



HERKIMER COUNTY COMMUNITY COLLEGE MASTER PLAN

# **FACILITIES MASTER PLAN**



22 March 2017

HEALTHCARE EDUCATION AND COMMUNITY DESIGN SINCE 1983



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# INTRODUCTION



In May of 2016 Herkimer County Community College engaged ENVISION Architects DPC to lead the College's Five-Year Facilities Master Plan. The purpose of this Master Plan is to develop strategies and recommendations to direct and aid in the implemention of the College's future growth.

The Master Planning Team was lead by ENVISION Architects DPC, overseeing the work as a whole, performed the College assessment, architectural surveys and analysis, developed planning strategies and alternatives, developed the remediation and capital work projects and documented the Plan. Novus Engineering PC was retained to develop the mechanical, electrical and building components of the work and KB Engineering and Consulting PLLC was retained for civil and site engineering. NASCO Construction Services Inc. was retained for construction cost consulting.

In addition to the traditional members of the project team, ENVISION engaged Dr. William Murabito and Ken Gifford RLA for strategic campus planning. Their contribution provided provided Herkimer with a senior planning team that synthesized the diverse and varied campus interests that provided the foundation for the Master Plan.

The first step in this process was a series of meetings held with upper administration and representatives of the county legislature to better understand the overall campus conditions in terms of academic program and the College's place in both the SUNY Community College System and the Herkimer County community. They include a Collegewide Strengths, Weaknesses, Objectives and Threats study, an analysis of local Business and Economic factors and a Demographic Profile of the College and its environs to define current and future enrollment trends.

Concurrent with these interviews was an evaluation of the Campus' existing facilities. During the months of September and October of 2016 a detailed survey of the Herkimer County Community College was undertaken, to assess the existing campus conditions prior to the development of the Master Plan. In general the Campus was found to be in serviceable condition and has benefited from a series of renovations, additions and new construction since occupying the campus in 1971. While the campus has, within available resources, been well maintained, its 50 year lifespan has impacted the facility. This is especially visible in the original "legacy" buildings. This impact results not only from normal use and expected changes in academic requirements but also changes in enrollment, the evolution of new academic program delivery models, the implementation of technology systems and the development of better performing and cost efficient building technologies.

The College's history of localized renovations and construction of new facilities has allowed the College to successfully provide for its students, faculty and academic programs in good quality spaces. However, this has also created a disparity of facilities across the campus as a whole, with the condition of classrooms, offices and services in the legacy buildings lagging behind the new or renovated spaces. Throughout the campus, especially in these older spaces, interior finish systems, such as ceilings, floors, doors and frames have reached or exceeded their serviceable life. While the care and





maintenance of the campus buildings has supported the College's growth for half a century, in general the Campus facilities are starting to show their age. This is having a negative impact on the presentation of the College and serious consideration should be given towards the recommended remediation work to ensure the value and proper operation of the existing facilities are maintained.

In developing the Facilities Master Plan three additional concerns arose. While traditionaly beyond the scope of a master plan, special consideration should be given to the following:

- Information and Audio/Visual Technology (IT) it is clear that the College is in need of significant investments to modernize its IT infrastructure and offerings. This was commented upon repeatedly in our interviews. While our project planning can provide for infrastructure to support IT and AV needs, the College needs to review their 2015 "Classroom Audio-Visual Technology Report" and their 2014 IT Report by Annese Integrated CommunicationSystems and plan for their funding and implementation on a campus-wide basis.
- 2. Facilities Management Database Master Planning is encumbered by the lack of a campus-wide facility management database that would, at a minimum, provide a scaled and consistent set of floor plan drawings for all buildings, coding each space to the PSI database. Such a database can be expanded to support scheduling, record movable and fixed asset accounting, life safety and infrastructure systems records in a comprehensive, dynamic and easily accessible format. We are pleased to assist the College in establishing this fundamental working tool for campus planning and maintenance. However, its preparation is outside of the scope of our master planning services.

The College has taken the first step towards creating this database. Concurrent with the development of the Facilities Master Plan the College's primary buildings have been electronically documented.

 Hazardous Materials Survey and Report – The campus lacks a campus-wide document identifying presence and scope of hazardous materials on a buildingby-building basis. Numerous projects have been impacted or delayed based upon presence of hazardous materials. However, there is no documentation of extents, essential to defining project approaches, feasibilities and related abatement measures and costs.



# **EXECUTIVE SUMMARY**



In May of 2016 Herkimer County Community College engaged ENVISION Architects DPC to lead the College's five-year Facilities Master Plan update. The purpose of this Master Plan is to develop strategies and present recommendations to support the College's goals, academic mission and future growth.

The College currently faces major challenges. The prospective student population across the State continues to decline, resulting in higher competition with other schools for students. Many of the campus facilities are aged and deteriorated, creating a presentation detrimental to a prospective student's decision to enroll at Herkimer. The instructional spaces are dated and inconsistently equipped, making it difficult to support modern teaching models and project based curriculum. The Facilities Master Plan recommendations directly address these issues, to maintain the functionality of the campus and increase its viability and value to Herkimer County.

The Facilities Master Plan consists of three components:

**The Baseline Conditions Report:** This initial study documented and analyzed the College's current conditions and its ability to support academic requirements and community needs.

Major components of this work included high level meetings with College Administration and Community leaders. These discussions assessed the College as a whole, including a collegiate environmental survey and an analysis of the College's strengths, weaknesses, opportunities, threats. These discussions were revisited throughout the process and guided the development of the facilities plan.

The economic and demographic trends across the Mohawk Valley and their effect on enrollment were investigated. The conclusions of these investigations were also incorporated into the work.

A detailed facilities survey completed the Report. This included a detailed architectural and building systems evaluation of the campus' current physical condition. In addition, Focus Group discussions where held with Faculty and Staff to address the campus' ability to meet their academic needs.

The Baseline Conditions Report was presented to the College on 2 November 2016 and is incorporated into the Facilities Master Plan Report.

**Concept Alternatives Review:** The Baseline Conditions Report included preliminary concept plans for the College's consideration. These concepts were further developed, including various alternatives, for review and final selection. In general, this work addressed improvements to the College's athletic facilities, enhancement to student life and activities, modernization of the classroom pool, replacement of the Day Care Facility





and site improvements to improve access, orientation and storm water management. These alternatives were presented to the College on 21 December 2017 and direction was given for the inclusion of all five proposed projects in the Facilities Master Plan Report.

**The Facilities Master Plan:** This report synergizes the information documented in the first two components to present a series of recommendations for the development of the College's built facilities. It recommends both Remediation Work and Capital Work projects to support the College over the next five years.

#### **Objectives of the Master Facilities Plan**

The Facilities Master Plan responds to the College's Academic Plan - the strategic development of curriculum and an instructional methodology to keep the College viable and relevant. The College's Academic Plan is still in development. These recommendations are designed to maintain the existing facilities and provide an adaptable foundation for the College's future. The Master Plan recognizes three major objectives:

First, to ensure the College's existing facilities can support current enrollment and instructional requirements. Remediation work has been identified to halt further deterioration of the campus, provide renovations to improve operations, durability and life span, reconfigure spaces to meet modern academic needs and improve building code compliance.

Second, to provide new facilities that are innovative, relevant and inspiring to increase enrollment, improve student retention and enhance the College's academic resources.

Third, providing facilities that reinforce and increase the College's value to the students, County and local community. Remediation work protects the County's current investments, ensuring the viability of the campus. The Capital Work projects provide new facilities that enhance the College and revitalize the College's value to the community.

#### **Elements of the Master Plan**

There are three major elements of the Master Facilities Plan: recommended Remediation Work projects, five major Capital Work projects address and a set of Green Campus initiatives. A statement of Probable Costs is included as Appendix A to the Master Plan.

**Remediation Work:** These projects, listed in detail within the Report, address work required to maintain the existing campus. These recommendations were developed from a detailed analysis of the Baseline Conditions Report and associated Focus Group meetings.





Highlights include the replacement of aged and/or failing roofs on three buildings. Other major items include the renovation and reconfiguration of deteriorated portions of the PE Building, athletic field replacements, replacement of deteriorated ceilings across the campus, replacement of fluorescent lights with LED fixtures and a campus wide repair and replacement of doors and frames. It also includes reconstruction of the toilet rooms to provide proper handicap accessibility and gender free facilities. Mechanical, electrical and plumbing recommendations replace outdated equipment, improve operational efficiencies and extend system lifespan. Site infrastructure recommendations include replacing the water main and underground hot water services and the repair and reconstruction of the campus pavements.

**Capital Projects:** Five Capital projects were identified for inclusion in the Master Facilities Plan. These recommendations were developed through the initial Focus Group meetings, with final direction received after review and comment by the College Administration. Further clarification resulted from a second round of Focus Group meetings. The Capital Work addresses large scale concerns beyond the scope of remediation work, enhances the College to encourage enrollment and improve collegiate life and provides new facilities to better serve the College and local community. These projects are described in detail within the report proper and are summarized below:

**1. Renovation of the Physical Education Building:** The work proposes a three stage project to revitalize the Athletics Facility. The first stage is a major interior renovation to reconstruct the faculty and staff offices, provide additional student facilities and repurpose lower level service spaces. This work revitalizes the existing building to meet modern requirements. The second stage proposes two new additions. The first enlarges the fitness center with an expanded core facility, a new weight training room, two academic classrooms and a child fitness center. The second addition provides a new multipurpose gym station. This expanded facility better serves the needs of the general student population, athletics students and significantly increases its value to the local community and Herkimer County.

The Athletics Department desires indoor practice fields. The third stage is a new field house that would allow year-round practice and be a resource unique to the Community College system.

**2. Student Life and Activities Enhancements:** The Robert McLaughlin College Center should be revitalized to improve the collegiate life experience, encourage enrollment and support retention. The College Center is the first experience a prospective student encounters when they arrive to the campus and it needs to celebrate what it means to be a Herkimer student. The main lobby will be renovated to showcase college life, college offerings, regional features and opportunities. New additions will provide new and enhanced dining, lounge, student activity and recreational spaces.

This proposed work also provides site improvement, including outdoor activity spaces, a landscaped path to the dormitories, a recreational pavilion and a new amphitheater.





**3. Classroom Enhancements:** The College's history of localized renovations has had a negative effect on the classroom pool, creating a significant disparity in classroom conditions and instructional support. The proposed work represents renovations across the entire campus to bring all instructional spaces to the same standards. Room finishes will be upgraded with materials with improved performance, durability and maintainability. Inadequately sized classrooms will be enlarged to support modern teaching methodologies. An addition to the Classroom and Administration Building would provide new classrooms and faculty support spaces.

**4. New Day Care Center:** The existing day care center is over 25 years old, significantly undersized and not configured to meet modern requirements. This facility needs to be replaced. The master plan recommends a new 6,000 square foot Care Center. This new building will integrate child care and the College's associated academic programs. An expanded facility would enhance its value to both the College and local community.

