

Facilities Advisory Committee Recommendations for 2013 Fall Requests

Presentation to the Administrative Council
February 26, 2014

Committee Members

Harun Biswas (Chair)

Jennifer Duke

Joshua Davis

Myisha Garnes

Nick Kilburg

Bridgette McDonald

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Mission

- Create a consistent process for the submissions and review of requests for new or modified workspace allocations.
- Ensure that all requests are reviewed fairly and objectively.
- Attempt to balance the needs of each department consistent with institutional requirements, priorities, and the Space Utilization report.

Review and Approval Process

- Facilities Modification and Space Allocation Form
 - requiring approvals through Vice-President level
- PowerPoint presentations to the committee may be required (available on the Z: drive)
- Committee deliberations and recommendations to Vice President of Business and Operations
- Submittal to President's Cabinet

Fall 2013 Requests Submitted

Eight Facilities Modification/Space Allocation Requests were presented on October 22, 2013 to Facilities Advisory Committee by the following:

- Interdisciplinary Studies, Redesign and upgrade Conference room in Faculty Hall – LaJuan Simpson (Request withdrawn by requestor due to relocation of Media Printing to the requested space)
- Office of the President, Create Office for Support Staff– Jim Flowers (Priority 1)
- Student Affairs, Construct Lactation Stations– Scott Bailey (Priority 2)
- Enrollment Management & Academic Success, Create Office of Visitor and Welcome Center – Mark Daddona (Priority 3)

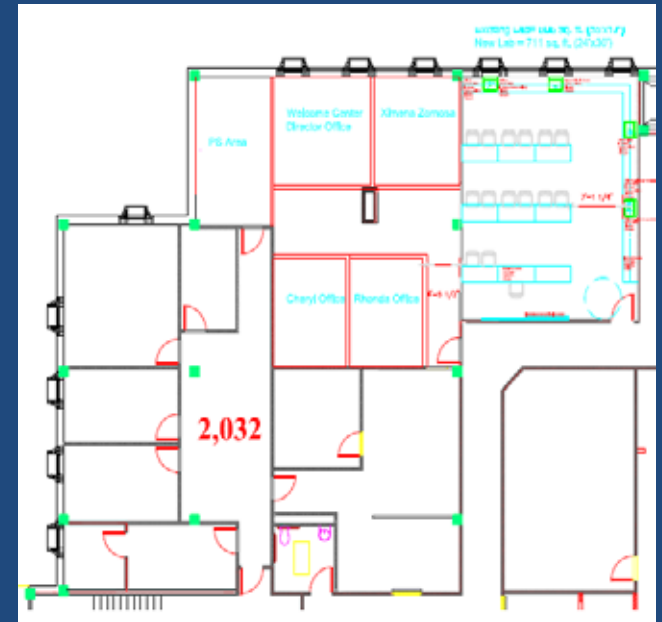
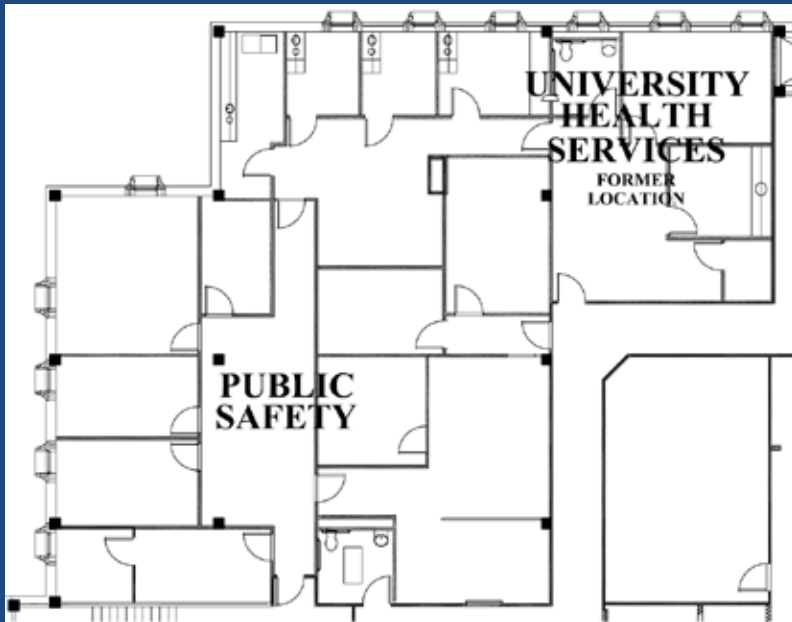
Fall 2013

