11.89	178.96
770002	Educational Administration & Supervision			48	4.23	48.00			48.26	4.25	48.26
<b>Academic Affairs</b>		<b>101.00</b>	<b>69.00</b>	<b>7.00</b>	<b>2.17</b>	<b>177.00</b>	<b>101.00</b>	<b>69.00</b>	<b>7.00</b>	<b>2.17</b>	<b>177.00</b>
860080	Experience Based Education	101.00	57.00		2.17	158.00	101.00	57.00		2.17	158.00
	International Education			4		4.00			4		4.00
	Undeclared Major		12.00	3		15.00		12.00	3		15.00
<b>Total from Oswego Campus Profile</b>		<b>3,854</b>	<b>2,958</b>	<b>520</b>	<b>409.59</b>	<b>7,332</b>					
<b>Projected Total</b>							<b>3,918.0</b>	<b>3,003.2</b>	<b>524.5</b>	<b>415.95</b>	<b>7,445.7</b>
<b>Student/Faculty Ratio =</b>		17.90					17.90				
<b>AAAFE Projection</b>		<b>7,182</b>	<b>7,332</b>				<b>7,148</b>	<b>7,446</b>			

Table - 3-8

STUDENT & FACULTY FTES											
College		Oswego									
Chart of Accounts	Department Name	Fall 2018 FTE					Fall 2023 FTE				
		LD	UD	G1	Faculty	Total Student	LD	UD	G1	Faculty	Total Student
<b>Liberal Arts &amp; Sciences</b>		<b>2917.22</b>	<b>1420.02</b>	<b>30.87</b>	<b>219.60</b>	<b>4368.11</b>	<b>2971.08</b>	<b>1446.24</b>	<b>31.44</b>	<b>223.65</b>	<b>4448.76</b>
420088	Anthropology	69.97	110.10		6.68	180.08	71.26	112.14		6.80	183.40
420013	Biology	77.18	137.89		14.86	215.06	78.60	140.43		15.13	219.03
420018	Chemistry	208.89	99.81	5.15	11.22	313.85	212.74	101.66	5.24	11.42	319.64
420019	Computer Science	192.42	40.13		12.25	232.55	195.98	40.87		12.47	236.85
420026	Earth Science	135.83	76.15		9.86	211.97	138.34	77.55		10.04	215.89
420027	Economics	154.35	88.49		7.54	242.84	157.20	90.13		7.68	247.33
420031	English	336.48	194.48	9.26	35.30	540.23	342.70	198.07	9.43	35.96	550.20
420036	Modern Language	204.77	33.96		16.11	238.73	208.55	34.58		16.41	243.14
420046	History	481.57	130.68	9.26	24.02	621.52	490.46	133.10	9.43	24.46	632.99
420063	Mathematics	402.34	36.02	1.03	23.72	439.38	409.77	36.68	1.05	24.16	447.50
420073	Philosophy	93.64	32.93		6.69	126.57	95.37	33.54		6.81	128.90
420076	Physics	72.03	14.41		5.62	86.44	73.36	14.67		5.72	88.03
420077	Political Science	87.47	63.80		8.57	151.26	89.08	64.98		8.73	154.06
420078	Psychology	188.31	233.58	6.17	22.03	428.06	191.78	237.90	6.29	22.44	435.97
420079	Public Justice	85.41	67.91		6.98	153.32	86.98	69.17		7.11	156.15
420087	Sociology	115.25	48.36		6.05	163.61	117.38	49.26		6.16	166.63
420095	Women's Studies	11.32	11.32		2.11	22.64	11.53	11.53		2.15	23.06
<b>Communication, Media &amp; the Arts</b>		<b>546.82</b>	<b>370.60</b>	<b>18.16</b>	<b>59.35</b>	<b>935.57</b>	<b>570.37</b>	<b>386.56</b>	<b>18.94</b>	<b>61.90</b>	<b>975.86</b>
420009	Art	147.38	98.26	17.09	17.07	262.73	153.73	102.49	17.82	17.80	274.04
420090	Communication Studies	191.17	185.83		20.36	377.00	199.41	193.84		21.23	393.24
420066	Music	157.00	55.54	1.07	14.72	213.60	163.76	57.93	1.11	15.35	222.80
420091	Theatre	51.26	30.97		7.21	82.24	53.47	32.31		7.52	85.78
<b>Business</b>		<b>202.26</b>	<b>407.7</b>	<b>55.5</b>	<b>36.8</b>	<b>665.48</b>	<b>208.25</b>	<b>419.7</b>	<b>57.2</b>	<b>37.9</b>	<b>685.17</b>
440038	Accounting	79.65	162.44		14.43	242.09	82.00	167.25		14.86	249.25
440039	Marketing & Management	122.62	245.23	55.54	22.37	423.39	126.24	252.49	57.19	23.04	435.92
<b>Education</b>		<b>215.34</b>	<b>781.50</b>	<b>417.54</b>	<b>104.46</b>	<b>1414.39</b>	<b>216.83</b>	<b>786.91</b>	<b>420.43</b>	<b>105.18</b>	<b>1424.18</b>
500034	Curriculum & Instruction	48.53	433.72	216.35	51.76	698.60	48.86	436.72	217.85	52.12	703.44
500095	Vocational Technical Education		41.45	36.40	7.20	77.85		41.74	36.65	7.25	78.39
550043	Counseling & Psychology		42.46	104.13	10.95	146.60		42.76	104.85	11.02	147.61
560044	Health & Physical Education	93.01	169.85		18.31	262.86	93.66	171.02		18.44	264.68
600053	Technology	73.80	94.02	12.13	11.96	179.96	74.31	94.67	12.22	12.04	181.20
770002	Educational Administration & Supervision			48.53	4.28	48.53			48.86	4.31	48.86
<b>Academic Affairs</b>		<b>101.00</b>	<b>69.00</b>	<b>7.00</b>	<b>2.17</b>	<b>177.00</b>	<b>101.00</b>	<b>69.00</b>	<b>7.00</b>	<b>2.17</b>	<b>177.00</b>
860080	Experience Based Education	101.00	57.00		2.17	158.00	101.00	57.00		2.17	158.00
	International Education			4		4.00			4		4.00
	Undeclared Major		12.00	3		15.00		12.00	3		15.00
<b>Total from Oswego Campus Profile</b>											
<b>Projected Total</b>		<b>3,982.6</b>	<b>3,048.8</b>	<b>529.1</b>	<b>422.38</b>	<b>7,560.5</b>	<b>4,067.5</b>	<b>3,108.4</b>	<b>535.0</b>	<b>430.80</b>	<b>7,711.0</b>
<b>Student/Faculty Ratio =</b>		17.90					17.90				
<b>AAAFE Projection</b>		<b>7,757</b>	<b>7,561</b>				<b>8,073</b>	<b>7,711</b>			

Table - 3-8



## A. SPACE GUIDELINES

SUNY Guidelines updated August 2007, and the SUNY Instructional Department Space Factors including Models and Factors Used to Determine Support Space dated September 15, 2009, were reviewed and assessed. These standards and factors were used as a starting point for the application of space guidelines. The guidelines that were applied are a combination of the SUNY Guidelines, SUNY factors, and alternate standards recommended by the consultant.

The sections below specify which guideline was applied to each space category and provides an explanation of the guideline application and a comparison to the SUNY Guidelines in accord with SUNY Space Factors.

It should be noted that this is an analysis of space to be used as part of the overall Facilities Master Plan for Oswego. Space needs analysis for the purpose of master planning is a process that estimates space amounts likely to be needed at current and projected enrollment, staffing, and activity levels. This is a numerical analysis of space needed and is not an entitlement. The calculations of space needs in this analysis will not necessarily result in allocation of space to individual units or departments.

### CLASSROOM & CLASSROOM SERVICE

Classrooms are defined as any room generally used for scheduled instruction requiring no special equipment and referred to as a “general purpose” classroom, seminar room, or lecture hall. Classroom service space directly supports one or more classrooms as an extension of the classroom activities, providing media space, preparation areas, or storage. The classroom service space is included in the calculation of classroom space needs.

Prior to 2000, many guidelines for classroom space were developed at a time when tablet armchair classrooms were the predominant seating preference. These guidelines called for approximately 15 assignable square feet (ASF) per student station which is significantly lower than what today’s active classrooms require. Today’s classrooms that have good sight lines, adequate technology, and flexible seating arrangements can easily average between 20 ASF and 25 ASF per student station.

The SUNY Guidelines suggest 16 ASF per student station for classrooms, 20 ASF per station for seminar rooms, and 18 ASF for “AV” classrooms. The average student station size in classrooms at Oswego is 20 ASF per station. However, the average station size for classrooms in Mahar Hall is 17 ASF. The average in Lanigan is 17 ASF per station, while the average in the Campus Center is 24 ASF per station, indicating that more modern classrooms on the Oswego campus have greater average ASF per student station.

After review of the SUNY Guidelines and the existing averages on the Oswego campus, as well as national trends for modern classrooms, the consultant used 22 ASF per station as the guideline for this analysis. This guideline is only slightly more than the average 20 ASF per station in the current Oswego classrooms and reflects a trend toward larger station sizes like those in the newest classrooms in the Campus Center. The larger station size also reflects the campus shift from being a teaching-centered to a learning-centered campus. The larger station size allows for more active learning environments.

The SUNY Instructional Department Space Factors recommend 28.3 weekly contact hours per student station (seat hours) for classrooms, which includes the Division of the Budget

### CLASSROOM UTILIZATION EXPECTATIONS

#### Actual Utilization

27 hours per week  
Average Student Station Occupancy - 62%  
Average Space Per Student Station - 20 ASF  
Seat Hours - 16.1

#### SUNY Utilization Expectation

40 hours per week  
Time Scheduled - 75%  
Seating Occupied - 80%  
DOB Increase - 1.18  
Average Space per Student Station - 16 ASF  
Seat Hours - 28.3

#### Consultant Recommended Utilization

32 hours per week  
Average Student Station Occupancy - 65%  
Space Per Student Station - 22 ASF  
Seat Hours - 20.80

### EXAMPLE OF CLASSROOM GUIDELINE APPLICATION

#### Step 1 • Calculate Weekly Student Contact Hours for Lecture Section

Enrollment (20) X Weekly Room Hours (3) = Weekly Student Contact Hours (60)

#### Step 2 • Calculate Classroom Guideline

$$\frac{22 \text{ ASF/Station}}{32 \text{ Weekly Room Hours X } 65\% \text{ Student Station Occupancy}} = 1.06 \text{ ASF/WSCH}$$

#### Step 3 • Calculate Guideline Square Footage

Weekly Student Contact Hours (60) X ASF/WSCH (1.06) = Guideline Square Footage (64)

### GUIDELINE PER WEEKLY STUDENT CONTACT HOUR (WSCH):

$$\frac{22 \text{ ASF/Station}}{32 \text{ Weekly Room Hours} * 65\% \text{ Student Station Occupancy}} = 1.06 \text{ ASF/WSCH}$$

(DOB) increase of 1.18%. Review of the classroom utilization analysis shows Oswego to average 16.1 seat hours which is determined by dividing the total weekly student contact hours (WSCH) of 83,460 by the total number of student stations.

The consultant believes the SUNY classroom utilization expectation is very difficult to achieve. The SUNY space factor explanation says there are 40 hours per week and rooms are expected to be scheduled 75% of that time, or 30 hours per week. Seats are then expected to be filled to 80% on average. The Division of Budget then added an 18% increase to utilization, which took the seat hours to 28.3. This amount would require over 94% of the seats to be filled if the room is scheduled 30 hours per week. If the room is scheduled 40 hours per week, they would require over 70% of the seats to be filled on average.

As has been noted in this analysis, achieving a seat occupancy utilization average of over 65% is relatively rare because classrooms cannot be scheduled very precisely to capacity. There is, ultimately, no direct control over the number of students who enroll for a particular course after its room has already been determined.

In the consultant’s experience, a campus average of 40 scheduled hours per week for classroom use is only achieved at campuses with a very heavy morning, afternoon, and evening schedule. This is almost always only achieved at selected urban campuses. They usually feel they do not have enough classroom space to adequately develop a schedule and very little flexibility for makeup sessions, special departmental events, etc.

Approximately half the states in the nation either have utilization expectations or there are system expectations in one or more of the public higher education systems. The average of those systems that have classroom utilization targets is now 35 weekly room hours. The consultant has performed utilization studies for over 100 campuses. The most common findings are between 25 average weekly hours and 35 average weekly hours. This is scheduled use for credit instruction. For this analysis the consultant used a classroom

utilization goal of 32 hours per week which is higher than the Oswego average of 27 weekly scheduled room hours.

The other utilization factor which is normally part of the consultant’s calculation of classroom space needs is the percentage of seats filled when the rooms are in use. The most widely used number remains 60%. There has recently been a strong push to increase the utilization factor to 67%. In the many studies the consultant has conducted, the actual use tends to be between 50% and 65%. The Oswego average of 62% occupancy is within the expected range. For this analysis the consultant used 65% as the guideline for the percent of seats occupied which is at the high end of the expected range.

The consultant’s recommended classroom space calculations are determined by a formula that takes the target utilization of 32 hours per week, multiplies it by the target student station occupancy of 65% to arrive at the seat hours (20.80). The 20.80 seat hours are then divided into the 22 square feet per student station. This calculation produces a factor of 1.06 ASF per weekly student contact hour (WSCH) for lecture courses.

The assignable square feet per weekly student contact hour (ASF/WSCH) is calculated as follows:

As a comparison, the ASF/WSCH for the use of classrooms using 16 ASF established by SUNY calculations, and reported in the SUNY Guidelines and dividing that by the 28.3 seat hours from the SUNY Instructional Department Space Factors results in an ASF/WSCH factor of 0.57. The consultant’s ASF/WSCH guideline applied is nearly double the SUNY factor.

As a final step, the ASF/WSCH is used to produce the calculation of the classroom space needed. Multiplying the total weekly student contact hours for lecture courses, provided in the Oswego course file, by the classroom guideline factor of 1.06, generates the required ASF of classroom space.

### TEACHING LABORATORIES & TEACHING LABORATORY SERVICE

Teaching laboratories or class laboratories are defined as rooms used primarily by regularly scheduled classes that require special purpose equipment to serve the needs of particular disciplines for group instruction, participation, observation, experimentation, or practice. Station sizes in teaching laboratories vary by discipline. Space requirements are calculated with a formula that is similar to those used to determine classroom space requirements, except that the ASF per student station and weekly room hour expectations vary by discipline. (see illustration 3-11)

The SUNY Space Standards found in the SUNY Guidelines have recommended the ASF per student station for class laboratories for various departments and disciplines. The programming standards also include a separate ASF per station for class laboratory service spaces. The SUNY instructional department space factors recommend 22.7 seat hours for class laboratories which includes the 1.18 increase by DOB.

This increase results in needing over 90% of the student stations to be filled with 24 hour per week utilization and would need over 28 hours of average scheduled hours per week per laboratory to achieve the 80% occupancy. In the consultant's experience, these are laboratory use expectations that are almost never achieved, except at some large flagship universities which hold many sections of undergraduate laboratories that can be filled to capacity.

The actual teaching laboratory utilization at Oswego averaged 13 weekly room hours at 72% student station occupancy, which results in 8.5 seat hours.

The scheduled weekly room hour average for teaching laboratories is generally found to be less than scheduled use of classrooms due to the need for preparation time of specialized equipment prior to class. Conversely, the student station occupancy is normally higher as the number enrolled in a laboratory exercise is more closely monitored, safety being a key issue as well as the limitations of faculty observation.

In the consultant's experience a range of 12 to 24 hours per week is expected depending on the discipline. For certain advanced disciplines in which a variety of laboratories are needed, it is very difficult to achieve over 12 hours of weekly use. These disciplines include, but are not limited to, biology and chemistry. (see table 3-12)

Because the actual utilization of teaching laboratories at Oswego is only 13 hours per week, which is at the low end of what the consultant would expect to see, the consultant recommends a target utilization of 15 hours per week for this analysis.

Using 75% as the student station occupancy percent and 15 weekly room hours, resulting in 11.25 seat hours, and using the consultant's experience to develop discipline-specific ASF per station amounts which include teaching laboratory service space, the consultant calculated the ASF/WSCH factor for each of the laboratory course disciplines.

As with the classroom guideline application, the ASF/WSCH was used to calculate the amount of teaching laboratory or class laboratory space needed. The total weekly student contact hours for laboratory courses was multiplied by the teaching laboratory ASF/WSCH guideline factor to generate the required ASF of class laboratory space.

**TEACHING LABORATORY UTILIZATION EXPECTATION**

**Actual Utilization**  
13 hours per week  
Average Student Station Occupancy - 72%  
Average Space Per Student Station - Varies  
Seat Hours - 8.5

**SUNY Utilization Expectation**  
32 hours per week  
Time Scheduled - 75%  
Seating Occupied - 80%  
DOB Increase - 1.18  
Average Space Per Student Station - Varies  
Seat Hours - 22.66

**Consultant Recommended Utilization**  
15 hours per week  
Average Student Station Occupancy - 75%  
Space Per Student Station - Varies  
Seat Hours - 11.25

Illustration - 3-11

**SUNY Teaching Laboratory Space Guidelines**

Program	ASF/Station	Student Station Occupancy	Weekly Room Hours	ASF/WSCH
<b>College of Liberal Arts &amp; Sciences</b>				
<b>Sciences</b>				
Biology / Chemistry / Physics	75	75%	15	6.67
Cognitive Science / Computer Science / Earth Sciences	60	75%	15	5.33
Psychology	50	75%	15	4.44
Mathematics	40	75%	15	3.56
<b>Liberal Arts</b>				
Anthropology	60	75%	15	5.33
English	40	75%	15	3.56
Public Justice	40	75%	15	3.56
<b>School of Communication, Media and the Arts</b>				
Art	80	75%	15	7.11
Communication	50	75%	15	4.44
Theatre	150	75%	15	13.33
Music	60	75%	15	5.33
<b>School of Education</b>				
Education	40	75%	15	3.56
Technology (Education)	40	75%	15	3.56
Technology (Computers)	60	75%	15	5.33
Technology (Electrical/Electronics)	100	75%	15	8.89
Technology (Industrial)	120	75%	15	10.67

WSCH = Weekly Student Contact Hour; ASF = Assignable Square Feet

Illustration - 3-12

**OPEN LABORATORIES & SERVICE**

The space classified as open laboratories or individual study laboratories includes rooms that are open for student use and that are not used on a regularly scheduled basis. These rooms may provide equipment to serve the needs of particular disciplines for group instruction in informally or irregularly scheduled classes. Alternatively, these rooms are used for individual student experimentation, observation, or practice in a particular field of study. The size of these laboratories is based on equipment size, the station size, and student count desired, and therefore should be determined on an individual basis. Types of rooms included in this category include computer laboratories, language laboratories, music practice rooms, and tutorial and testing facilities.

Open laboratories are not specifically addressed by most guideline systems. The SUNY Instructional Department Space Factors show a recommendation of 59 seat hours for individual study laboratories. By definition, open laboratories are irregularly scheduled or not scheduled at all (e.g., open access laboratories). Most campuses do not possess the sophisticated technology or personnel to track their usage.

In recent benchmarking and consulting work with several statewide systems, the consultant found between five and ten ASF per student FTE allocated for open laboratory space. The amount of space Oswego has in this category is over six ASF per student FTE, within the expected range.

Because the open laboratory or individual study laboratories are not scheduled, the consultant chose to apply an ASF per student FTE factor as the guideline for the open laboratory space category at Oswego. The consultant applied six ASF per student FTE. The six ASF per student FTE was used because it is in the middle of the expected range. The six ASF per student FTE is needed to provide adequate collaborative learning spaces and student research spaces for Oswego students.

## A. SPACE GUIDELINES



### RESEARCH LABORATORIES & SERVICE

Research laboratories are rooms used for unscheduled laboratory experimentation or training in research methods and observation. The research may be conducted by either faculty or students for both funded and non-funded research. SUNY Oswego, while not a doctoral degree granting institution, has an expectation of research for the faculty. (see table 3-13)

#### SUNY Research Laboratory Space Guidelines

Program	ASF/ Faculty
Biology / Chemistry / Physics	400
Earth Sciences / Psychology	200
Computer Science	100
Art / Education	50

Table 3-13

The research space SUNY guideline in the SUNY Space Standards is calculated using an ASF allocation of space for faculty and graduate students with appropriate additions for laboratory support space. The SUNY Instructional Department Space Factors recommend a guideline of 47.2 seat hours for research and support.

Following the SUNY Space Standards approach to research space calculations, the consultant calculated the need for research space by applying an ASF factor to the faculty in the disciplines that have existing research space or are known to need research space.

The consultant applied ASF/FTE space factors for research that is somewhat higher than the SUNY ASF/station in order to include sufficient space for laboratory service.



### OFFICE SPACE (ACADEMIC AND ADMINISTRATIVE)

Most guidelines for office space needs, including the SUNY Space Standards, are based upon major categories of staff types and the additional application of space amounts for office service and conference space needs.

The SUNY Space Standards allocate 120 ASF per faculty office but indicate an allowance of 160 ASF per FTE faculty for office and office service space. The 160 ASF includes the 120 ASF for an office plus additional space for reception space, supply rooms, storage, waiting rooms, conference rooms, department workrooms, and files storage space.

SUCF provided Oswego staffing information in accord with SUNY guidelines, with individual job title. The consultant then organized staff into major categories as shown in the Office Space Guidelines table. Each category of employee was assigned an office, office service, and conference room space guideline.

Using the SUNY Space Standards as a foundation, the consultant developed guidelines that are specific to job title or position. These guidelines determine office space needs based on the headcount of major categories of staff. For example, the consultant's recommendation for faculty is 190 ASF per faculty headcount, as compared to the SUNY budget of 160 ASF per FTE faculty. For Technical and Secretarial categories, we used 150 ASF per headcount. (see table 3-14)



#### SUNY Office Space Guidelines

Employee Type: <i>Applied per Headcount</i>	Office ASF	Conference ASF	Service ASF
President	400	600	280
Vice President	320	50	30
Dean	300	50	30
Asst. Vice President or Assoc./Asst. Dean	240	50	30
Executive/Director	180	50	30
Assoc./Asst Director	140	50	30
Faculty (Tenured/Tenure-Track)	140	20	30
Faculty requiring a Studio Office	200	20	30
Adjunct Faculty	70	0	0
Professionals	140	20	30
Technical & Paraprofessional	120	0	30
Secretarial & Clerical	120	0	30
Graduate / Teaching / Research Assistant	60	0	0
Skilled Crafts	0	0	0
Service & Maintenance	0	0	0
Library Personnel (Office Space in Library Guidelines)	0	0	0

Table - 3-14



**LIBRARY SPACE**

Most of the guideline systems for library space utilize one set of factors for collections, another for readers, and a third for service space. The SUNY Guidelines and the SUNY Instructional Department Space Factors use this format.

The SUNY Instructional Department Space Factors start at 0.085 net square feet (NSF) per volume for the first 150,000 volumes and reduce to 0.0765 NSF for 150,001 to 300,000 volumes, 0.068 NSF per volume for 300,001 to 600,000 volumes, and 0.0595 NSF per volume for over 600,000 volumes. While these guidelines are slightly lower than usual, the consultant applied the SUNY Instructional Department Space Factors. For the future projections, the consultant was informed that the book collection is growing. The electronic media growth will be digital and not impact space.

The SUNY Space Standards suggest reader/study stations be 25 to 40 square feet per study and seating station. The SUNY Instructional Department Space Factors suggest 4.89 NSF per FTE student for library seating. The consultant normally applies a guideline that generates the number of seats within a library for approximately 25% of the students on a campus. Assuming the number of seats in the library are for a quarter of the students, the equivalent of the SUNY space factor of 4.89 ASF per FTE would be 19.56 ASF per library seat, or just under 20 ASF per station. The consultant has found that modern campus libraries are becoming more of student commons areas and supply more seating space for students. Because the campus has identified the Information Innovation Center as a strategic initiative for the campus, the Oswego campus is following the national trend of developing library learning commons spaces.

In order to supply sufficient seating capacity for the Information Innovation Center, the consultant applied 30 ASF per station for 25% of the undergraduate student headcount and 15% of graduate student headcount as the guideline for seating and study space in the library rather than using the SUNY space factor. The 30 ASF per station is within the SUNY Guidelines range of 25 to 40 square feet per study and seating station. The reason for using student headcount over student FTE is that all students, full-time or part-time, use library facilities.

SUNY Space Standards allow for library service and storage space. The amount of service and storage space is detailed at a program level in the SUNY Space Standards. For a more macro level analysis of library support space, the consultant has applied 25% of library guideline space for service and storage space as recommended in the SUNY Instructional Department Space Factors. (see table 3-15)

**Penfield Library**

Library Collections	Current Items	Conversion Factor	Fall 2008 Volumes	Volume Growth	2013 Volumes	Volume Growth	2018 Volumes	Volume Growth	2023 Volumes
Books/Serials (Volumes)	579,889	1.00	579,889	4.30%	604,824	8.60%	629,759	12.90%	654,695
Unbound Serials	2,687	0.50	5,374	0.00%	5,374	0.00%	5,374	0.00%	5,374
Microforms	1,663,592	80.00	20,795	0.00%	20,795	0.00%	20,795	0.00%	20,795
Audio/Visual Materials	32,557	5.00	6,511	0.00%	6,511	0.00%	6,511	0.00%	6,511
<b>Total Volume Equivalents</b>			<b>612,569</b>		<b>637,505</b>		<b>662,440</b>		<b>687,375</b>

**SUNY Library Guideline Application and Analysis**

Collection Space	No. of Volume Equivalents					Fall 2008 Guideline ASF	2013 Guideline ASF	2018 Guideline ASF	2023 Guideline ASF
	0 - 150,000	150,001 - 300,000	300,001 - 600,000	600,001 - 2,000,000	2,000,001 and above				
<i>ASF per Volume</i>	0.09	0.08	0.07	0.06	0.02				
Fall 2008 Collection Space	12,750	11,475	20,400	748	0				
2013 Collection Space	12,750	11,475	20,400	2,232	0				
2018 Collection Space	12,750	11,475	20,400	3,715	0				
2023 Collection Space	12,750	11,475	20,400	5,199	0				
<b>Total Collection Space</b>						45,373	46,857	48,340	49,824
Study Space	Percent of Headcount	Fall 2008 Headcount	Fall 2008 Stations	2013 Headcount	2013 Stations	2018 Headcount	2018 Stations	2023 Headcount	2023 Stations
Undergraduate Students	25%	7,971	1,993	8,090	2,023	8,210	2,053	0	2,093
Graduate Students	15%	938	141	952	143	966	145	0	148
Faculty (FTE)	0%	410	0	416	0	422	0	0	0
<b>Total Study Stations</b>	<i>100% @ 30 ASF/Station</i>		2,133		2,165		2,197		2,240
<b>Total Study Space</b>						63,990	64,950	65,910	67,200
<b>TOTAL COLLECTION &amp; STUDY SPACE</b>						<b>109,363</b>	<b>111,807</b>	<b>114,250</b>	<b>117,024</b>
<b>Service Space</b> <i>(25.0% of Total Collection and Study Space)</i>						27,341	27,952	28,563	29,256
<b>Lounge Space</b> <i>(ASF per Study Station)</i>									
<b>TOTAL LIBRARY GUIDELINE SPACE</b>						<b>136,704</b>	<b>139,758</b>	<b>142,813</b>	<b>146,280</b>
<i>Existing Space</i>						139,894	139,894	139,894	139,894
<b>SURPLUS / (DEFICIT)</b>						<b>3,190</b>	<b>136</b>	<b>(2,919)</b>	<b>(6,386)</b>

Table - 3-15

## A. SPACE GUIDELINES

### PHYSICAL EDUCATION / RECREATION / ATHLETICS

This category includes facilities which are used for physical education programs, student recreation, and intercollegiate athletics. At many universities these three functions tend to have some shared facilities. Because of this overlap, it is sometimes difficult to attribute the space separately to physical education, recreation, or athletics.

Traditionally, the space standards used to generate this type of space cover physical education and student recreation but not athletics. The need for athletic space is calculated separately based on the number, type, and level of competitive sports played.

SUNY Guidelines and the SUNY Instructional Department Space Factors Support Space Models include calculation factors for physical education, but not recreation or athletics.

SUNY Guidelines outline space amounts at a program level for each type of activity space and type of support space. The SUNY Instructional Department Space Factors Support Space Models recommend 120,000 ASF for physical education space at an Arts and Science campus with 6,001 to 12,000 FTE students.

For a master plan level space needs analysis, the consultant normally recommends using 12 ASF for each undergraduate student, 25% of all graduate students, and 15% of non-student staff and faculty for physical education and recreation space. This results in a guideline of just over 100,000 ASF which is slightly less than the SUNY space factor. For this analysis, the consultant applied the SUNY guideline of 120,000 ASF.

At Oswego the athletics programs are NCAA Division III and compete in the State of New York Athletic Conference with nine other SUNY schools. For athletics space, the consultant used comparative information from space analyses performed for similar institutions and used 125,000 ASF for the athletics space guideline. For a campus that has extensive indoor athletic facilities, including a hockey arena, 125,000 ASF as a guideline normally provides sufficient indoor athletics space.

Because it is difficult to attribute the space separately to physical education, recreation, or athletics, the existing space and guideline findings for physical education, recreation, and athletics are best viewed when totaled together.

#### OTHER ACADEMIC DEPARTMENT SPACE

The space classified as other academic department space includes all other departmental space that has not been included in the guideline calculations for classrooms, teaching laboratories, open laboratories, research, or office space. At Oswego the spaces in this category include general storage, animal facilities and service, AV production and data processing facilities, departmental libraries, and lounges.

Due to the diversity of these spaces and the different ways various campuses might classify these spaces, they are not specifically addressed by recognized guideline systems. The SUNY Space Standards address some of these spaces in other categories, for example animal facilities are included in the program space amounts for class laboratory spaces.

Because the guidelines applied in this analysis do not specifically include all of these spaces, the consultant has chosen to define a separate category for these other academic department spaces.



The spaces that the consultant categorized as other academic department space at Oswego averaged just over four ASF per student FTE. The consultant applied five ASF per student FTE in this category. This provides for some additional space in the academic units.

#### OTHER ADMINISTRATIVE DEPARTMENT SPACE

As with other academic department space, other administration department space consists of the same types of spaces except they are allocated to administrative units. These spaces include non-office related work and processing rooms, lounge areas, telecommunications/ phone rooms, and general meeting rooms. At Oswego the spaces in this category include AV production and data processing facilities, lounges, merchandising, shops, and storage.

While these spaces are not specifically addressed by many guideline systems, as mentioned with other academic department space, the SUNY Space Standards address these spaces in other categories of space including data resources and student/faculty activities.

Other administrative space at Oswego averages slightly more than five ASF per student FTE. The consultant applied a guideline of six ASF per student FTE.