**5. Site Enhancements:** This component of the Facilities Master Plan addresses College access, arrival, presentation and storm water control issues related to the main parking lot. The main parking lot has poor visitor orientation, inadequate vehicular circulation and minimal storm water control structures to control water. The proposed work provides a single point of entry and orients visitors to the College Center. It also includes an enlarged retention pond and introduces green infrastructure to control runoff.

**Green Campus Initiatives:** Furthering the College's commitment in stewarding environmentally responsible operations, the Facilities Master Plan includes recommendations reduce its environmental impact. These include LED lighting retrofits across the campus, heating plant upgrades and investment in alternative power sources. These recommendations are listed in detail final report.

**Summary of Probable Costs:** The following lists the probable costs as described in the Executive Summary. The costs below are broad stroke summaries and do not represent the only manner that the proposed work could be implemented. The complete cost information including full work scope, breakdowns and example projects are documented in Appendix A of the Facilities Master Plan. Utilizing this detailed information the College and County can determine the exact scope of work and package that work as best meets their needs and available resources:

REMEDIATION WORK	\$30,780,579
CAPITAL WORK	
Renovation of the Physical Education Building	\$26,536,032
Student Life and Activities Enhancements	\$11,539,164
Classroom Enhancements	\$5,610,938
New Day Care Center	\$2,112,500
Site Enhancements	\$7,851,659
Campus Green Initiatives	\$1,505,129

These include soft costs such as Contractor's Overhead and Profit, contingencies, escalation and Professional Fees.



# 1 COLLEGE ASSESSMENT



#### HERKIMER COLLEGE: SMALL IN SIZE, BIG IN DELIVERY

Herkimer College is among the group of small community colleges within the State University of New York. It has developed an excellent reputation in providing above average student success. Like most community colleges it has experienced a decline in enrollment due to changing demographics and an improved economy. It has successfully dealt with this decline by controlling expenditures and the use of reserve funds to maintain quality. What about its future? How will it deal with the challenges ahead? Faced with the need to increase revenues, enrollment stabilization and increase are critical. The Middle State Report indicated that, "enrollment and retention will be positively impacted by the effective development of the college's physical campus." The need for an updated facility master plan was a key Middle States recommendation. Herkimer College's plan for the future is tied to creative planning through a process incorporating five quality teams to provide input to the strategic planning process: Academic Programs and Support, Campus Life, Institutional Culture, Operational Sustainability and Outreach and Community Relations.

The ENVISION master planning team has engaged the campus stakeholders in broad discussions of campus issues, operations, needed facility updates and enhancement. The results of the discussion have helped the team align its recommendations with the campus's strategic goals and objectives consistent with the campus mission statement and its core values (Community, Excellence, Integrity, and Opportunity.)

**Overview:** Herkimer College has delivered a quality academic experience centered on teaching and learning. Despite its success, it has encountered an enrollment decline of approximately 500 students since its peak enrollment. The college continues to attract sufficient residential students to fill 600 plus beds. Students enroll not only from the sponsorship area but regionally, statewide and internationally. The college enrolls approximately 20% of its students from the local area. The out-of-area attraction is primarily centered on its innovative Internet Academy, national intercollegiate athletics achievement and its strong transfer curriculum reputation. The international enrollment of 3% is high for a small, rural community college. The college offers forty-four academic programs with twenty-two entirely online. It will be most helpful to align our comments with the strategic planning process, including the five quality teams.

**Strategic Plan:** Positive progress has been made in developing a comprehensive strategic plan. The setting of goals and objectives for each team will help identify priority areas and focus responsibilities. The new plan shall be centered on activities with measurable outcomes tied to a timeline. It would be helpful to add another item to focus on budget impact. In order to achieve a specific goal or objective, the campus should consider what resources are necessary to accomplish the task. Additionally, the final outcome should be aligned with its final budget impact outlining both start-up strategy and sustainability costs.





Quality Team One - Academic Programs and Support: The campus has begun the process of prioritization of academic programs. This is a key element in deciding where resources need to be invested to enhance quality, reach enrollment targets and develop new programs. One of the shared concerns of the campus stakeholders was the condition of the classrooms and faculty offices. A top campus priority is the modernization of the classrooms including technology updates, lighting, new furnishings, heating and air conditioning and creating a flexible teaching environment. New program development may dictate specific dedicated classrooms with specific technology. Discussions on academic initiatives is critical in creating a comprehensive facility plan for the classrooms. It also appears that the number of classrooms is sufficient to accommodate increased enrollment. The space utilization can be greatly enhanced by use of a Master Scheduling program. Such a program will not only ensure effective use of space but will lead to budget effectiveness in the scheduling of classes to meet program requirements. Master scheduling usually leads to fewer smaller classes and increased student success.

The development of new programs takes a protracted period given the time required to meet campus, SUNY, and State Education requirements. The campus has a rich assortment of transfer programs. It must decide if it plans to create more hard technology based programs requiring new faculty and dedicated space. The community employers have indicated that a larger internship program would enhance the academic programs and the campus' reputation within the community. These decisions are critical to a facility masterplan.

Quality Team Two - Campus Life: Campus life is a significant component of providing a full student experience, and contributes greatly to student success. The college has enjoyed great accomplishments in intercollegiate athletics. In order to continue attracting quality athletes, the campus needs to update its athletic complex. The intercollege teams need better team space, improved locker rooms, more dedicated practice space, and improved competitive space including turf fields. These changes are necessary given that other colleges are providing improved space that help attract better athletes. The improved athletic space will also need to address the academic programs that use the space; additionally, enhancements will address recreational use by students and the community. The space dedicated to student life needs to be improved and expanded with a focus to address the need for more activities. The offering of weekend meal plans will help keep students on campus, and the campus must provide activities that engage the students. Current gathering space is limited and sometimes not used because it is isolated and perceived as dedicated and not open to all students. A balance of open gathering space and dedicated space is necessary. The updated cafeteria has been well received and could be enhanced by low cost soft seating to create a coffee house atmosphere. Some current space such as Alumni Hall and the adjoining game room should be studied to create better use. One requirement that remains is the need for flexibility in the use of space. The campus has been creative in its use of space and the master plan provides more opportunity to provide an enhanced out-of-class environment.





The residence hall operation falls within the purview of student life. The current 600 plus beds should accommodate space needs for the near future. The Housing Corporation should align its future development with the enrollment projections to be incorporated in the developing enrollment management plan. Since the student housing was designed as typical residences, rather than residence halls, it generally does not readily support typical collegiate student interaction. A review of the amenities offered needs to address the lack of common space, program space, housing life style options, opportunity to add amenities, and how to bring the academic program closer to the residence hall environment.

The quality team should review the role of the residential experience in promoting student engagement and social awareness. The issue of civility and safety are critical to the residence experience. One comment regarding safety was offered by many individuals and deals with the need to rekey the residence halls. A modern residence hall key program will improve safety and reduce long term costs.

**Quality Team Three - Institutional Culture:** The campus has engaged in a broad initiative to enhance civility and improve safety. The sponsorship of educational programs linked to safety and civility are necessary. Developing baseline data and periodic assessment will determine the initiative's effectiveness. The physical environment should be periodically reviewed by the campus safety community to ensure that the program/environment stays up-to-date. Safety also plays a key role in attracting prospective students. Health and safety issues are the number one concern of parents. The campus needs to not only develop a safe environment but it must use it as a part of its marketing plan.

**Quality Team Four - Operational Sustainability:** The five objectives outlined for the quality team are appropriate and are necessary to ensure that the campus has sufficient funds to operate and invest in its futures. The campus has been very efficient monitoring and controlling expenses. It is aware that new revenues need to be added in order for the campus to move forward and ensure excellence. Enrollment revenue is a key element. The revenue derived from student enrollment exceeds the one-third threshold. Attention must be given to ensuring that the pattern of increased tuition does not negatively affect student enrollment. It is suggested that the campus develop a series of five-year budget models with a variety of assumptions (student enrollment, set costs, discretionary costs, outside revenue, fund balance, etc.). Once developed, and aligned with enrollment and program development, the budget will help in providing a transparent vision for the campus stakeholders.

Quality Team Five - Institutional Culture: The campus has many excellent stories that should be told and repeated. Very few New York State community colleges have the national reputation in athletics or student success enjoyed by Herkimer College. A marketing plan should create an improved positive local image that will help attract more local students and help the campus attract more outside investment funds. The campus should do an environmental scan to gage its current image among various groups. Special emphasis should be given to marketing the Internet Academy which faces keen competition statewide and nationally. Once fully operational, the effectiveness of the





marketing plan can be assessed. The relationship of the campus to the community will be enhanced through careful dialogue with business, education and government leaders. The campus needs to be a key player in providing a talented workforce and needs to be involved in shaping this economic future of the county and region. The current 75 million dollar economic impact of the campus needs to be understood by the community and used strategically to promote the concept that the campus is an investment rather than simply a cost center.

In summary, as stated earlier, the physical plant development has a positive impact on enrollment and retention. The ENVISION team's further discussions with stakeholders are closely aligned with every quality team's goals and objectives.

**Capital Planning Implications:** In summary, the following capital recommendations distill from our findings:

- Modernization of the classrooms
- □ Implementation of a Master Scheduling program
- □ Update / expand athletic complex
- □ Space dedicated to student life needs to be improved and expanded







"The future is yours to create. And Herkimer County Community College has provided you with a solid foundation to go forward and continue reaching for your dreams."



#### DATA COLLECTION and ENVIRONMENTAL SCANNING

**Introduction:** The following section documents the planning process and obtains campus input, direction to develop consent toward prioritizing the College's strategic priorities to be presented in the final masterplan.

### METHODOLOGY

**Data Collection & Review:** At the commencement of the project, the campus planning team assembled existing information and documentation that was vital in understanding an existing baseline condition of the campus facilities along with an understanding of the college's planning efforts to date. These documents included the following:

- Degree Program Cost Study
- Campus Catalog
- Community College Survey of Student Engagement HCCC2015 Administration
- A Two-Year Plan for I E Academic Affairs
- Facilities planning, i.e. Quality Team Reports
- 2014 Herkimer College Facilities Survey
- ANNESE Wireless Network Report
- The Physical Campus: A Critical Asset, A Key Opportunity
- Enrollment Management and Marketing
- Campus Master Plan Update HCCC 2002
- Strategic Plan
- Student Engagement Survey Results
- Mapping our Future SP for 2013-2018
- Middle States Report
- Middle States Periodic Review Report (report to Faculty)
- Middle States Report to Commission
- Mentoring Report to Middle States
- Student Learning Team Report
- Strategic Planning Quality Team Report
- Periodic Report: Compliance Section
- A New Vision for the Capital Region's Economy
- President's Annual Report
- Annual Reports Summary March, 2016
- Evaluating the State Environmental Quality Review Act (SEQRA) Through Case Study of Global Foundries, By, Burgiro Evan Caster
- Economic Development Strategic Plan Prepared for Saratoga County, NY
- Nanotechnology: Forging Partnerships & Transforming the Mohawk Valley
- "Align Resource Allocation with Student Learning Objectives"
- A Study of the Economic Impact of Global Foundries, by, Everett M. Ehrlick, June 2011

Having synthesized this abundance of information, the campus planning team moved into











the next phase of understanding perceptions of community and campus stakeholders

**Environmental Scanning:** This tool allows institutions to effectively and successfully determine and forecast factors that will influence institutional success and assist with developing the future vision. Completing an environmental scan identifies political, economic, demographic, societal and technological circumstances and assesses their impacts on the College.