Requests Submitted

... continuation from previous slide

- Division of Extended Programs and Student Affairs, Enclose Common Atrium to Create Office Suite – Kevin Demmitt (Priority 4)
- IT, Create Call Center in L117 – John Bryan (Completed due to Library Lower Level demolition & renovation works)
- IT, Create Office in L105 – John Bryan (Completed due to Library Lower Level demolition & renovation works)
- Dining Services, Install a door for Storage Room - Norman Grizzell (Completed, small project)

Fall 2013
Office of the President
Create Office for Support Staff



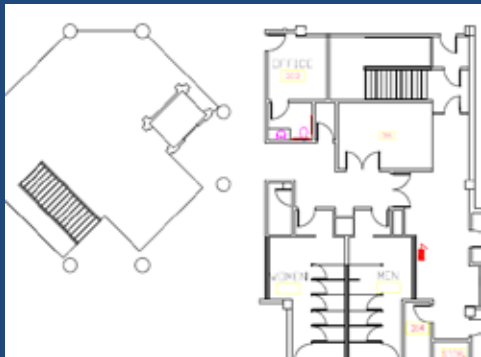
Requested:

Create one office for support staff

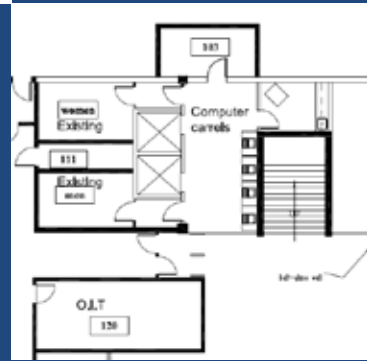
Recommended:

Create an office in a part of space vacated by University Health Services area shared with another two offices, and Dental Clinic classroom.

Fall 2013
Division of Academic Affairs
Lactation Stations



Continuing
Education
Building
location



Library
Building
location

Requested:

Construct two lactation stations on campus

Recommended:

Two locations:
Library Lower Level: under stairs,
Continuing Education Building:
modify 3rd floor individual restroom
adjacent to CE 303.

Fall 2013

Division of Enrollment Management & Academic Success Office of Visitor & Welcome Center

Option I

Does not
exist



Requested:

Create Office of Visitor & Welcome Center: 1 Director's office, 1 work/storage room, and reception area for 6-10 people.

Recommended:

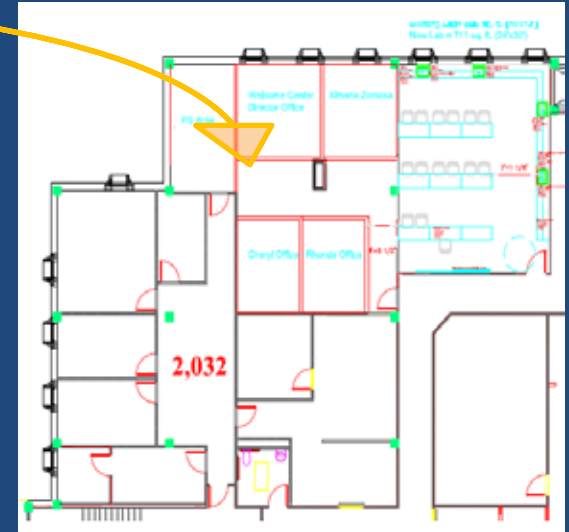
1. Have employee present during day hours at Security Station.
2. Utilize 2nd floor lobby in Edgewater Hall, and use an office in Enrollment Management suite for Director's office.

