#### MVCC COLLEGE SENATE COMMITTEE REPORT FORM

Please fill in the requested information and email to the Senate Chairperson.

Name of Committee: COLLEGE FACILITIES COMMITTEE

Academic Year: 2011-12

Committee Chairperson's Name: Bryan Alguire

#### **Names of Committee members:**

- 1. Bryan Alguire
- 2. Duane Frymire
- 3. Ralph Feola
- 4. Lynn Igoe
- 5. Don Kelly
- 6. Michael McHarris
- 7. Sandy Cummings
- 8. Deborah Otis
- 9. Stephanie Verostek
- 10.Luciana Flynt

#### **COMMITTEE CHARGE:**

The College Facilities Committee's charge is to "solicit and collect recommendations for campus improvements to the physical plant" and "identify facility improvements/modification projects which should be given the highest priority commensurate with available funding".

## **Number of Meetings: 2**

#### **Summary of Committee Meetings:**

- 1. Bryan Alguire opened the meeting the first order of business was to review and discuss 2011/12 projects.
- 2. Michael McHarris updated the committee as to the current status of ongoing projects and on feasibility of proposed projects.
- 3. Don Kelly reported on the furniture committee
- 4. We talked about ranking the projects. Ranking will be from 1 to 5 with 1 being the

highest priority.

- 5. All suggestions received were reviewed and discussed by the committee
- Projects were ranked and submitted to Michael McHarris and reported to College Senate

Over the 2009-2010 Academic Year, the College Facilities Committee solicited comments from faculty and staff on projects or problems related to facilities on the Utica and Rome campuses. The committee collected these comments and met several times in the spring to make specific recommendations on each. We thought it important that these be communicated to the college community as part of this process. Thank you for the opportunity to provide input on our buildings, grounds and operations.

### Recommendations for College Senate Action: The Following was submitted to the College Senate:

Over the 2011-2012 Academic Year, the College Facilities Committee solicited comments from faculty and staff on projects or problems related to facilities on the Utica and Rome campuses. The committee collected these comments and met several times to make specific recommendations on each.

Facilities Committee Recommendations Regarding Classrooms:

# Spring 2012

- 1. A single responsible party or office should be designated to inventory classroom furniture, propose improvements and changes to classroom furniture; match instructors with appropriate classrooms and monitor faculty and student responses. At the present time, these responsibilities are split between the Academic and Administrative divisions of the College;
- 2. Some of the necessary inventory has been or is being accomplished. Facilities has completed a comprehensive inventory of the equipment and physical condition of classrooms in the Utica Academic Building and will shortly be completing a similar inventory of all classrooms on the Utica campus. Educational Technology has a comprehensive inventory of the technology (blackboard/whiteboard/smartboard; computer/projector, etc.) in all classrooms. Completing these inventories will allow improvements to be prioritized and scheduled in the most effective way;
- 3. As furniture in the classrooms is updated and replaced, consideration should be given to providing a variety of furniture types. This will allow flexibility in class size and presentation and better accommodate a diverse range of students, faculty and presenters, including wheelchair users and other individuals with disabilities;
- 4. As classrooms are updated, consideration should be given to using a variety of paint colors and to the placement of art on the walls. These physical changes will go a long way towards improving the classroom and teaching environment;

- 5. As we increase the diversity of our classrooms, it will be critical to match instructors and teaching style with the appropriate classroom. The majority of faculty comments received by the Facilities Committee this spring indicate a mismatch between teacher and classroom. All instructors should be asked to identify the furniture type and level of technology appropriate for the specific teaching style and class size for each class taught. Without this information, every semester begins with a scramble as instructors attempt to change to a more appropriate room. This critical part of the inventory must be completed as soon as possible.
- 6. In addition to the general comments on classrooms, the following room-specific comments were received:
  - a. ACC 116: Physical condition is rundown; cleaning, painting and placement of signs required;
  - b. ACC 222: needs computer and projector
  - c. Academic Computer Labs: Furniture in many of the labs is in need of replacement;
  - d. AB 110: Furniture requires updating, room too small for number of students in class, room crowded, room appropriate for some uses (graphic design) not appropriate for other classes;
  - e. AB 121: not wheelchair accessible, consider re-orienting furniture;
  - f. AB 127: needs additional whiteboard or chalkboard;
  - g. AB 129 and 130: rooms too small for instructors using technology or group work;
  - h. AB 213: cabinets require repair and adjustment;
  - i. AB 226: needs computer and projector;
  - j. ST128: exhaust fans too loud;
  - k. ST or AB: Consider designating a classroom for chemistry classes, placement of lab bench and sink at front of classroom, placement of periodic table;
  - 1. PH 102: In need of comprehensive update (paint, whiteboard to replace blackboard, better lighting, repair/replace desktops, replace projection system)
  - m. Rome AB 225: Inappropriate for lecture presentations.
  - n. General: when scheduling major repairs or renovations, consideration should be given to scheduling work for times when classes are not in session to minimize conflicts with noise, dust and other disruption.

Submitted by: Bryan Alguire Date: 9-28-2010