#### STUDENT UNION AND DINING

Widely used formulas recommend nine or ten ASF per student for generating student center space. These guidelines for space application provide space for the various functions that are typically found in a comprehensive student center including: food service, bookstore, lounge, recreation space, meeting space, student government/club space, and other student activities.

The SUNY Space Standards address student center spaces in its broader Student & Faculty Activity category. The SUCF category of Student & Faculty Activity includes lounges; recreation space; student organization space; merchandising, including bookstore space; lounges; and food services.

The SUNY Space Standards outline space amounts at a program level for each type of activity space and type of support space. More appropriate to a master plan level space needs analysis, the SUNY Instructional Department Space Factors Support Space Models recommend 10.5 NSF per student FTE.

The consultant elected to apply 10 ASF per headcount student for this category of space because applying a guideline of 10 ASF per headcount student results in a finding roughly 10,000 ASF greater than application of the SUNY recommended 10.5 NSF per student FTE. The reason for using student headcount over student FTE is the students as individuals all use Student Union space, whether they are full-time or part-time students. Both guidelines produce less space than currently exists in this category at Oswego.



### ASSEMBLY & EXHIBIT SPACE

Assembly and Exhibit space is defined as any room designed and equipped for the assembly of large numbers of people. This includes theaters, auditoriums, concert halls, and arenas. Exhibit spaces are used for exhibition of materials, works of art, or artifacts intended for general use by students and the public.

The SUNY Space Standards have an Assembly & Exhibition category. SUNY Space Standards outline space amounts at a program level for each type of space and support space in the Assembly & Exhibition category. The SUNY Space Standards outline space amounts for programming theater space, seating space, stage space, support spaces, and gallery and museum facilities.

For a less detailed master plan level analysis, the SUNY Instructional Department Space Factors Support Space Models recommend 40,770 NSF for Assembly & Exhibition space at an Arts and Science campus with 6,001 to 12,000 students. It should be noted that the SUNY Instructional Department Space Factors Support Space Models recommend 55,020 NSF for Assembly & Exhibition space at a University Center campus with up to 12,000 students.

Guidelines normally applied by the consultant allow for 30,000 ASF for the core space in this category for performance plus six ASF per student over 5,000 student FTE. An additional 6,551 ASF would be added for circulation space, which is included in the existing space coded as this space type. These circulation spaces are not usually coded as Assembly & Exhibit space and are, therefore, not usually included in most Assembly & Exhibit guidelines. Including the 6,551 ASF results in a calculated guideline of nearly 52,000 ASF.

In this instance, the consultant has elected to apply the recommended guideline of nearly 52,000 ASF. This number closely matches the SUNY space factor for a University Center. The consultant's guideline applied for Assembly & Exhibit space will more effectively support the Oswego initiative for a Regional Fine and Performing Arts Center and will support the Oswego academic programs such as art, music, theater, and science programs that need performance and rehearsal venues, exhibition and museum spaces, planetariums, and observatories.

### STUDENT HEALTH SERVICES

The SUNY Space Standards address student health care facilities in the Infirmary Examination and Treatment category. The standards include program level space amounts for treatment rooms, dental rooms, utility rooms, diagnostic laboratories, pharmacy spaces, waiting rooms, and nursing stations.

The SUNY Instructional Department Space Factors Support Space Models recommend 8,000 NSF for student health facilities at an Arts and Sciences campus with 6,001 to 12,000 students.

For this category of space the consultant applied the SUNY space factor of 8,000 NSF (see tables 3-39, 3-40) for student health facilities. The guideline is applied only to those health care facilities coded with room use codes in the 8000 series. Offices for student health services are included under the administrative office space guideline.

### PHYSICAL PLANT

Physical Plant space includes central services, central storage, and space used for physical plant services and operations. The SUNY Space Standards include program space amounts for physical plant facilities in the Building Services category.

For the Building Services category the SUNY Instructional Department Space Factors Support Space Models recommend three percent of the space on campus as the guideline for building service space and four percent for central services facilities at a university campus. For the analysis of physical plant space, the consultant has added the building service three percent to the central services four percent and applied seven percent of the space on campus for physical plant space. For example, the total space on campus including Residence Life, President's residence, other organizations, and inactive space is 1,997,925 ASF. Subtracting 118,998 ASF Physical Plant space results in 1,878,927 ASF. Seven percent of the 1,878,927 ASF equals 131,067 ASF.

Most guidelines suggest a percentage of six to eight percent of all square footage on campus, excluding existing physical plant space, be used to drive master plan needs in this category. The SUNY Instructional Department Space Factors Support Space Models recommendation of three percent for building services plus four percent for central services falls within this range.

Many institutions use less than the six to eight percent range for physical plant space. One of the reasons a lower percentage may be adequate for master planning purposes is the fact that many physical plant departments are increasing the outsourcing of many typical shop functions and are using just-in-time purchasing methods to decrease warehousing needs. In contrast, an institution with significant acreage, in a harsh climate, or remote from a major metropolitan area may require a higher percentage. Because Oswego is more remote from major urban centers and in a harsh climate, it requires a higher percentage. For this reason, the consultant applied seven percent as the physical plant guideline for Oswego, which is consistent with the seven percent (three percent building service plus four percent central services space) in the SUNY Instructional Department Space Factors.

### OTHER SPACE CATEGORIES

In addition to the space categories included in the space needs analysis, the Residence Life, President's Residence, Other Organizations, and Inactive space categories have not been analyzed here. The Residence Life category includes the residence halls. The Other Organizations category includes the space assigned to the Boards of Cooperative Educational Services (BOCES) in Park Hall. The inactive space includes the 25,010 ASF on the upper floor of Hewitt Union, which is under renovation to be used as surge space for the Piez Hall renovation, and two offices, totaling 384 ASF, in Culkin Hall that are currently not assigned to a particular department.

## B. SPACE USE INVENTORY OF EXISTING SPACE

In accord with SUNY guidelines, SUCF provided the consultant with the Physical Space Inventory (PSI) file for the Oswego campus for use in the analysis of space needs for the facilities master plan. The PSI facilities data included building, room identification, square footage, space use, and departmental information on a room-by-room basis.

The consultant toured buildings on campus and met with campus leaders. Information gathered from the tour and meetings resulted in some changes to the PSI data. For example, the PSI data showed Hewett Union to be completely occupied and the Campus Center to have some unoccupied space. Further information indicated that the top floor of Hewett Union is no longer in use, so it was reclassified as inactive space. Similarly the space being renovated in the Campus Center is fully occupied so was reclassified from inactive space to active space.

Space classification is as much an art form as a science. Often times a room can be coded as one of several space use classifications. Choosing the best code requires consideration of the implications of classifying a room in one manner over another not only from the point of view of the system or governing board, but such factors as utilization expectations and research management. Knowing the types of activities being conducted in the space, the primary users of the space, understanding space use classifications and their nuances, as well as observing the physical limitations and attributes of the space, provide a more accurate inventory. The table shows the buildings that were included in the PSI grouped by primary building function. (see table 3-16)

### Existing Space by Building

Building Name	ASF	Building Name	ASF	Building Name	ASF	Building Name	ASF
<b>Instruction</b>	<b>602,032</b>	<b>Student Activities</b>	<b>96,478</b>	<b>Heating Plant</b>	<b>1,815</b>	<b>Residential</b>	<b>678,627</b>
Campus Center	69,354	FM Radio Transmission Facility	400	Lee Hall (Heating Plant)	1,815	Cayuga Hall	73,877
Lanigan Hall	50,720	Hewitt Union	96,078	<b>Organized Activity</b>	<b>3,167</b>	Funnelle Hall	70,826
Mahar Hall	60,484	<b>Student Health</b>	<b>22,919</b>	Rice Creek Field Station	3,167	Hart Hall	70,341
Park Hall	45,793	Walker Infirmary	22,919	<b>Organized Research</b>	<b>3,432</b>	Johnson Hall	42,630
Piez Hall (Sci No. 1)	51,142	<b>Administration</b>	<b>43,824</b>	King Hall	3,432	Lonis Hall	18,821
Poucher Hall	25,884	Culkin Hall	42,253	<b>Public Service</b>	<b>525</b>	Moreland Hall	21,332
Rich Hall	27,952	Ft Drm Ed Svc Consortium	290	One Room School House	525	Oneida Hall	65,255
Sheldon Hall	57,974	Security Parking Office	1,281	<b>Dining</b>	<b>93,357</b>	Onondaga Hall	114,015
Snygg Hall	92,610	<b>Campus Service</b>	<b>57,948</b>	Cooper Dining Hall	20,334	President Garage	500
Tyler Hall	75,929	Bio Fld Garage	500	Lakeside Dining Hall	17,856	Riggs Hall	39,848
Wilber Hall	44,190	Commissary Building	23,837	Littlepage Dining Hall	14,863	Scales Hall	31,027
<b>Library</b>	<b>146,965</b>	Gar-20	11,998	Mackin Dining Hall	21,910	Seneca Hall	92,698
Penfield Library	146,965	Maintenance Building	16,498	Pathfinder Dining Hall	18,394	Shady Shore	6,529
<b>Health &amp; Physical Education</b>	<b>246,836</b>	Maintenance Storage	90	<b>TOTAL</b>	<b>1,997,925</b>	Waterbury Hall	30,928
Convocation Center	59,796	Pole Barn	4,500				
Laker Hall	98,786	Sewage Pump Station	150				
Lee Hall	40,188	Volatile Sto	375				
Romney Field House	48,066						

Table3-16

### EXISTING SPACE CATEGORIZATION

#### Space Use and Space Type Codes

Using the space type code from the original PSI for the Oswego campus, the consultant compared the space codes used by SUNY to the codes defined by the National Center for Education Statistics. The National Center for Education Statistics (NCES) classification is outlined in its Postsecondary Facilities Inventory and Classification Manual (FICM): 2006 Edition (NCES FICM) which can be found online at <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=92165>. The consultant reviewed the spaces on campus using the NCES space use codes so that commonly used benchmarking and space guideline systems would form a basis of comparison for this analysis.

The Space Comparison by Space Use/Type table lists the NCES space use groups and compares these to the SUNY space type groups. While there are many similarities, the NCES space use groups provide slightly more detail. For example, the NCES separates teaching laboratories from open laboratories and identifies athletic spaces. In addition the SUNY space codes do not include meeting rooms and demonstration rooms. (see table 3-17)

While some of the space use names are identical, the descriptions of the spaces can be very different. For example, the SUNY space type codes have some lounge and circulation spaces coded as assembly and exhibition space while the NCES FICM reserves its assembly and exhibit category to actual venues and galleries that support academic programs.

In some instances, the SUNY space type codes classify spaces as assignable while the NCES

### Space Comparison by Space Use/Type Group

Student FTE = 7,332

NCES Space Use Group	Total ASF*	SUNY Space Type Group	Total ASF*
Classroom / Lecture Halls	127,011	Classroom / Lecture Halls	127,011
Teaching Labs & Service	134,602	Laboratory Facilities	186,350
Open Labs & Service	27,976		
Research Labs & Service	9,405	Research Facilities	9,405
Office & Service	240,482	Departmental Support	112,431
		Administrative Facilities	133,701
Library Facilities	132,151	Library Facilities	132,151
Special Use	11,159	Special Use Facilities	186,768
Athletics/Physical Ed & Recreation	175,609		
Assembly & Exhibit	30,720	Assembly & Exhibition	30,720
General Use	274,994	Student/Faculty Activity Facilities	197,753
Support Facilities**	164,438	Central Service Facilities	81,304
		General Building Services**	69,629
Health Care Facilities	4,509	Medical Facilities	4,509
<b>Subtotal</b>	<b>1,333,056</b>	<b>Subtotal</b>	<b>1,271,732</b>
<b>ASF per Student FTE</b>	<b>182</b>	<b>ASF per Student FTE</b>	<b>173</b>
Residential Facilities	669,847	Residence Facilities	731,171
Inactive/Conversion	14,316	Unassigned Space	14,316
		Parking Services	0
<b>TOTAL</b>	<b>2,017,219</b>	<b>TOTAL</b>	<b>2,017,219</b>

\* Excludes Metro Center and the Phoenix Education Center

\*\* Space Code 7501 includes spaces such as janitor's closets that are normally not considered as assignable square footage.

Table3-17

FICM classifies those spaces as non-assignable spaces. For example, the SUNF space code 7501 includes spaces such as janitors' closets that NCES would not include as assignable space.

**Space Categorization, SUNY Function Codes, and Space Categorization for Space Planning**

The space codes that are defined by SUNY are further categorized by function codes. NCES does not recommend using function codes as space use categories but does state that function codes can be maintained as optional fields. Function codes are derived from budget codes and used in financial systems; however, space is often not used based on budget sources even though there may be some correlation. (see table 3-18)

At Oswego, sometimes the function codes in the original PSI file were in conflict with the space type codes. For example, the lounges in the Campus Center were assigned to physi-

cal plant operations rather than to Student Activities. A space type code is sometimes assignable while the function code is inactive or vice-versa. Because space guidelines are applied based on space use and not budget or financial data, the consultant used both the space use code and the function code to categorize space based on primary use. The space categorization groups used by the consultant are listed in the previous table and compared to the SUNY Space Categorization and SUNY function groups. The function groups used in the Oswego PSI are not identical to the Space Categories. Therefore, the consultants used the SUNY Space Categories and placed specific SUNY function codes within those categories.

It is important to note that the Paulien & Associates Space Categories are used in this analysis for a variety of reasons, the main reason being simplicity. As stated earlier, space guidelines are applied based upon space use and not functional use. For example, an

office guideline for a professional is applied to a staff member who is a professional. That professional has a departmental assignment and therefore is under the Dean of a College or under a Vice President. The professional staff member and assigned department are not necessarily assigned to one of the functional codes. The office space assigned to that department may be split between two or three different SUNY function groups; however it is unknown which office space that particular professional is assigned. The lack of consistent classification between the three main data elements (staff type, department, and space) prevent the analysis being conducted at a functional level.

As a final note, the space totals are different in the prior two tables. The Space Comparison by Categorization includes some spaces that are considered non-assignable or were discovered to be non-assignable. These spaces were eliminated in the Space Comparison by Space Use/Type. Under the Paulien & Associates Categorization Group there is a group labeled "Non-Assignable Space" with approximately 26,300 ASF. This space was found to be non-assignable; however, the Oswego PSI gave the space a function code. This space was excluded in its entirety for the analysis but is added in the table to make the totals balance. For both comparisons, the spaces in the Metro Center and Phoenix Center were excluded.

**Space Comparison by Categorization/Function Group**

Student FTE = 7,332

Paulien & Associates, Inc. Categorization Group		Total ASF*	SUNY Space Categorization and Function Group**		Total ASF*
Classroom / Lecture Halls	113,146		<b>1.0 Classroom Facilities (01-02)</b>	119,861	
Teaching Labs & Service	123,644	154,159	<b>2.0 Instructional Labs &amp; Support (03-05)</b>	163,644	
Open Labs & Service	30,515				
Research Labs & Service	12,390				
Academic Offices & Service	104,576		<b>3.0 Department Faculty Office &amp; Service (06)</b>	98,018	
Other Academic Space	30,363		<b>4.0 Departmental General &amp; Special Use (07)</b>	17,153	
			<b>5.0 Other Programming Use</b>		616,460
Physical Ed & Recreation	54,580	173,848	Health & Physical Education (8-10)	101,580	
Athletics	119,268				
			Electronic Data Processing (11-13)	6,265	
Other Administrative Space	36,309		Instructional Resources (14-16)	11,193	
			Organized Activities (17)	3,152	
Student Union & Dining	103,237		Organized Research (18)	5,270	
			Public Service (19)	17,982	
Assembly & Exhibit	30,720		Assembly & Exhibition (20-21)	29,182	
Library	140,684		Library (22-25)	139,668	
			Student/Faculty Activities (26-32)	215,106	
Student Health Services	5,192		Student Health (33-34)	6,603	
Administration Offices & Service	119,011		General Administration (41-42)	80,459	
			<b>6.0 Building Service</b>		151,696
Physical Plant	119,338		M&O Central Services (35-39)	106,226	
			Building Services (40)	45,470	
<b>Subtotal ASF per Student FTE</b>	<b>1,142,973</b>		<b>Subtotal ASF per Student FTE</b>	<b>1,166,832</b>	
	<b>156</b>			<b>159</b>	
Residential Facilities	764,043	770,572	Residence Facilities (48-57 and 66)	763,216	
President's Residence	6,529				
Other Organizations	1,704				
Inactive/Conversion	79,671		Inactive Space (43-45)	91,165	
Non-Assignable Space***	26,293				
<b>TOTAL</b>	<b>2,021,213</b>		<b>TOTAL</b>	<b>2,021,213</b>	Table 3-18

**NOTE:** Highlighted cells show where there is some comparison.

\* Excludes Metro Center and the Phoenix Education Center

\*\* Excludes SUNY Function Codes 46, 47, 58, and 59 which are non-assignable spaces.

\*\*\* Spaces the consultants found to be non-assignable spaces through observation.

## B. SPACE USE

### EXISTING SPACE DISTRIBUTION

#### Net Distribution of Space by Space Category

SUNY Oswego has just under 2 million assignable square feet (ASF) including: residential space which is about 39% of the total, the Metro and Phoenix Centers, inactive space about four percent of the total, and other organization space. The remaining space, which is the focus of this analysis, is slightly over 1.1 million ASF or 57% of the total ASF. (see graph 3-19)

Of the total 1,142,973 net ASF, 9.9% of Oswego's space is classroom space. Laboratory space is 14.6% of the total with Office space occupying 19.6% of the space on campus. Physical Education/Recreation/Athletics occupies another 15.2% and Library space is about 12.3% of the net ASF.

Overall SUNY Oswego has about 156 ASF per student full-time equivalent (FTE) excluding non-assignable space.

A table of the space on campus by building and space type can be found in Appendix A

#### Net Space Distribution by Space Type

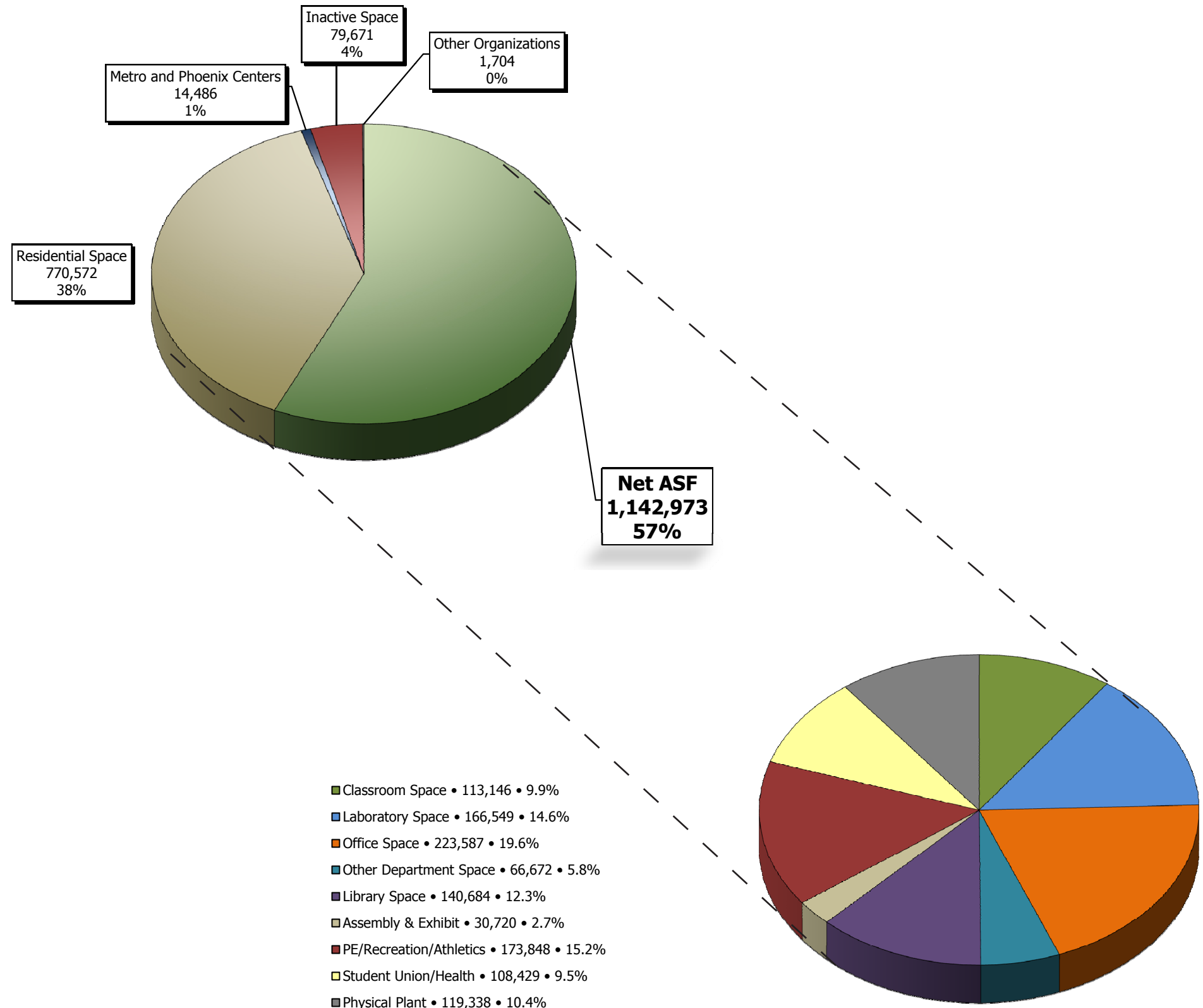
The following chart illustrates the space by major space categories at the base year as used for the space needs analysis. The base year space distribution includes Piez and Snygg Halls.

For the future year space analysis, the consultant was asked to include the New Science, Engineering and Technologies Building. The building program was used to approximate the assignable square footage which includes new construction and a renovation of Piez Hall. Therefore, existing square footages for both Piez and Snygg Halls were removed from the inventory. This adjusts the net assignable square footage as follows: New Science, Engineering and Technologies Building adds 126,792 ASF less Piez Hall's 49,850 ASF (51,142 ASF minus 1,292 ASF of inactive space) and Snygg Hall's 92,610 ASF equals a net loss of 15,668 ASF.

As a result of the new building, classroom, laboratory, office, and physical plant space all decrease from the original SUNY Oswego PSI. (see graph 3-20)

#### Net Space Distribution by College/Unit After Funded Construction

The following chart illustrates space by college and major unit after the New Science, Engineering and Technologies Building. Note that Academic Affairs includes classroom space, Penfield Library, and Graduate Studies and Research. The Student Union and Dining space is largely split between Student Affairs & Enrollment and Administration & Finance. A small portion of Student Union and Dining space in the New Science, Engineering, and Technologies Building is assigned to Academic Affairs. (see graph 3-21)



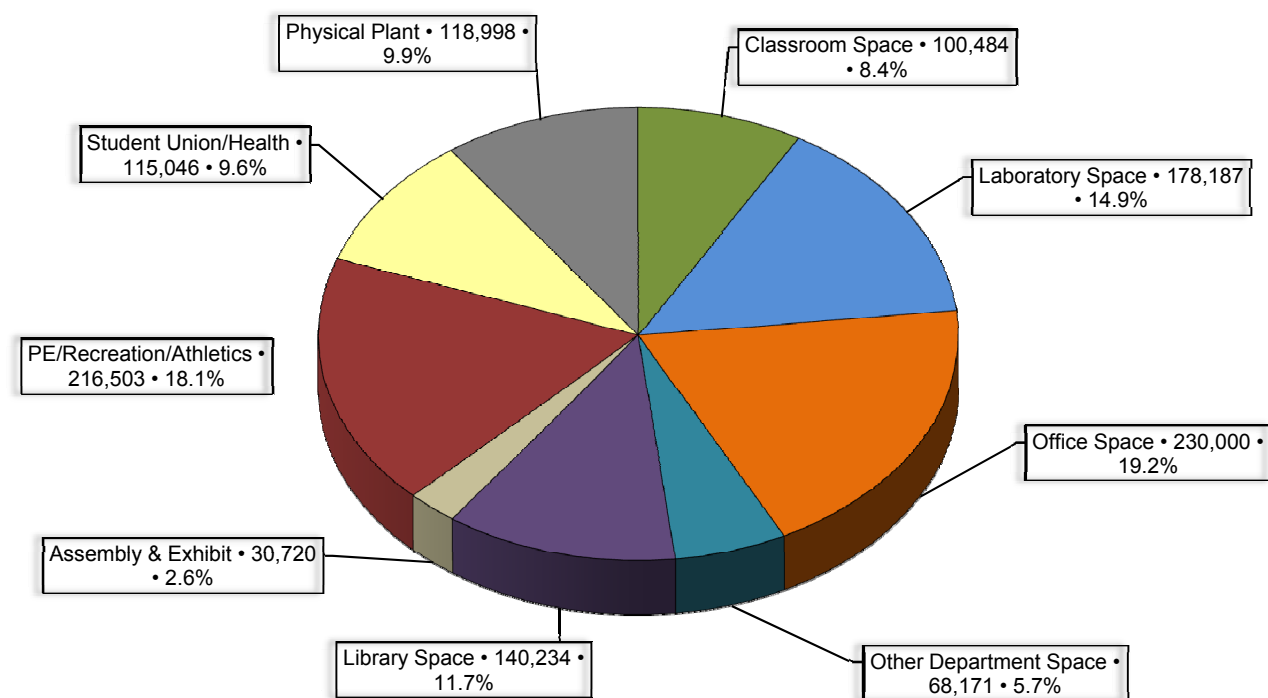
Graph 3-19

### ADJUSTMENTS TO THE SUNY OSWEGO PSI

The three main data files provided to the consultant—facilities inventory (PSI), staffing file, and course data—each contained its own set of departmental codes, accounting codes, and organizational structure. The names and codes did not always match among the three data files; therefore, the consultant using the latest version of SUNY Oswego’s organizational structure and additional information gathered during the on-campus work sessions, developed a crosswalk between the files. Furthermore, each file had its own level of detail that did not always relate to the other files. In developing the crosswalk between the files, many of the smaller units were rolled up to its next reporting line. Appendix B shows how each unit from the facilities inventory and staffing file were combined.

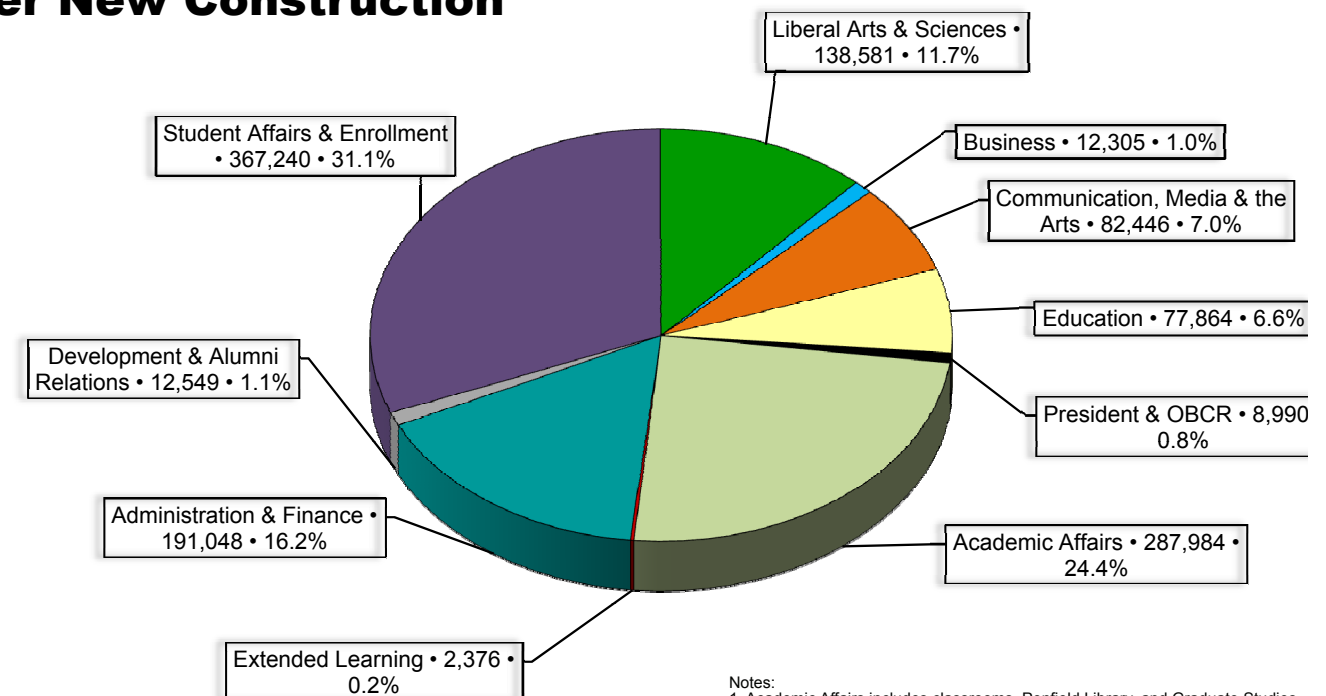
As mentioned earlier, the consultant made some adjustments to the PSI and eliminated some records that were found to be non-assignable spaces. Departmental codes and space type codes were adjusted. There were some rooms that had assignable function codes or space type codes that the consultant discovered were really non-assignable spaces. While no adjustments were made to those spaces, they were eliminated from the analysis. Approximately 580 records were adjusted in the PSI which is about seven percent of the total 8,625 records. About 340 records had departmental reassignments, 200 records had space type reassignments, and 45 records were excluded from the study as non-assignable space. Appendix F contains a detailed listing of all rooms that either had departmental code or space type reassignment or were eliminated from the analysis as the space was non-assignable.

### Net Distribution of Space by Space Type Before New Construction



Graph 3-20

### Net Distribution of Space by College/Major Unit After New Construction



Notes:  
 1. Academic Affairs includes classrooms, Penfield Library, and Graduate Studies  
 2. Student Union and Dining Space is split between Student Affairs & Enrollment, Administration & Finance, and Academic Affairs

Graph 3-21

## C. SPACE UTILIZATION

Classrooms are defined as any room generally used for scheduled instruction requiring no special equipment and referred to as a general purpose classroom, seminar room, or lecture hall. In the SUNY, PSI general purpose classrooms are given the space use code 1001, and lecture halls are given the space use code 1100. Teaching laboratories are defined as rooms used primarily by regularly scheduled classes that require special purpose equipment to serve the needs of particular disciplines for group instruction, participation, observation, experimentation, or practice. SUNY gives teaching laboratories the space use code 1300.

The Classroom and Teaching Laboratory Utilization Analysis includes analysis of classrooms, assigned a space use code of 1001; lecture halls, assigned a space use code of 1100; and teaching laboratories, assigned a space use code of 1300, that are used for regularly scheduled instruction.

The utilization of classrooms and teaching laboratories was examined using SUNY Oswego Fall 2008 course data. Understanding how classrooms and teaching laboratories are scheduled and utilized provides the foundation for and assists in the formulation of the guideline applications to determine space needs.