Part of this environmental scanning process included conducting individual interviews with the Herkimer College Master planning Steering Committee as well as interviews with community stakeholders and business partners. These interviews were conducted over a 2-day period on July xx and xx by Dr. William Murabito and Ken Gifford, RLA.

**Outcomes:** The breakdown of participating individuals is as follows:

Nick Laino, Sr. Vice President Administration & Finance MaryAnn Carroll – Institutional Planning Erin Craig – Dean of Enrollment Management Dr. Matt Hawes - Dean of Students Mike Oriolo – Provost Donnie Dutcher – Director of Athletics Dr. Cathleen McColgin – President Alan Cronauer – Assoc Dean Bus,. Health, Science Robin Riecker - Assoc Dean Humanities & Social Science Kara Papa – Dining Services Manager Jason Rathbun - Dir. Campus Residential Life Bob Woudenberg – Dir. of Facilities Operations Tom Stock – Project Manager Tim Rogers, Director of Campus Safety Jim Wallace, County Administrator at Herkimer County Bernard Peplinski, Chair, Herkimer County Legislature

While further inventory and analysis is ongoing, including additional interviews with external campus stake holders and economic partners, on campus interviews and extensive review of campus documents and other economic development literature as noted above under data collection and review have been completed.

From the information gleaned in this process, ENVISION'S campus planning team held our first on-campus workshop called Goals and Objectives Retreat on August 18, 2016 with the campus master plan steering committee created by the College to present campus and stakeholder perceptions.

**Goals & Objectives Workshop:** During this campus workshop conducted by Ken Gifford with the assistance of Dr. William Murabito and Kelly Klopfer, three (3) major components of the workshop included the following:







2014 SUNY CHANCELLOR'S AWARD WINNER, Excellence in Faculty Service

- Issues Ranking From the interviews, the campus planning team presented a summary of issues and emerging themes that were discussed and explored. From here, Ken Gifford separated these issues into three (3) distinct areas including program, facilities and student life. Upon completion, these issues were presented and ranked from most to least important by the steering committee.
- SWOT Analysis (Strengths, Weaknesses, Opportunities and Threats) From the issues ranking the campus planning team developed a listing of key themes under each SWOT category for review by the steering committee. The steering committee were asked to rank their individual reactions to the SWOT from most to least important.
- 3. **Goals and Objectives** Having synthesized and ranked issues and the SWOT analysis, goals and objectives were developed primarily in the workshop session and expanded on by the campus planning team in this work paper.

Goals and Objectives require further input by the campus which will be accomplished through the Office of the Provost for distribution to each academic department, and additional administrative and student service office representatives for further discussions and refinement.

Subsequently, as additional interviews with off-campus stakeholders and on-campus representatives are complete, a Business/Economic Analysis, Demographic Profile and Academic Plan Review will be completed to be presented in another workshop to the Steering Committee on Stakeholders' perceptions and preferences.







#### **ISSUES and ISSUES RANKING**

The issues listed were developed through an extensive dialogue between ENVISION's campus planning team and the Campus Master Plan Steering Committee. The steering committee rated the items in order to start the prioritization process. The following is a discussion of three issue areas: Program, Facilities and Residential/Student Life. It should be noted that there is significant overlap between issue categories.

**Program Issues:** The campus has experienced a significant decline in enrollment which has led to serious budget concerns. The most important initiative for the campus to escalate is the development of an academic program plan. The plan should identify which new programs should be introduced and which existing programs need to be altered. The budget development process is dependent on the identification of an academic plan which defines where budget investment needs to occur. The Master Plan will provide an opportunity to develop facility projects of which academic space is primary. Without an academic plan in place, academic space projects cannot move forward.

Once developed, the academic plan will allow the finalization of a long range operational/facility budget, the development of an enrollment management plan and the restructuring of the strategic plan which needs to bring all of the priorities together into a measurable list of goals with a time table. It appears that the campus has been reacting to budget/enrollment issues and has delayed effective planning. The Master Plan should serve as a catalyst to reenergizing the critical planning activities.

The program concerns noted the decline in local student enrollment. There are opportunities to better appeal to the local community but it is important to emphasize Herkimer's state-wide reputation and drawing power. The academic plan should help as it addresses a rising concern regarding the mix of transfer and hands-on curricula. Herkimer has a solid reputation in emphasizing AA/AS transfer programs. The programs need to continue and more "hands-on" AAS options need to be developed. A discussion needs to include a commitment to either develop more hard technology programs or explore more AAS options that could come out of the current academic strengths enjoyed by the campus.

While the academic plan is by far the major issue, other issues were cited: a safety officer would offer leadership in environmental and personal safety areas; the internet academy has offered an enrollment advantage to the campus but it is facing keen competition from campuses across the country and world; a master scheduling process is needed to increase campus effectiveness and budget control; state-wide enrollment should be viewed as an asset rather than a concern ( the campus must develop plans to penetrate this market more effectively to offset the enrollment decline).

**Facility Issues:** The primary focus of the Master Plan is the identification of capital projects. The strength of the Herkimer Master Plan will be the open process and campus input into the identification of facility priorities. The alignment of the capital project to the campus issue statement is crucial. In the discussion of capital development, the









identification of funding is primary. Herkimer County has an excellent bond rating which should be an asset when approving projects. The problem exists that the county has been reluctant to authorize debt. The campus will need to work smartly to convince county leaders that these projects are an important investment in the county's economic future. As the list of projects moves forward, the impact on the campus and on the community will help promote support.

The athletic program has been a great draw for the campus, an upgraded facility will allow the program to continue its reputation of excellence as well as provide an important community resource.

While the campus has been properly stewarded in the area of maintenance and has an overall great appearance, many projects are in need of improvement. The campus needs a generator to provide a safe environment and energy alternatives to reduce budget costs. The classrooms lack upgraded technology and have poor lighting. The campus has many Wi-Fi "dead zones" and the furnishings are in need of replacement. The campus must address these and other concerns such as beautification, ADA compliance and asbestos abatement if it plans to move forward as a serious state wide enrollment option for prospective students.

**Residential/Student Life Issues:** The residential/student life issues listed are primarily an outgrowth of two concerns: campus safety and student amenities. The campus and the residential community need to assess the opportunities to create a more welcoming, safe environment. Civility and safety can be influenced by smart facility choices. Students need to have more things to do outside of the classroom. Space is critical in these discussions.









#### SWOT ANALYSIS and RANKING METHODOLOGY

A SWOT Analysis identifies an institution's internal strengths and weaknesses and external opportunities and threats. It is a structured planning tool that helps identify the perceptions of the institution. The initial listing of SWOT was derived from interviews conducted by ENVISION representatives with community and college stakeholders. Once issues and perceptions were explored during these conversations, ENVISION's campus planning team listed emerging themes under each SWOT category.

During the SWOT session, representatives from the Campus Steering Committee were asked to review each SWOT category. Each member was then given 20 red stickers and asked to place these stickers under what they believed were their top 5 themes in each category.

The results were remarkable because it allowed the committee to instantly see the feedback on how the committee as a whole ranked each category and felt were the dominant strengths, weaknesses, opportunities and threats of the institution.

Below illustrates the four SWOT Categories and the campus master plan steering committee rankings:

### STRENGTHS |SWOT ANALYSIS

- 1. Strong athletic program
- 2. Many highly recognized AA/AS transfer programs
- 3. Well maintained campus
- 4. Internet Academy provides significant enrollment with many complete program opportunities
- 5. Safe campus
- 6. Little campus/sponsor debt
- 6a. Dedicated faculty/staff
- 7. Newly renovated dining and lab areas
- 7a. Strong community/student attendance at athletic functions
- 8. Student centered faculty & staff

## WEAKNESSES | SWOT ANALYSIS

- 1. Lack of "things to do" in the community
- 2. Declining enrollments, and physical plant deterioration has put financial stress on the Sponsor causing faculty/stafff to take on more work load
- 3. Declining enrollment
- 4. Previous planning has not led to new academic programs
- 5. Infrastructure in need of attention
- 5a. Technology & campus Wi/Fi not at a level competitive with other campuses
- 6. Use of fund balance to deal with facility and capital issues
- 6a. Need for a data development and usage plan



"I want to make sure everyone knows where I came from, and Herkimer has helped me more than anyone, realize what I have to do. I'm ready for the next step!"





"The teachers interacted a lot with their students, and the idea that I could do that, although I was an online student, really appealed to me."



"Coaching is no different than parenting. It's how you guide and push them (students) athletically, academically and socially to prepare them for a successful transition to a four-year institution."

- 6b. Very low salary structure
- 6c. Need additional student programming and gathering space
- 7. Use of fund balance to address operating budget deficits
- 7a. Lack of a plan to add space that will service new academic programs
- 7b. Need enrollment plan that aligns with operating budget
- 7c. Continued campus/community concern regarding student conduct and safety

## **OPPORTUNITIES | SWOT ANALYSIS**

- 1. New academic offerings could lead to increased enrollment and grant opportunities
- 2. High sponsor bond rating will make low interest bonding available
- 3. Athletic reputation could attract out of region visitors
- 4. Housing Corporation & Community Collaboration
- 4a. Weekend meals and programming could keep students on campus
- 5. New president with significant community college experience
- 6. High percentage of students from outside area gives college opportunity to train for employment State-wide
- 6a. State-wide economic development investment in Nano is creating job opportunities left unfilled
- 7. Regionalization/collaboration /shared services among neighboring community colleges
- 8. Sponsor share of operating budget is below SUNY requirements and average of other campuses

## THREATS |SWOT ANALYSIS

- 1. Other campuses have improved athletic facilities
- 2. Erosion of fund balance
- 3. Continued decline in local/state population and number of graduates
- 4. Increased nationwide competition for on-line offerings
- 5. New statewide charge back system may have negative operating budget Impact
- 5a. Pricing issues on small campus
- 6. Increasing bed count across community college sector







#### **GOALS and OBJECTIVES**

The process for creating Goals and Objectives is derived from the Issues and SWOT rankings, taking the most important issues with the understanding revealed in the SWOT analysis to create a vision from which the campus master plan will be developed. The campus planning team had prepared a few goals and objectives prior to the workshop that was briefly reviewed at the workshop and commented on by the steering committee participants. After the workshop a more careful review of the intelligence and priorities of the ranking sessions where used to create the following:

**Goal:** Create a five year capital program to develop a prioritized program of capital projects to complement curriculum, student life and operational needs to be developed through the planning process that addresses major rehabilitation needs, while accomplishing program enhancements /additions.