Fall 2013

Division of Enrollment Management & Academic Success Office of Visitor & Welcome Center

Option II

Does not
exist



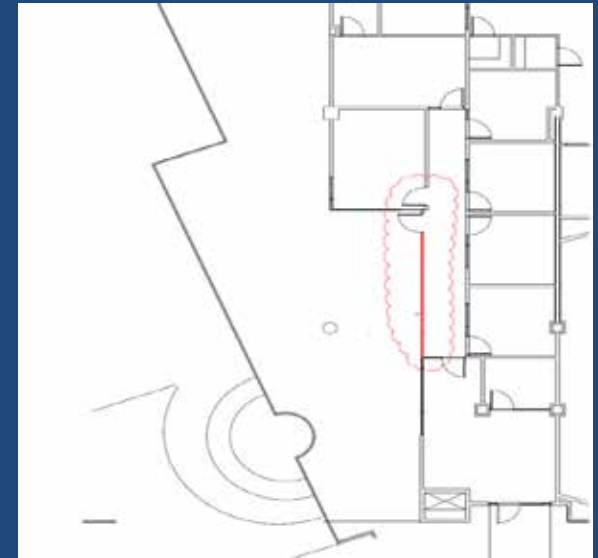
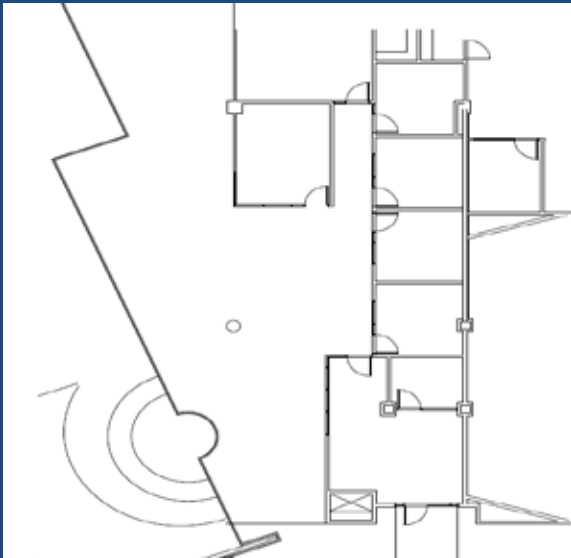
Requested:

Create Office of Visitor & Welcome Center: 1 Director's office, 1 work/storage room, and reception area for 6-10 people.

Recommended:

1. Have employee present during day hours at Security Station.
2. Utilize 2nd floor lobby in Edgewater Hall, and use an office in former UHS for Director's office.

Fall 2013
Division of Extended Programs/Student Affairs
Create Office Suite



Requested:

Modify existing space to enclose atrium space to create office suite.

Recommended:

Install a glass wall to enclose a portion of the common area on 2nd floor University Center to create an office suite.

Fall 2013
Space Modification Request
Kitchen doors



Requested:

Install a door for beverage room for security purposes.



Recommended:

Door installed due to urgency. Funded by requestor.

Fall 2013
Space Modification Request
Call Center Relocation and Office
for IT



Requested:

L117: Install modular furniture for 12 call center techs and 1 modular office for call center manager.

L105: Install modular office with a door.

Recommended:

Completed due to urgency with relocation associated with Lower Level Library demolition.

Completed Projects Related to Library Renovation



Testing Center
Completed September 2013



Software Support
Completed December 2013



Center of Academic Success
Completed November 2013



University Health
Services
Completed January
2014



Library Demolition started December 2013

BRIEF REPORT FOR PREVIOUS YEAR REQUESTS

- Overall 83 requests submitted between 2010 – 2013
Spring
- 66 requests completed
- 16 in progress or awaiting funds
- 1 requests withdrawn by requestor