**Weekly Room Hours (WRH)** = No. of Days X (End Time - Start Time)/60  
**Weekly Student Contact Hours (WSCH)** = Students X Weekly Room Hours  
**Weekly Student Contact Hours Capacity** = Students Stations X Weekly Room Hours

**Student Station Occupancy %** = WSCH/WSCH Capacity  
**Weekly Seat Hours** = WSCH/ Number of Student Stations

The utilization of a room is determined by calculating the average enrollment of the courses taught in a room along with total weekly student contact hours, weekly room hours, and student station occupancy percentage. Weekly student contact hours are calculated by multiplying the enrollment of a course by the weekly contact, or room hours, during which the course is held. Weekly room/contact hours are determined by calculating the number of hours a course meets, using the start and end times, and multiplying the result by the number of days the course meets each week. Both of these factors are totaled on a room-by-room basis. If a course does not meet for a full term, the number of hours for a room is prorated by the number of weeks in a semester.

The student station occupancy for a room is determined by dividing the room's weekly student contact hours by the room's weekly student contact hour capacity which is a course's weekly contact hours times the room's number of student stations.

The utilization analysis includes scheduled classroom use by day and time of day, as well as classroom and teaching laboratory utilization analyzing average weekly room hour use and student station occupancy percentage.

### CLASSROOM UTILIZATION

In Fall 2008, the 102 classrooms on the Oswego campus averaged 27 hours of scheduled use per week, at 62% student station occupancy, and averaged 20 ASF per station. The average weekly hours per seat was 16.1 hours. The average section size was 28 students enrolled.

The SUNY Instructional Department Space Factors recommend 30 hours per week with 80% seating occupied. These two factors equate to a SUNY target of 24 weekly seat hours. The State Division of the Budget (DOB) then increased this factor by 18% which equates to a new target of 28.32 weekly seat hours. The SUNY Oswego averages are below both of these targets.

In the consultant's experience, the expected hours per week of use for an institution similar to Oswego would be 30 to 35 hours of use with a station occupancy average of 60% to 65%. The Oswego classroom utilization of 27 hours per week is lower than the consultant frequently sees, but the student station occupancy of 62% is within the expected range.

### Classrooms Analyzed

Classrooms analyzed here for SUNY Oswego include standard classrooms, given the space use code 1001 and lecture halls, given the space use code 1100. Both types of classrooms are included in this utilization analysis.

### Classroom Utilization by Building

Sixty percent of the 102 classrooms analyzed are found in four buildings on campus: Mahar Hall, Snygg Hall, Lanigan Hall, and Piez Hall.

Mahar Hall has 24 classrooms, 24% of the classrooms on campus. The classrooms in Mahar average 23 weekly room hours of scheduled use which less than the campus average and less than the average weekly hours in most of the other buildings. Utilization findings show the classrooms in Mahar have a student occupancy rate of 62%, the same as the campus average.

Snygg Hall has 15 classrooms. These rooms average 28 weekly room hours of scheduled use and are filled 62% when in use. Due to the planned construction of the new Science, Engineering and Technologies Building, Snygg is slated for demolition.

Poucher Hall and Wilber Hall classrooms have the highest average weekly room hours of use at 37 weekly room hours. These buildings are followed by the Campus Center and Rich Hall with 33 weekly room hours and 34 weekly room hours of scheduled use, respectively. The buildings with the lowest weekly room hours of scheduled use are Park Hall and Laker Hall, where classrooms average only 18 hours per week. (see table 3-22, graph 3-23)

### Classroom Utilization Summary by Building

Building Name and Id	No. of Rooms	Average Room Size	Average ASF per Station	Average Section Size	Average Weekly Room Hours	Hours in Use Student Station Occupancy %	Weekly Seat Hours	
Campus Center	CC-3	9	1,101	24	24	33	60%	14.6
Laker Hall	HPE-19	3	765	17	26	18	73%	10.6
Lanigan Hall	LAN-6	11	1,908	17	59	29	50%	14.5
Mahar Hall	MAH-13	24	599	17	22	23	62%	16.7
Park Hall	PKHL-2	1	3,150	32	68	24	68%	16.3
Piez Hall (Sci No. 1)	PEHL-8	11	619	16	24	18	59%	10.3
Poucher Hall	PO-3	6	646	23	19	37	72%	26.1
Rich Hall	RIC-14	8	840	21	28	34	71%	23.7
Sheldon Hall	SLHL-1	4	810	26	18	31	60%	18.1
Snygg Hall	SNY-18	15	893	17	31	28	62%	17.7
Tyler Hall	TYL-7	6	832	19	23	25	53%	13.3
Wilber Hall	WLR-9	4	1,178	42	19	37	69%	24.3
<b>AVERAGE TOTAL</b>		<b>102</b>	<b>926</b>	<b>20</b>	<b>28</b>	<b>27</b>	<b>62%</b>	<b>16.1</b>

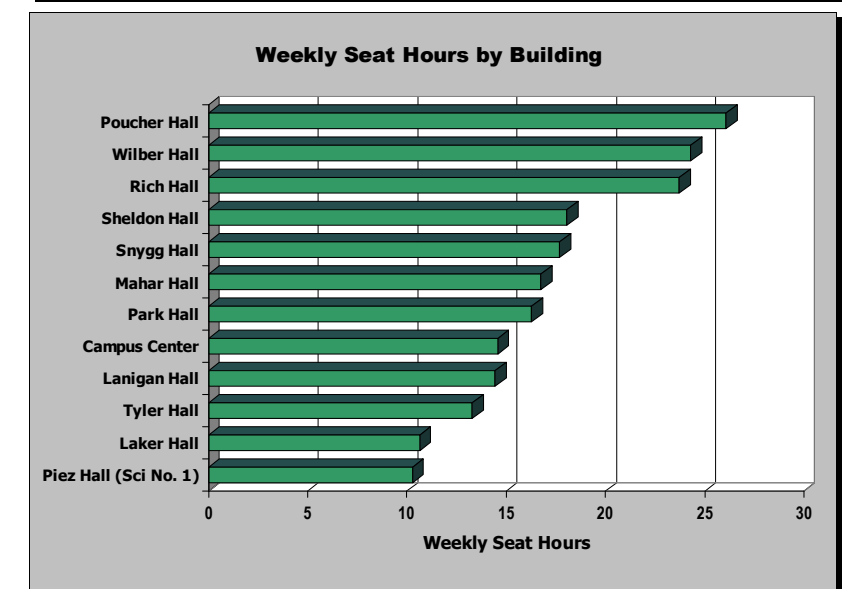
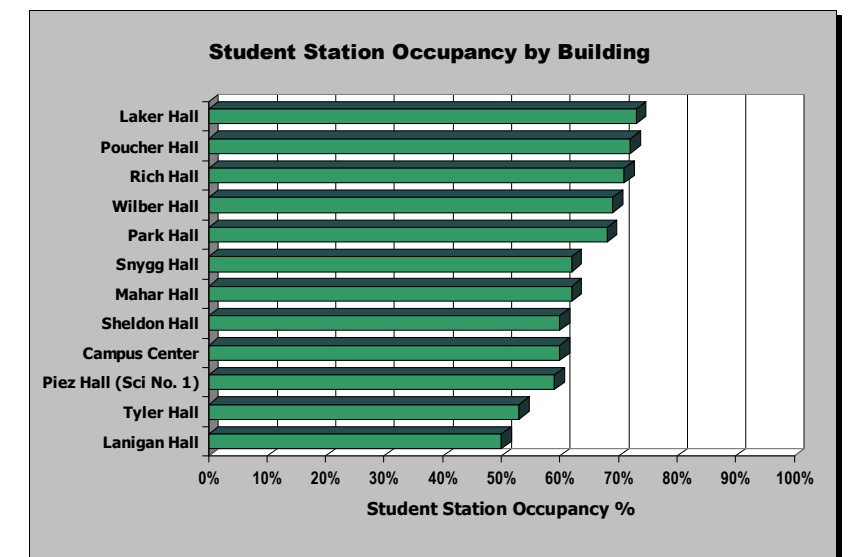
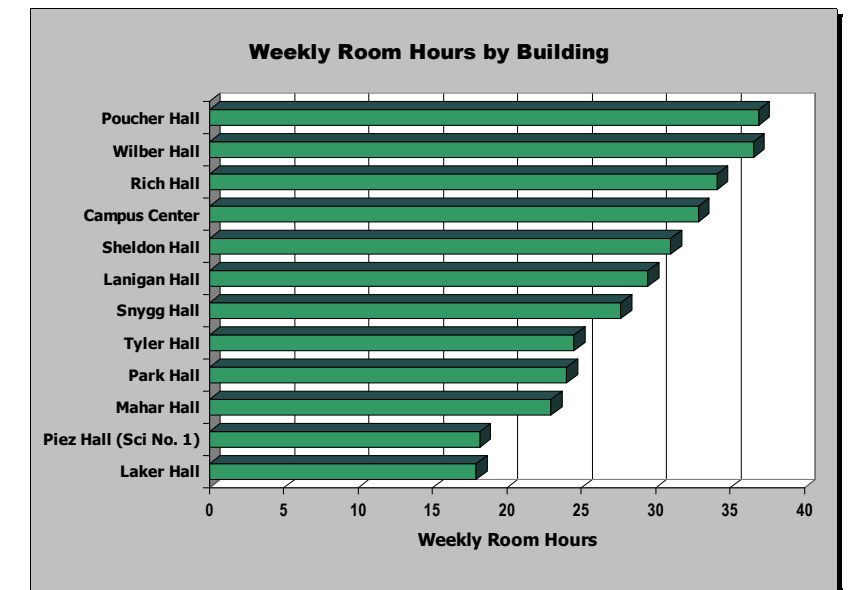


Table 3-22

Graph 3-23



Student station occupancy is highest in Park Hall, which shows 72% of stations filled when classes are in session and in Laker Hall with 73% student station occupancy. Rich Hall classrooms have a student station occupancy rate of 71%.

The classrooms average 42 ASF per station in Wilber Hall. This is a very large student station size. Park Hall classrooms average 32 ASF per student station. The average in these two buildings is followed by Sheldon Hall classrooms which average 26 ASF per student station and Campus Center classrooms which average 24 ASF per student station.

Piez Hall has the lowest amount of space per student station with an average of 16 ASF per station, followed by Lanigan Hall, Laker Hall, Mahar Hall, and Snygg Hall classrooms that average 17 ASF per student station. The averages of ASF per student station in these buildings seem low. It was not unusual a number of years ago to find average ASF per student station to be 15 to 18 ASF. With more emphasis on active learning, classroom discussions, and small group activities during class sessions, the average in up-to-date classrooms has climbed. The average per student station is increasingly in the 20 ASF to 25 ASF range.

It is interesting to note that the hours per week of scheduled use are highest in the buildings which have recently been renovated and updated, including the Campus Center, Poucher Hall, and Rich Hall, and in Wilber Hall where the classrooms have been updated. This would indicate that investment in upgrading and renovating classrooms is paying off well at Oswego.

Room-by-room results for classroom utilization can be found in Appendix C.

**Distribution of Classrooms across the Campus**

To put the findings described previously into perspective, the consultants reviewed the distribution of classrooms by building. The following map illustrates classroom densities which allowed the consultants to split the campus into classroom precincts. These precinct designations are somewhat arbitrary. The circle on each building indicates the number of classrooms in the building.

Four precincts were chosen and labeled as West, Central, East, and South. Taking the results of the utilization findings by building and totaling them by precinct starts to illustrate the most utilized and productive areas on campus. The total weekly student contact hours (WSCH) generated in the classrooms is divided by the total number of seats located in the precinct which produces the average hours per seat. As mentioned earlier, the SUNY seat utilization target (as adjusted by the DOB) is 28.3 hours per week. The average for the campus is 16.1 hours per week which is 43% short of the SUNY seat hour target.

When reviewing the individual precincts, the East precinct has the highest average with over 20 hours per seat followed by the Central precinct at 16 hours per seat. The West precinct averages 15 hours per seat. The South precinct, which consists of one building, Laker Hall, with three classrooms has the lowest average at less than 11 hours per seat. The fact that these classrooms are far removed from the central part of campus and that they are used primarily by Physical Education and Health Sciences for wellness and first aid classes are reasons for the low usage. (see table 3-24 and Illustration 3-25)

**Classroom Precinct Usage**

Precinct	No. of Class-rooms	Total No. of Seats	Weekly Student Contact Hours	Average Hours per Seat
East	17	667	14,443	21.7
Central	41	1,970	30,983	15.7
West	41	2,416	36,586	15.1
South	3	136	1,448	10.6
<b>SUNY Classroom Instructional Space Standard*</b>				<b>28.3</b>

\*As modified by the State Division of the Budget.

Building	No. of Class-rooms	Total No. of Seats	Weekly Student Contact Hours	Average Hours per Seat
Park Hall	1	100	1,629	16.3
Rich Hall	8	328	7,785	23.7
Sheldon Hall	4	125	2,257	18.1
Wilber Hall	4	114	2,772	24.3
Campus Center	9	468	6,825	14.6
Piez Hall (Sci No. 1)	11	517	5,322	10.3
Poucher Hall	6	167	4,355	26.1
Snygg Hall	15	818	14,481	17.7
Lanigan Hall	11	1,303	18,839	14.5
Mahar Hall	24	854	14,300	16.7
Tyler Hall	6	259	3,447	13.3
Laker Hall	3	136	1,448	10.6
<b>TOTAL / AVERAGE</b>	<b>102</b>	<b>5,189</b>	<b>83,460</b>	<b>16.1</b>

Table 3-24

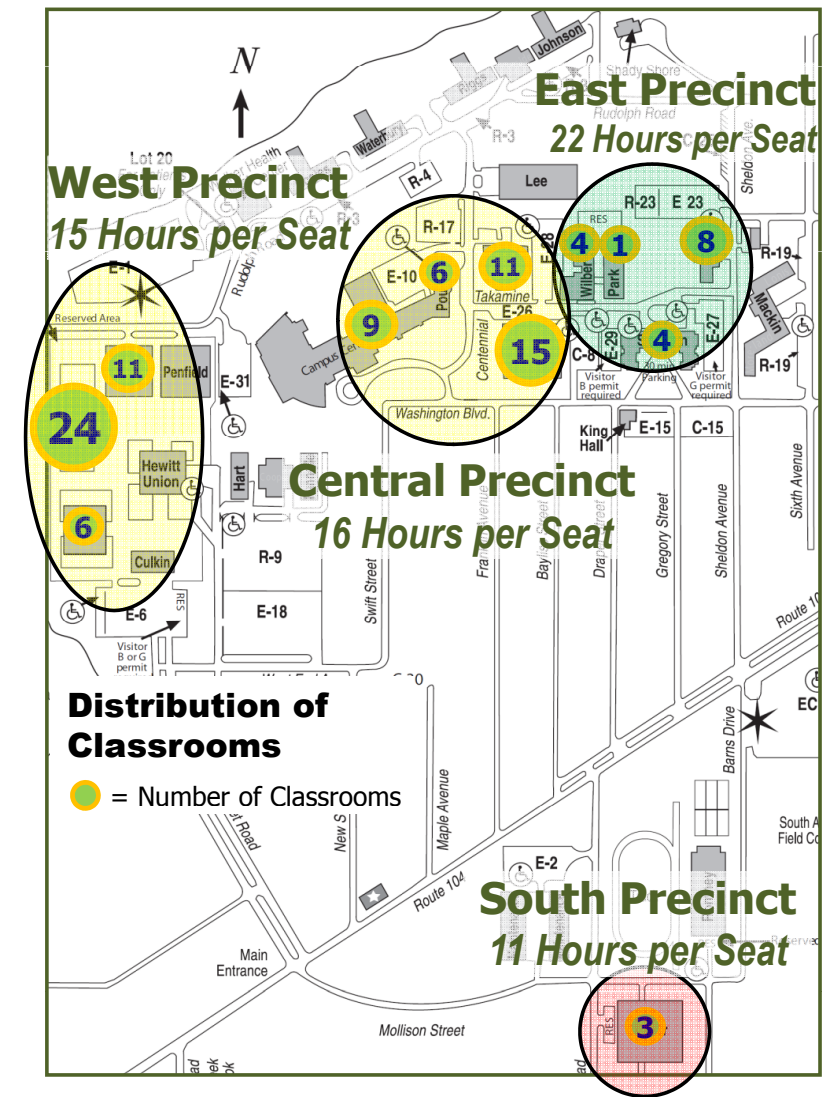


Illustration 3-25

## C. SPACE UTILIZATION

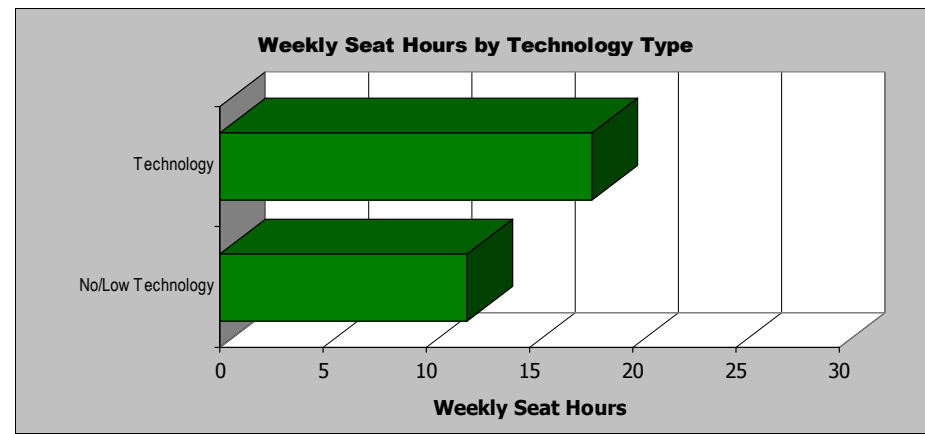
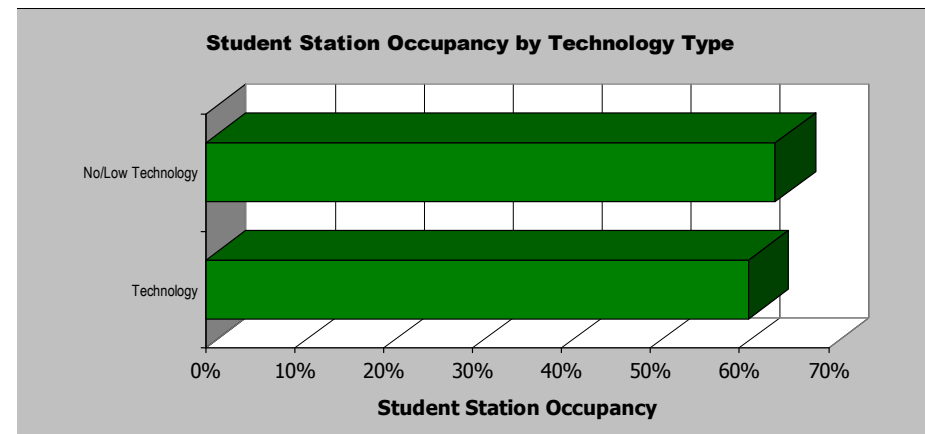
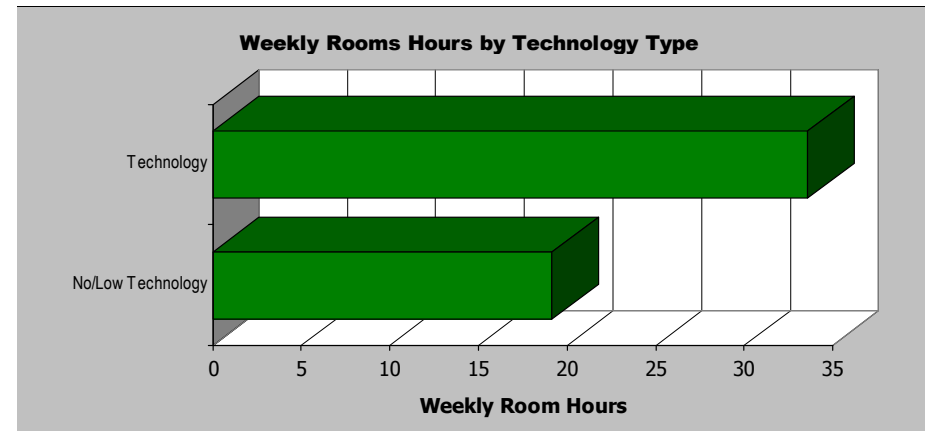
### Utilization of Classrooms with Technology

Because the findings showing higher utilization of updated and renovated classrooms may also indicate a higher use of classrooms that are equipped with technology, the consultant analyzed classroom utilization by technology in the classrooms. The consultant was provided a list of technology classrooms. Other classrooms were designated as no or low technology. The comparison of utilization for classrooms with technology and with no or low technology shows the hours per week of use of technology-equipped classrooms to be nearly double the utilization of no or low technology classrooms. (see table 3-26 and graph 3-27)

**Classroom Utilization Analysis by Technology Type Summary**

Technology Type/Multi-Media	No. of Rooms	Average Room Size	Average ASF per Station	Average Section Size	Average Weekly Room Hours	Hours in Use Student Station Occupancy %	Weekly Seat Hours
No/Low Technology	45	666	18	21	19	64%	12.0
Technology	57	1,132	21	34	34	61%	18.0
<b>AVERAGE TOTAL</b>	<b>102</b>	<b>926</b>	<b>20</b>	<b>28</b>	<b>27</b>	<b>62%</b>	<b>16.1</b>

Table 3-26



Graph 3-27



### Classroom Utilization Analysis by College

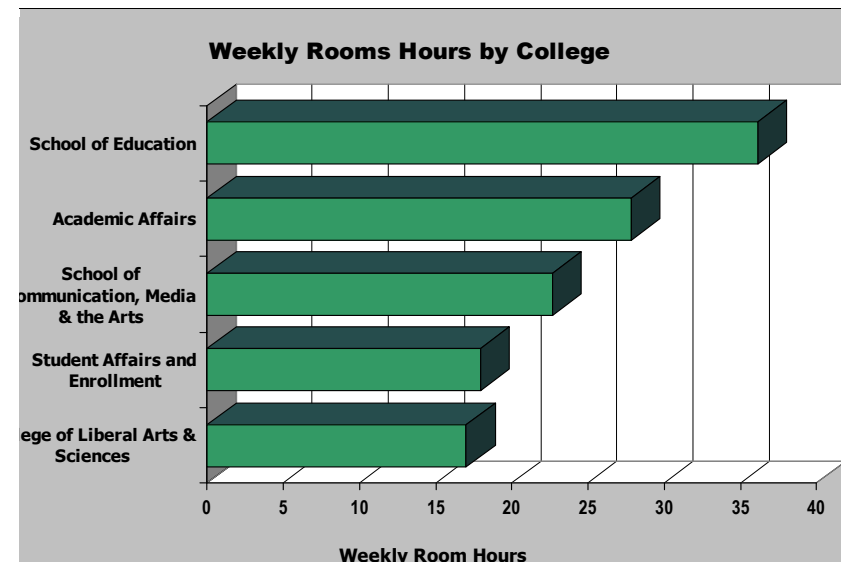
In addition to analysis of classroom utilization by building, an analysis was done showing utilization by College. Out of the 102 classrooms analyzed, 89% are classrooms assigned to the Registrar. There are only three classrooms assigned to the College of Liberal Arts and Sciences, only two assigned to the School of Education, and only three assigned to each of the School of Communication, Media & the Arts, and to Student Affairs and Enrollment. The analysis by College indicates that the classrooms assigned to the School of Education have the highest weekly room hours of use. The classrooms assigned to the School of Education average 36 weekly room hours of scheduled use with the student station occupancy average at 80%.

The Registrar controlled classrooms are scheduled an average of 28 hours per week. Classrooms assigned to the other individual schools are scheduled fewer hours per week, which is expected. (see table 3-28 and graph 3-29)

### Classroom Utilization Summary by College

College/Administrative Unit	No. of Rooms	Average Room Size	Average ASF per Station	Average Section Size	Average Weekly Room Hours	Hours in Use Student Station Occupancy %	Weekly Seat Hours
Academic Affairs	91	940	20	29	28	61%	16.4
College of Liberal Arts & Sciences	3	929	17	25	17	51%	10.1
School of Communication, Media & the Arts	3	572	16	19	23	58%	13.1
School of Education	2	1,070	41	21	36	80%	27.7
Student Affairs and Enrollment	3	765	17	26	18	73%	10.6
<b>AVERAGE TOTAL</b>	<b>102</b>	<b>926</b>	<b>20</b>	<b>28</b>	<b>27</b>	<b>62%</b>	<b>16.1</b>

Table 3-28



### Classroom Utilization Summary by College

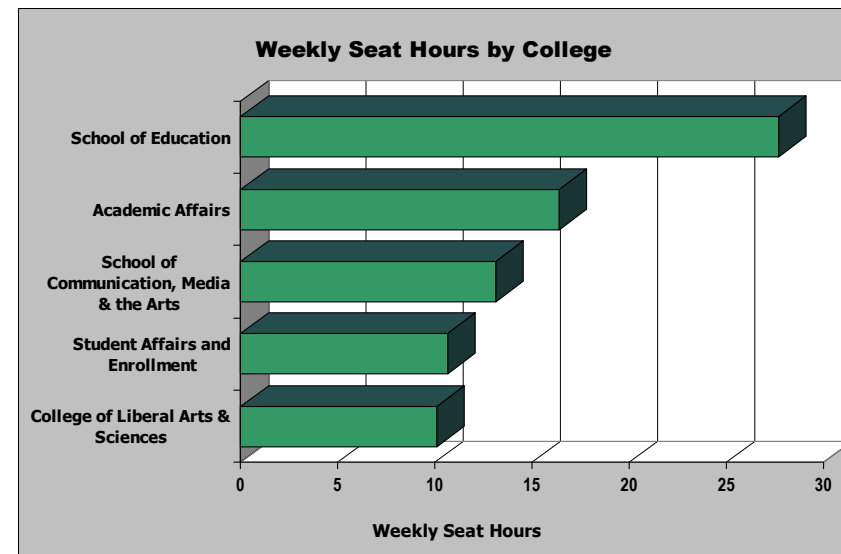
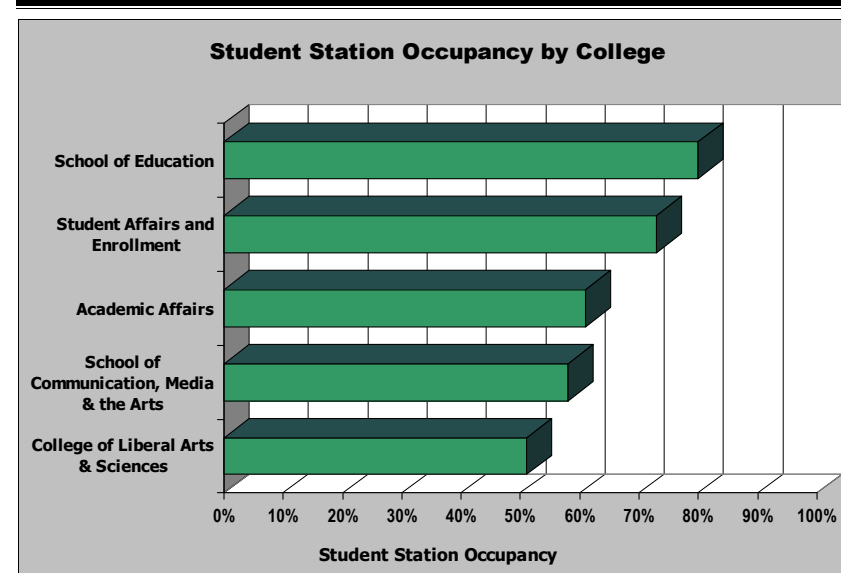


Table 3-29

## C. SPACE UTILIZATION

### Classroom Utilization Analysis by Room Capacity

As the charts following indicate, the smallest Oswego classrooms, those with capacities below 20 student seats, average only seven hours per week of scheduled use.

Classrooms that have 26 to 30 seats average 22 hours per week of use. Classrooms that seat 41 to 45 show the highest scheduled use with 36 average hours per week.

The smallest classrooms, those that seat fewer than 20 and 21 to 25 students show the highest percent of seats filled when scheduled. The largest classrooms, those that seat over 150 students show the lowest percent of seats filled.

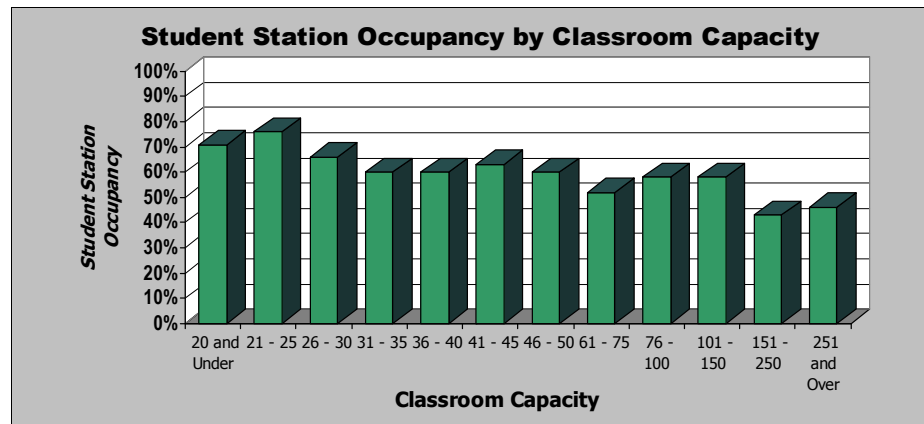
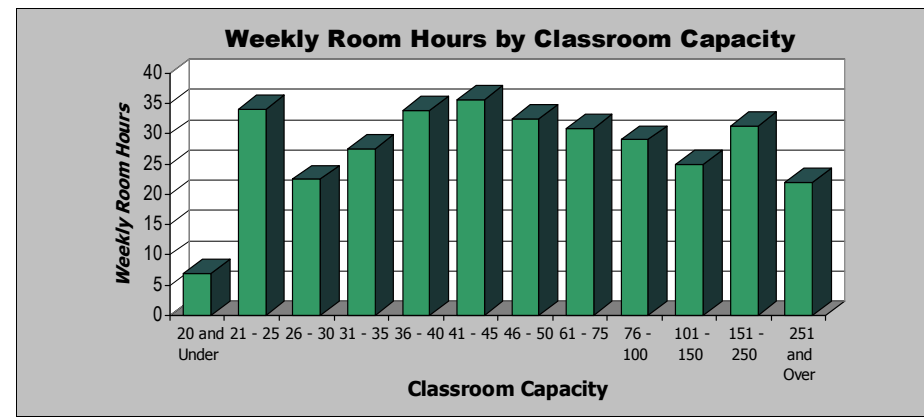
Typically, trends show that smaller classrooms are not scheduled as much as the larger classrooms, so as the capacity of the classrooms increase so do the weekly room hours. Conversely, smaller classrooms tend to show a greater student station occupancy while the larger rooms have a lower student station occupancy percentage. While the weekly room hours of use at Oswego do not seem to follow the typical trend, the percentage of student station occupancy does.