#### **Objectives:**

- CA and Johnson Hall renovations, upgrades and new FFE
- M & R (maintenance and repair) program, campus wide, roofs, ADA, wear and tear remediation's, etc.
- Campus-wide abatement of all asbestos containing materials; obtain survey report and include in remediation projects as a high priority to facilitate planning flexibility and improved building quality; prioritize the abatement process to match technology upgrades as needed for academic program advancement
- Provide for upgraded Information Technology infrastructure throughout all buildings, develop an instructional technology master plan and implement in parallel to capital improvements
- PE Building locker and team rooms, and explore expansion of building for events
- Create energy efficient options in plan.

**Goal:** Carefully design a public use program and close obsolete programs to attract local sponsor share investment while the interest rates and bond rating are at an all-time best situation.

#### **Objectives:**

- Expansion of existing PE building that allows more public use and events, with good way-finding, landscape and orientation
- Program development that has been redeveloped with enrollment management to ensure courses, majors and graduates to meet the needs of not only the local economic development market, but a state wide lack of qualified applicants in emerging technology sector and target/cluster industries
- Form a task force to immerse in regional and state wide economic studies to provide to identify target/cluster industries and grow new programs in specialized distribution and financial business processing











- Work with other local community colleges on "clean room" oriented programs
- Become part of the EDGE/SUNY Poly IT economic development partnership strategy by creating educational opportunities/workforce training that exports jobs from the region first (to attract enrollment) but forms a workforce basis for regional Nano manufacturing cluster industries
- Develop space programs in academic facility renovation projects to produce new program space
- Faculty recruitment

**Goal:** Develop aging population service workers programs:

### **Objectives:**

- Develop space programs in academic facility renovation projects to produce new program space
- Faculty recruitment
- Partner with local service providers to form internship and work/study opportunities

**Goal:** Generate additional sponsor support for infrastructure upgrades and revitalization activities in coordination with the Village of Herkimer:

### **Objectives:**

- Create viable alternatives to water main failures and invest in backup generators
- Working thru the College Foundation, promote Main Street revitalization with student housing (linked to enrollment growth) and student activities venues to spur downtown investments and upgrades
- Seek new alternatives for watershed protection and main parking lot repaving with improved landscaping











# 2 BUSINESS AND ECONOMIC ANALYSIS



The evaluation of where HCCC is situated within the local and regional economy of the Mohawk Valley may be too limited to serve the College's strategic thinking about new programs and partnerships. With a majority of enrollment coming from outside the immediate area and widely spread across New York State, a more compelling investigation can be made by looking at a broader picture of opportunities state-wide. With many student not from the immediate area, they will tend to seek jobs in either their home counties (if there is growth) or in high growth areas like the Capital District and Hudson Valley. HCCC's role is further defined by competing Community Colleges like Mohawk and Hudson Valley that have jumped into the "clean room" educational programs and facilities that leave little room for this type of campus investment. But this may be just the surface of a larger picture; yes, with the development of state-wide initiatives in Nano Technology and specifically the Mohawk Valley EDGE Quad C and SUNY Poly Chip Research Center clean room, nano education is the most obvious response. However there are other cluster industries and employment needs growing up around these more visible investments. It may be in the evaluation of these trends that the College will find the future of its academic program.

From interviews and the attached bibliography of documents reviewed for this section -- particularity the economic development reports from the Mohawk Valley to the Capital Region -- it reveals other employment growth opportunities, including:

- Logistical support including warehousing and specialized distribution;
- Financial business processing outsourcing;
- Aging services workers;
- Computer and cyber security;
- Criminal justice;
- Occupational and physical therapy.

From a strategic view point, development of academic program and resulting campus space planning for master plan investment is relatively easy to accomplish with the needed renovation of existing facilities. Usually, with the development of one special purpose lab showcasing the newest development of technology in these respective areas, the rest of the space needs are classrooms and lecture space for supporting course work. Further, if HCCC can aggressively create these new programs, they may lead other community colleges and greatly help their marketing efforts for enrollment growth. With new program development in emerging regional and state-wide employment opportunities, the direct connection with potential students and their parents for future employment greatly enhances the College's ability to compete around the State for restoration of its enrollment objectives.

From the interview process arranged by the College, further local insight was shared about possible areas of connections and partnerships:

Investigate the failure of the machinist program that was supposed to support





the local arms manufacturing industry cluster, and consider recreating and strongly marketing to the local population;

- New product and better marketing is needed to stem revenue losses in the Community Ed programs, especially better workforce development programs;
- College should include more business courses/info in the human services programs;
- Need to work toward layered certification endeavors;
- Need for more internships that help employers and students; investigate the above new program opportunities for fresh partnerships. More interns in community service should also be considered as an immediate opportunity;
- The need for more cooperative planning with the education community;
- Strength of the College's Foundation is key in the success of the institution; can more doors be opened for partnerships and internships from these relationships?

In general, again from the interviews, it appears that adults in the community do not appreciate the diversity that the campus offers. A struggling downtown area and the remoteness of the campus on the hill have served to make an exaggerated separation of "town and gown." In other parts of this report the need for a better community-oriented facility for events and sports is advocated. Indeed, this may be critical to developing a better understanding between the community and the college, and the College offers. In the following section on enrollment, it is recommended that College develop the economics of what enrollment from outside the local area does for both the sponsor "charge back" income and the local economy. The overall health of the local economy is heavily dependent on HCCC being a stable and viable economic engine.

Another aspect of the business relationships the College has is the feeder role it plays with other SUNY and private institutions. From all appearances, the AA and AS students find easy acceptance at SUNY Poly at IT, Albany, Oneonta and Cortland, as well as other colleges. Additionally, because of the different, non local enrollment, transfer colleges outside the local area expand the feeder area for HCCC. The excellence of the athletic program is also another contributing factor, with transfer institutions recruiting heavily from the campus. As part of the new academic plan, faculty should re-visit the major transfer colleges they feed and receive input on curriculum and program changes that would strengthen the ties to those institutions.

The following bibliography of materials review for this section has been "starred" for reference material made electronically available thru the Vice President for Finance and Administration's office. It is strongly recommended that faculty charged with creating a new academic plan make a study of these documents. While these studies were not created for the specific purpose of academic curriculum development, they contain the essence of what is happening in Upstate New York, and what the future of job opportunities may look like.





List of Documents Reviewed for Herkimer CCC Campus Master Plan, Business/Economic Analysis:

- Degree Program Cost Study, August 31, 2015
- Community College Survey of Student Engagement Herkimer County Community College 2015 Administration
- Middle States Reports/Updates
- President's Annual Report
- Annual Reports Summary March, 2016
- Evaluating the State Environmental Quality Review Act (SEQRA) Through Case Study of Global Foundries, By, Burgiro Evan Caster \*
- Strategic Plan: A Commitment to Excellence 2015-2018
- Economic Development Strategic Plan Prepared for Saratoga County, NY \*
- Nanotechnology: Forging Partnerships & Transforming the Mohawk Valley \*
- IE Quality Team Reports
- "Align Resource Allocation with Student Learning Objectives"
- A Study of the Economic Impact of Global Foundries, by, Everett M. Ehrlick, June 2011 \*
- Campus Master Plan Update HCCC, August 2002
- A New Vision for the Capital Region's Economy \*
- Mapping Our Future Strategic Plan for 2013-2018

\*Reports recommended for study in formations of a new academic plan









# **3 DEMOGRAPHIC PROFILE**



Herkimer County Community College has a usual enrollment history among the Community Colleges of New York State. With a large student residential capacity of 650 beds, the College has been able to reach beyond the County and the usual 3 hour travel radius of the college to attract a large percentage of their enrollment. However the current situation reflects that New York State higher education enrollments have been in decline since economic recovery began after the 2008 recession, and HCCC has been a victim of this trend for several years. From historic high enrollments of near 2600 FTE's the fall 2016 total enrollment was reported at 2128 FTE.

Declining high school graduates reduces the total pool from which the College can draw, but there are other factors that appear to be causing enrollment to trend lower, including:

- The exceptional athletic program that has been a drawing card for out of County enrollment remains a fixed number because of the number of teams and positions that can be offered are locked without adding new sports. Additionally, aging athletic facilities is making the recruiting more difficult;
- The very successful internet academy is facing increasing competition as other Community and Technical Colleges get into the game;
- As an example of local high school enrollment drops, the nearby Dolgeville Central School District has enrollment of 1165 students in 1996. 20 years later the 2016 enrollment dropped to 854, or a loss of 311 students. The 10 year drop was from 936 students in 2006 and 854 students in 2016 for a loss of 82 students. This trend is consistent across the County;





Herkimer County Community College | Campus Master Plan ENVISION Architects DPC



- Not only is there a loss of local high school enrollment, but the College has also seen a decline of the percentage of that reduced enrollment they enroll. Poor local educational achievement at the high school level is one factor of the decline, but there may be another perception of the lack of relevant/job producing majors being offered by the College;
- Over all conditions of the Village of Herkimer, particularly of the down town area, may also be leading parents to select another location for their children's college education.

The makeup of the fall 2016 enrollment has been reported as follows:

- 2128 students, 869 male, 1259 female
- 1702 full time
- 426 part time
- 1511 on campus
- 617 through the internet academy
- 1936 new and continuing students from in-state
- 80 out-of-state
- 112 international

Student Distribution By Territory

- Herkimer, Oneida and Otsego Counties 920
- Capital District 204
- North Country 70
- Central NY & Syracuse 139
- Finger Lakes and Western Region 86
- Hudson Valley 168
- Out-of-state 186
- NYC and Long Island 355

Facility campus master plan development is of course dependent upon on enrollment projections and academic program identification. HCCC at this point in time is not able to give complete data on either of these requirements. However, with ample and surplus space because of lower enrollment the creation of a facility master plan can be accomplished, particularly dealing with facility rehabilitation issues. Re-growing the enrollment is a goal of the College and the master planning team has some observations that may assist the College in how to best accomplish this goal, as follows:

- Marketing is critical to implementing an enrollment management plan. Areas that should be focused on include three sectors;
  - o The Internet Academy





- o Local absorption area
- High capture areas in New York State, like the Hudson Valley and better penetration in low capture areas like the Finger Lakes that could produce more enrollment than currently captured
- The focus of marketing in all the above areas should be based on an updated and revised academic plan that needs to be developed from an understanding of the regional economic trends and job opportunities and aimed at both the potential student and parents, (see regional economic trends in this report);
- A better understanding of the question, "why HCCC" was chosen by students from high yield areas like in the Capital District and Hudson Valley. This would help the marketing program focus on getting the right message out.
- Creating an economic model of why the out of local region students is important to the Sponsor and local economy, creating a better understand how the "charge back" system works and significantly not only benefits the College but the local economy as well;
- Re-investigate why the program to create machinists for the largest industry in the local economy didn't work, and consider reopening a new program with better local marketing tools;
- The internet academy is likely the best bet to focus marketing resources. The College has an excellent track record here, and with the development of new and more relevant majors, it could regain momentum to help sagging enrollment;
- While the athletic program isn't likely to grow in numbers, consider creating
  related sports business and services majors to bring additional students to the
  College. SUNY Purchase College has been very successful doing this with their
  art major programs by developing programs/majors in music/theater business
  management, stage design and lighting, etc.