For more detailed overview of 2010 – 2013 requests please visit

<http://www.clayton.edu/facilities/planningdesign/facilitiescommittee>

Brief report for previous year requests

in progress and awaiting funds

	Division/DEPT/ Office	Request & Justification	Action	Status
1	Library	Need for additional space to accommodate staff and students needs. SACS compliance.	Architectural design completed, Mechanical and Electrical design is in progress.	Phase II - Demolition on 1 st floor is completed, preparing for Phase III – 1 st floor Renovation based on funding.
2	Dental Hygiene Clinic	Build two additional radiology rooms in the clinical area with ADA access.	Relocate classroom to part of former UHS area on 2 nd floor and build radiology rooms utilizing vacated by classroom space.	Space plan is complete to reconfigure Dental Hygiene existing space and relocate Dental Hygiene classroom and office to the 2nd floor former UHS space based on funding.
3	Public Safety	Existing space is divided among two floors. Need separate dispatch from customer services, interview room, 3 offices and storage.	Latest option is to rent Public Safety space at State Archives Building.	On hold due to space availability.
4	Auxiliary Services - Carolina Amero	To create a new concept of a Smart Market which builds on the Simply-to-Go model offering a wider selection of grab and go products. Would also sell retail products.	Location has been identified. UC 276 is currently study area can be adjusted for Fresh Mart after the Library renovation.	NBP consultant has been contracted for feasibility study.

Brief report for previous year requests

in progress and awaiting funds

	Division/DEPT / Office	Request & Justification	Action	Status
5	Visual & Performing Arts	Addition of soundproofing between room 215 & 216 in the Music Ed Bldg	Need new double wall constructed with sound blanket.	Awaiting Building Operations assessment + estimate + source of funds.
6	Visual & Performing Arts	Replace carpeting in G132(the Theater)	Carpet and chairs replacement estimate received. Awaiting of funds availability.	Awaiting funds.
7	Visual & Performing Arts	Create Theatre Workshop in G102 and path outside G132	Design is complete. Awaiting for funds availability.	Design is complete. Awaiting for funds availability.
8	Writer's Studio	Replace panels between rooms with glass windows. To give more connectivity between the rooms for Writer's Studio.	Cost estimate received.	Contingent on funds.
9	Humanities & Teacher Education	Replace carpet in 210, 205 and 105 to match carpet in G205 resource room. Carpet has been in place at least 9 years and is worn and stained.	Need to be addressed in conjunction with HVAC upgrade.	Awaiting funds

Brief report for previous year requests

in progress and awaiting funds

	Division/DEPT/ Office	Request & Justification	Action	Status
10	Teacher Education	Convert dark room into a break room and kitchenette for faculty. Remove old cabinets and replace sink with a new sink and counter top. Students find less professional atmosphere if faculty eat at their desks.	Recommends this be part of a longer project.	Project will wait completion of other request in Arts & Sciences.
11	Department of Mathematics	Need a classroom/lab space with 32-40 computer tables configured for Math Learning Lab with each station having access to CSU server.	Classroom space needs identified and confirmed with academic courses scheduling.	Work scope will be defined based on the location.
12	Center for Justice Studies, Arts & Sciences	Convert classroom T200 into a smaller classroom, conference/meeting space and research/cold case room. If Law Enforcement Academy as part of Justice Center approved by Georgia Police Officers & Training Council, this program will produce another revenue source for the CSU.	Classroom furniture is in place. Changes to original request by requestor. Project will require re-bid the adjusted scope.	Classroom furniture is in place. Changes to original request by requestor require new approval process.

Brief report for previous year requests

in progress and awaiting funds

	Division/DEPT/ Office	Request & Justification	Action	Status
13	Counseling & Psychological Services	Expand Counseling Services into adjacent Hoteling and Copy Center on 2nd floor of Edgewater Hall.	Contingent on space availability and further progress is upon availability of funds.	Space is not available
14	Networking and IT	Provide cooling for data closet 116 in Music Education Building.	Install a separate split-system HVAC for the closet.	Awaiting funds.
15	Recreation & Wellness	Improve green space at Sanford & Simpson Drive, level the surface to minimize the risk of injuries, while awaiting for Multipurpose Field construction funds.	Concern is that temporary adjustment may lead to bigger modifications that may not be retrofit of the final field build out.	Awaiting funds.
16	Spivey Hall	Install edge-of-dock leveler, awning, demolish existing staircase and replace with concrete ramp.	Estimate received.	Awaiting funds.

Questions