The SUNY Oswego Small Class Size Initiative has set as a target for 55% of courses to have 19 or fewer students enrolled. In the course file for Fall 2008 provided to the consultant, 57% of the courses had 19 or fewer students. Only six percent of the courses at SUNY Oswego had 50 or more students enrolled. (see table 3-30 and graph 3-31)

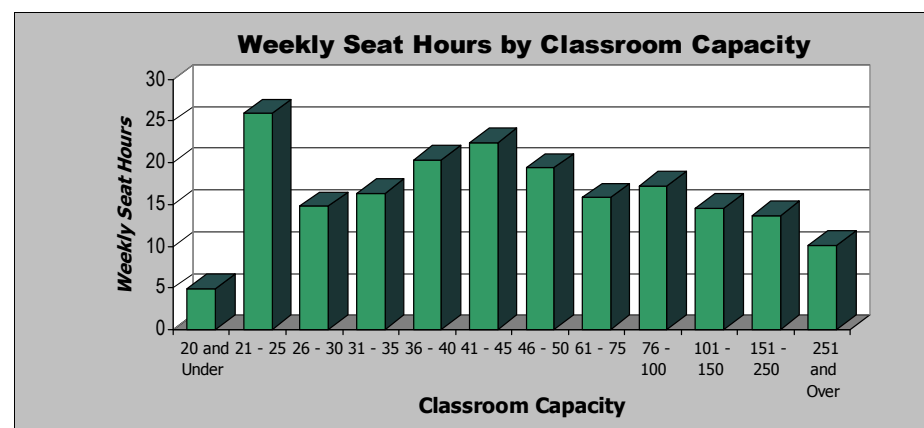
### Classroom Utilization Summary by Capacity

Room Capacity	No. of Rooms	Average Room Size	Average ASF per Station	Average Section Size	Average Weekly Room Hours	Hours in Use Student Station Occupancy %	Weekly Seat Hours
20 and Under	5	378	20	14	7	71%	5.0
21 - 25	7	664	29	17	34	76%	25.9
26 - 30	34	577	19	19	22	66%	14.8
31 - 35	12	681	21	20	28	60%	16.4
36 - 40	9	803	22	22	34	60%	20.4
41 - 45	10	765	18	27	36	63%	22.4
46 - 50	3	732	16	29	32	60%	19.4
61 - 75	7	1,096	17	32	31	52%	15.8
76 - 100	8	1,747	19	52	29	58%	17.2
101 - 150	1	2,113	21	58	25	58%	14.6
151 - 250	5	2,780	14	83	31	43%	13.6
251 and Over	1	5,400	16	160	22	46%	10.1
<b>AVERAGE TOTAL</b>	<b>102</b>	<b>926</b>	<b>20</b>	<b>28</b>	<b>27</b>	<b>62%</b>	<b>16.1</b>

Table 3-30



### Classroom Utilization Summary by Capacity



Graph 3-31

**Scheduled Classroom Use by Day and Hour**

Analysis was performed to illustrate the days of week and times of day when classrooms are in use. Looking at the results of this analysis, the highest average use is in the mornings at 11:10 am. The average percent of classrooms in use is based on Monday through Thursday use and excludes Friday.

The times of day at Oswego that show the highest average percent of classrooms in use are 11:10 am Monday through Friday, 9:35 am Wednesday, and 10:20 am Monday and Wednesday when over 75% of classrooms were in use. Use of classrooms is greatest in the mornings between 9:35 am and 11:10 am. There is another peak at 2:20 pm. Use is low before 9:10 am and again over the lunch hour. Friday use is low after 3:00 pm.

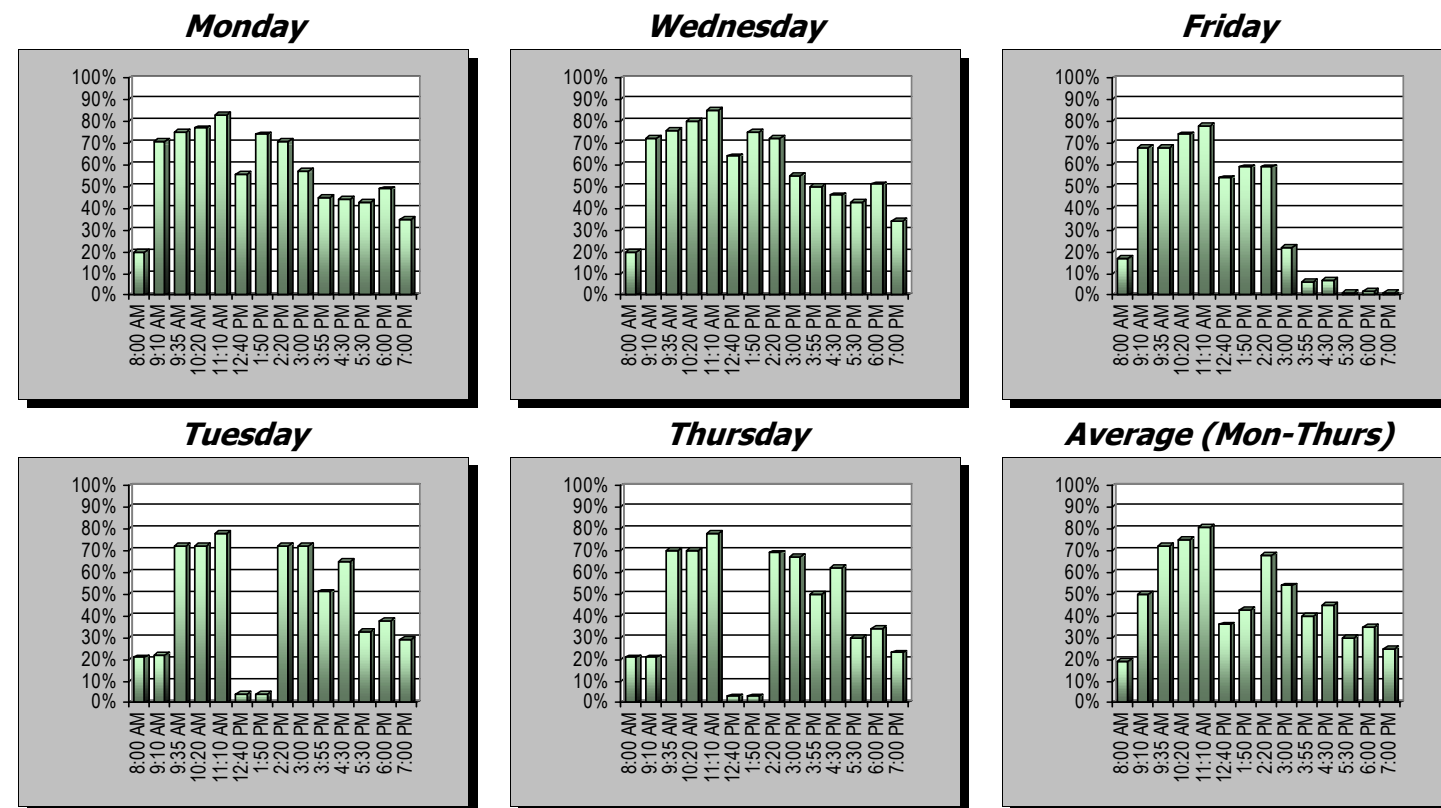
The time of day analysis shows the College Hour on Tuesday and Thursday. College Hour is the class period dedicated to college and student life. SUNY Oswego encourages involvement of students by dedicating time to schedule educational and social activities. (see graph 3-32)

**Scheduled Classroom Use by Day and Most Popular Start Time**

Time of Day	Monday		Tuesday		Wednesday		Thursday		Friday		Average	
	Rooms in Use	% In Use	Rooms in Use	% In Use	Rooms in Use	% In Use	Rooms in Use	% In Use	Rooms in Use	% In Use	Rooms in Use	% In Use
8:00 AM	20	20%	21	21%	20	20%	21	21%	17	17%	20	19%
9:10 AM	72	71%	22	22%	73	72%	21	21%	69	68%	51	50%
9:35 AM	76	75%	73	72%	78	76%	71	70%	69	68%	73	72%
10:20 AM	79	77%	73	72%	82	80%	71	70%	75	74%	76	75%
11:10 AM	85	83%	80	78%	87	85%	80	78%	80	78%	82	81%
12:40 PM	57	56%	4	4%	65	64%	3	3%	55	54%	37	36%
1:50 PM	75	74%	4	4%	76	75%	3	3%	60	59%	44	43%
2:20 PM	72	71%	73	72%	73	72%	70	69%	60	59%	70	68%
3:00 PM	58	57%	73	72%	56	55%	68	67%	22	22%	55	54%
3:55 PM	46	45%	52	51%	51	50%	51	50%	6	6%	41	40%
4:30 PM	45	44%	66	65%	47	46%	63	62%	7	7%	46	45%
5:30 PM	44	43%	34	33%	44	43%	31	30%	1	1%	31	30%
6:00 PM	50	49%	39	38%	52	51%	35	34%	2	2%	36	35%
7:00 PM	36	35%	30	29%	35	34%	23	23%	1	1%	25	25%

Note: Based on total classrooms of 102

**Percent of Classrooms In Use**



Graph 3-32

## C. SPACE UTILIZATION TEACHING LABORATORY UTILIZATION

The original space inventory provided to the consultant included 105 rooms coded as teaching laboratories. Because nearly half of these rooms showed no scheduled utilization, the consultant contacted the campus for clarification. As a result some of the rooms were reclassified, many of them as laboratory service spaces, open laboratories, and research laboratories. The remaining 65 Oswego teaching laboratories averaged 13 room hours per week of scheduled use, at 72% student station occupancy.

Room-by-room results for teaching laboratory utilization can be found in Appendix D.

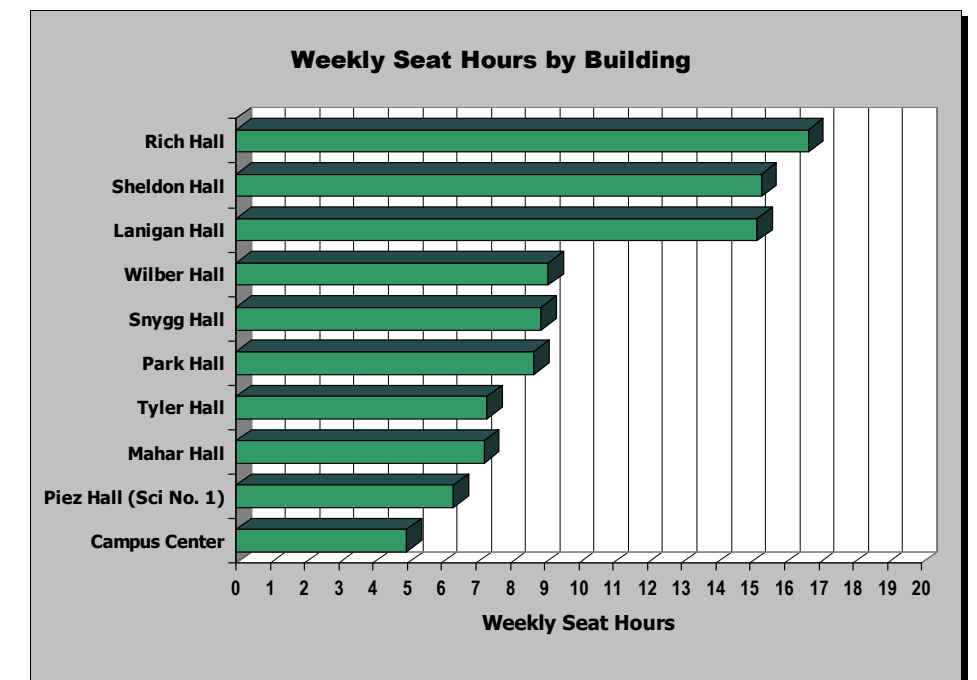
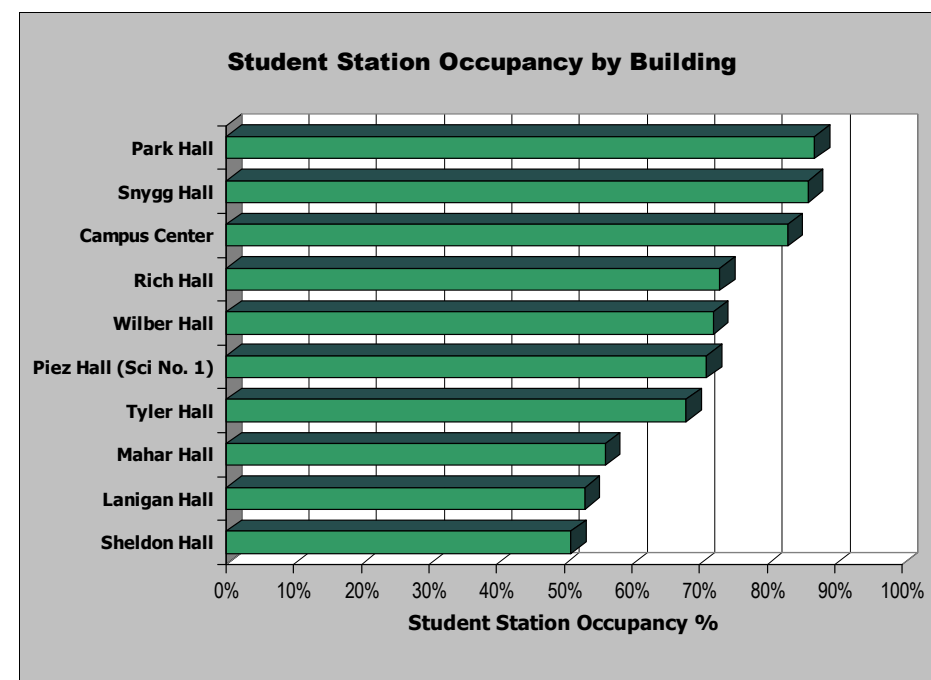
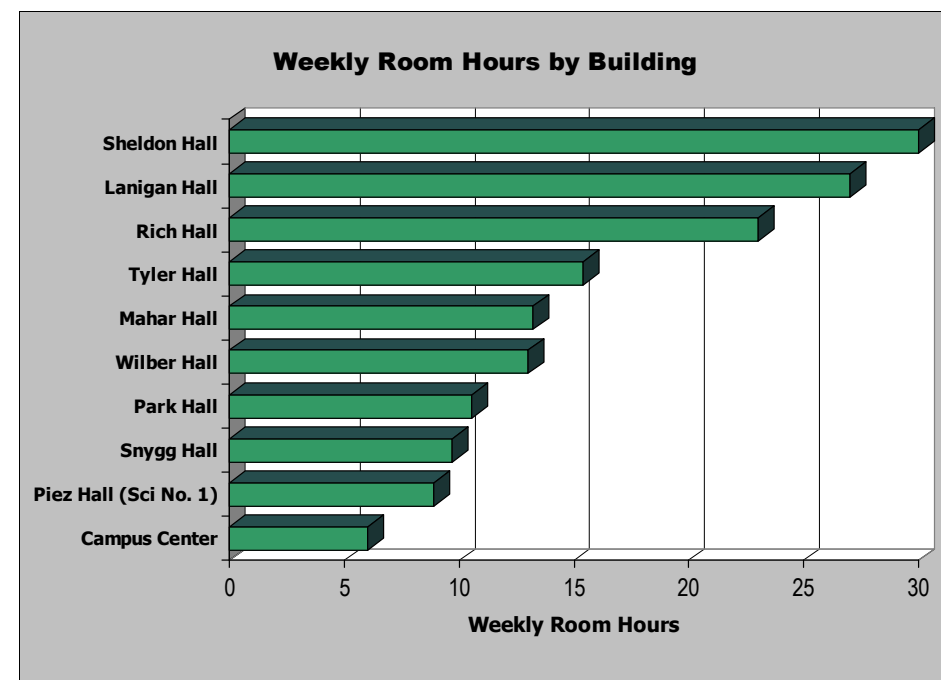
### Teaching Laboratory Utilization by Building

The teaching laboratory utilization can be viewed by building. This analysis shows that the one teaching laboratory in Sheldon Hall and the three laboratories in Lanigan Hall are scheduled most heavily. The laboratory in Sheldon Hall is scheduled 30 hours per week and 51% of the seats are filled when scheduled. The three laboratories in Lanigan Hall average 27 hours per week of scheduled use and have a student station occupancy rate of 53%. Those laboratories in the Campus Center are scheduled an average of six hours per week with 83% student station occupancy. (see table 3-33, graph 3-34)

### Teaching Laboratory Utilization Summary by Building

Building Name and Id	No. of Rooms	Average Room Size	Average ASF per Station	Average Section Size	Average Weekly Room Hours	Hours in Use Student Station Occupancy %	Weekly Seat Hours	
Campus Center	CC-3	2	1,014	39	22	6	83%	5.0
Lanigan Hall	LAN-6	3	1,181	35	18	27	53%	15.2
Mahar Hall	MAH-13	5	835	24	20	13	56%	7.2
Park Hall	PKHL-2	9	1,994	91	20	11	87%	8.7
Piez Hall (Sci No. 1)	PEHL-8	10	1,174	49	16	9	71%	6.4
Rich Hall	RIC-14	1	811	23	25	23	73%	16.7
Sheldon Hall	SLHL-1	1	1,006	26	20	30	51%	15.3
Snygg Hall	SNY-18	16	1,129	71	16	10	86%	8.9
Tyler Hall	TYL-7	13	1,181	49	15	15	68%	7.3
Wilber Hall	WLR-9	5	2,175	87	18	13	72%	9.1
<b>AVERAGE TOTAL</b>		<b>65</b>	<b>1,316</b>	<b>60</b>	<b>17</b>	<b>13</b>	<b>72%</b>	<b>8.5</b>

Table 3-33



Graph 3-34

### Teaching Laboratory Utilization Analysis by College/Unit

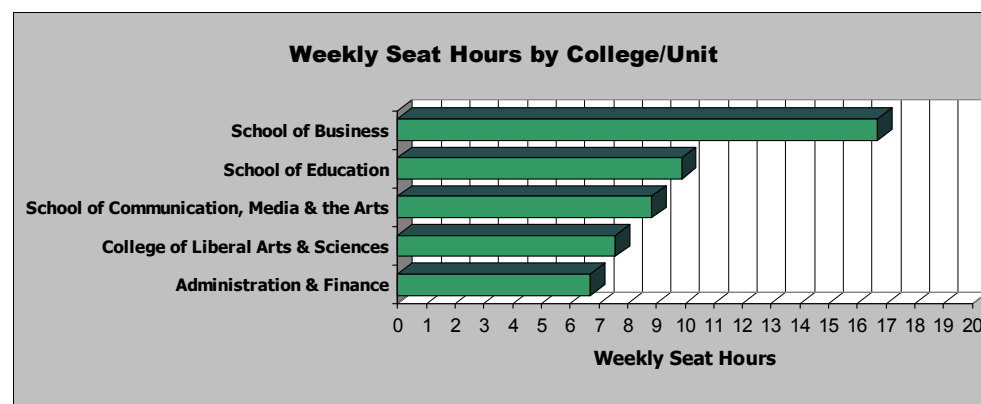
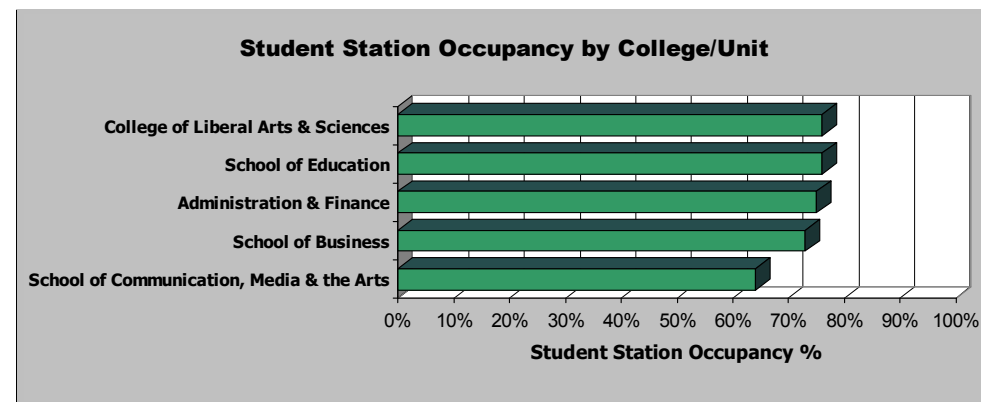
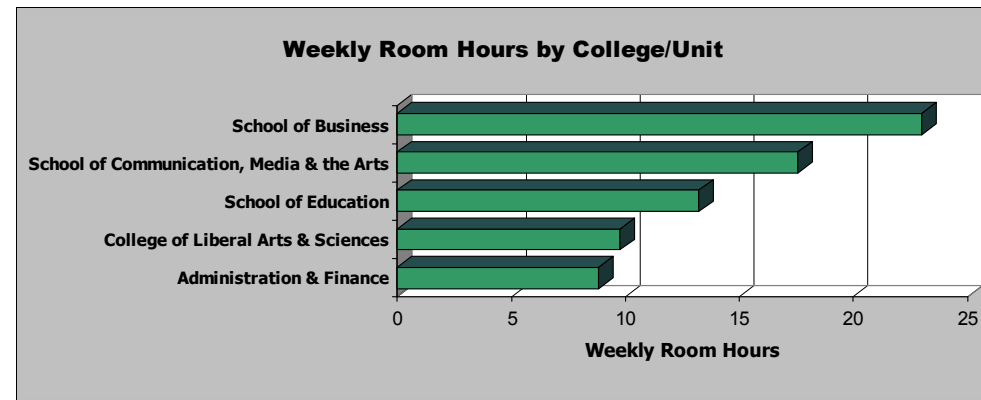
Teaching laboratory use can also be shown by discipline, both by college and by department.

The teaching laboratory utilization by college and school shows the teaching laboratories assigned to the School of Communication, Media & the Arts are scheduled an average of 18 hours per week. Teaching laboratories in the School of Education are scheduled an average of 13 hours per week. Teaching laboratories under Administration & Finance include those assigned to Campus Technology Services and Facilities Services; these laboratories are scheduled an average of nine hours per week. (see table 3-35 and graph 3-36)

### Teaching Laboratory Utilization Summary by College/Unit

College/Unit	No. of Rooms	Average Room Size	Average ASF per Station	Average Section Size	Average Weekly Room Hours	Hours in Use Student Station Occupancy %	Weekly Seat Hours
Administration & Finance	5	1,037	40	20	9	75%	6.7
College of Liberal Arts & Sciences	29	1,112	58	16	10	76%	7.6
School of Business	1	811	23	25	23	73%	16.7
School of Communication, Media & the Arts	16	1,181	46	16	18	64%	8.8
School of Education	14	2,030	87	19	13	76%	9.9
<b>AVERAGE TOTAL</b>	<b>65</b>	<b>1,316</b>	<b>60</b>	<b>17</b>	<b>13</b>	<b>72%</b>	<b>8.5</b>

Table 3-35



Graph 3-36

### Teaching Laboratory Utilization Analysis by Department

Similar to the school and college findings are those by department. The teaching laboratories assigned to Art show an average of 21 hours per week of scheduled use. Teaching laboratories assigned to Physics show an occupancy rate of 91% when in use. (see table 3-37 and graph 3-38)

### Teaching Laboratory Utilization Summary by Department

Department	No. of Rooms	Average Room Size	Average ASF per Station	Average Section Size	Average Weekly Room Hours	Hours in Use Student Station Occupancy %	Weekly Seat Hours
Accounting, Finance & Law	1	811	23	25	23	73%	16.7
Anthropology	2	967	17	22	17	39%	6.5
Art	12	1,219	54	15	21	67%	14.2
Biology	7	1,200	50	16	8	71%	6.0
Campus Technology Services	4	942	35	20	10	75%	7.3
Chemistry	9	1,189	50	18	8	84%	7.0
Computer Science	2	838	36	18	19	86%	20.4
Curriculum & Instruction	2	1,383	43	15	22	46%	10.5
Earth Sciences	3	1,112	46	15	10	71%	7.1
Facilities Services	1	1,416	57	20	5	80%	4.0
Music	4	1,067	24	16	7	32%	2.3
Physics	5	1,138	125	12	8	91%	7.7
Psychology	1	505	22	20	6	85%	5.1
Technology	12	2,137	95	20	12	85%	9.7
<b>AVERAGE TOTAL</b>	<b>65</b>	<b>1,316</b>	<b>60</b>	<b>17</b>	<b>13</b>	<b>72%</b>	<b>8.5</b>

Table 3-37

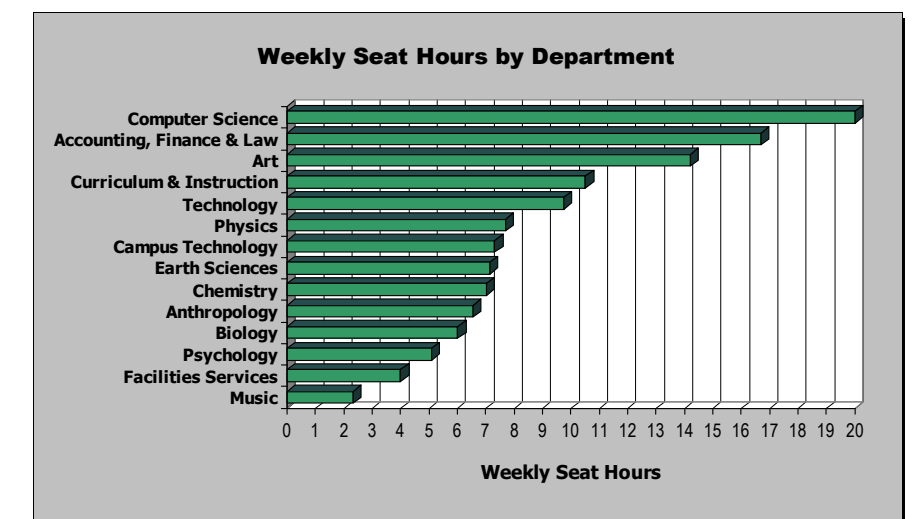
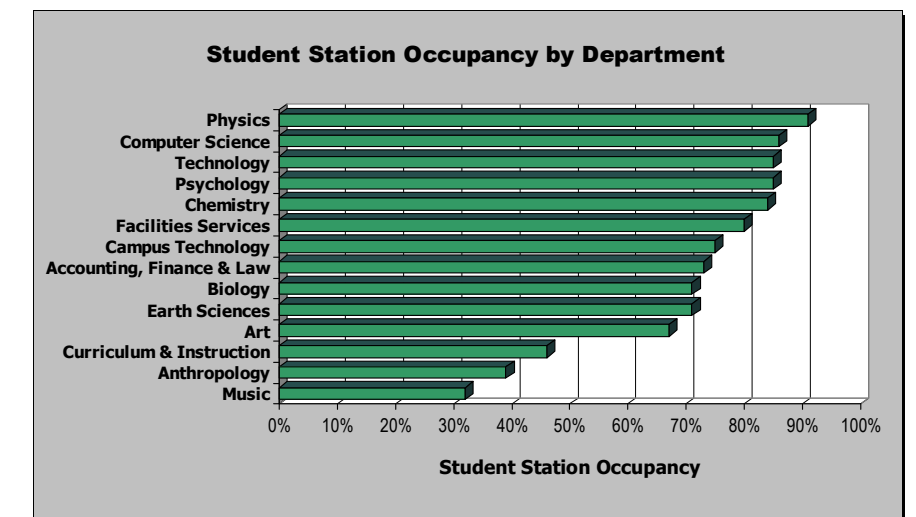
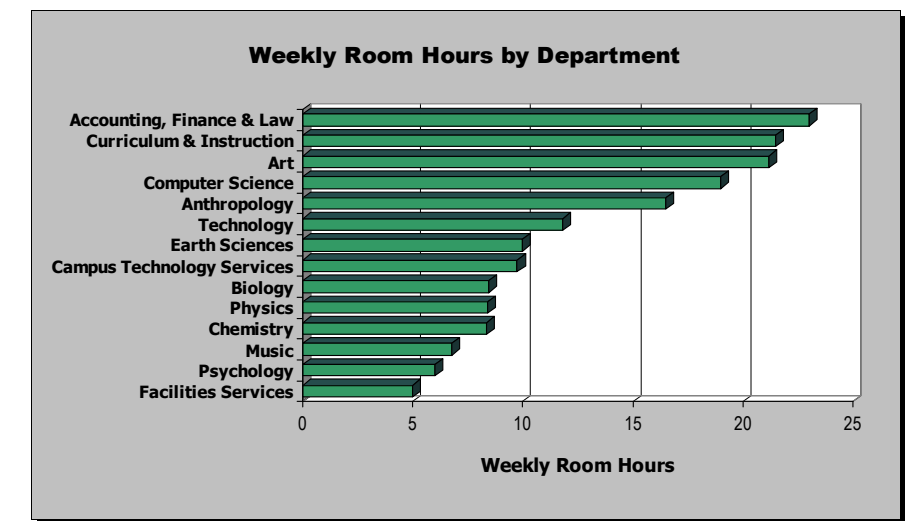


Table 3-38

## D. SPACE NEEDS

Using the space guidelines described in Section A of this report, Paulien & Associates determined the space needs for SUNY Oswego. The operating assumption in applying these guidelines was to determine the amount of space needed for SUNY Oswego to conduct its institutional and academic activities.

For purposes of this analysis, residence life space, the President's residence, space assigned to other organizations, and inactive space were not calculated. The other organization with space on the Oswego campus is BOCES, which has space in Park Hall. The inactive space includes the 25,010 ASF on the upper floor of Hewitt Union, which is under renovation to be used as surge space for the Piez Hall renovation, and two offices, totaling 384 ASF, in Culkin Hall that are currently not assigned to a particular department.

It should be noted that the space needs analysis reviewed quantity of space. The quality of space or physical condition was analyzed in the Phase II: Assessment of Conditions portion of the Facilities Master Plan.

In accord with SUNY developed standards, the State University Construction Fund provided the consultant with data on facilities, courses, and staffing and with the SUNY Guidelines for the consultant to use to analyze space needs for SUNY Oswego.

Paulien & Associates was provided with facilities, staff, and course information for Fall 2008. SUCF provided the consultant with the SUNY PSI spreadsheet PSIEXTR\_Oswego.xls, containing information on the facilities on the SUNY Oswego campus. The consultant was sent a staffing file from August 3, 2009 and the course file from Fall 2008.

Using the data provided, the SUNY Guidelines, SUNY Instructional Department Space Factors, knowledge of national trends and common practices gained from the consultant's experience on previous studies, and information gathered from the meetings on campus, the consultant studied the space utilization and determined the space needs for SUNY Oswego for classroom, laboratory, office, library, assembly, athletics, and student union space for the Oswego campus. On-site meetings were held with Vice Presidents, Deans, and project leaders in September 2009 in order to gain insights into academic program, space needs, and other issues of concern. A second set of meetings was held in March 2009 to present and review the space analysis findings.