Finally, consider bringing in an enrollment management consultants like, Ruffalo Noel Levitz, AACRAO Consulting, or Scott Healy & Associates to help the College fully understand their existing market and how to expand it.













# 4 PHYSICAL and PROGRAMATTIC CAMPUS ASSESSEMENT

## **BUILDING EVALUATIONS**

The original Herkimer County Community College was designed in the late sixties based on original documents constructed in 1969. Located on a 500 acre site on the hills north of the village of Herkimer, the original campus consisted of five buildings; four organized in a traditional collegiate quadrangle. The quadrangle consisted of the Classroom and Administration Building (Building 1), the College Center (Building 2), Johnson Hall (Building 3) and the Library (Building 4). Building 5, the Gymnasium and Physical Education Building, is a standalone structure forming the northwest border of the main campus.

In general the site rises significantly from the southeast to the northwest. The campus buildings are set into this hill, with grade level entrances on both the high and low side of the buildings. The College Center and the Classroom and Administration Building are on the lower portion of the campus with the Physical Education Building and Athletic fields located at the top of the hill. The four original quadrangle buildings are linked via enclosed walkways known as "tunnels" which allow circulation between the buildings during inclement weather. None of the tunnels are truly underground; they are at grade enclosed walkways. Similar to the quadrangle buildings, the two tunnels that run perpendicular to the rising grade are set into the hill. A sidewalk matching the high side grade runs atop these tunnels.

The parking lots are located on the southeast side of the campus and run in a single, continuous lot from the College Center up the hill to the Physical Education Building.

These five buildings have been renovated over the life of the campus, including major additions to the Student Center, Library and Physical Education Building. New structures include the 1990 Technology Center, the Day Care Center and the Central Services facility. The Technology Center, connecting Johnson Hall and the Physical Education Building, is unique in that it runs parallel to the grade, with multiple floor levels as the building rises up the hill. Supporting the College's athletic programs are the 2004 Stadium Building, Ticket Booth and Press Box/Grandstand.

The 1986 the Child Care Center, located adjacent to the Physical Education Building, was built by the Herkimer County BOCES. Central Services was constructed in 1999 and located on the southeast side of the campus. This facility also includes a salt barn and two equipment shelters. Three other small outbuildings support the campus. These are an athletic equipment storage shed, a general storage shed and a barn. The athletic shed is adjacent to the athletic fields. The general storage shed and the barn are located further north. The barn has been condemned and is no longer in use.

The three nearby residential dormitories, owned and managed by the Herkimer Community College Foundation are beyond the scope of this master plan. Similarly, the Herkimer County 911 Call Center and the village reservoir, while directly adjacent to the campus, are also not considered. The College's Central Services department does provide limited services to the 911 Center, such as snow plowing in the winter.





In addition, the lands to the north of the campus are owned and managed by The Herkimer Community College Foundation, including several buildings made available to the College for their Criminal Justice Program. These facilities are also beyond the scope of this plan.

The following sections summarize a critical review of the campus building conditions.

These facility evaluations describe areas which have become worn and are in need of replacement or renovation, no longer meet college academic or operational requirements, require improvements resulting from changing technologies or to conform to modern building codes and regulations. The assessment of existing conditions were conducted as follows:

#### **Architectural and Engineering Analysis**

A detailed analysis of current conditions and needs of the buildings and site was conducted by the project Architectural team, assisted by consulting Mechanical, Electrical and Civil Engineers.

#### **Focus Group Discussions**

During the months of September and October 2016, the architectural team conducted Focus Group meetings with representatives of the major campus departments. These interviews reviewed the adequacy of the existing facilities in terms of supporting current programs as well as facilities that may be required to support new academic requirements.

Twelve focus group discussions were held to consider specific program areas of concern. A detailed summary of these meetings may be found below in Section 3. Subsequent to these meetings, the Architect returned to the campus to conduct additional on site surveys, to become more familiar with specific campus activities and program concerns. Faculty and staff who were not able to make the interviews were provided with questionnaires so that their views could also be considered.

Throughout this report there are six levels which rank the condition of the individual building components:

**Excellent:** These components are in new or close to new condition and would normally require no attention.

**Good:** While not new, these components are in acceptable condition, have aged well, and would normally require no additional attention. However, many components which are currently are in good condition may not be of durable materials. In these cases consideration should be given to upgrading the level of finishes for easier maintenance and a longer life span.

Serviceable: These components are in a fair, serviceable condition, but are showing signs





of both age and wear. The components should either be replaced or renovated as part of future campus plans.

**Poor:** These components are no longer in serviceable condition or have deteriorated to such an extent that they now require replacement. This also applies to systems or equipment which are no longer up to date.

**Replace:** These components either improperly or no longer function or have, over time, become outdated to the point that they can no longer perform the tasks they were designed for.

**Correct Defect:** These components are either broken and in need of repair or no longer meet modern building codes and/or associated regulations (such as OSHA or ADA).






College Campus Aerial View

# SITE EVALUATIONS

In general, the Herkimer County Community College campus grounds characteristics are as described in the summary found in the Building Elevations section of this report in terms of building establishment and expansion dates, campus location, campus buildings and orientation and general topography trends.

Exclusive of the aforementioned campus buildings, the campus also includes extensive infrastructure, utility services and other amenities which serve the primary academic functions of the 6 primary campus buildings as well as the athletic facilities. These include the following areas which are described in this section of the report:

- 1. Access drives, walkways and parking areas (prepared surfaces)
- 2. Water Distribution utilities
- 3. Sanitary Sewer utilities
- 4. Stormwater Management / Drainage Utilities & Erosion Control
- 5. Landscaping Lighting Wayfinding(Signage) Miscellaneous

**General Campus Site Description:** The main legacy campus has been in use for approximately 47 years with facility growth as described in the introduction to the Building Evaluations section. (Without the benefit of a comprehensive review of Campus records plans, insofar that complete as built surveys of all aspects are available, it appears that that campus infrastructure construction directly correlates to the adjoining facility buildings they serve; i.e. the main parking area including associated utilities were likely constructed concurrently with the initial construction in 1969 with follow on phased growth of additional campus infrastructure as associated with each building or facility expansion.)

In general, the campus is constructed along the top plateau of a hill which slopes down from the northwest to the southeast at 3 to 5% average grades. Soil mapping indicates silt loam soils which have a tendency to retain and perch groundwater with limited permeability and varying depths to bedrock / boundary conditions. The main parking area is expansive and runs the full length of the east side of the campus from the gymnasium to even with the Robert McLaughlin College Center (RMCC) building and is appointed with striped parking rows, light poles with letter area designator signs.

The main parking lot generally has a southeastern exposure and is therefore exposed to direct sunlight for most of the day year round. Prevailing winds and weather patterns typically impact the campus from the west with occasional whiteouts from blowing snow during the winter season. The campus provides excellent viewsheds to the south across the Mohawk River Valley and to the east-southeast.

The campus can currently be accessed at its southwest corner via Lou Amber Drive which runs up the hill to the southwest campus corner from the Village of Herkimer proper





below providing an access drive connection to the southwest corner of the main campus parking lot near the Robert McLaughlin Campus Center (CC) building then sweeps east to the southeast campus corner "tee" connecting with Reservoir Road (another rising Village road) near the Central Services (CS) buildings. At this tee intersection, Reservoir Road then becomes the main thoroughfare road running upgrade to the northwest providing access to the Village Water Treatment Plant and Storage Reservoir as well as running along and providing access to the HCCC campus proper including its ancillary dormitories. It is noteworthy that Reservoir Road is intermittantly closed from the lower Village areas to the south up to the County Emergency Services Building which is located just south of the CS buildings. This single, two-way road access flow is not ideal for emergency accessibility and during peak demand periods to the County, Village and Campus facilities. The closure or obstruction of this single access road would likely impede County, Village and Campus operations; as such, it is highly recommended that HCCC work with the County and Village to ensure a second means of campus access by maintaining Reservoir Road being the logical solution.

The intermittant closures of Reservoir Road result from recurring failures of the water main that runs along the road from the Water Treatment plant to the Village below. Any remediation of this issue requires the cooperation of the Village of herkimer, as both the road and the water main belong to the Village and thus beyond the direct control of the College.

The campus is accessed to the left of Reservoir Road at several locations starting even with the RMCC. From its intersection with Lou Ambers Drive up to the first access point to the main parking lot Reservoir Road is appointed on each side with attractive boulevard style trees on each side and in the center green dividing island strip and lights. This landscaping ends near the southern end of main parking lot. Thereafter, it runs separate and parallel to the main parking lot up the hill as a two – way road without street trees or lighting with additional access points to the Physical Education building (PE), Reservoir Run dormitories (not part of the campus and beyond the scope of the master plan) and the other athletic facilities and stadium. An asphalt paved walkway runs parallel to Reservoir Road with lighting from the gymnasium area up to the Stadium facility.

A spur driveway runs northwest off Reservoir Road to and around the Gymnasium and back to the southeast along the back of the PE building, Technology Center (TC), Johnson Hall (JH) to a terminal parking area in back of the CA building

Driving onto the HCCC campus as described above, it presents itself to the observer as a typical two year educational institution. It is noteworthy that the overall campus aesthetics and site appearance are good or above average in light of the campus age which is a testimonial to the Buildings and Grounds Staff and their operational and maintenance practices in spite of historically restrictive operating budgets.

HCCC personnel report that the Campus population is currently at approximately 2,400 students (down from a historical peak capacity of 3,000 students which indicates underutilization or excess capacity available for parking and utility services.





The HCCC Athletics Department wishes to construct a future athletic fieldhouse expansion which should be noted and accounted for in the future campus master planning.

