Space Allocation Committee
September 9, 2009

Attending:
David Dakin, Patrick Gorenchan, Susan Kamman, Barbara McKinney, Lowell Rinker, Bassam Harik, Diane Anderson, Mary Lagerway, Alex Enyedi, Pete Strazdas, John Goes, Conn Macomber, Keith Hearit

Archives:
The university is still working on the terms and budget of the contract with SHW, the architectural/engineering firm selected to complete the schematic design package of the archives facility. The Provost had asked that a second site scenario be included in the project, but this involves a change in the scope of work and the additional funds still need to be approved.

Sangren Hall:
The Sangren Hall project is entering the Schematic Design phase. The university is considering four design concepts. Three of the concepts use the existing building structure and footprint with various changes and additions. None of the three scenarios satisfy the program requirements, and two of them exceed the budget. The fourth concept involves constructing an entirely new facility next to the existing building, and then demolishing the old building. This concept is also over budget, but will not require the additional $6-7 million that was budgeted to move the building occupants to temporary facilities and to prepare alternative classrooms, offices, and clinic spaces. There will be a meeting with President Dunn to discuss the options and select the final strategy, and a presentation to the Board of Trustees in November.

Ellsworth Hall:
The Provost has authorized a new direction for the re-allocation of Ellsworth Hall. Extended University Programs will still move to the 3rd floor, freeing up the 1st floor for the Center for Academic Success Programs (CASP). The two new directions are to find a new home for the Evaluation Center, currently on the 4th floor, and to NOT relocate the First Year Experience from the Administration Building. Possible new locations for the Evaluation Center include the 2nd floor of Moore Hall, which will be vacated by CASP.

Seita Scholar Program:
Designs are complete for new offices for the Seita Program in the lower level of Faunce, recently vacated by the Registered Student Organizations. The project includes removing asbestos floor tiles. They are awaiting funding approval from the Provost.

Bernhard Center:
Student Organization Center is mostly complete. Most of the student organizations have moved out of the lower level of Faunce into the new facilities. Some items still to be delivered to complete the Resource Room and provide sliding doors for the office cubicles. Students will be encouraged to maintain the space and keep up its appearance.
Central Kohrman:
The fire marshall has OK’d the 2nd floor classrooms for occupancy. The Registrar will start the process of re-assigning classes to Kohrman.

Student Call Center:
Keith Hearit provided a summary of the needs of the First Year Experience’s Telecounseling Center. An handout is included at the end of this report. The Telecounseling Center involves about 30 students making calls after 5p.m. A facility separate from staff offices would allow calls to occur during the peak-availability times from 3 to 5 p.m. The student callers require staff supervision.

Classrooms:
Fall classes started. Working on making sure security / room access set up for new Central Kohrman classrooms, then will start re-locating classes into new, more desirable classrooms.

No classes are scheduled in McCracken Hall. McCracken Hall is being locked, with minimal heating and cooling provided to temper the building.

New Business:
Lowell Rinker proposed having a representative of the Office of Information Technology on the SAC. The committee approved. Bassam Harik will talk to Jim Gilchrist about this.

Next Meeting: October 14, 9 a.m. Location will be announced.
Space for Telecounseling Growth

Problem

Over the past five years, we have experienced significant growth in our telecounseling unit. From a small unit that initially made general calls as well as reminded guests about their campus tours, the telecounseling unit has now grown to the point where in the 2008-09 recruiting year, we made 92,000 (a growth of 20,000 calls from the previous year). On any given night, we use approximately 31 callers.

Currently, these calls are being made by students from 5-9 p.m. in five places, after traditional work hours. One, in the student ambassador office (a place of high traffic); two, at the workstations of our departmental secretaries; three, at the desks of application processors; and fourth, in the “living room” at the desks of our admissions counselors. The current arrangement prohibits us from calling from 3-5 p.m., which is the best time to reach prospects.

Need

The Office of Admissions is in need of a dedicated space for its telecounseling efforts. Specifically, we are in need of a space approximately 40' X 60' that would house 30 computer/call stations. We’ve based our recommendation on the call center that Development uses.

It is critical that this space be found in the Siebert Administration building. This is due to the fact that the student callers also function as tour guides—working out of the current student ambassador office. Additionally, due to proximity, we are able to make do with our existing managerial structure. If the telecounseling unit was moved to a different location, it would create the need for an additional FTE position to manage the unit.

Recommendation

Once the remodeling of Ellsworth takes place and First Year Experience vacates the space, it is recommended that a telecounseling unit be established in the current FYE offices. This would enable us to consolidate our efforts into two locations.