The Space Needs Analysis reviews SUNY Oswego's existing facilities and quantifies the University's space requirements. The analysis of space needs was made in relation to existing facilities for an enrollment level of 7,332 FTE students at the base year. For the future projections of space needs in 2013 the student FTE used was 7,446 FTE; for 2018 the student FTE was 7,561; and for 2023 the student FTE used was 7,711. (see table 3-39)

### Space Needs Analysis/Consultant Guideline

Space Category	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guide-line ASF	Surplus/ (Deficit)		Guide-line ASF	Surplus/ (Deficit)	Guide-line ASF	Surplus/ (Deficit)	Guide-line ASF	Surplus/ (Deficit)
<b>Academic Space</b>										
Classroom & Service	100,484	92,420	8,064	96,037	92,804	3,233	93,965	2,072	95,922	115
Laboratories	178,187	157,971	20,216	178,295	158,672	19,623	160,398	17,897	163,918	14,377
<i>Teaching Laboratories &amp; Service</i>	117,963	93,582	24,381	125,974	93,598	32,376	94,390	31,584	96,505	29,469
<i>Open Study Laboratories &amp; Service</i>	46,385	43,992	2,393	31,989	44,677	(12,688)	45,361	(13,372)	46,266	(14,277)
<i>Research Laboratories &amp; Service</i>	13,839	20,397	(6,558)	20,332	20,397	(65)	20,647	(315)	21,147	(815)
Academic Offices & Service	108,107	94,423	13,684	100,865	95,053	5,812	97,043	3,822	98,393	2,472
Other Academic Space	30,179	36,661	(6,482)	23,035	37,230	(14,195)	37,799	(14,764)	38,554	(15,519)
<i>Academic Space Total</i>	<i>416,957</i>	<i>381,475</i>	<i>35,482</i>	<i>398,232</i>	<i>383,759</i>	<i>14,473</i>	<i>389,205</i>	<i>9,027</i>	<i>396,787</i>	<i>1,445</i>
<b>Academic Support Space</b>										
Administrative Offices & Service	121,893	72,230	49,663	124,145	72,760	51,385	73,280	50,865	73,880	50,265
Other Administrative Space	37,992	43,995	(6,003)	44,323	44,675	(352)	45,362	(1,039)	46,268	(1,945)
Library	140,234	136,704	3,530	139,894	139,758	136	142,813	(2,919)	146,280	(6,386)
Assembly & Exhibition	30,720	50,543	(19,823)	30,720	51,227	(20,507)	51,911	(21,191)	52,817	(22,097)
PE / Recreation / Athletics	216,503	245,000	(28,497)	216,503	245,000	(28,497)	245,000	(28,497)	245,000	(28,497)
<i>Physical Education &amp; Recreation</i>	39,996	120,000	(80,004)	39,996	120,000	(80,004)	120,000	(80,004)	120,000	(80,004)
<i>Athletics</i>	176,507	125,000	51,507	176,507	125,000	51,507	125,000	51,507	125,000	51,507
Physical Plant	118,998	131,067	(12,069)	112,727	181,759	(69,032)	182,581	(69,854)	183,647	(70,920)
Student Union and Dining	109,854	89,090	20,764	109,647	90,421	19,226	91,761	17,886	93,540	16,107
Student Health Services	5,192	8,000	(2,808)	5,192	8,000	(2,808)	8,000	(2,808)	8,000	(2,808)
<i>Academic Support Space Total</i>	<i>781,386</i>	<i>776,629</i>	<i>4,757</i>	<i>783,151</i>	<i>833,600</i>	<i>(50,449)</i>	<i>840,708</i>	<i>(57,557)</i>	<i>849,432</i>	<i>(66,281)</i>
<b>SUNY - Oswego Main Campus NON-RESIDENTIAL TOTAL</b>										
<i>Residence Life</i>	1,198,343	1,158,104	40,239	1,181,383	1,217,359	(35,976)	1,229,913	(48,530)	1,246,219	(64,836)
<i>President's Residence</i>	765,093			765,093						
<i>Other Organizations</i>	6,529			6,529						
<i>Inactive Space</i>	2,566			2,566						
<i>Inactive Space</i>	25,394			25,394						

ASF = Assignable Square Feet

Table 3-39

### SPACE NEEDS BY SPACE TYPE

The Space Needs Analysis Table illustrates the space needs by major categories of space.

- The findings for the Space Needs Analysis by Space Category show:
- The categories with the largest space deficits at the base year include:
- Physical Education & Recreation with a deficit of 80,000 ASF
- Assembly & Exhibit with a deficit of nearly 20,000 ASF
- At the base year all of the categories of Academic Space show sufficient space with the exception of Research Laboratories & Service

- In the future year 2023 the categories with the largest space deficits include:
- Physical Education & Recreation with a deficit of 80,000 ASF
- Assembly & Exhibit with a deficit of 22,000 ASF
- Physical Plant with a deficit of 70,000 ASF
- The total for the Space Needs Analysis at the future year shows the campus with an overall deficit of nearly 65,000 ASF.



**COMPARISON OF RECOMMENDATIONS BY SPACE TYPE TO SPACE FACTORS**

A comparison was made for classrooms, teaching laboratories, and offices to contrast the guidelines recommended by the consultant with SUNY standards and factors.

The consultant was provided with a spreadsheet by space category to outline the existing space on campus and compare it to the calculated space needs. The consultant calculated space needs using the SUNY Space Guidelines and the recommended guidelines described in Section A. The SUCF spreadsheet of space needs with the consultant's calculations by category follows.

The spreadsheet illustrates that the recommended guidelines generate a greater need for space than do the SUNY Space Guidelines.

- The recommended classroom guideline application results in a need for 92,400 ASF of classroom space while SUNY classroom use and space factors result in a need for 53,947 ASF. The amount of classroom space on campus is 100,484 ASF.
- Applying recommended guidelines for teaching laboratory space results in a need for about 93,600 ASF of space in this category. Calculating space needs using the SUNY space factors shows a need for 71,000 ASF of teaching laboratory space. Both are lower than the existing 117,963 ASF of existing teaching laboratory space.
- Academic office space calculations show a need for about 94,400 ASF using recommended guidelines, and a need for about 71,000 ASF using SUNY space factors. The existing amount of academic office space is 108,107 ASF.

It should be noted that the PSI provided by SUNY, and used by SUCF, for the following spreadsheet was from Fall 2009 while the PSI data provided to the consultant was from an earlier date. For this reason, the numbers in the "Existing Space Reported on PSI Fall 2009" column in the following table do not match the space used by the consultant in the analysis. (see graph 3-40)

**SPACE NEEDS BY COLLEGE/UNIT**

The Space Needs Analysis Table below summarizes the consultant's overall recommended space needs on campus highlighting the space needs for each of the schools and major administrative units. (see table 3-41)

The findings for the Space Needs Analysis by College/School or Major Administrative Division show:

The units with the largest space deficits at the base year include:

- The School of Communication, Media & the Arts shows a significant deficit of space of nearly 33,000 ASF at the base year.
- Student Affairs and Enrollment shows a deficit of nearly 18,000 ASF. The bulk of the Student Affairs deficit is a need for recreation space.

In the future year 2023 the units with the largest space deficits include:

- The School of Communication, Media & the Arts shows a deficit of space of over 40,000 ASF at the base year.
- Student Affairs and Enrollment shows a deficit of nearly 23,000 ASF. As in the base year, the bulk of the Student Affairs deficit is a need for recreation space.

The detailed space needs tables for each of the colleges and major administrative units are shown in the tables at the end of this section. The departmental analysis is found in Appendix E.

When looking at the analysis by department, it should be remembered that this is a master plan level study, not a detailed program plan. The space needs analysis findings should be viewed as tools and information for decision making and planning and not as entitlements for individual departments.

The space guidelines used in this analysis were applied for the sciences even though a more detailed study was performed for the sciences in preparation for the construction of the New Science, Engineering, and Technologies Building.

**COMPARISON OF RECOMMENDATIONS BY DEPARTMENT TO SPACE FACTORS**

A comparison was made for the academic departments to contrast the guidelines recommended by the consultant with SUNY standards and SUNY factors as provided by SUCF.

**Space Needs Analysis/Consultant Guideline**

College / Unit	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guide-line ASF	Surplus/ (Deficit)		Guide-line ASF	Surplus/ (Deficit)	Guide-line ASF	Surplus/ (Deficit)	Guide-line ASF	Surplus/ (Deficit)
<b>Academic</b>										
College of Liberal Arts & Sciences	156,576	134,030	22,546	138,581	134,810	3,771	136,378	2,203	138,733	(152)
School of Business	12,305	10,613	1,692	12,305	11,078	1,227	11,545	760	11,729	576
School of Communication, Media & the Arts	82,446	115,123	(32,677)	82,446	116,398	(33,952)	119,036	(36,590)	122,493	(40,047)
School of Education	77,864	64,686	13,178	77,864	64,750	13,114	64,986	12,878	65,454	12,410
Graduate Studies & Research	2,067	1,170	897	2,067	1,170	897	1,170	897	1,170	897
Classrooms & Service	100,484	92,420	8,064	96,037	92,804	3,233	93,965	2,072	95,922	115
<i>Academic Total</i>	<i>431,742</i>	<i>418,042</i>	<i>13,700</i>	<i>409,300</i>	<i>421,010</i>	<i>(11,710)</i>	<i>427,080</i>	<i>(17,780)</i>	<i>435,501</i>	<i>(26,201)</i>
<b>Administrative</b>										
President	3,202	3,320	(118)	3,202	3,320	(118)	3,320	(118)	3,320	(118)
Academic Affairs	31,254	33,572	(2,318)	48,911	33,693	15,218	33,797	15,114	33,973	14,938
Extended Learning	2,376	2,270	106	2,376	2,270	106	2,270	106	2,270	106
Penfield Library	139,894	136,704	3,190	139,894	139,758	136	142,813	(2,919)	146,280	(6,386)
Administration & Finance	179,984	164,277	15,707	168,250	212,170	(43,920)	213,578	(45,328)	215,045	(46,795)
Development & Alumni Relations	12,783	7,568	5,215	12,549	7,647	4,902	7,713	4,836	7,809	4,740
Business & Community Relations	5,788	4,014	1,774	5,788	4,097	1,691	4,166	1,622	4,267	1,521
Student Affairs and Enrollment	281,466	299,247	(17,781)	281,466	302,973	(21,507)	303,415	(21,949)	304,214	(22,748)
Student Union and Dining	109,854	89,090	20,764	109,647	90,421	19,226	91,761	17,886	93,540	16,107
<i>Administrative Total</i>	<i>766,601</i>	<i>740,062</i>	<i>26,539</i>	<i>772,083</i>	<i>796,349</i>	<i>(24,266)</i>	<i>802,833</i>	<i>(30,750)</i>	<i>810,718</i>	<i>(38,635)</i>
<b>SUNY - Oswego Main Campus</b>										
<b>NON-RESIDENTIAL TOTAL</b>	<b>1,198,343</b>	<b>1,158,104</b>	<b>40,239</b>	<b>1,181,383</b>	<b>1,217,359</b>	<b>(35,976)</b>	<b>1,229,913</b>	<b>(48,530)</b>	<b>1,246,219</b>	<b>(64,836)</b>
<i>Residence Life</i>	<i>765,093</i>			<i>765,093</i>						
<i>President's Residence</i>	<i>6,529</i>			<i>6,529</i>						
<i>Other Organizations</i>	<i>2,566</i>			<i>2,566</i>						
<i>Inactive Space</i>	<i>25,394</i>			<i>25,394</i>						

ASF = Assignable Square Feet

The SUCF staff initiated the development of a spreadsheet by academic department to outline the existing space on campus. The consultant calculated space needs using the SUNY Space Guidelines and using the recommended space guidelines. The spreadsheet adapted by the consultant to show calculated space needs for the academic departments follows.

It should be noted that the PSI for the following spreadsheet was from Fall 2009 while the PSI data provided to the consultant was from an earlier date. For this reason, the numbers in the "Existing Space Reported on PSI Fall 2009" column in the following tables do not match the space used by the consultant in the analysis. (see graph 3-42, 3-43, 3-44, 3-45)

Table 3-41

# D. SPACE NEEDS

**Campus-Wide Summary of Existing vs. Calculated and FMP Recommended Space**  
 Campus: Oswego  
 Project: 10823

Line	Space Type	Existing Space Reported on PSI Fall 2009	Existing Space Modified by Consultant Fall 2008	Future Space Modified by Consultant	2008			2013			2018			2023		
					FTE 7,332		FMP Deficit or Surplus	FTE 7,446		FMP Deficit or Surplus	FTE 7,561		FMP Deficit or Surplus	FTE 7,711		FMP Deficit or Surplus
					Calculated Space using SUNY Space Guidelines	Recommended Space by FMP Consultant		Calculated Space using SUNY Space Guidelines	Recommended Space by FMP Consultant		Calculated Space using SUNY Space Guidelines	Recommended Space by FMP Consultant		Calculated Space using SUNY Space Guidelines	Recommended Space by FMP Consultant	
a	b	c	d	e	f	g	h=d-g	i	j	k=e-j	l	m	n=e-m	o	p	q=e-p
<b>1.0</b>	<b>Instructional Classrooms/Lecture Halls</b>															
1.1	Classrooms	91,520				92,420			92,804			93,965			95,922	
1.2	Lecture Halls	36,715														
	<b>Sub-Total Registrar Controlled Space</b>	<b>128,235</b>	<b>100,484</b>	<b>96,037</b>	<b>53,947</b>	<b>92,420</b>	<b>8,064</b>	<b>54,196</b>	<b>92,804</b>	<b>3,233</b>	<b>54,881</b>	<b>93,965</b>	<b>2,072</b>	<b>56,021</b>	<b>95,922</b>	<b>115</b>
	Classroom/Lecture NASF per FTE	17	14	12	7	13		7	12		7	12		7	12	
<b>2.0</b>	<b>Departmental Use</b>															
2.1	Teaching Labs	136,369	117,963	125,974	70,702	93,582	24,381	70,713	93,598	32,376	71,307	94,390	31,584	72,859	96,505	29,469
2.2	Individual Study Labs	17,816	46,385	31,989	21,699	43,992	2,393	21,860	44,677	(12,688)	22,022	45,361	(13,372)	22,238	46,266	(14,277)
2.3	Departmental Research Labs	7,683	13,839	20,332	36,302	20,397	(6,558)	36,735	20,397	(65)	37,174	20,647	(315)	37,747	21,147	(815)
2.4	Faculty & Staff Offices	98,081	108,107	100,865	70,719	94,423	13,684	71,808	95,053	5,812	72,908	97,043	3,822	74,346	98,393	2,472
	Other Academic Space		30,179	23,035		36,661	(6,482)		37,230	(14,195)		37,799	(14,764)		38,554	(15,519)
2.5	General & Special Use	17,322			20,710			20,828			20,969			21,224		
	<b>Sub-Total Instructional &amp; Dept Research</b>	<b>277,271</b>	<b>316,473</b>	<b>302,195</b>	<b>220,132</b>	<b>289,055</b>	<b>27,418</b>	<b>221,944</b>	<b>290,955</b>	<b>11,240</b>	<b>224,380</b>	<b>295,240</b>	<b>6,955</b>	<b>228,414</b>	<b>300,865</b>	<b>1,330</b>
	Dept NASF per FTE	38	43	39	30	39		30	39		30	39		30	39	
<b>3-15</b>	<b>Campus-Wide Academic Support</b>															
3.0	Health & Physical Education	101,580	39,996	39,996	120,000	120,000	(80,004)	120,000	120,000	(80,004)	120,000	120,000	(80,004)	120,000	120,000	(80,004)
	Athletics		176,507	176,507		125,000	51,507		125,000	51,507		125,000	51,507		125,000	51,507
4.0	Data & Resources Center (IT)	18,269			26,330			26,330			26,330			26,330		
5.0	Organized Activities	3,062			3,062			3,062			3,062			3,062		
6.0	Organized (Sponsored) Research	5,270			5,270			5,270			5,270			5,270		
7.0	Public Services	17,982			17,982			17,982			17,982			17,982		
8.0	Assembly & Exhibition	30,573	30,720	30,720	40,770	50,543	(19,823)	40,770	51,227	(20,507)	40,770	51,911	(21,191)	40,770	52,817	(22,097)
9.0	Library	139,580	140,234	139,894	101,533	136,704	3,530	104,085	139,758	136	106,642	142,813	(2,919)	109,413	146,280	(6,386)
10.0	Student/Faculty Activities	218,132			76,986			78,183			79,391			80,966		
	Student Union and Dining		109,854	109,647		89,090	20,764		90,421	19,226		91,761	17,886		93,540	16,107
11.0	Student Health Services	6,603	5,192	5,192	6,603	8,000	(2,808)	6,603	8,000	(2,808)	6,603	8,000	(2,808)	6,603	8,000	(2,808)
12.0	General Administration	83,066			58,656			59,568			60,488			61,688		
	Administrative Offices		121,893	124,145		72,230	49,663		72,760	51,385		73,280	50,865		73,880	50,265
	Other Administrative Space		37,992	44,323		43,995	(6,003)		44,675	(352)		45,362	(1,039)		46,268	(1,945)
13.0	Central Services	106,226	118,998	112,727	26,678	131,067	(12,069)	26,835	181,759	(69,032)	27,018	182,581	(69,854)	27,290	183,647	(70,920)
14.0	Building Services	45,500			20,809			20,931			21,074			21,286		
15.0	Inactive Space	91,165			0			0			0			0		
	<b>Sub-Total Support Space</b>	<b>867,008</b>	<b>781,386</b>	<b>783,151</b>	<b>504,679</b>	<b>776,629</b>	<b>4,757</b>	<b>509,619</b>	<b>833,600</b>	<b>(50,449)</b>	<b>514,630</b>	<b>840,708</b>	<b>(57,557)</b>	<b>520,660</b>	<b>849,432</b>	<b>(66,281)</b>
	Support NASF per FTE	118	107	102	69	106		68	112		68	111		68	110	
	<b>Campus-wide Average NASF per FTE</b>	<b>174</b>	<b>163</b>	<b>153</b>	<b>106</b>	<b>158</b>		<b>106</b>	<b>163</b>		<b>105</b>	<b>163</b>		<b>104</b>	<b>162</b>	
	<b>Total Campus-Wide NASF</b>	<b>1,272,514</b>	<b>1,198,343</b>	<b>1,181,383</b>	<b>778,758</b>	<b>1,158,104</b>	<b>40,239</b>	<b>785,759</b>	<b>1,217,359</b>	<b>(35,976)</b>	<b>793,891</b>	<b>1,229,913</b>	<b>(48,530)</b>	<b>805,095</b>	<b>1,246,219</b>	<b>(64,836)</b>

Graph 3-40



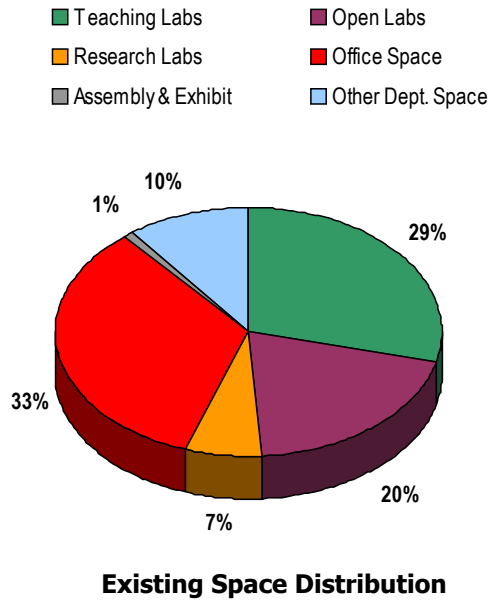
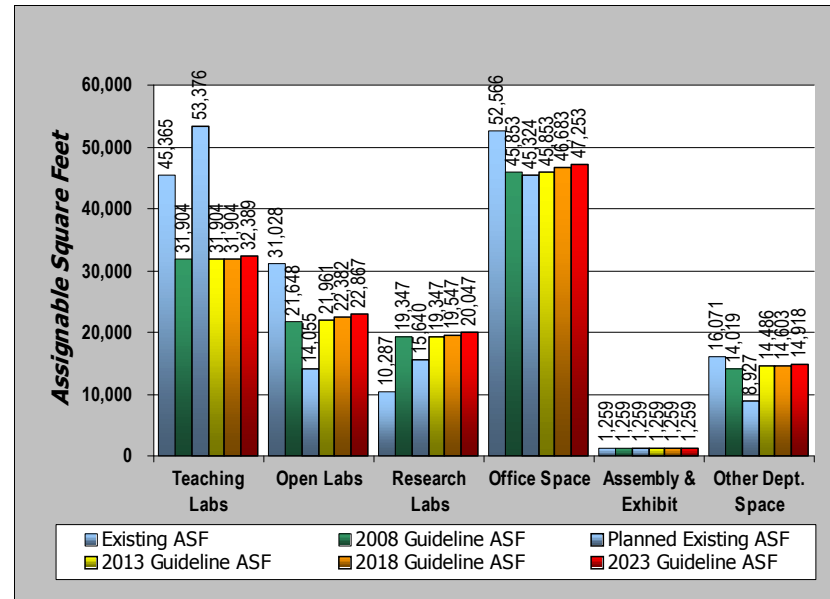






### College of Liberal Arts & Sciences

#### Space Needs Analysis



#### Space Needs Analysis

Space Category	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)
<b>Academic Space</b>										
Teaching Laboratories & Service	45,365	31,904	13,461	53,376	31,904	21,472	31,904	21,472	32,389	20,987
Open Laboratories & Service	31,028	21,648	9,380	14,055	21,961	(7,906)	22,382	(8,327)	22,867	(8,812)
Research (Organized and Department)	10,287	19,347	(9,060)	15,640	19,347	(3,707)	19,547	(3,907)	20,047	(4,407)
Academic Office & Service	52,566	45,853	6,713	45,324	45,853	(529)	46,683	(1,359)	47,253	(1,929)
Other Academic Space	16,071	14,019	2,052	8,927	14,486	(5,559)	14,603	(5,676)	14,918	(5,991)
<i>Academic Space Subtotal</i>	<i>155,317</i>	<i>132,771</i>	<i>22,546</i>	<i>137,322</i>	<i>133,551</i>	<i>3,771</i>	<i>135,119</i>	<i>2,203</i>	<i>137,474</i>	<i>(152)</i>
<b>Academic Support Space</b>										
Assembly & Exhibition	1,259	1,259	0	1,259	1,259	0	1,259	0	1,259	0
<i>Academic Support Space Subtotal</i>	<i>1,259</i>	<i>1,259</i>	<i>0</i>	<i>1,259</i>	<i>1,259</i>	<i>0</i>	<i>1,259</i>	<i>0</i>	<i>1,259</i>	<i>0</i>
<b>TOTAL</b>	<b>156,576</b>	<b>134,030</b>	<b>22,546</b>	<b>138,581</b>	<b>134,810</b>	<b>3,771</b>	<b>136,378</b>	<b>2,203</b>	<b>138,733</b>	<b>(152)</b>

ASF = Assignable Square Feet

#### Space Needs by Department

Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)
Dean, Liberal Arts & Sciences	3,379	3,099	280	3,379	3,126	253	3,144	235	3,193	186
Anthropology	3,716	2,916	800	3,716	2,946	770	2,964	752	3,004	712
Biological Field Station	3,152	2,433	719	3,152	2,451	701	2,462	690	2,483	669
Biology	25,435	20,460	4,975	20,635	20,460	175	20,514	121	21,200	(565)
Chemistry	33,083	18,650	14,433	17,944	18,947	(1,003)	19,007	(1,063)	19,327	(1,383)
Computer Science	4,930	5,054	(124)	5,771	5,054	717	5,083	688	5,392	379
Earth Sciences	13,595	9,104	4,491	15,024	9,104	5,920	9,158	5,866	9,210	5,814
Economics	1,714	2,293	(579)	1,714	2,299	(585)	2,303	(589)	2,315	(601)
Electrical & Computer Engineering	0	9,354	(9,354)	9,354	9,354	0	9,354	0	9,354	0
English & Creative Writing	4,859	6,253	(1,394)	4,859	6,253	(1,394)	6,513	(1,654)	6,513	(1,654)
History	4,108	5,205	(1,097)	4,108	5,231	(1,123)	5,439	(1,331)	5,488	(1,380)
Mathematics	5,260	5,314	(54)	5,031	5,314	(283)	5,504	(473)	5,526	(495)
Modern Languages & Literature	6,305	6,682	(377)	6,305	6,771	(466)	6,819	(514)	7,099	(794)
Philosophy	2,081	1,640	441	1,785	1,640	145	1,640	145	1,640	145
Physics	20,706	9,110	11,596	12,029	9,110	2,919	9,164	2,865	9,307	2,722
Planetarium	478	0	478	0	0	0	0	0	0	0
Political Science	1,678	1,913	(235)	1,678	1,919	(241)	1,923	(245)	1,935	(257)
Psychology	17,502	20,198	(2,696)	17,502	20,451	(2,949)	20,987	(3,485)	21,296	(3,794)
Public Justice	1,010	1,721	(711)	1,010	1,721	(711)	1,721	(711)	1,721	(711)
Sociology	3,372	2,561	811	3,372	2,589	783	2,609	763	2,660	712
Womens Studies	213	70	143	213	70	143	70	143	70	143
<b>TOTAL</b>	<b>156,576</b>	<b>134,030</b>	<b>22,546</b>	<b>138,581</b>	<b>134,810</b>	<b>3,771</b>	<b>136,378</b>	<b>2,203</b>	<b>138,733</b>	<b>(152)</b>

#### Space by Building

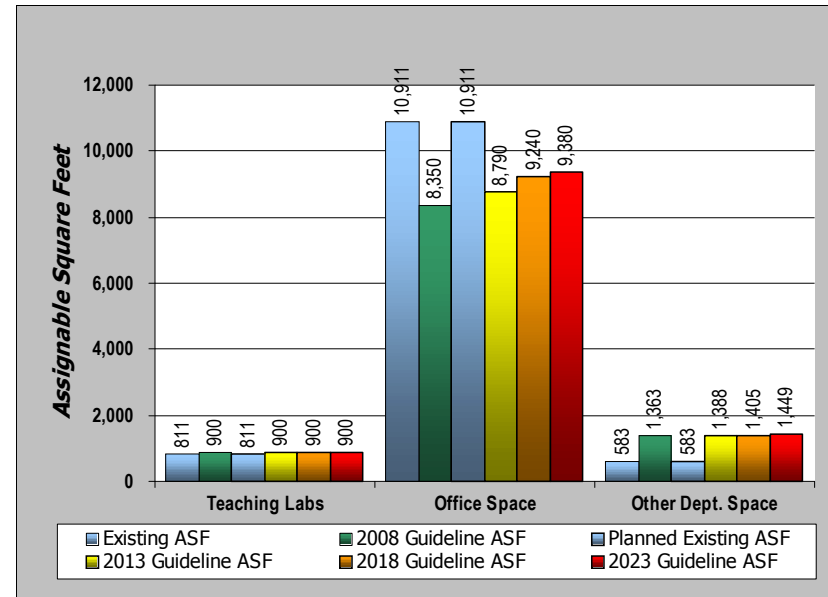
Building	Teaching Labs	Open Labs	Research Labs	Acad Offices	Assembly /Exhibit	Other Dept. Space	TOTAL ASF
<b>Existing Space</b>							
Campus Center				2,692		645	3,337
Culkin Hall				2,040			2,040
Mahar Hall	2,860	8,164	2,281	15,991		3,378	32,674
Penfield Library		2,602		426			3,028
Piez Hall	19,504	6,102	988	8,185		4,547	39,326
Poucher Hall		830		7,732			8,562
Rice Creek Fld Stn		526	960	297	1,259	110	3,152
Snygg Hall	23,001	12,804	6,058	15,203		6,725	63,791
Volatile Sto						188	188
<b>TOTAL</b>	<b>45,365</b>	<b>31,028</b>	<b>10,287</b>	<b>52,566</b>	<b>1,259</b>	<b>15,593</b>	<b>156,098</b>
<b>Planned Existing Space</b>							
Campus Center				2,692		645	3,337
Culkin Hall				2,040			2,040
Mahar Hall	2,860	8,164	2,281	15,991		3,378	32,674
Penfield Library		2,602		426			3,028
Poucher Hall		830		7,732			8,562
Rice Creek Fld Stn		526	960	297	1,259	110	3,152
Science Engr & Tech	50,516	1,933	12,399	16,146		4,606	85,600
Volatile Sto						188	188
<b>TOTAL</b>	<b>53,376</b>	<b>14,055</b>	<b>15,640</b>	<b>45,324</b>	<b>1,259</b>	<b>8,927</b>	<b>138,581</b>

ASF = Assignable Square Feet

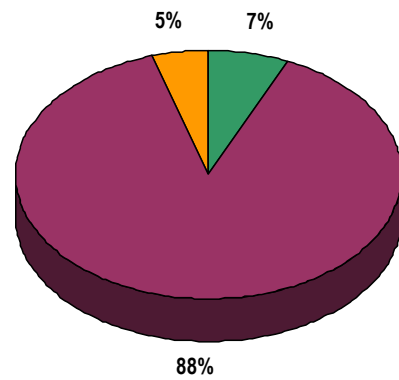
D. SPACE NEEDS

School of Business

Space Needs Analysis



Teaching Labs Office Space Other Dept. Space



Existing Space Distribution

Space Needs Analysis

Space Category	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)
<b>Academic Space</b>										
Teaching Laboratories & Service	811	900	(89)	811	900	(89)	900	(89)	900	(89)
Academic Office & Service	10,911	8,350	2,561	10,911	8,790	2,121	9,240	1,671	9,380	1,531
Other Academic Space	583	1,363	(780)	583	1,388	(805)	1,405	(822)	1,449	(866)
<i>Academic Space Subtotal</i>	<i>12,305</i>	<i>10,613</i>	<i>1,692</i>	<i>12,305</i>	<i>11,078</i>	<i>1,227</i>	<i>11,545</i>	<i>760</i>	<i>11,729</i>	<i>576</i>
<b>TOTAL</b>	<b>12,305</b>	<b>10,613</b>	<b>1,692</b>	<b>12,305</b>	<b>11,078</b>	<b>1,227</b>	<b>11,545</b>	<b>760</b>	<b>11,729</b>	<b>576</b>

Space Needs by Department

Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)
Dean, School of Business	2,216	2,652	(436)	2,216	3,108	(892)	3,119	(903)	3,147	(931)
Accounting, Finance & Law	5,247	3,737	1,510	5,247	3,742	1,505	3,935	1,312	4,013	1,234
Marketing & Management	4,842	4,224	618	4,842	4,228	614	4,491	351	4,569	273
<b>TOTAL</b>	<b>12,305</b>	<b>10,613</b>	<b>1,692</b>	<b>12,305</b>	<b>11,078</b>	<b>1,227</b>	<b>11,545</b>	<b>760</b>	<b>11,729</b>	<b>576</b>