**Prepared Surfaces (Parking areas, Access Driveways and Walkways):** All parking areas consist of asphalt pavement in varying conditions as noted below:

- 1. The stadium parking area and access driveways both off upper Reservoir Road including the paved walkway from the PE building are fairly new and in very good condition with about 75% remaining service life. These areas should be maintained with periodic crack filling and emulsion surface sealing to maximize their service life.
- 2. The paved parking area serving the front of the gymnasium is starting to show surficial stress cracking with the integral arching access driveway showing more extensive cracking with about 50% remaining service life. These areas should be maintained with more aggressive crack filling and emulsion surface sealing to maximize their service life with possible top course milling and repaving in the next 10 years.
- 3. The paved terminal access drive which wraps around the back of the gymnasium to its terminal parking area behind the CA building appears to have further degradation including sections of broken pavement along the sides and other significant cracking with about 33% remaining service life. These areas should be maintained with more aggressive crack filling and emulsion surface sealing to maximize their service life. A full depth replacement paving may be needed in the next 10 15 years.
- 4. The main parking area from even with the PE building southeast to the lower end (even with the first driveway cut off Reservoir Rd. to the RMCC building) appears to have further degradation including sections of broken pavement along the sides and other significant cracking with about 33% remaining service life. This appears to be a part of the original campus pavement. These areas should be maintained with more aggressive crack filling and emulsion surface sealing to maximize their service life. A full depth replacement paving may be needed in the next 10 15 years.
- 5. The extreme southeast (lower) end of the main parking area (7 rows) appear to be somewhat newer than the original main parking area and have surficial stress cracking with about 50% remaining service life. These areas should be maintained with more aggressive crack filling and emulsion surface sealing to maximize their service life with possible top course milling and repaving in the next 10 years.
- 6. An additional small paved parking area is located on the east side of Reservoir Road opposite the RMCC and Library buildings which appear to have further degradation including sections of broken pavement along the sides and other significant cracking with about 33% remaining service life. This appears to





not have been a part of the original campus pavement. This area should be maintained with more aggressive crack filling and emulsion surface sealing to maximize their service life. A full depth replacement paving may be needed in the next 10 - 15 years.

- 7. According to HCCC personnel, other prepared surfaces on the campus such as the walkways immediately serving 6 main academic and athletic buildings are serviceable and no major areas of concern were noted.
- 8. ADA compliance: HCCC personnel indicated that they believe that the HC accessible routes to the six academic / athletic buildings are generally suitable for ADA accessibility. However, they did indicate the need for additional accessible curb cuts which would best be constructed concurrent with future pavement remediation projects. There is no direct handicap accessible path between the Day Care facility's upper and lower levels without leaving the building and passing through the adjacent Physical Education or Technology Center Buildings.
- 9. Our review of the campus layout and internal pedestrian flow reveals that the RMCC and Library buildings don't have connecting tunnels. We recommend consideration be given to adding a tunnel walkway connecting these two buildings consistent with the other existing connecting tunnels.

**Water Distribution:** The Village Water Treatment Plant and Surface Reservoir are located due east of the HCCC campus across Reservoir Road. Source water is pumped up the hill from the Village via a 14" ductile iron transmission line to the Village facility. An additional 20 mile long 16" Cast Iron Pipe (CIP) transmission supply line runs south back into the Village, which is reportedly 100 years old. An 8" CIP watermain runs through the campus from the Treatment Plant though the Quad area to service all 6 major buildings then runs northwest behind the tennis courts prior to turning southwest crossing a steep drainage ravine to supply the Westwood Drive neighborhood area. This existing 8" CIP line is reportedly aged and susceptible to several breaks annually. These breaks have historically disrupted the campus water supply of potable water and for fire protection often requiring campus shutdown. This single supply loop main through the campus is an operational limiting factor and the installation of an additional new watermain loop would serve to reinforce the campus water supply and provide bypass flows during breaks on the older lines. Otherwise, there are no reported issues with the water distribution operating pressures and supply capacity.

HCCC personnel report incidents of elevated lead in the campus drinking water. A study to identify its source(s) and potential remedial measures is currently being done by the facilities staff. While more study needs to be conducted, preliminary evidence appears





that the nearby water lines fittings were made with lead bearing solder. The low pH of the College's water may be leeching the lead into the water.

The integrity of the 8" watermain crossing of the ravine toward Westwood Drive should be verified given its criticality to campus operations.

**Sanitary Sewers:** The campus is completely served by gravity sanitary lateral and trunk lines which convey campus and associated dormitory wastewater to the Village Publicly Owned Treatment Works (POTW) where it is treated and discharged into the Mohawk River, presumably under a NYDEC SPDES permit. The Village POTW is reportedly operating at capacity and cannot accept new or additional flows at this time.

There are no reported issues with the campus sanitary sewer system with adequate capacity. It is estimated the remaining service life is approximately 50% or 50 years. The main trunk line from the campus runs down Lou Ambers Drive in an 18" Asphaltic Cement Pipe (ACP) pipe into the Village. Given its age dating back to the original campus construction circa 1969 and the fact that annual periods of low flows (during the summer and recess periods) can produce pipe crown corrosion from H2S gas, the sanitary sewer main and lateral pipes should be checked for integrity and potential infiltration and inflow (I&I) conditions. If I&I conditions are encountered, they should be identified and remediated in order to reduce flows to the Village POTW and potentially create additional Plant capacity to accept new flows from a future Campus Fieldhouse construction.

**Stormwater Management – Drainage:** The campus is situated on a 3% - 5% average sloping plateau with significant impervious areas of the buildings, parking and drive areas. The campus covers about 23 acres and is also situated in the middle portions of the Bellinger Creek water shed which runs through the Village and discharges into the Mohawk River. The campus accounts for only 1% of the overall 3.7 square mile watershed of the Bellinger Creek. Given the high percentage of impervious areas on the campus, the campus drainage system often receives flash runoff.

Both the Campus drainage system and Bellinger Creek have histories of flooding (drainage system surcharging) during peak runoff events. The most recent event was in June, 2013 when the Bellinger Creek flooded over its banks in the Village of Herkimer and on campus, a vortexing pond of water was created at the lower southeast corner catch basin of the main parking area. Further, downstream system surcharging occurred with conveyed floodwaters via surface grades to the middle level parking lot of Campus Meadows dormitories where additional ponding occurred.

A global review of the campus stormwater management system indicates that there may be significant deficiencies with qualitative and quantitative controls including flood controls. It appears that some of the campus drainage inlet (catch basins) as well as roof drains and downstream conveyance pipes may be undersized or otherwise in deteriorated condition which may be contributing to the aforementioned recurring conditions. A detailed stormwater management study should be performed consistent with the previously prepared grant application and investigation report on green infrastructure for





campus stormwater management. Some options to consider include the implementation of runoff reduction and water quality treatment measures for point source controls in keeping with the recent State level stormwater pollution prevention regulations. This may include the installation of several biofilters and / or underground detention storage galleries for water quality treatment in the main parking area. In addition, the open greenspace area located due east of the central services building presents itself as a suitable location for a traditional extended detention basin for quantitative and flood control measures. This is a logical location for this land use as the campus runoff courses to this area where it combines with runoff from the Village Water Treatment Plant and courses in a swale down the sides of Reservoir Road in a combination series of closed pipes and open swales. It is noteworthy that the Village Water Treatment Plant contributes a significant continuous base flow to this area due to it filter backwashing and over flows which reduces the overall regional stormwater conveyance capacity.

Improvements to pavement areas as previously listed herein go hand-in-hand with addressing and implementing remedial measures for some or all of these drainage issues.

It is evident that perched groundwater, on account of the native soils, may be contributing to premature asphalt pavement degradation and periodic ponding in the Technology Center basement. The installation of new or retrofitted underdrains concurrent with pavement and drainage work is highly recommended for these areas.

A detailed Geotechnical Investigation of the Campus should be a base requirement in support of pavement and drainage studies and remedial measures.

The most urgent drainage issue on the campus is the ongoing slope erosion / instability and RCP drainage pipe failure at the building roof drain outfall into the drainage ravine located west of Johnson Hall. It appears that stormwater may be leaking out of the buried portions of this pipe with bypass flows along the pipe exterior which may be weeping out at this discharge point. If left unchecked, the outfall pipe failure and slope erosion could progress east and out of the woods toward developed campus property (and the terminal access drive to the rear of the campus buildings.

Some erosion and sedimentation was also observed along the lower receiving edges of the main parking lots apparently due to heavy sheetflow of concentrated flows during major runoff events. Measures should be taken to identify these erosion prone areas and implement proper erosion and sediment control measures to include possible swale armoring and pavement edge level spreaders. This would be vetted out by a Stormwater Pollution Prevention Plan (SWPPP) concurrent with the other aforementioned and associate improvement projects.

#### Landscaping – Lighting – Grading – Miscellaneous Conditions

**Landscaping:** The reported landscaping for the Campus Quad and boulevard entrance drive for the lower portions of Reservoir Road are attractive, healthy & functional. HCCC personnel have indicated the need to install additional landscaping to provide for wind and blowing snow screening at strategic campus locations.





There may be a need to extend street lights further up Reservoir Road to the Stadium for continuity and safety. However, any improvements of Reservoir Road may only be done in cooperation with the Village of herkimer, as the road belongs to the Village.

Additional functional and aesthetically pleasing landscaping is a co-benefit of implementing certain green infrastructure measures in the main parking lot areas.

The overhanging trees over the CA building roof should be removed to improve the roof conditions or concurrent with roof renovations.

The existing wet pond appears to serve a stormwater management purpose at its location to the east of the softball field and presents itself as a potential field ecology lab area.

**Lighting:** The turf baseball field does not have any lighting and new LED lights would increase the utility of that facility.

Some of the existing lighting is angled and not downward directed which creates light pollution. Most of the outdoor lighting consists of halogen lights which can be improved upon with retrofits to low energy, directional LED lighting.

Lighting should be extended along Reservoir Road to improve upon vehicular and pedestrian safety. This stretch of Resevoir Road is not owned by the College and additional lighting would have to be coordinated with the Village of Herkimer.

**Miscellaneous – Fencing, Grading, Wayfinding (Signage):** The tennis court fencing is in need of replacement due to deteriorated condition.

HCCC personnel have indicated the need to assess the existing seating and gathering amenities in the Quad area.

HCCC personnel have indicated that the tennis court surface is in a failed state, possibly due to inadequate undercourt drainage. It is currently unmaintainable and cannot be used. The Athletics department, however, has indicated that if it were restored and improved it would be used for athletic programs and recreation.

The Stadium Press Box building has an I&I issue into the concrete floor slab which might be corrected by providing positive surface grades for roof and upgradient surficial runoff to be directed away from the foundation.

HCCC personnel have indicated displeasure with the aesthetics and presentation of the existing light pole mounted area letter designator signs of the main parking area and desire a suitable replacement. This could include LED fixtures on lowered poles. HCCC personnel have also indicated a long standing desire for upgrades to internal campus wayfinding signs.







Legacy Campus Quadrangle Circa 1971



*Current Campus Quadrangle Aerial View* 

## **GENERAL CONDITIONS: THE CAMPUS QUADRANGLE**

The original 'legacy' buildings create a quadrangle which surrounds an attractive landscape of lawns, walks and trees forming the center of the academic campus. While parking lots dominate the southeast side of the campus, beyond the parking lots and to the north and west are excellent views of the surrounding Mohawk Valley, including the wind turbine farms on the high lands to the east.