ASF = Assignable Square Feet

Space by Building

Building	Teaching Labs	Acad Offices	Other Dept. Space	TOTAL ASF
Rich Hall	811	10,911	583	12,305
<b>TOTAL</b>	<b>811</b>	<b>10,911</b>	<b>583</b>	<b>12,305</b>

Office Space Analysis and Guideline Application

Staffing Type	Office Guideline ASF per Headcount	Fall 2008		2013		2018		2023		Planned Existing ASF
		Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count	Guideline ASF	
Dean	300	1	300	1	300	1	300	1	300	
Assoc Dean	240	0	0	1	240	1	240	1	240	
Asst Dean	240	1	240	1	240	1	240	1	240	
Faculty	140	26	3,640	26	3,640	28	3,920	28	3,920	
Faculty Adjunct	70	26	1,820	26	1,820	27	1,890	29	2,030	
Professional	140	2	280	2	280	2	280	2	280	
Secretarial & Clerical	120	3	360	3	360	3	360	3	360	
Graduate Assistant	60	1	60	3	180	3	180	3	180	
<b>Total Office Space</b>			<b>6,700</b>	<b>6,342</b>	<b>7,060</b>	<b>7,410</b>	<b>7,550</b>	<b>6,342</b>		
<i>Total Service Space</i>			<i>990</i>	<i>3,855</i>	<i>1,020</i>	<i>1,080</i>	<i>1,080</i>	<i>3,855</i>		
<i>Total Conference Room Space</i>			<i>660</i>	<i>714</i>	<i>710</i>	<i>750</i>	<i>750</i>	<i>714</i>		
<b>TOTAL</b>		<b>60</b>	<b>8,350</b>	<b>10,911</b>	<b>63</b>	<b>8,790</b>	<b>66</b>	<b>9,240</b>	<b>68</b>	<b>9,380</b>
<b>Surplus/(Deficit)</b>			<b>2,561</b>		<b>2,121</b>	<b>1,671</b>	<b>1,531</b>			

Office Space Analysis by Department

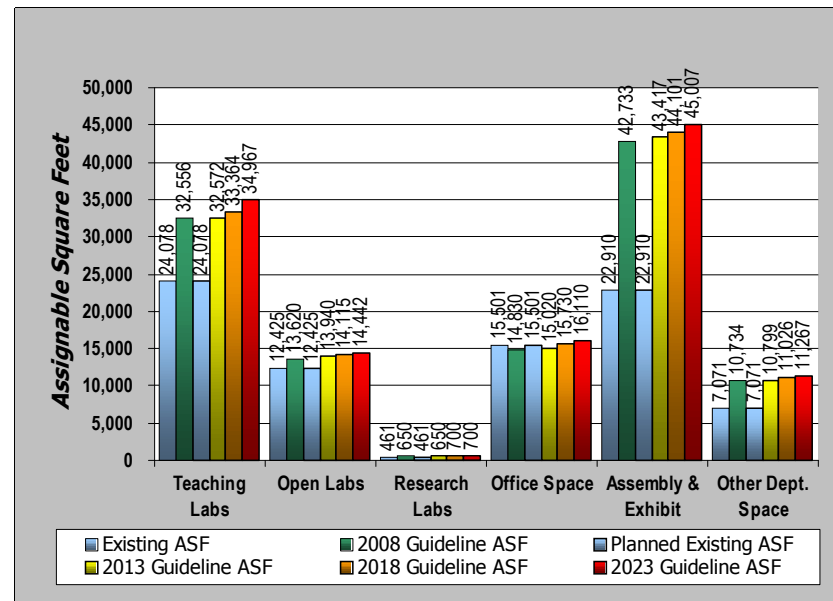
Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)
Dean, School of Business	1,843	1,780	63	1,843	2,220	(377)	2,220	(377)	2,220	(377)
Accounting, Finance & Law	4,326	2,580	1,746	4,326	2,580	1,746	2,770	1,556	2,840	1,486
Marketing & Management	4,742	3,990	752	4,742	3,990	752	4,250	492	4,320	422
<b>TOTAL</b>	<b>10,911</b>	<b>8,350</b>	<b>2,561</b>	<b>10,911</b>	<b>8,790</b>	<b>2,121</b>	<b>9,240</b>	<b>1,671</b>	<b>9,380</b>	<b>1,531</b>

ASF = Assignable Square Feet



## School of Communication, Media & the Arts

### Space Needs Analysis



Existing Space Distribution

### Space Needs Analysis

Space Category	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)
<b>Academic Space</b>										
Teaching Laboratories & Service	24,078	32,556	(8,478)	24,078	32,572	(8,494)	33,364	(9,286)	34,967	(10,889)
Open Laboratories & Service	12,425	13,620	(1,195)	12,425	13,940	(1,515)	14,115	(1,690)	14,442	(2,017)
Research (Organized and Department)	461	650	(189)	461	650	(189)	700	(239)	700	(239)
Academic Office & Service	15,501	14,830	671	15,501	15,020	481	15,730	(229)	16,110	(609)
Other Academic Space	7,071	10,734	(3,663)	7,071	10,799	(3,728)	11,026	(3,955)	11,267	(4,196)
<i>Academic Space Subtotal</i>	<i>59,536</i>	<i>72,390</i>	<i>(12,854)</i>	<i>59,536</i>	<i>72,981</i>	<i>(13,445)</i>	<i>74,935</i>	<i>(15,399)</i>	<i>77,486</i>	<i>(17,950)</i>
<b>Academic Support Space</b>										
Assembly & Exhibition	22,910	42,733	(19,823)	22,910	43,417	(20,507)	44,101	(21,191)	45,007	(22,097)
<i>Academic Support Space Subtotal</i>	<i>22,910</i>	<i>42,733</i>	<i>(19,823)</i>	<i>22,910</i>	<i>43,417</i>	<i>(20,507)</i>	<i>44,101</i>	<i>(21,191)</i>	<i>45,007</i>	<i>(22,097)</i>
<b>TOTAL</b>	<b>82,446</b>	<b>115,123</b>	<b>(32,677)</b>	<b>82,446</b>	<b>116,398</b>	<b>(33,952)</b>	<b>119,036</b>	<b>(36,590)</b>	<b>122,493</b>	<b>(40,047)</b>

ASF = Assignable Square Feet

### Space Needs by Department

Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)
Art	30,434	37,493	(7,059)	30,434	37,657	(7,223)	38,636	(8,202)	39,896	(9,462)
Communication Studies	8,753	15,431	(6,678)	8,753	15,621	(6,868)	16,079	(7,326)	16,655	(7,902)
Dean, Communication, Media, & the Arts	1,677	530	1,147	1,677	530	1,147	530	1,147	530	1,147
Music	13,234	21,552	(8,318)	13,234	21,735	(8,501)	22,222	(8,988)	22,532	(9,298)
Theatre	23,171	33,927	(10,756)	23,171	34,665	(11,494)	35,379	(12,208)	36,690	(13,519)
Tyler Art Gallery	5,177	6,190	(1,013)	5,177	6,190	(1,013)	6,190	(1,013)	6,190	(1,013)
<b>TOTAL</b>	<b>82,446</b>	<b>115,123</b>	<b>(32,677)</b>	<b>82,446</b>	<b>116,398</b>	<b>(33,952)</b>	<b>119,036</b>	<b>(36,590)</b>	<b>122,493</b>	<b>(40,047)</b>

### Space by Building

Building	Teaching Labs	Open Labs	Research Labs	Acad Offices	Assembly /Exhibit	Other Dept. Space	TOTAL ASF
<b>Existing and Planned Existing Space</b>							
Culkin Hall				1,677			1,677
Lanigan Hall	3,542			3,626		5,380	12,548
Penfield Library				475			475
Tyler Hall	20,536	12,425	461	9,723	22,910	1,691	67,746
<b>TOTAL</b>	<b>24,078</b>	<b>12,425</b>	<b>461</b>	<b>15,501</b>	<b>22,910</b>	<b>7,071</b>	<b>82,446</b>

### Office Space Analysis and Guideline Application

Staffing Type	Office Guideline ASF per Headcount	Fall 2008		2013		2018		2023		Planned Existing ASF
		Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count	Guideline ASF	
Faculty	140	24	3,360	25	3,500	25	3,500	27	3,780	
Faculty (Studio)	200	22	4,400	22	4,400	24	4,800	24	4,800	
Faculty Adjunct	70	27	1,890	27	1,890	30	2,100	30	2,100	
Professional	140	6	840	6	840	6	840	6	840	
Technical / Paraprofessional	120	6	720	6	720	6	720	6	720	
Secretarial & Clerical	120	4	480	4	480	4	480	4	480	
Graduate Assistant	60	4	240	4	240	4	240	4	240	
<b>Total Office Space</b>			<b>11,930</b>	<b>12,730</b>	<b>12,070</b>	<b>12,680</b>	<b>12,960</b>	<b>12,960</b>	<b>12,730</b>	
<i>Total Service Space</i>			<i>1,860</i>	<i>2,117</i>	<i>1,890</i>	<i>1,950</i>	<i>2,010</i>	<i>2,010</i>	<i>2,117</i>	
<i>Total Conference Room Space</i>			<i>1,040</i>	<i>654</i>	<i>1,060</i>	<i>1,100</i>	<i>1,140</i>	<i>1,140</i>	<i>654</i>	
<b>TOTAL</b>		<b>93</b>	<b>14,830</b>	<b>15,501</b>	<b>94</b>	<b>15,020</b>	<b>99</b>	<b>15,730</b>	<b>101</b>	<b>16,110</b>
<b>Surplus/(Deficit)</b>			<b>671</b>		<b>481</b>	<b>(229)</b>	<b>(609)</b>			

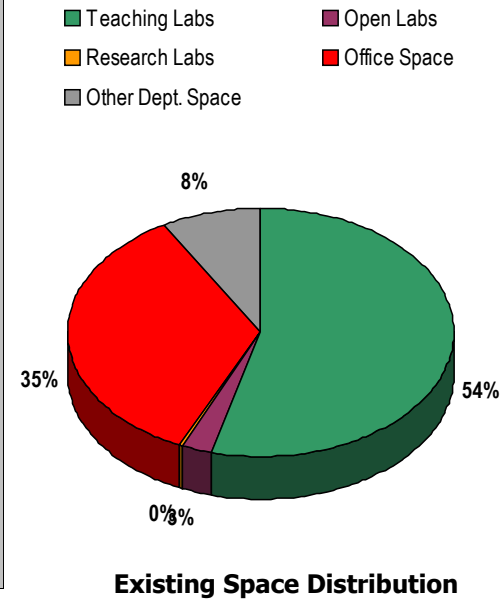
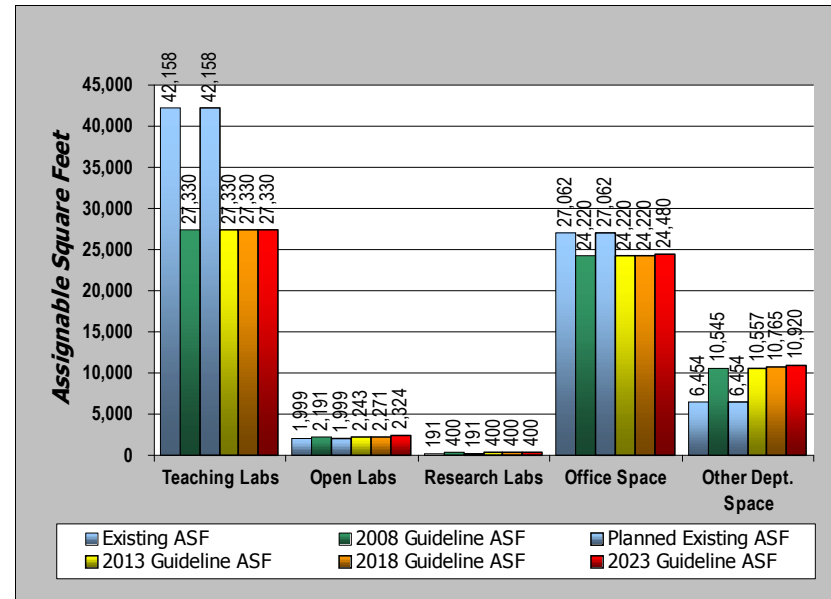
### Office Space Analysis by Department

Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)
Art	5,109	4,990	119	5,109	4,990	119	5,310	(201)	5,310	(201)
Communication Studies	3,373	4,040	(667)	3,373	4,230	(857)	4,300	(927)	4,490	(1,117)
Dean, Communication, Media, & the Arts	1,677	530	1,147	1,677	530	1,147	530	1,147	530	1,147
Music	2,975	3,410	(435)	2,975	3,410	(435)	3,730	(755)	3,730	(755)
Theatre	2,079	1,670	409	2,079	1,670	409	1,670	409	1,860	219
Tyler Art Gallery	288	190	98	288	190	98	190	98	190	98
<b>TOTAL</b>	<b>15,501</b>	<b>14,830</b>	<b>671</b>	<b>15,501</b>	<b>15,020</b>	<b>481</b>	<b>15,730</b>	<b>(229)</b>	<b>16,110</b>	<b>(609)</b>

D. SPACE NEEDS

School of Education

Space Needs Analysis



Space Needs Analysis

Space Category	Fall 2008			Planned Existing ASF	2013			2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	
<b>Academic Space</b>											
Teaching Laboratories & Service	42,158	27,330	14,828	42,158	27,330	14,828	27,330	14,828	27,330	14,828	
Open Laboratories & Service	1,999	2,191	(192)	1,999	2,243	(244)	2,271	(272)	2,324	(325)	
Research (Organized and Department)	191	400	(209)	191	400	(209)	400	(209)	400	(209)	
Academic Office & Service	27,062	24,220	2,842	27,062	24,220	2,842	24,220	2,842	24,480	2,582	
Other Academic Space	6,454	10,545	(4,091)	6,454	10,557	(4,103)	10,765	(4,311)	10,920	(4,466)	
<i>Academic Space Subtotal</i>	<i>77,864</i>	<i>64,686</i>	<i>13,178</i>	<i>77,864</i>	<i>64,750</i>	<i>13,114</i>	<i>64,986</i>	<i>12,878</i>	<i>65,454</i>	<i>12,410</i>	
<b>TOTAL</b>	<b>77,864</b>	<b>64,686</b>	<b>13,178</b>	<b>77,864</b>	<b>64,750</b>	<b>13,114</b>	<b>64,986</b>	<b>12,878</b>	<b>65,454</b>	<b>12,410</b>	

ASF = Assignable Square Feet

Space Needs by Department

Department	Fall 2008			Planned Existing ASF	2013			2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	
Dean, School of Education	2,916	3,140	(224)	2,916	3,140	(224)	3,140	(224)	3,140	(224)	
Counseling & Psychological Services	3,391	3,754	(363)	3,391	3,781	(390)	3,797	(406)	3,835	(444)	
Curriculum & Instruction	13,161	14,394	(1,233)	13,161	14,394	(1,233)	14,394	(1,233)	14,654	(1,493)	
Education Administration	1,712	930	782	1,712	930	782	930	782	930	782	
Health Promotion & Wellness	2,762	1,720	1,042	2,762	1,720	1,042	1,720	1,042	1,720	1,042	
Technology	51,088	39,368	11,720	51,088	39,405	11,683	39,625	11,463	39,795	11,293	
Vocational Teacher Preparation	2,834	1,380	1,454	2,834	1,380	1,454	1,380	1,454	1,380	1,454	
<b>TOTAL</b>	<b>77,864</b>	<b>64,686</b>	<b>13,178</b>	<b>77,864</b>	<b>64,750</b>	<b>13,114</b>	<b>64,986</b>	<b>12,878</b>	<b>65,454</b>	<b>12,410</b>	

Space by Building

Building	Teaching Labs	Open Labs	Research Labs	Acad Offices	Other Dept. Space	TOTAL ASF
Mahar Hall		591	191	2,318	291	3,391
Park Hall	27,723			8,525	2,850	39,098
Sheldon Hall	1,006					1,006
Volatile Sto					187	187
Wilber Hall	13,429	1,408		16,219	3,126	34,182
<b>TOTAL</b>	<b>42,158</b>	<b>1,999</b>	<b>191</b>	<b>27,062</b>	<b>6,454</b>	<b>77,864</b>

Office Space Analysis and Guideline Application

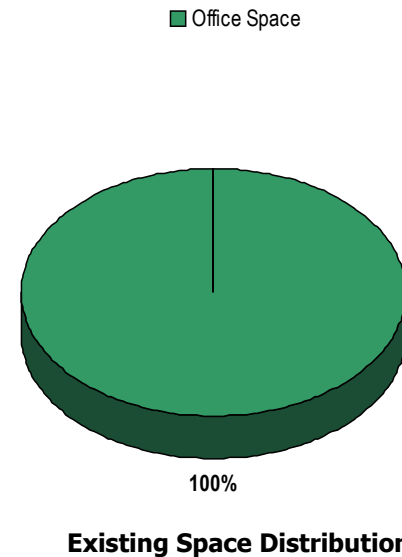
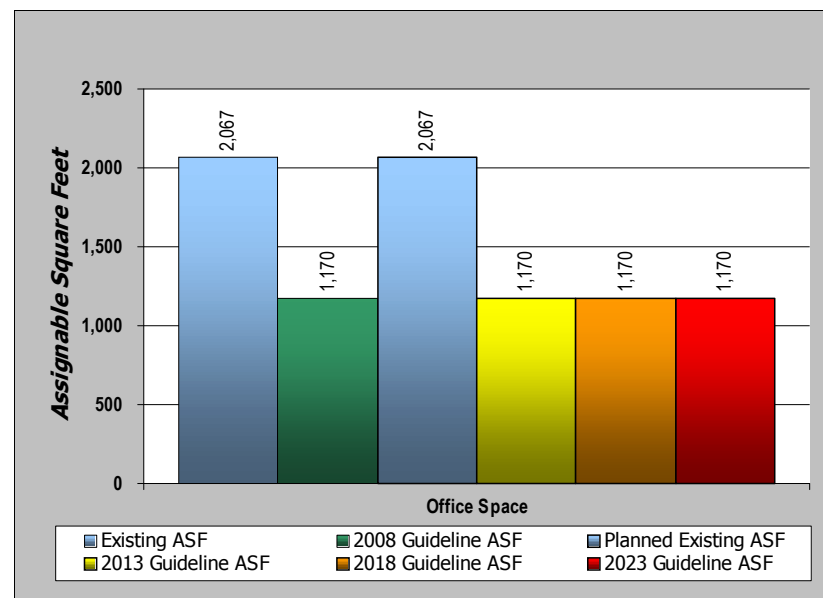
Staffing Type	Office Guideline ASF per Headcount	Fall 2008		2013		2018		2023		Planned Existing ASF
		Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count	Guideline ASF	
Dean	300	1	300	1	300	1	300	1	300	
Director	180	1	180	1	180	1	180	1	180	
Asst Director	140	1	140	1	140	1	140	1	140	
Faculty	140	66	9,240	66	9,240	66	9,240	67	9,380	
Faculty Adjunct	70	57	3,990	57	3,990	57	3,990	58	4,060	
Professional	140	20	2,800	20	2,800	20	2,800	20	2,800	
Technical / Paraprofessional	120	3	360	3	360	3	360	3	360	
Secretarial & Clerical	120	16	1,920	16	1,920	16	1,920	16	1,920	
Graduate Assistant	60	3	180	3	180	3	180	3	180	
<b>Total Office Space</b>			<b>19,110</b>	<b>16,944</b>	<b>19,110</b>	<b>19,110</b>	<b>19,320</b>	<b>19,320</b>	<b>16,944</b>	<b>16,944</b>
<i>Total Service Space</i>			<i>3,240</i>	<i>7,688</i>	<i>3,240</i>	<i>3,240</i>	<i>3,240</i>	<i>3,270</i>	<i>7,688</i>	<i>7,688</i>
<i>Total Conference Room Space</i>			<i>1,870</i>	<i>2,430</i>	<i>1,870</i>	<i>1,870</i>	<i>1,890</i>	<i>1,890</i>	<i>2,430</i>	<i>2,430</i>
<b>TOTAL</b>		<b>168</b>	<b>24,220</b>	<b>27,062</b>	<b>168</b>	<b>24,220</b>	<b>168</b>	<b>24,220</b>	<b>170</b>	<b>24,480</b>
<b>Surplus/(Deficit)</b>			<b>2,842</b>	<b>2,842</b>	<b>2,842</b>	<b>2,842</b>	<b>2,582</b>	<b>2,582</b>	<b>2,582</b>	

Office Space Analysis by Department

Department	Fall 2008			Planned Existing ASF	2013			2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	
Dean, School of Education	2,916	1,740	1,176	2,916	1,740	1,176	1,740	1,176	1,740	1,176	
Counseling & Psychological Services	2,318	1,950	368	2,318	1,950	368	1,950	368	1,950	368	
Curriculum & Instruction	10,069	9,810	259	10,069	9,810	259	9,810	259	10,070	(1)	
Education Administration	1,712	930	782	1,712	930	782	930	782	930	782	
Health Promotion & Wellness	2,762	1,720	1,042	2,762	1,720	1,042	1,720	1,042	1,720	1,042	
Technology	4,451	6,690	(2,239)	4,451	6,690	(2,239)	6,690	(2,239)	6,690	(2,239)	
Vocational Teacher Preparation	2,834	1,380	1,454	2,834	1,380	1,454	1,380	1,454	1,380	1,454	
<b>TOTAL</b>	<b>27,062</b>	<b>24,220</b>	<b>2,842</b>	<b>27,062</b>	<b>24,220</b>	<b>2,842</b>	<b>24,220</b>	<b>2,842</b>	<b>24,480</b>	<b>2,582</b>	

### Graduate Studies & Research

#### Space Needs Analysis



#### Space by Building

Building	Acad Offices	TOTAL ASF
Culkin Hall	1,586	1,586
Mahar Hall	481	481
<b>TOTAL</b>	<b>2,067</b>	<b>2,067</b>

#### Office Space Analysis and Guideline Application

Staffing Type	Office Guideline ASF per Headcount	Fall 2008		2013		2018		2023		Planned Existing ASF
		Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count	Guideline ASF	
Dean	300	1	300	1	300	1	300	1	300	
Professional	140	1	140	1	140	1	140	1	140	
Technical / Paraprofessional	120	2	240	2	240	2	240	2	240	
Secretarial & Clerical	120	2	240	2	240	2	240	2	240	
Grad Student (No Office Needed)	0	26	0	26	0	26	0	27	0	
<b>Total Office Space</b>			920	1,189	920	920	920	920	1,189	
<i>Total Service Space</i>			180	715	180	180	180	180	715	
<i>Total Conference Room Space</i>			70	163	70	70	70	70	163	
<b>TOTAL</b>		32	1,170	2,067	32	1,170	32	1,170	33	2,067
<b>Surplus/(Deficit)</b>			897		897	897	897	897		

#### Space Needs Analysis

Space Category	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/(Deficit)		Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)
<b>Academic Space</b>										
Academic Office & Service	2,067	1,170	897	2,067	1,170	897	1,170	897	1,170	897
<i>Academic Space Subtotal</i>	2,067	1,170	897	2,067	1,170	897	1,170	897	1,170	897
<b>TOTAL</b>	2,067	1,170	897	2,067	1,170	897	1,170	897	1,170	897
<i>Inactive Space</i>	217			217						

#### Office Space Analysis by Department

Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/(Deficit)		Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)
Director's Office Graduate Division	644	300	344	644	300	344	300	344	300	344
Graduate Studies	1,423	870	553	1,423	870	553	870	553	870	553
<b>TOTAL</b>	2,067	1,170	897	2,067	1,170	897	1,170	897	1,170	897

#### Space Needs by Department

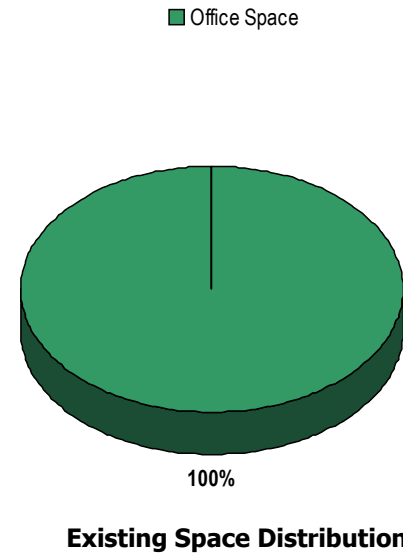
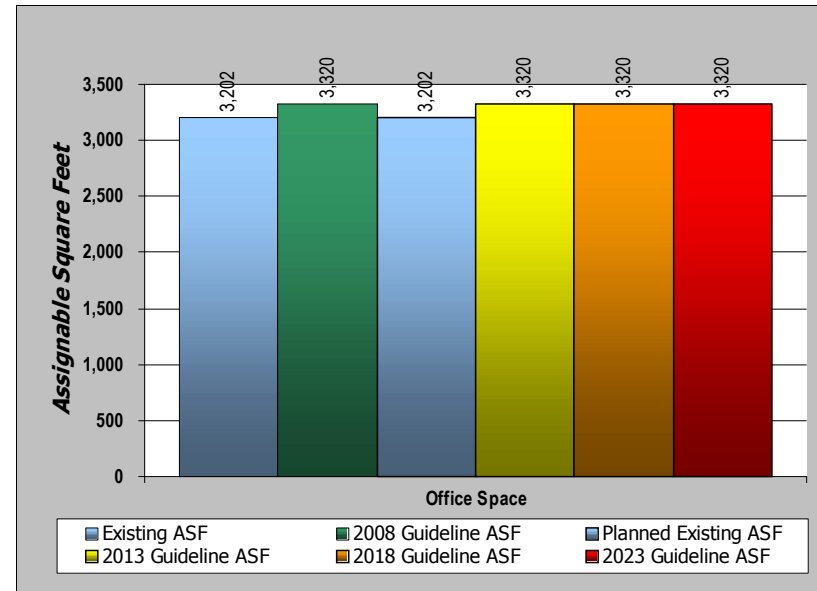
Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/(Deficit)		Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)
Director's Office Graduate Division	644	300	344	644	300	344	300	344	300	344
Graduate Studies	1,423	870	553	1,423	870	553	870	553	870	553
<b>TOTAL</b>	2,067	1,170	897	2,067	1,170	897	1,170	897	1,170	897

ASF = Assignable Square Feet

D. SPACE NEEDS

President

Space Needs Analysis



Space by Building

Building	Admn Offices	TOTAL ASF
Culkin Hall	3,202	3,202
<b>TOTAL</b>	<b>3,202</b>	<b>3,202</b>

Office Space Analysis and Guideline Application

Staffing Type	Office Guideline ASF per Headcount	Fall 2008		2013		2018		2023		Planned Existing ASF
		Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count	Guideline ASF	
President	400	1	400	1	400	1	400	1	400	
Executive/Administative	180	1	180	1	180	1	180	1	180	
Professional	140	7	980	7	980	7	980	7	980	
Secretarial & Clerical	120	3	360	3	360	3	360	3	360	
<b>Total Office Space</b>			<b>1,920</b>	<b>2,604</b>	<b>1,920</b>	<b>1,920</b>	<b>1,920</b>	<b>1,920</b>	<b>1,920</b>	<b>2,604</b>
<i>Total Service Space</i>			<i>610</i>	<i>120</i>	<i>610</i>	<i>610</i>	<i>610</i>	<i>610</i>	<i>610</i>	<i>120</i>
<i>Total Conference Room Space</i>			<i>790</i>	<i>478</i>	<i>790</i>	<i>790</i>	<i>790</i>	<i>790</i>	<i>790</i>	<i>478</i>
<b>TOTAL</b>		<b>12</b>	<b>3,320</b>	<b>3,202</b>	<b>12</b>	<b>3,320</b>	<b>12</b>	<b>3,320</b>	<b>12</b>	<b>3,320</b>
<b>Surplus/(Deficit)</b>			<b>(118)</b>		<b>(118)</b>	<b>(118)</b>	<b>(118)</b>	<b>(118)</b>		

Space Needs Analysis

Space Category	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/(Deficit)		Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)
<b>Academic Support Space</b>										
Administrative Office & Service	3,202	3,320	(118)	3,202	3,320	(118)	3,320	(118)	3,320	(118)
<i>Academic Support Space Subtotal</i>	<i>3,202</i>	<i>3,320</i>	<i>(118)</i>	<i>3,202</i>	<i>3,320</i>	<i>(118)</i>	<i>3,320</i>	<i>(118)</i>	<i>3,320</i>	<i>(118)</i>
<b>TOTAL</b>	<b>3,202</b>	<b>3,320</b>	<b>(118)</b>	<b>3,202</b>	<b>3,320</b>	<b>(118)</b>	<b>3,320</b>	<b>(118)</b>	<b>3,320</b>	<b>(118)</b>
<i>President's Residence</i>	<i>6,529</i>			<i>6,529</i>						

Space Needs by Department

Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/(Deficit)		Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)
Office of the President	2,211	2,220	(9)	2,211	2,220	(9)	2,220	(9)	2,220	(9)
University Information Service	991	1,100	(109)	991	1,100	(109)	1,100	(109)	1,100	(109)
<b>TOTAL</b>	<b>3,202</b>	<b>3,320</b>	<b>(118)</b>	<b>3,202</b>	<b>3,320</b>	<b>(118)</b>	<b>3,320</b>	<b>(118)</b>	<b>3,320</b>	<b>(118)</b>