The legacy buildings share a common architectural language. The exterior walls are dark red brick veneer with a 2-inch air space, 2 inches of rigid insulation and a concrete masonry unit back-up. The roof system starts with a deep asbestos board soffit, corrugated metal roofing system mansard, dark bronze in color, with a flat roof above. The original roofing was a built-up felts and asphalt system on an insulating concrete deck. Most of the original roofs having been replaced over time; the current roofing system used on most legacy roofs is a modified bitumen membrane system. Newer facilities and roof replacements use a single ply EPDM roofing system. The original window system consists of a dark bronze aluminum curtain wall frame surrounding aluminum sliding windows and insulated infill panels faced with an exposed aggregate concrete. This provides the campus with an attractive, appropriately scaled backdrop to the quadrangle lawns and surrounding landscape.

In general the legacy masonry construction is in good to serviceable condition and is of better craftsmanship than the brickwork in the more recent additions. There are localized areas of minor efflorescence and areas where the brickwork has been patched are easily discernible.

The mansard roofs are also in good to serviceable conditions, with localized areas of marring and discoloration. Historically, at the Physical Education Building and Johnson Hall, wind driven rain has penetrated through the mansard into the building. The roof replacement at Johnson Hall has mitigated this problem. At the Physical Education building similar repairs have only partially remediated the water infiltration. The soffit panels tend to be stained and faded along their outboard edges.

Most doors are solid core wood or hollow metal in hollow metal frames. In the renovated and new facilities these are in good to serviceable condition, with localized deterioration, marring and minor damage. Legacy building doors and frames tend to be in worse condition. In several location hollow core wood doors are still used, these doors show significantly more damage, are not of a quality for collegiate use and should be replaced.

The ceilings in the legacy buildings share similar characteristics. Predominantly 2x4 suspended square edge acoustical panel ceilings, these are in good to serviceable conditions in areas where there has been recent interior renovation work. In all other locations they are in serviceable to poor condition. These ceiling systems are aged, with panels that are stained and discolored, sagging, broken, damaged and not set properly. The suspension grids are stained, yellowed and damaged in specific locations. Lighting throughout the legacy buildings is predominantly lay-in fluorescent fixtures with fixture





conditions matching the ceilings they are in. In many conference, lecture and classrooms deep cell parabolic fixtures are used; while a traditional solution at the time the buildings were constructed they are out of date in terms of light quality, distribution and energy efficiency, especially when compared with modern LED fixtures. Throughout the campus' life the ballasts of the fluorescent fixtures have been upgraded, with most fixtures now using hybrid ballasts. These light fixtures use a combination of T8 and T5 lamps.

Signage throughout the campus is a concern; different signage systems have been used and many are lacking braille text, required by handicap accessibility regulations. In addition the campus lacks a true wayfinding system, making it difficult to navigate across the campus and through the buildings.

The building roofs and their condition varies greatly across the campus and are discussed in detail on a building by building basis. However, there are two issues which are systemic across the campus. First, it appears that there is no overflow drainage system associated with the individual building roof drains. This is required by the modern building codes and any future roof work that effects the roof drains will be required to conform, providing either additional overflow drains and leaders, scuppers or confirmation that the roof structure can safely support the pooled water. Second, with the exception of the Technology Center, all roof hatches and ladders are not OSHA compliant. Ladder extensions and guard rails should be added at each hatch; retrofit kits are available to remedy this shortfall.

The legacy window system presents a different challenge. In general the windows are in good to serviceable condition, with minor localized fading, marring and panel discoloration. That said the system as a whole is out dated in terms of energy efficiency. The sliding windows are single pane non-insulated glazing, the windows and the curtain wall framing are not thermally broke and the infill panels only provides for 2-inches of insulation. All the windows are operable, making balancing of cooling and heating by the mechanical system problematic. The College is aware of both the accessibility and aesthetic issues and desires them to be addressed as part of the Facilities Master Plan.

Toilet rooms in the legacy buildings are a second major challenge. Most do not provide for handicap accessibility. In many toilet rooms grab bars have been added in individual stalls and while this may serve for ambulatory handicap use they are not sufficient for wheelchair use. Where handicap facilities are provided on a separate floor there is no signage directing one to these facilities. A study of the campus toilet rooms, in terms of accessibility, should be implemented to determine the most effective manner to better serve the student population and bring the College into compliance with modern regulations.

Beyond the handicap accessibility issues, most toilet rooms share similar, characteristic shortfalls. While in general the floor and walls are a durable ceramic tile and in serviceable condition they have been damaged by use and the removal of toilet room





accessories, with holes and scarring where these accessories have been removed. This includes open holes in lavatories where individual soap dispensers have been replaced by wall mounted units. Toilet partitions range from serviceable to poor condition, due to heavy use and damage.

While much of the architectural components across the campus are in serviceable condition there is a consistent level of minor damage, marring, staining and deterioration of materials systemic throughout all of the College's buildings. While each individual instance may be minor, as a whole they have a perceptible negative effect on the presentation of the College facilities. Many of these items are the type mitigated through regular maintenance, normal repair and replacement and overall building upkeep.

Hazardous Materials: Interviews with the College's facilities staff and a general review of the existing documents indicates the presence of hazardous materials still integrated into the campus' construction. Based on the construction date of the legacy buildings this is understandable; at that time asbestos was an acceptable building material. In discussions with the facilities staff it is believed that through the various construction projects since the College was occupied approximately 50-percent of the existing asbestos has been abated. The College does not have a comprehensive Campus Hazardous Materials Report and without such documentation this approximation is not meaningful and the exact extent of hazardous materials cannot be confirmed. This unresolved condition has cast a shadow over renovations, repair and maintenance work. Locations include the asbestos cement soffit panels, asbestos containing tile and adhesives in the Johnson Hall lecture rooms, the Library rooftop cooling tower (no longer in service), older vinyl tile flooring and mastics, roofing and window caulk and insulation at older mechanical system piping. While most observed asbestos containing materials in architectural components were non-friable, friable materials that should be abated or encapsulated were observed associated with mechanical and plumbing systems.

In addition several drinking fountains and sinks have been tested and show high lead content in the water. These fixtures have been taken out of service and the College's facilities' staff is current investigating this matter to determine how and why this has occurred.

**Central Campus Plant:** Building 4, the Library houses the central boiler/chiller plant. This heating plant consists of three Cleaver Brooks fire-tube, gas fired boilers. The burners have capability to burn #2 fuel oil as well. There is one 150 HP boiler which operates during the summer and swing months and two 200 HP boilers that are operational during the winter months when there are sustained outdoor air temperatures below 35°F. The boilers are from the original construction in 1971, but have been regularly maintained by outside contractors. With good maintenance, these boilers have a very long life span. These are standard efficiency boilers (80 to 82%).

The boiler plant efficiency could be improved by retrofitting the burners with new, lowexcess air burners with modern controls. These would provide significant natural gas savings. Installation of VFDs on the forced draft fans would produce significant electrical savings.





These boilers require that return water temperature be kept above 150 °F to prevent thermal shock to the boilers or condensation of the flue gases. This limits the ability to reduce the system circulating hot water temperature in the summer when the high temperatures are not needed.

The plant feeds heating hot water to all of the main campus buildings through a large piping network that runs above the interconnecting corridor ceilings to buildings 1, 2, and 3 and underground to PE and Technology. The system is pumped with duplex, 50 HP constant speed pumps. The pumps appear to be original equipment but the motors are new. They are in serviceable condition.

The underground piping is insulated fiberglass. The underground loop has reportedly had several breaks and is reported to be poorly bedded and lacking thrust blocks. While fiberglass pipe is very corrosion resistant, it does not tolerate settling or movement well.

The boiler plant operates all summer to provide hot water for reheat and to generate domestic hot water in other buildings. While the original design was to circulate 200  $^{\circ}$ F water the current setpoint is about 180  $^{\circ}$ F.

Chilled water is provided by a 250-ton McQuay Turbocor chiller. It utilizes R410a which has an ozone depletion potential of zero and a global warming potential of 1725, which is similar to R22. U.S. EPA has no current phase-out plans for R410a. It is commonly used in new chillers.

This chiller was installed in 2009 and is in excellent condition. This is the main campus chiller, feeding Buildings 1 - 4 with chilled water for air conditioning. The cooling tower is an open tower located at grade west of the Library. The tower is in good condition. The original cooling tower for the previous chiller is still in place on the roof. It has been decommissioned and is unused.

The chilled water loop is pumped by a 40 HP chilled water pump. The condenser water pump is 25 HP. The pumps are in good condition.

**Site Electrical Distribution:** The campus is powered from two underground, 13.2kV service feeds, arranged in loops around the campus. These loops were replaced in the 1980s, and have not been tested since that time. Dielectric testing should be performed on all of the 13.2kV service feeders to determine overall insulation condition and sections which may require replacement.

The main distribution transformers on site were replaced in the late 1970s to early 1980s. These transformers should be tested and inspected to determine if replacement is necessary.





The switchgear around campus and smaller distribution panels have not been regularly cleaned or maintained. A detailed cleaning and inspection program should be developed and implemented for the entire distribution system. Inspections should focus on load balance, hot spots, tightness of fasteners, cleanliness, signs of arcing, etc.

Site lighting is on a mixture of mechanical timers and the energy management system. An effort should be made to connect all lighting to the energy management system. All bulbs and the majority of ballasts have been replaced in the sidewalk lighting headed up to the stadium each of the last two years. This lighting system should be inspected for possible short circuits, or other problems which could be causing the damage to the bulbs and ballasts.

Only certain buildings were noted to have backup generators for emergency power. Buildings and equipment which are designated as Red Cross disaster shelter areas should have backup generators to provide power during utility outages. The municipal water system pump house that supplies water to the campus should also have a generator to provide water in case of an emergency.

The location of the campus on an elevated plateau with lots of open spaces appears to be suitable for both solar electric and/or wind turbine development. These are discussed in the Energy Opportunities section of this report.

**Site Plumbing Systems:** Domestic and fire protection water for the campus is provided by the City of Herkimer Water system. The city maintains a dedicated water pump for the campus. This pump is on the same utility electric feeder as the campus and has no emergency generator. If there is a power outage to the campus, the water pump will also go down. Legacy buildings do not have sprinklers installed for fire protection except for the Library. This was added during the 2008 renovation.

The domestic water main enters the campus at Reservoir Road on the north side of the campus through an 8" main. The main runs through the center of campus between the College Center and the Library and extends to College Hill Road on the south.

Buildings 1 - 4 and Technology are fed with 3" branches off the main. PE is fed with a 4" branch. There are four fire hydrants located at approximate corners of the main campus fed off of 6" branches.

**Natural Gas Supply:** National gas is provided by National Grid. A 6" gas supply line enters the campus on the east side of campus. These two supplies feed into the rear of the Library building and are piped into two regulators in series and a single meter. There is a gas pressure booster that is reportedly needed to boost the gas pressure during high consumption periods. From the Library, two lines feed the College Center and the Physical Education Building.