Office Space Analysis by Department

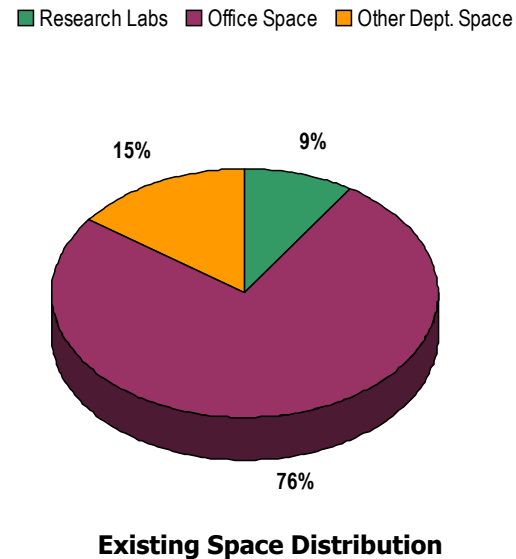
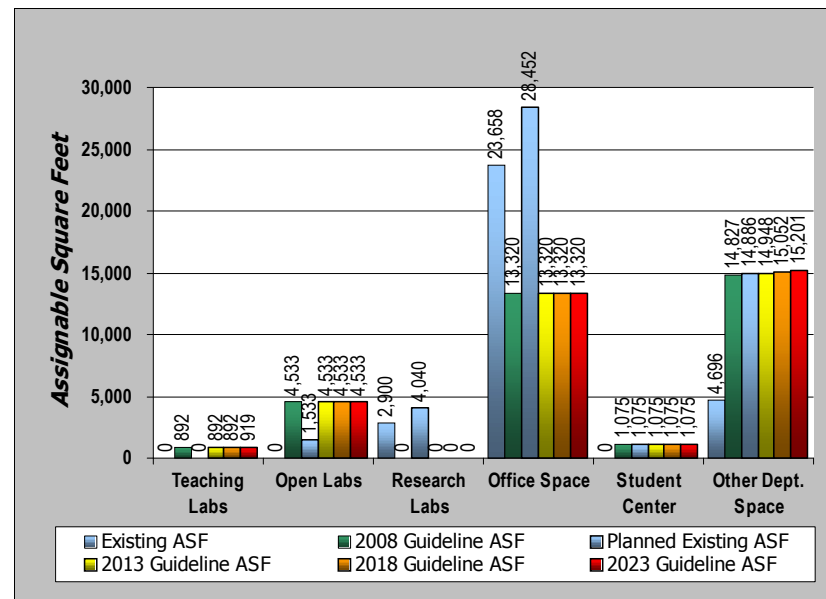
Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/(Deficit)		Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)
Office of the President	2,211	2,220	(9)	2,211	2,220	(9)	2,220	(9)	2,220	(9)
University Information Service	991	1,100	(109)	991	1,100	(109)	1,100	(109)	1,100	(109)
<b>TOTAL</b>	<b>3,202</b>	<b>3,320</b>	<b>(118)</b>	<b>3,202</b>	<b>3,320</b>	<b>(118)</b>	<b>3,320</b>	<b>(118)</b>	<b>3,320</b>	<b>(118)</b>

ASF = Assignable Square Feet

ASF = Assignable Square Feet

### Academic Affairs

#### Space Needs Analysis



#### Space Needs by Department

Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Existing ASF	Surplus/ (Deficit)	Existing ASF	Surplus/ (Deficit)	Existing ASF	Surplus/ (Deficit)
Provost, VP for Academic Affairs	4,322	4,510	(188)	4,322	4,510	(188)	4,510	(188)	4,510	(188)
Artswego	1,195	570	625	1,195	570	625	570	625	570	625
Center for Excellence in Learning & Teaching	698	748	(50)	698	769	(71)	787	(89)	814	(116)
Classrooms • General	753	0	753	0	0	0	0	0	0	0
Experience-Based Education	3,062	3,102	(40)	3,062	3,168	(106)	3,224	(162)	3,304	(242)
First Year Program	669	443	226	669	457	212	469	200	486	183
General Studies	225	142	83	225	142	83	142	83	149	76
Honors Program	1,653	480	1,173	1,653	480	1,173	480	1,173	500	1,153
Institutional Research & Assessment	1,098	660	438	1,098	660	438	660	438	660	438
International Education	5,128	2,190	2,938	5,128	2,190	2,938	2,190	2,938	2,190	2,938
Mathematics - Remedial	0	270	(270)	0	270	(270)	270	(270)	270	(270)
N Country/Fort Drum Consortium	290	560	(270)	290	560	(270)	560	(270)	560	(270)
Office of Learning Services	1,270	1,980	(710)	1,270	1,980	(710)	1,980	(710)	1,980	(710)
Registrar	3,516	2,760	756	3,516	2,760	756	2,760	756	2,760	756
Research & Sponsored Programs	1,330	640	690	1,330	640	690	640	690	640	690
Science, Engineering & Technologies Building	0	10,632	(10,632)	15,426	10,632	4,794	10,632	4,794	10,632	4,794
Sea Grant	2,254	760	1,494	2,254	760	1,494	760	1,494	760	1,494
Student Advisement Center	211	458	(247)	211	464	(253)	470	(259)	478	(267)
SURCO Research Center Oswego	2,900	2,034	866	5,884	2,034	3,850	2,034	3,850	2,034	3,850
Transfer Student Services	680	633	47	680	647	33	659	21	676	4
<b>TOTAL</b>	<b>31,254</b>	<b>33,572</b>	<b>(2,318)</b>	<b>48,911</b>	<b>33,693</b>	<b>15,218</b>	<b>33,797</b>	<b>15,114</b>	<b>33,973</b>	<b>14,938</b>

#### Space Needs Analysis

Space Category	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Existing ASF	Surplus/ (Deficit)	Existing ASF	Surplus/ (Deficit)	Existing ASF	Surplus/ (Deficit)
<b>Academic Space</b>										
Teaching Laboratories & Service	0	892	(892)	0	892	(892)	892	(892)	919	(919)
Open Laboratories & Service	0	4,533	(4,533)	1,533	4,533	(3,000)	4,533	(3,000)	4,533	(3,000)
Research (Organized and Department)	2,900	0	2,900	4,040	0	4,040	0	4,040	0	4,040
<i>Academic Space Subtotal</i>	<i>2,900</i>	<i>5,425</i>	<i>(2,525)</i>	<i>5,573</i>	<i>5,425</i>	<i>148</i>	<i>5,425</i>	<i>148</i>	<i>5,452</i>	<i>121</i>
<b>Academic Support Space</b>										
Administrative Office & Service	23,658	13,320	10,338	28,452	13,320	15,132	13,320	15,132	13,320	15,132
Student Union and Dining	0	1,075	(1,075)	1,075	1,075	0	1,075	0	1,075	0
Other Administrative Space	4,696	14,827	(10,131)	14,886	14,948	(62)	15,052	(166)	15,201	(315)
<i>Academic Support Space Subtotal</i>	<i>28,354</i>	<i>29,222</i>	<i>(868)</i>	<i>44,413</i>	<i>29,343</i>	<i>15,070</i>	<i>29,447</i>	<i>14,966</i>	<i>29,596</i>	<i>14,817</i>
<b>TOTAL</b>	<b>31,254</b>	<b>34,647</b>	<b>(3,393)</b>	<b>49,986</b>	<b>34,768</b>	<b>15,218</b>	<b>34,872</b>	<b>15,114</b>	<b>35,048</b>	<b>14,938</b>

ASF = Assignable Square Feet

#### Space by Building

Building	Open Labs	Research Labs	Admn Offices	Student Space	Other Dept. Space	TOTAL ASF
<b>Existing Space</b>						
Campus Center			4,586		3,245	7,831
Culkin Hall			9,463			9,463
Ft Dm Ed Svc			290			290
Lanigan Hall			802			802
Mackin Dining Hall			2,254			2,254
Mahar Hall			1,195			1,195
Penfield Library			1,330		698	2,028
Piez Hall		2,900				2,900
Poucher Hall			1,270			1,270
Sheldon Hall			2,468			2,468
<b>TOTAL</b>		<b>2,900</b>	<b>23,658</b>		<b>3,943</b>	<b>30,501</b>
<b>Planned Existing Space</b>						
Campus Center			4,586		3,245	7,831
Culkin Hall			9,463			9,463
Ft Dm Ed Svc			290			290
Lanigan Hall			802			802
Mackin Dining Hall			2,254			2,254
Mahar Hall			1,195			1,195
Penfield Library			1,330		698	2,028
Poucher Hall			1,270			1,270
Science Engr & Tech	1,533	4,040	4,794	1,075	10,943	22,385
Sheldon Hall			2,468			2,468
<b>TOTAL</b>	<b>1,533</b>	<b>4,040</b>	<b>28,452</b>	<b>1,075</b>	<b>14,886</b>	<b>49,986</b>

Academic Affairs

Office Space Analysis and Guideline Application

Staffing Type	Office Guideline ASF per Headcount	Fall 2008		2013		2018		2023		Planned Existing ASF	
		Head-count	Guideline ASF	Existing ASF	Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count		Guideline ASF
Vice President	320	1	320		1	320	1	320	1	320	
Executive/Administrative	180	2	360		2	360	2	360	2	360	
Director	180	6	1,080		6	1,080	6	1,080	6	1,080	
Asst Director	140	1	140		1	140	1	140	1	140	
Faculty	140	3	420		3	420	3	420	3	420	
Faculty Adjunct	70	3	210		3	210	3	210	3	210	
Professional	140	29	4,060		29	4,060	29	4,060	29	4,060	
Secretarial & Clerical	120	19	2,280		19	2,280	19	2,280	19	2,280	
Graduate Assistant	60	8	480		8	480	8	480	8	480	
Additional Service Space (1,000 asf)	0	0	0		0	0	0	0	0	0	
<b>Total Office Space</b>			<b>9,350</b>	<b>19,770</b>		<b>9,350</b>		<b>9,350</b>		<b>9,350</b>	<b>22,037</b>
<i>Total Service Space</i>			<i>2,830</i>	<i>3,005</i>		<i>2,830</i>		<i>2,830</i>		<i>2,830</i>	<i>3,219</i>
<i>Total Conference Room Space</i>			<i>1,140</i>	<i>883</i>		<i>1,140</i>		<i>1,140</i>		<i>1,140</i>	<i>3,196</i>
<b>TOTAL</b>		<b>72</b>	<b>13,320</b>	<b>23,658</b>	<b>72</b>	<b>13,320</b>	<b>72</b>	<b>13,320</b>	<b>72</b>	<b>13,320</b>	<b>28,452</b>
<b>Surplus/(Deficit)</b>			<b>10,338</b>			<b>15,132</b>		<b>15,132</b>		<b>15,132</b>	

Office Space Analysis by Department

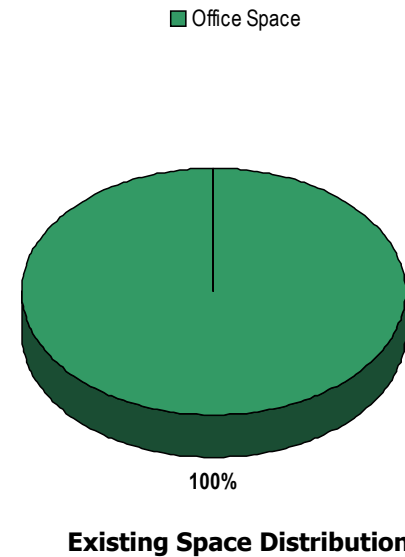
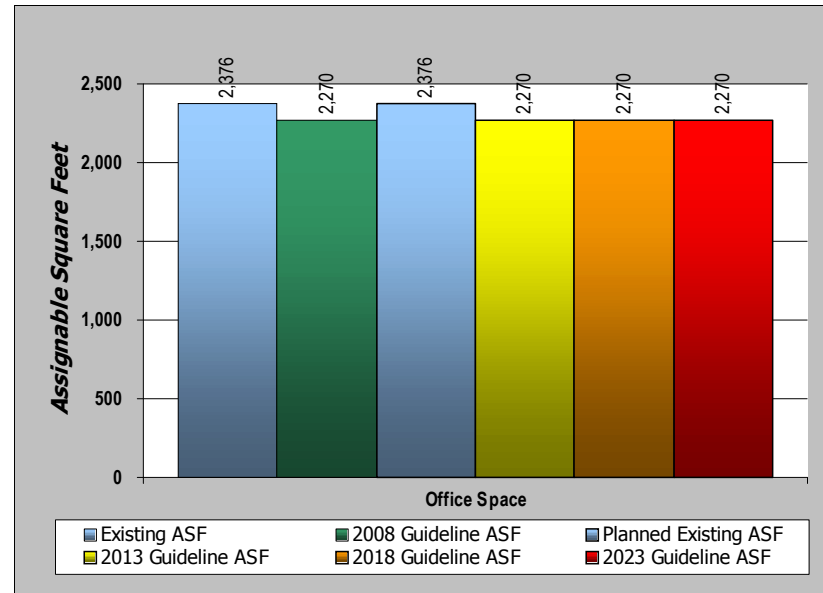
Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/(Deficit)		Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)
Provost, VP for Academic Affairs	4,322	1,510	2,812	4,322	1,510	2,812	1,510	2,812	1,510	2,812
Artswego	1,195	570	625	1,195	570	625	570	625	570	625
Center for Excellence in Learning & Teaching	0	60	(60)	0	60	(60)	60	(60)	60	(60)
Experience-Based Education	928	1,000	(72)	928	1,000	(72)	1,000	(72)	1,000	(72)
First Year Program	219	0	219	219	0	219	0	219	0	219
General Studies	225	0	225	225	0	225	0	225	0	225
Honors Program	1,653	0	1,653	1,653	0	1,653	0	1,653	0	1,653
Institutional Research & Assessment	1,098	660	438	1,098	660	438	660	438	660	438
International Education	5,128	2,190	2,938	5,128	2,190	2,938	2,190	2,938	2,190	2,938
N Country/Fort Drum Consortium	290	560	(270)	290	560	(270)	560	(270)	560	(270)
Office of Learning Services	1,270	1,980	(710)	1,270	1,980	(710)	1,980	(710)	1,980	(710)
Registrar	3,516	2,760	756	3,516	2,760	756	2,760	756	2,760	756
Research & Sponsored Programs	1,330	640	690	1,330	640	690	640	690	640	690
Science, Engineering & Technologies Building	0	0	0	4,794	0	4,794	0	4,794	0	4,794
Sea Grant	2,254	760	1,494	2,254	760	1,494	760	1,494	760	1,494
Student Advisement Center	0	250	(250)	0	250	(250)	250	(250)	250	(250)
SURCO Research Center Oswego	0	190	(190)	0	190	(190)	190	(190)	190	(190)
Transfer Student Services	230	190	40	230	190	40	190	40	190	40
<b>TOTAL</b>	<b>23,658</b>	<b>13,320</b>	<b>10,338</b>	<b>28,452</b>	<b>13,320</b>	<b>15,132</b>	<b>13,320</b>	<b>15,132</b>	<b>13,320</b>	<b>15,132</b>

ASF = Assignable Square Feet



### Extended Learning

### Space Needs Analysis



### Space by Building

Building	Admn Offices	TOTAL ASF
Campus Center	2,376	2,376
<b>TOTAL</b>	<b>2,376</b>	<b>2,376</b>

### Office Space Analysis and Guideline Application

Staffing Type	Office Guideline ASF per Headcount	Fall 2008		2013		2018		2023		Planned Existing ASF
		Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count	Guideline ASF	
Dean	300	1	300	1	300	1	300	1	300	
Director	180	2	360	2	360	2	360	2	360	
Asst Director	140	2	280	2	280	2	280	2	280	
Professional	140	3	420	3	420	3	420	3	420	
Secretarial & Clerical	120	2	240	2	240	2	240	2	240	
Graduate Assistant	60	1	60	1	60	1	60	1	60	
Lecturer/Adjunct (No Office Needed)	0	40	0	40	0	41	0	41	0	
Professional (No Office Needed)	0	1	0	1	0	1	0	1	0	
<b>Total Office Space</b>			<b>1,660</b>	<b>1,656</b>	<b>1,660</b>	<b>1,660</b>	<b>1,660</b>	<b>1,660</b>	<b>1,656</b>	
<i>Total Service Space</i>			300	450	300	300	300	300	450	
<i>Total Conference Room Space</i>			310	270	310	310	310	310	270	
<b>TOTAL</b>		<b>52</b>	<b>2,270</b>	<b>2,376</b>	<b>52</b>	<b>2,270</b>	<b>53</b>	<b>2,270</b>	<b>2,270</b>	<b>2,376</b>
<i>Surplus/(Deficit)</i>			<i>106</i>		<i>106</i>		<i>106</i>		<i>106</i>	

### Space Needs Analysis

Space Category	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/(Deficit)		Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)
<b>Academic Support Space</b>										
Administrative Office & Service	2,376	2,270	106	2,376	2,270	106	2,270	106	2,270	106
<i>Academic Support Space Subtotal</i>	2,376	2,270	106	2,376	2,270	106	2,270	106	2,270	106
<b>TOTAL</b>	<b>2,376</b>	<b>2,270</b>	<b>106</b>	<b>2,376</b>	<b>2,270</b>	<b>106</b>	<b>2,270</b>	<b>106</b>	<b>2,270</b>	<b>106</b>

### Space Needs by Department

Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/(Deficit)		Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)
Extended Learning	2,376	2,270	106	2,376	2,270	106	2,270	106	2,270	106
<b>TOTAL</b>	<b>2,376</b>	<b>2,270</b>	<b>106</b>	<b>2,376</b>	<b>2,270</b>	<b>106</b>	<b>2,270</b>	<b>106</b>	<b>2,270</b>	<b>106</b>

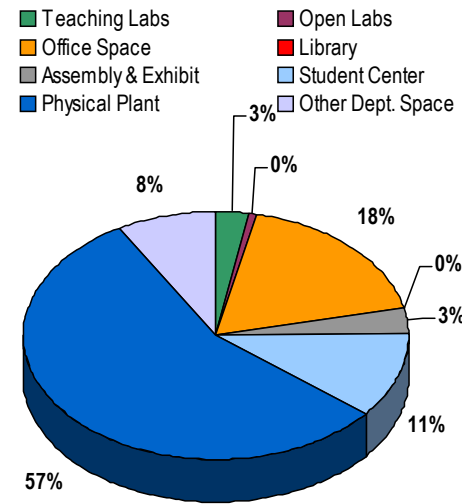
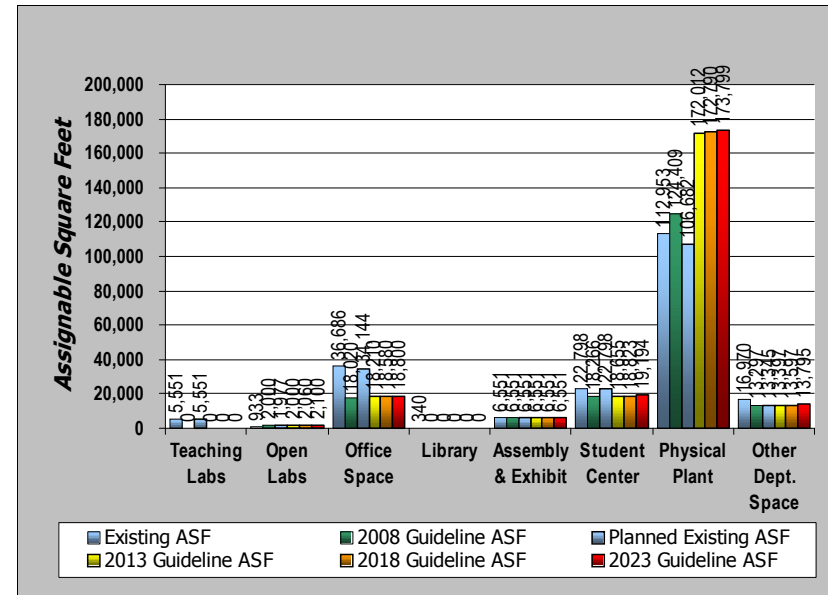
### Office Space Analysis by Department

Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/(Deficit)		Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)
Extended Learning	2,376	2,270	106	2,376	2,270	106	2,270	106	2,270	106
<b>TOTAL</b>	<b>2,376</b>	<b>2,270</b>	<b>106</b>	<b>2,376</b>	<b>2,270</b>	<b>106</b>	<b>2,270</b>	<b>106</b>	<b>2,270</b>	<b>106</b>

ASF = Assignable Square Feet

Administration & Finance

Space Needs Analysis



Existing Space Distribution

Space Needs Analysis

Space Category	Fall 2008			Planned Existing ASF	2013			2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	
<b>Academic Space</b>											
Teaching Laboratories & Service	5,551	0	5,551	5,551	0	5,551	0	5,551	0	5,551	
Open Laboratories & Service	933	2,000	(1,067)	1,977	2,000	(23)	2,060	(83)	2,100	(123)	
<i>Academic Space Subtotal</i>	<b>6,484</b>	<b>2,000</b>	<b>4,484</b>	<b>7,528</b>	<b>2,000</b>	<b>5,528</b>	<b>2,060</b>	<b>5,468</b>	<b>2,100</b>	<b>5,428</b>	
<b>Academic Support Space</b>											
Administrative Office & Service	36,686	18,020	18,666	34,144	18,210	15,934	18,580	15,564	18,800	15,344	
Library	340	0	340	0	0	0	0	0	0	0	
Assembly & Exhibition	6,551	6,551	0	6,551	6,551	0	6,551	0	6,551	0	
Student Union and Dining	22,798	18,266	4,532	22,798	18,655	4,143	18,823	3,975	19,194	3,604	
Physical Plant	112,953	124,409	(11,456)	106,682	172,012	(65,330)	172,790	(66,108)	173,799	(67,117)	
Other Administrative Space	16,970	13,297	3,673	13,345	13,397	(52)	13,597	(252)	13,795	(450)	
<i>Academic Support Space Subtotal</i>	<b>196,298</b>	<b>180,543</b>	<b>15,755</b>	<b>183,520</b>	<b>228,825</b>	<b>(45,305)</b>	<b>230,341</b>	<b>(46,821)</b>	<b>232,139</b>	<b>(48,619)</b>	
<b>TOTAL</b>	<b>202,782</b>	<b>182,543</b>	<b>20,239</b>	<b>191,048</b>	<b>230,825</b>	<b>(39,777)</b>	<b>232,401</b>	<b>(41,353)</b>	<b>234,239</b>	<b>(43,191)</b>	
Residence Life	86,638			86,638							
Inactive Space	6,510			6,510							

ASF = Assignable Square Feet

Space Needs by Department

Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)
VP for Administration & Finance	3,658	1,301	2,357	3,658	1,313	2,345	1,323	2,335	1,337	2,321
Campus Technology Services	21,550	9,939	11,611	16,427	10,129	6,298	10,676	5,751	10,984	5,443
Childrens Center of Oswego	6,252	6,252	0	6,252	6,252	0	6,252	0	6,252	0
Facilities Services	126,024	126,927	(903)	119,413	169,193	(49,780)	169,955	(50,542)	170,954	(51,541)
Finance and Budget	4,777	3,890	887	4,777	3,890	887	3,890	887	3,890	887
Food Service	10,592	11,666	(1,074)	10,592	17,078	(6,486)	17,156	(6,564)	17,256	(6,664)
Human Resources / Payroll	1,202	1,620	(418)	1,202	1,620	(418)	1,620	(418)	1,620	(418)
Public Service - Assembly & Exhibition	525	525	0	525	525	0	525	0	525	0
University Police	5,404	2,157	3,247	5,404	2,170	3,234	2,181	3,223	2,227	3,177
<b>TOTAL</b>	<b>179,984</b>	<b>164,277</b>	<b>15,707</b>	<b>168,250</b>	<b>212,170</b>	<b>(43,920)</b>	<b>213,578</b>	<b>(45,328)</b>	<b>215,045</b>	<b>(46,795)</b>

Office Space Analysis and Guideline Application

Staffing Type	Office Guideline ASF per Headcount	Fall 2008		Planned Existing ASF	2013		2018		2023	
		Head-count	Guideline ASF		Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count	Guideline ASF
Vice President	320	1	320		1	320	1	320	1	320
Asst Vice President	240	1	240		1	240	1	240	1	240
Executive/Administative	180	2	360		2	360	2	360	2	360
Director	180	6	1,080		6	1,080	6	1,080	6	1,080
Asst Director	140	2	280		2	280	3	420	3	420
Faculty	140	1	140		1	140	1	140	1	140
Professional	140	33	4,620		34	4,760	34	4,760	35	4,900
Foreman / Supervisor	140	7	980		7	980	7	980	7	980
Technical / Paraprofessional	120	4	480		4	480	4	480	4	480
Secretarial & Clerical	120	38	4,560		38	4,560	39	4,680	39	4,680
Police Officer	30	23	690		23	690	23	690	24	720
Crafts & Trades (no office required)	0	54	0		54	0	55	0	55	0
Service / Maintenance (no office required)	0	193	0		194	0	196	0	198	0
<b>Total Office Space</b>			<b>13,750</b>	<b>23,376</b>		<b>13,890</b>		<b>14,150</b>		<b>14,320</b>
<i>Total Service Space</i>			<i>2,850</i>	<i>8,503</i>		<i>2,880</i>		<i>2,940</i>		<i>2,970</i>
<i>Total Conference Room Space</i>			<i>1,420</i>	<i>4,807</i>		<i>1,440</i>		<i>1,490</i>		<i>1,510</i>
<b>TOTAL</b>		<b>365</b>	<b>18,020</b>	<b>36,686</b>	<b>367</b>	<b>18,210</b>	<b>372</b>	<b>18,580</b>	<b>376</b>	<b>18,800</b>
<b>Surplus/ (Deficit)</b>			<b>18,666</b>			<b>15,934</b>		<b>15,564</b>		<b>15,344</b>

Office Space Analysis by Department

Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)
VP for Administration & Finance	3,281	930	2,351	3,281	930	2,351	930	2,351	930	2,351
Campus Technology Services	8,958	4,040	4,918	6,416	4,230	2,186	4,600	1,816	4,790	1,626
Facilities Services	13,487	5,800	7,687	13,487	5,800	7,687	5,800	7,687	5,800	7,687
Finance and Budget	4,777	3,890	887	4,777	3,890	887	3,890	887	3,890	887
Human Resources / Payroll	1,202	1,620	(418)	1,202	1,620	(418)	1,620	(418)	1,620	(418)
University Police	4,981	1,740	3,241	4,981	1,740	3,241	1,740	3,241	1,770	3,211
<b>TOTAL</b>	<b>36,686</b>	<b>18,020</b>	<b>18,666</b>	<b>34,144</b>	<b>18,210</b>	<b>15,934</b>	<b>18,580</b>	<b>15,564</b>	<b>18,800</b>	<b>15,344</b>



### Administration & Finance

#### Space by Building

Building	Teaching Labs	Open Labs	Admn Offices	Library	Assembly /Exhibit	Student Space	Phys. Plant	Other Dept. Space	TOTAL ASF
<b>Existing Space</b>									
1 Rm School House					525				525
Bio Fld Garage							500		500
Campus Center	2,396	933	1,111		853	950	2,729		8,972
Commissary Building							17,347		17,347
Cooper Dining Hall							700		700
Culkin Hall			12,241				1,193	1,268	14,702
Fallbrook Rec Center			199			5,224	2,071	131	7,625
Gar-20			230				9,316	280	9,826
Hewitt Union						6,653	4,048	326	11,027
King Hall							9		9
Laker Hall			193				2,997		3,190
Lakeside Dining Hall							274		274
Lanigan Hall			1,306				4,517	3,440	9,263
Lee Hall			3,469				7,858		11,327
Lee Hall (Htg Plnt)			948				867		1,815
Littlepage Dining							56		56
Mackin Dining Hall			1,202				3,210		4,412
Mahar Hall	1,739		487				5,995	140	8,361
Maintenance Building			2,002				14,119	377	16,498
Maintenance Storage							90		90
Park Hall			300				679		979
Pathfinder Dining			3,881				114	308	4,303
Penfield Library							1,540		1,540
Piez Hall							1,141	490	1,631
Pole Barn							4,500		4,500
Poucher Hall					4,565		279		4,844
Rice Creek Fld Stn							15		15
Rich Hall			1,704			418	1,064		3,186
Romney Field House			187						187
Scales Hall							122		122
Science Engr & Tech									1,044
Security Parking								115	1,215
Sewage Pump Station							150		150
Sheldon Hall					608	9,553	3,062	6,960	20,183
Snygg Hall			2,542	340			5,130	3,135	11,147
Tyler Hall							3,190		3,190
Walker Infirmary			332				13,457		13,789
Waterbury Hall							82		82
Wilber Hall	1,416		3,252				532		5,200
<b>TOTAL</b>	<b>5,551</b>	<b>933</b>	<b>36,686</b>	<b>340</b>	<b>6,551</b>	<b>22,798</b>	<b>112,953</b>	<b>16,970</b>	<b>202,782</b>

#### Planned Existing Space

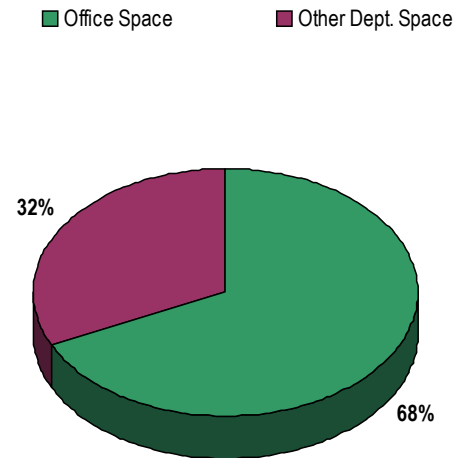
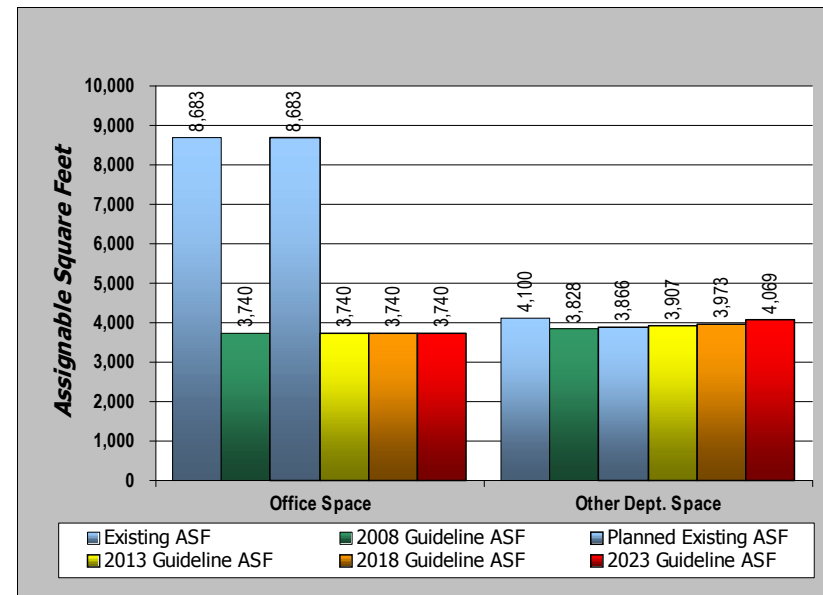
1 Rm School House					525				525
Bio Fld Garage							500		500
Campus Center	2,396	933	1,111		853	950	2,729		8,972
Commissary Building							17,347		17,347

#### Space by Building

Building	Teaching Labs	Open Labs	Admn Offices	Library	Assembly /Exhibit	Student Space	Phys. Plant	Other Dept. Space	TOTAL ASF
Cooper Dining Hall							700		700
Culkin Hall			12,241				1,193	1,268	14,702
Fallbrook Rec Center			199			5,224	2,071	131	7,625
Gar-20			230				9,316	280	9,826
Hewitt Union						6,653	4,048	326	11,027
King Hall							9		9
Laker Hall			193				2,997		3,190
Lakeside Dining Hall							274		274
Lanigan Hall			1,306				4,517	3,440	9,263
Lee Hall			3,469				7,858		11,327
Lee Hall (Htg Plnt)			948				867		1,815
Littlepage Dining							56		56
Mackin Dining Hall			1,202				3,210		4,412
Mahar Hall	1,739		487				5,995	140	8,361
Maintenance Building			2,002				14,119	377	16,498
Maintenance Storage							90		90
Park Hall			300				679		979
Pathfinder Dining			3,881				114	308	4,303
Penfield Library							1,540		1,540
Pole Barn							4,500		4,500
Poucher Hall					4,565		279		4,844
Rice Creek Fld Stn							15		15
Rich Hall			1,704			418	1,064		3,186
Romney Field House			187						187
Scales Hall							122		122
Science Engr & Tech		1,044							1,044
Security Parking			1,100					115	1,215
Sewage Pump Station							150		150
Sheldon Hall					608	9,553	3,062	6,960	20,183
Tyler Hall							3,190		3,190
Walker Infirmary			332				13,457		13,789
Waterbury Hall							82		82
Wilber Hall	1,416		3,252				532		5,200
<b>TOTAL</b>	<b>5,551</b>	<b>1,977</b>	<b>34,144</b>		<b>6,551</b>	<b>22,798</b>	<b>106,682</b>	<b>13,345</b>	<b>191,048</b>

Development & Alumni Relations

Space Needs Analysis



Existing Space Distribution

Space Needs Analysis

Space Category	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)
<b>Academic Support Space</b>										
Administrative Office & Service	8,683	3,740	4,943	8,683	3,740	4,943	3,740	4,943	3,740	4,943
Other Administrative Space	4,100	3,828	272	3,866	3,907	(41)	3,973	(107)	4,069	(203)
<i>Academic Support Space Subtotal</i>	<i>12,783</i>	<i>7,568</i>	<i>5,215</i>	<i>12,549</i>	<i>7,647</i>	<i>4,902</i>	<i>7,713</i>	<i>4,836</i>	<i>7,809</i>	<i>4,740</i>
<b>TOTAL</b>	<b>12,783</b>	<b>7,568</b>	<b>5,215</b>	<b>12,549</b>	<b>7,647</b>	<b>4,902</b>	<b>7,713</b>	<b>4,836</b>	<b>7,809</b>	<b>4,740</b>

Space Needs by Department

Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)
VP for Development & Alumni Relations	6,754	3,143	3,611	6,754	3,164	3,590	3,182	3,572	3,208	3,546
Publications	2,238	2,572	(334)	2,238	2,630	(392)	2,678	(440)	2,748	(510)
WRVO FM90	3,791	1,853	1,938	3,557	1,853	1,704	1,853	1,704	1,853	1,704
<b>TOTAL</b>	<b>12,783</b>	<b>7,568</b>	<b>5,215</b>	<b>12,549</b>	<b>7,647</b>	<b>4,902</b>	<b>7,713</b>	<b>4,836</b>	<b>7,809</b>	<b>4,740</b>

ASF = Assignable Square Feet

Space by Building

Building	Admn Offices	Other Dept. Space	TOTAL ASF
<b>Existing Space</b>			
Gar-20	322	1,850	2,172
King Hall	2,730	693	3,423
Lanigan Hall	2,234	1,323	3,557
Security Parking	66		66
Sheldon Hall	3,331		3,331
Snygg Hall		234	234
<b>TOTAL</b>	<b>8,683</b>	<b>4,100</b>	<b>12,783</b>

Building	Admn Offices	Other Dept. Space	TOTAL ASF
<b>Planned Existing Space</b>			
Gar-20	322	1,850	2,172
King Hall	2,730	693	3,423
Lanigan Hall	2,234	1,323	3,557
Security Parking	66		66
Sheldon Hall	3,331		3,331
<b>TOTAL</b>	<b>8,683</b>	<b>3,866</b>	<b>12,549</b>

Office Space Analysis and Guideline Application

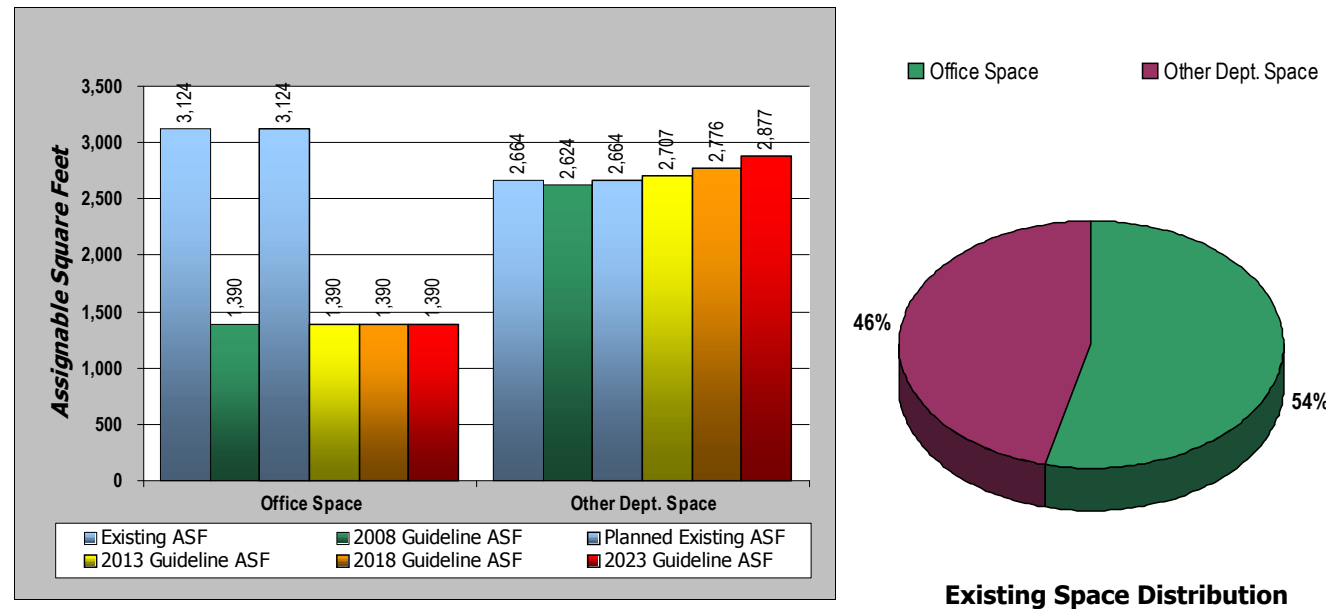
Staffing Type	Office Guideline ASF per Headcount	Fall 2008		2013		2018		2023		Planned Existing ASF
		Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count	Guideline ASF	
Vice President	320	1	320	1	320	1	320	1	320	
Director	180	2	360	2	360	2	360	2	360	
Assoc Director	140	2	280	2	280	2	280	2	280	
Asst Director	140	1	140	1	140	1	140	1	140	
Professional	140	9	1,260	9	1,260	9	1,260	9	1,260	
Technical / Paraprofessional	120	1	120	1	120	1	120	1	120	
Secretarial & Clerical	120	2	240	2	240	2	240	2	240	
Crafts & Trades (no office required)	0	2	0	2	0	2	0	2	0	
<b>Total Office Space</b>			<b>2,720</b>	<b>5,759</b>	<b>2,720</b>	<b>2,720</b>	<b>2,720</b>	<b>2,720</b>	<b>2,720</b>	<b>5,759</b>
<i>Total Service Space</i>			<i>540</i>	<i>2,378</i>	<i>540</i>	<i>540</i>	<i>540</i>	<i>540</i>	<i>540</i>	<i>2,378</i>
<i>Total Conference Room Space</i>			<i>480</i>	<i>546</i>	<i>480</i>	<i>480</i>	<i>480</i>	<i>480</i>	<i>480</i>	<i>546</i>
<b>TOTAL</b>		<b>20</b>	<b>3,740</b>	<b>8,683</b>	<b>20</b>	<b>3,740</b>	<b>20</b>	<b>3,740</b>	<b>20</b>	<b>3,740</b>
<b>Surplus/(Deficit)</b>			<b>4,943</b>		<b>4,943</b>	<b>4,943</b>	<b>4,943</b>	<b>4,943</b>		

Office Space Analysis by Department

Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)
VP for Development & Alumni Relations	6,061	2,460	3,601	6,061	2,460	3,601	2,460	3,601	2,460	3,601
Publications	388	750	(362)	388	750	(362)	750	(362)	750	(362)
WRVO FM90	2,234	530	1,704	2,234	530	1,704	530	1,704	530	1,704
<b>TOTAL</b>	<b>8,683</b>	<b>3,740</b>	<b>4,943</b>	<b>8,683</b>	<b>3,740</b>	<b>4,943</b>	<b>3,740</b>	<b>4,943</b>	<b>3,740</b>	<b>4,943</b>

## Office of Business & Community Relations

### Space Needs Analysis



### Space by Building

Building	Admn Offices	Other Dept. Space	TOTAL ASF
Rich Hall	3,124	2,232	5,356
Sheldon Hall		432	432
<b>TOTAL</b>	<b>3,124</b>	<b>2,664</b>	<b>5,788</b>

### Office Space Analysis and Guideline Application

Staffing Type	Office Guideline ASF per Headcount	Fall 2008		2013		2018		2023		Planned Existing ASF
		Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count	Guideline ASF	
Director	180	1	180	1	180	1	180	1	180	
Faculty Adjunct	70	1	70	1	70	1	70	1	70	
Professional	140	4	560	4	560	4	560	4	560	
Secretarial & Clerical	120	2	240	2	240	2	240	2	240	
<b>Total Office Space</b>			<b>1,050</b>		<b>1,050</b>		<b>1,050</b>		<b>1,050</b>	<b>2,759</b>
<i>Total Service Space</i>			210		365		210		210	365
<i>Total Conference Room Space</i>			130		0		130		130	0
<b>TOTAL</b>		<b>8</b>	<b>1,390</b>		<b>3,124</b>		<b>1,390</b>		<b>1,390</b>	<b>3,124</b>
<b>Surplus/(Deficit)</b>			<b>1,734</b>				<b>1,734</b>			<b>1,734</b>

### Space Needs Analysis

Space Category	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/(Deficit)		Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)
<b>Academic Support Space</b>										
Administrative Office & Service	3,124	1,390	1,734	3,124	1,390	1,734	1,390	1,734	1,390	1,734
Other Administrative Space	2,664	2,624	40	2,664	2,707	(43)	2,776	(112)	2,877	(213)
<i>Academic Support Space Subtotal</i>	<b>5,788</b>	<b>4,014</b>	<b>1,774</b>	<b>5,788</b>	<b>4,097</b>	<b>1,691</b>	<b>4,166</b>	<b>1,622</b>	<b>4,267</b>	<b>1,521</b>
<b>TOTAL</b>	<b>5,788</b>	<b>4,014</b>	<b>1,774</b>	<b>5,788</b>	<b>4,097</b>	<b>1,691</b>	<b>4,166</b>	<b>1,622</b>	<b>4,267</b>	<b>1,521</b>

### Office Space Analysis by Department

Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/(Deficit)		Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)
Office of Business & Community Relations	3,124	1,390	1,734	3,124	1,390	1,734	1,390	1,734	1,390	1,734
<b>TOTAL</b>	<b>3,124</b>	<b>1,390</b>	<b>1,734</b>	<b>3,124</b>	<b>1,390</b>	<b>1,734</b>	<b>1,390</b>	<b>1,734</b>	<b>1,390</b>	<b>1,734</b>

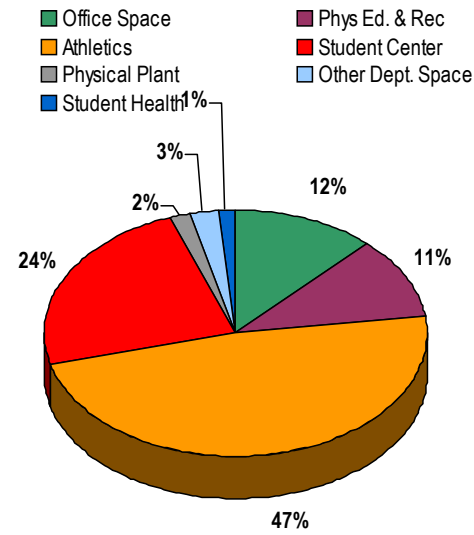
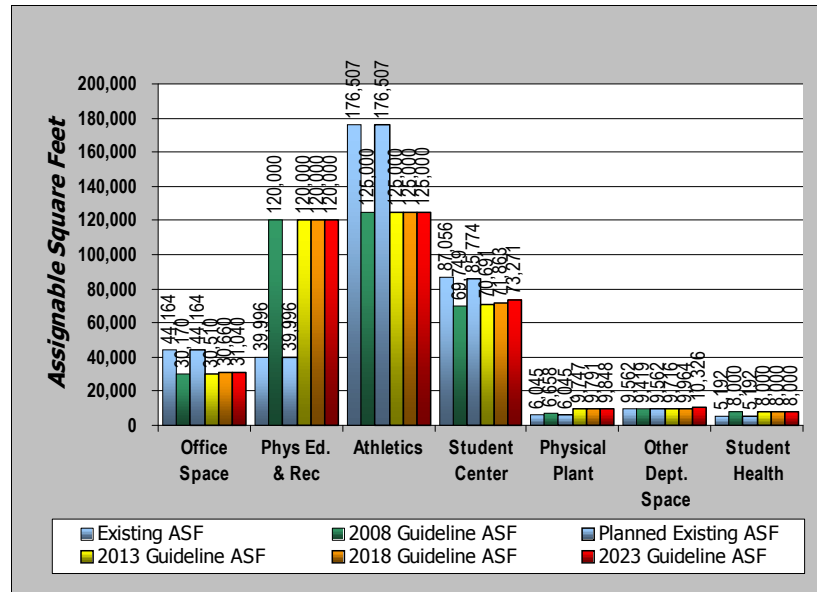
### Space Needs by Department

Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/(Deficit)		Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)	Guideline ASF	Surplus/(Deficit)
Office of Business & Community Relations	5,788	4,014	1,774	5,788	4,097	1,691	4,166	1,622	4,267	1,521
<b>TOTAL</b>	<b>5,788</b>	<b>4,014</b>	<b>1,774</b>	<b>5,788</b>	<b>4,097</b>	<b>1,691</b>	<b>4,166</b>	<b>1,622</b>	<b>4,267</b>	<b>1,521</b>

ASF = Assignable Square Feet

Student Affairs and Enrollment

Space Needs Analysis



Existing Space Distribution

Space Needs Analysis

Space Category	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)
<b>Academic Support Space</b>										
Administrative Office & Service	44,164	30,170	13,994	44,164	30,510	13,654	30,660	13,504	31,040	13,124
Physical Education & Recreation	39,996	120,000	(80,004)	39,996	120,000	(80,004)	120,000	(80,004)	120,000	(80,004)
Athletics	176,507	125,000	51,507	176,507	125,000	51,507	125,000	51,507	125,000	51,507
Student Union and Dining	87,056	69,749	17,307	85,774	70,691	15,083	71,863	13,911	73,271	12,503
Physical Plant	6,045	6,658	(613)	6,045	9,747	(3,702)	9,791	(3,746)	9,848	(3,803)
Other Administrative Space	9,562	9,419	143	9,562	9,716	(154)	9,964	(402)	10,326	(764)
Student Health Services	5,192	8,000	(2,808)	5,192	8,000	(2,808)	8,000	(2,808)	8,000	(2,808)
<i>Academic Support Space Subtotal</i>	<i>368,522</i>	<i>368,996</i>	<i>(474)</i>	<i>367,240</i>	<i>373,664</i>	<i>(6,424)</i>	<i>375,278</i>	<i>(8,038)</i>	<i>377,485</i>	<i>(10,245)</i>
<b>TOTAL</b>	<b>368,522</b>	<b>368,996</b>	<b>(474)</b>	<b>367,240</b>	<b>373,664</b>	<b>(6,424)</b>	<b>375,278</b>	<b>(8,038)</b>	<b>377,485</b>	<b>(10,245)</b>
<i>Residence Life</i>	<i>678,455</i>			<i>678,455</i>						
<i>Inactive Space</i>	<i>18,667</i>			<i>18,667</i>						

ASF = Assignable Square Feet

Space Needs by Department

Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)
VP for Student Affairs and Enrollment	2,273	1,116	1,157	2,273	1,119	1,154	1,121	1,152	1,125	1,148
Admissions	5,463	2,420	3,043	5,463	2,760	2,703	2,910	2,553	3,100	2,363
Athletics	155,886	111,568	44,318	155,886	111,568	44,318	111,568	44,318	111,758	44,128
Auxiliary Services	9,933	28,671	(18,738)	9,933	31,666	(21,733)	31,716	(21,783)	31,781	(21,848)
Campus Life	4,798	4,667	131	4,798	4,688	110	4,706	92	4,733	65
Career Development Student Placement	2,120	2,042	78	2,120	2,080	40	2,111	9	2,157	(37)
Counseling Center	1,844	1,470	374	1,844	1,470	374	1,470	374	1,470	374
Counseling Disabled Students	1,990	1,509	481	1,990	1,536	454	1,559	431	1,592	398
EOP Administration	5,235	3,564	1,671	5,235	3,659	1,576	3,738	1,497	3,853	1,382
Financial Aid	2,462	1,900	562	2,462	1,900	562	1,900	562	1,900	562
Judicial Affairs	350	250	100	350	250	100	250	100	250	100
Lifestyles Center	1,118	580	538	1,118	580	538	580	538	580	538
Res Hall Admin & Management M&O	8,467	7,632	835	8,467	7,688	779	7,734	733	7,801	666
Student Counseling	2,029	2,429	(400)	2,029	2,460	(431)	2,486	(457)	2,524	(495)
Student Health Services	6,168	10,150	(3,982)	6,168	10,162	(3,994)	10,172	(4,004)	10,187	(4,019)
Student Union	71,330	119,279	(47,949)	71,330	119,387	(48,057)	119,394	(48,064)	119,403	(48,073)
<b>TOTAL</b>	<b>281,466</b>	<b>299,247</b>	<b>(17,781)</b>	<b>281,466</b>	<b>302,973</b>	<b>(21,507)</b>	<b>303,415</b>	<b>(21,949)</b>	<b>304,214</b>	<b>(22,748)</b>

Office Space Analysis by Department

Department	Fall 2008			Planned Existing ASF	2013		2018		2023	
	Existing ASF	Guideline ASF	Surplus/ (Deficit)		Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)	Guideline ASF	Surplus/ (Deficit)
VP for Student Affairs and Enrollment	2,176	1,020	1,156	2,176	1,020	1,156	1,020	1,156	1,020	1,156
Admissions	5,463	2,420	3,043	5,463	2,760	2,703	2,910	2,553	3,100	2,363
Athletics	7,439	6,440	999	7,439	6,440	999	6,440	999	6,630	809
Auxiliary Services	3,821	1,970	1,851	3,821	1,970	1,851	1,970	1,851	1,970	1,851
Campus Life	3,091	2,970	121	3,091	2,970	121	2,970	121	2,970	121
Career Development Student Placement	900	840	60	900	840	60	840	60	840	60
Counseling Center	1,844	1,470	374	1,844	1,470	374	1,470	374	1,470	374
Counseling Disabled Students	1,118	650	468	1,118	650	468	650	468	650	468
EOP Administration	2,195	570	1,625	2,195	570	1,625	570	1,625	570	1,625
Financial Aid	2,462	1,900	562	2,462	1,900	562	1,900	562	1,900	562
Judicial Affairs	350	250	100	350	250	100	250	100	250	100
Lifestyles Center	1,118	580	538	1,118	580	538	580	538	580	538
Res Hall Admin & Management M&O	6,688	5,880	808	6,688	5,880	808	5,880	808	5,880	808
Student Counseling	1,025	1,440	(415)	1,025	1,440	(415)	1,440	(415)	1,440	(415)
Student Health Services	590	1,770	(1,180)	590	1,770	(1,180)	1,770	(1,180)	1,770	(1,180)
Student Union	3,884	0	3,884	3,884	0	3,884	0	3,884	0	3,884
<b>TOTAL</b>	<b>44,164</b>	<b>30,170</b>	<b>13,994</b>	<b>44,164</b>	<b>30,510</b>	<b>13,654</b>	<b>30,660</b>	<b>13,504</b>	<b>31,040</b>	<b>13,124</b>

## Student Affairs and Enrollment

### Space by Building

Building	Admn Offices	Phys Ed. & Rec.	Athletics	Student Space	Phys. Plant	Other Dept. Space	S. Hlth Servcs	TOTAL ASF
<b>Existing Space</b>								
Campus Center	5,999	12,834		14,344	133	3,193		36,503
Commissary Building	998				5,492			6,490
Cooper Dining Hall	138				92			230
Culkin Hall	9,199							9,199
Fallbrook Rec Center	633		42,644	8,894				52,171
FM Radio				400				400
Funnelle Hall	528							528
Hart Hall	356							356
Hewitt Union	3,256			56,210	202	373		60,041
Laker Hall	7,023		85,984					93,007
Lanigan Hall				975				975
Lee Hall	784	27,162		220		695		28,861
Mackin Dining Hall	1,546							1,546
Oneida Hall	1,076							1,076
Onondaga Hall	427							427
Pathfinder Dining	123			2,245	126			2,494
Poucher Hall	2,195			2,098		3,040		7,333
Rich Hall				388				388
Romney Field House			47,879					47,879
Scales Hall	190							190
Seneca Hall	441							441
Sheldon Hall	5,510					1,779		7,289
Snygg Hall				1,282				1,282
Walker Infirmary	3,552					386	5,192	9,130
Waterbury Hall	190							190
Wilber Hall						96		96
<b>TOTAL</b>	<b>44,164</b>	<b>39,996</b>	<b>176,507</b>	<b>87,056</b>	<b>6,045</b>	<b>9,562</b>	<b>5,192</b>	<b>368,522</b>

### Planned Existing Space

Campus Center	5,999	12,834		14,344	133	3,193		36,503
Commissary Building	998				5,492			6,490
Cooper Dining Hall	138				92			230
Culkin Hall	9,199							9,199
Fallbrook Rec Center	633		42,644	8,894				52,171
FM Radio				400				400
Funnelle Hall	528							528
Hart Hall	356							356
Hewitt Union	3,256			56,210	202	373		60,041
Laker Hall	7,023		85,984					93,007
Lanigan Hall				975				975
Lee Hall	784	27,162		220		695		28,861
Mackin Dining Hall	1,546							1,546
Oneida Hall	1,076							1,076
Onondaga Hall	427							427
Pathfinder Dining	123			2,245	126			2,494

ASF = Assignable Square Feet

### Space by Building

Building	Admn Offices	Phys Ed. & Rec.	Athletics	Student Space	Phys. Plant	Other Dept. Space	S. Hlth Servcs	TOTAL ASF
Poucher Hall	2,195			2,098		3,040		7,333
Rich Hall				388				388
Romney Field House			47,879					47,879
Scales Hall	190							190
Seneca Hall	441							441
Sheldon Hall	5,510					1,779		7,289
Walker Infirmary	3,552					386	5,192	9,130
Waterbury Hall	190							190
Wilber Hall						96		96
<b>TOTAL</b>	<b>44,164</b>	<b>39,996</b>	<b>176,507</b>	<b>85,774</b>	<b>6,045</b>	<b>9,562</b>	<b>5,192</b>	<b>367,240</b>

### Office Space Analysis and Guideline Application

Staffing Type	Office Guideline ASF per Headcount	Fall 2008		2013		2018		2023		Planned Existing ASF
		Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count	Guideline ASF	Head-count	Guideline ASF	
Vice President	320	1	320	1	320	1	320	1	320	
Asst Vice President	240	2	480	2	480	2	480	2	480	
Director	180	16	2,880	16	2,880	16	2,880	16	2,880	
Assoc Director	140	2	280	2	280	2	280	2	280	
Asst Director	140	14	1,960	14	1,960	14	1,960	14	1,960	
Faculty	140	11	1,540	11	1,540	11	1,540	12	1,680	
Faculty Adjunct	70	2	140	2	140	2	140	2	140	
Professional	140	53	7,420	54	7,560	54	7,560	55	7,700	
Technical / Paraprofessional	120	22	2,640	22	2,640	22	2,640	22	2,640	
Secretarial & Clerical	120	31	3,720	32	3,840	33	3,960	33	3,960	
Graduate Assistant	60	20	1,200	20	1,200	20	1,200	20	1,200	
Professional (No Office Needed)	0	4	0	4	0	4	0	4	0	
Crafts & Trades (no office required)	0	3	0	3	0	3	0	3	0	
Service / Maintenance (no office required)	0	1	0	1	0	1	0	1	0	
<b>Total Office Space</b>			<b>22,580</b>	<b>33,737</b>	<b>22,840</b>	<b>22,960</b>	<b>23,240</b>	<b>23,240</b>	<b>33,737</b>	
<i>Total Service Space</i>			<i>4,560</i>	<i>5,958</i>	<i>4,620</i>	<i>4,650</i>	<i>4,710</i>	<i>4,710</i>	<i>5,958</i>	
<i>Total Conference Room Space</i>			<i>3,030</i>	<i>4,235</i>	<i>3,050</i>	<i>3,050</i>	<i>3,090</i>	<i>3,090</i>	<i>4,235</i>	
<b>TOTAL</b>		<b>182</b>	<b>30,170</b>	<b>43,930</b>	<b>184</b>	<b>30,510</b>	<b>185</b>	<b>31,040</b>	<b>43,930</b>	
<b>Surplus/(Deficit)</b>			<b>13,760</b>		<b>13,420</b>	<b>13,270</b>	<b>12,890</b>			

ASF = Assignable Square Feet

## E. UTILIZATION CAPACITY

Space needs analysis for the purpose of master planning is a process that estimates space amounts likely to be needed by the campus at anticipated enrollment levels. The space needs analysis shown in the previous section provides an estimate of space needs amounts by space category and by school or college, and shows the calculated surplus or deficit of space.

### CAPACITY OF MAJOR SPACE TYPES

When SUNY Instructional Department Space Factors are used to calculate the amount of classroom space needed, the calculation shows a 46% surplus of 46,537 ASF of classroom space on campus in Fall 2008. However, when the consultant factored in the trends and needs for 21st Century classrooms, the results show only an eight percent surplus of 8,064 ASF. Since the utilization expectations of the SUNY Instructional Department Space Factors are high, the consultant does not believe that SUNY Oswego will be able to achieve that level of utilization. While Oswego can increase utilization, reaching the SUNY expectations is unlikely. We, therefore, used less aggressive utilization expectations. The calculated space need in the future year shows only a surplus of 115 ASF of classroom space in 2023.

Similarly, teaching laboratory utilization at Oswego is below the expectations outlined in the SUNY Instructional Department Space Factors. The application of SUNY space factors results in a 40% surplus of 47,261 ASF of teaching laboratory space at Oswego, while guidelines applied by the consultant result in a 21% surplus of only 24,381 ASF. It would appear, using either method of calculating space needed for teaching laboratories, there is capacity for increased enrollment in teaching laboratory space at the base year. In the future year, after the planned construction of the Science, Engineering and Technologies Building, the surplus of teaching laboratory space is 29,469 ASF.

The academic office space category shows a 35% surplus of 37,388 ASF when calculated using SUNY Space Factors. Using the standards recommended by the consultant results in only a 13% surplus of 13,684 ASF space. While there is some capacity for growth at the future year, the academic office space capacity is close to matching the existing space. (see table 3-46)

Application of guidelines for the academic space types including research laboratories and other academic space show deficits of space at the base year. The academic space types overall show a surplus of only 1,445 ASF at the future year 2023.

The findings for the space needs analysis by category of space show that the campus has sufficient space in some categories of space and deficits in others. In the future year 2023 the campus has sufficient teaching laboratory and office space and deficits in some support spaces including assembly & exhibition, physical education/recreation/athletics, and physical plant space.

### CAPACITY OF THE CAMPUS AS A WHOLE

The overall findings for the campus show Oswego to have 40,000 ASF surplus at the base year. In the future year, the campus will have sufficient teaching laboratory, student union, and administrative office space while most other categories are essentially in balance or show deficits. The dilemma with viewing the findings for the campus as a whole is that it does not take into account that space is not always fungible. In other words, classroom space cannot be converted easily to an auditorium or a theater. It is important to continue to understand the capacity of the campus space by major space types.

### Comparison Matrix

Space Category	Existing ASF	Paulien & Associates Recommendations			SUNY Instructional Space Factors		
		Guideline ASF	Surplus	Percent Surplus	Guideline ASF	Surplus	Percent Surplus
<b>Classroom &amp; Service</b>	<b>100,484</b>	<b>92,420</b>	<b>8,064</b>	<b>8%</b>	<b>53,947</b>	<b>46,537</b>	<b>46%</b>
<b>Teaching Laboratories</b>	<b>117,963</b>	<b>93,582</b>	<b>24,381</b>	<b>21%</b>	<b>70,702</b>	<b>47,261</b>	<b>40%</b>
<b>Academic Offices</b>	<b>108,107</b>	<b>94,423</b>	<b>13,684</b>	<b>13%</b>	<b>70,719</b>	<b>37,388</b>	<b>35%</b>

ASF = Assignable Square Feet

Table 3-46

### CAPACITY TO INCREASE ENROLLMENT WITHOUT NEW CONSTRUCTION

It is possible for the campus to increase student FTEs without requiring major new construction of additional teaching laboratory space, but any additional FTEs will exacerbate the need for space in categories of space that show deficits and will require additional space be constructed for these categories including the assembly & exhibition category to support the additional enrollment.

The space needs findings by major academic or administrative unit, like the findings by space category, show some units to have surpluses and some to have deficits. The space needs analysis by major unit shows the School of Communication, Media & the Arts to have the largest deficit of space. This finding is not surprising since it is the newest school on the campus, having separated only recently from the College of Liberal Arts. By 2023 the School of Communications, Media & the Arts will need over 40,000 ASF of additional space.

As with the analysis by space category, the space may not be fungible. It may not be efficient to reassign space from one academic division to another division as the adjacencies or the building locations may not be appropriate, and the types of space used by the units may be too different. While findings for the College of Liberal Arts show a surplus of space, the space will not serve as theaters, media production studios, or other specialized space needs for the School of Communication, Media & the Arts. One of the priorities for the campus is to construct a home for the new School of Communication, Media & the Arts and this goal seems appropriate given the findings by major academic division.

It would seem possible for the campus to increase FTEs in the College of Liberal Arts and Sciences or in the School of Education without requiring major new construction, but any additional FTEs in Communication, Media & the Arts will require construction of additional space to support the enrollment. Any additional FTEs will also require additional space for Student Affairs and Enrollment.

The campus has developed initiatives to reach the future vision for the campus. These initiatives include a Regional Fine and Performing Arts Center, an Information Innovation Center, an Historic Sheldon Hall Adaptation for Outreach, and a Campus and Community Wellness Initiative.

The findings from the space needs analysis by space type show a need for assembly and exhibit space and for physical education and recreation space. The findings for the individual colleges and administrative units show a need for space for the School of Communication, Media & the Arts and for Student Affairs which reflects the need for recreation space.

Both the findings by space type and the findings by college or school support the campus initiatives. The space needs recommendations indicate that the campus planning for a new home for the School of Communication, Media & the Arts and a Fine and Performing Arts Center as well as the planning for a wellness center in the Campus and Community Wellness Initiative are confirmed by the space needs analysis findings.