**DDC Front End Display:** There are some errors in the labeling on the display screens of the BMS controls interface. These should be corrected to match the existing equipment for ease of use, and accuracy of the labels. Some examples include VAV boxes labeled as "reheats" and an indoor air handler labeled as an "RTU".







Classroom and Administration Building

# CLASSROOM AND ADMINISTRATION BUILDING (CA)

**The Classroom and Administration Building,** the original Building 1 of the campus quadrangle, is located on the lower, south side of the campus. It is a two story structure, set into the rising grade, of approximately 47,000 gsf with approximately 39,500 nsf of available space, 27,000 nsf feet of that categorized as assignable. It has grade level access at both lower and upper levels, has an elevator and is connected to the Student Center and Johnson Hall via tunnels.

Part of the original 1969 construction and occupied by the College in 1971, there have been a series of small scale, individual space renovations over the last few years. These include renovations on the second floor, individual classrooms, and the division of the basement storage space into security and adjunct faculty offices. The building roof was completely replaced in 1998. The building houses general academic classrooms, the art classroom, faculty offices and administration support spaces. Also located in this building is Campus Security.

**Building Envelope:** The building is a good example of the legacy architecture of the campus, with a brick masonry veneer on concrete masonry unit back up, aluminum framed window systems and deep soffit mansard roofs. It also has a large two story fieldstone decorative panel on its eastern corner. The exterior walls and fenestration have been well maintained and are, in general, good condition.

In 1998 the original three ply built up roofing system was completely removed and replaced with a new, insulated multi-ply modified bitumen ballasted roofing system. This roofing system has performed well since installation; however, it is threatened by the nearby trees. On several sides the tree canopy overhangs the building roof, resulting in the accumulation of leaves, branches and other natural debris on flat surfaces. This is especially prevalent at the lower soffit roof. This not only clogs the roof drains on a regular basis but provides enough 'topsoil' to support the growth of vegetation.

**Interior Conditions:** In general, upper floor interior spaces are in better condition than the lower floor. In general the corridors have terrazzo flooring with painted gypsum board walls and a 2x4 square edge suspended acoustical panel ceiling system with lay in light fixtures. This is typical of the legacy buildings and has been adequately maintained. The corridors have student lockers, which are not being used. In other campus locations the locker bays have been removed and replaced by corridor benches or display cases. The classrooms, in general, are all general recitation classrooms. Classroom flooring is either vinyl composition tile, carpet or vinyl asbestos tile. In some locations carpet has been installed over existing vinyl asbestos tile. In specific rooms on the upper floor the carpet has been recently replaced and is in serviceable condition. The older carpet is in poor condition and shows significant wear from student traffic and staining where food and beverages have been brought into the classrooms. Consideration should be given to the applicability of carpet as finish flooring in the College's general academic classrooms; while carpet improves acoustics and presents a more collegiate appearance it is less durable than vinyl composition tile and College rules concerning bringing food and drink



Classroom + Administration Building, from the College Center





into the classrooms must be enforced.

The painted classroom walls are in good to serviceable condition as with the 2x4 suspended ceiling systems. Again, the upper floor classrooms are in better condition than lower floor and the ceilings exhibit the systemic issues visible across campus. All classrooms have some level of audio visual support, including ceiling mounted projectors with pull down projection screen, top of whiteboard mounted projectors and speakers. The adjunct offices in the lower floor are a recent renovation, with concrete painted floors, painted gypsum board partitions and the College standard 2x4 suspended ceiling system. In general these are all in serviceable condition. Upstairs the college offices have carpet flooring and the wall and ceiling finishes are, in general, in good condition. The Art classroom is in the south corner of the building and signs of well use are readily apparent. While the painted gypsum board walls are in good condition, the vinyl composition tile flooring and suspended ceilings are only in serviceable condition and the associated bench work, shelves and support casework are in poor condition due to heavy use and age. It has been reported that these localized renovations have not accounted for their impact upon the building's mechanical systems, air balance and/or ventilation.

The remaining lower level spaces serve the mail/copy room and security offices. Similar in nature, both have vinyl composition tile flooring, painted gypsum board and concrete masonry unit partitions. The ceilings in the mail room are the typical 2x4 suspended ceiling system while the security offices have no finish ceiling, simply the painted exposed floor deck and systems above. While the mail room, in general, is in good condition, the spaces for the security offices are serviceable to poor and appear to have been carved out of older storage spaces with limited reconfiguration and renovation. Users of spaces renovated from legacy utility and storage rooms have reported inadequate climate comfort and control.

## UTILITIES

This building receives heating hot water and chilled water from the central plant located in the Library via the above-ground campus loop.

**Air Handling Units:** There are four air handling units in this building which began operation in 1971. These are tagged AHU 1-1 through AHU 1-4. AHU 1-1 is the only one that has heating and cooling. The rest are heating only. All of these units are multizone. The units are supply fan-only units. The general condition of all the units is aged, but functional. Partial internal inspection did not reveal any significant rust or structural deficiencies. All have various air leaks in the casings, which should be sealed up. Leaks were noted at piping penetrations and some duct attachment seam locations. Many of the mechanical rooms in this building are being used for storage and are cluttered which may make servicing difficult.





AHU 1-1 is a six zone system located in room 134. This unit feeds offices on the second floor of the northwest section of the building. This is the only section of the building with central air conditioning. The intake air louver is quite clogged with debris and should be cleaned.

AHU 1-2 is an eight zone system also located in room 159. This feeds classrooms on both floors of the northeast section of the building. The first floor ducts are run underground. These ducts should be visually analyzed with a camera to determine their condition. These ducts are labeled "transite" on the original drawings and should be tested for asbestos-containing materials.

AHU 1-3 is a two zone system located in room 115. This handler feeds first floor classrooms in the southwest portion of the building. As with the second air handler, the ducts are underground. These shall also be inspected for potential collapse, deterioration or water accumulation. They should also be tested for presence of asbestos which is likely. If they do contain asbestos, an expert consultant should be brought in to make recommendations on how to proceed.

AHU 1-4 is a 4 zone system located in room 229. This unit feeds air to the offices on the west side of the building.

The supply fan motors on all units were replaced in 1992 with Magnetek E-Plus III motors. In spite of their age, these motors are still efficient by today's standards and exceed energy code requirements.

**Air Distribution and Terminal Units:** Since there are no return fans, building relief is provided by multiple through-the-wall static dampers. The condition or function of these was not inspected.

In general, the classrooms and administrative offices are conditioned using low level exterior wall-mounted diffuser cabinets. Offices in the south wing have no supply air but only exhaust grills. About 6 of the offices have window air conditioning units. Areas without supply air are heated with fin-tube radiation. Replacing the window units in offices with multi-zone mini-splits would improve comfort and provide energy savings.

**Hydronic Systems:** Hydronic systems are pumped from the main plant. There is one secondary hot water pump for perimeter systems, located in MER 139. Hot water piping insulation is in good condition. Because it is insulated of the piping could not be inspected but hot water piping water leaks have not been a reported problem. At the AHUs, pipe insulation has been removed, presumably in conjunction with the valve replacement projects. The exposed iron piping shows surface rust but is in serviceable condition. Minor leakage is evident at some valves and fittings. The AHU hot water control valves have all been replaced and are in very good condition. The new valves have brass bodies, which may cause an issue with the dissimilar metal combination.





Insulation that was removed near the air handlers should be replaced to minimize heat loss.

In the mechanical rooms, there appears to be a considerable amount of remaining asbestos pipe insulation, particularly at joints. Friable areas were noted, which either should be encapsulated or abated.

**Controls:** The building is well-zoned via the multi-zone air handling units. Each of the classrooms is an individual air zone, providing the capability of good temperature control. Administrative offices have two to five offices per zone, but each zone serves only one exposure, so temperature control should be acceptable.

The control actuators for all dampers and valves are pneumatic. The pneumatic equipment is controlled by a Siemens Apogee digital control systems. Each Siemens panel is tied in to the campus network. The system can be viewed and controlled from a few locations on campus. So long as the pneumatic systems are maintained and calibrated, this system should have a long remaining life.

All air handling units have CO2 sensors on the return air ducts and utilize demand controlled to control ventilation air. This is an excellent energy savings strategy, but CO2 sensors have a limited lifetime and must be checked and replaced periodically. We do not believe that this has been done recently.

There would be some benefit to replacing the pneumatic control systems with fully digital controls and electronic actuators. This would require replacing all the actuators, adding wiring and replacing the field control panels. It would be a costly project. The advantages of full DDC is that the controls are more accurate, provide better feedback of faulty conditions, and are easier to service. There would also be minor energy savings.

**Electrical:** Building 1 contains mostly original electrical equipment which began heavy use in 1971. Motor controllers are mainly Cutler Hammer manual motor starters, with variable frequency drives (VFDs) installed on air handler fans. The majority of the power distribution panels are in serviceable condition, but are past their recommended service life.

The building has hybrid magnetic ballast fluorescent lights installed in most areas, other than the hallway to Johnson hall. The energy usage for these lights is high by modern standards. The main fixture type in the building is a four lamp, 2'x4" recessed troffer. Installation of 2'x4" LED troffers would produce better light, and reduce energy usage substantially.

**Piping:** All visible domestic water supply piping in the buildings is copper, and in serviceable condition.





**Plumbing Fixtures:** The legacy buildings generally contain the original bathroom fixtures. Some faculty restrooms have been upgraded. The fixtures appear quite dated and are not water efficient. The toilets have Delany, 3.5 gallon per flush (GPF) valves and the lavatories have the original dual manual faucets. The original toilets are not ADA compliant. Significant water savings could be achieved by replacement with modern fixtures with electronic low flow faucets and flush valves. Installation of modern, solid surface, multi-station lavatories would reduce water use, reduce maintenance and modernize the appearance of the restrooms.

**Domestic Water Heating:** The legacy buildings contain in tank indirect water heating operated from the Library boiler plant. Some of these tanks (such as College Center) are uninsulated, possibly as a result of an abatement project. They should be re-insulated to reduce heat loss. Some buildings have supplemental heaters that work in tandem with the tank heaters, though detailed analysis of these arrangements was beyond the scope of this study.

Large storage tanks of this type are becoming out of favor since they can provide growth sites for Legionella bacteria if the water temperature is too low. Legionella can grow in water stored up to 123°F. It is becoming common practice to store water at 140 °F and mix it down to a lower temperature for use. We recommend that the domestic water heating in each building be investigated to determine if the systems should be modified to reduce the possibility of Legionella growing in the water systems.

We also recommend that local domestic hot water heaters be installed in each building, so that hot water can be provided when the central plant is off or if the hot water supply temperature is lowered in the future in conjunction with boiler plant upgrade projects. The new heaters can work in tandem with the existing storage tanks. Future controls upgrades may permit shutting down the central plant during certain weather conditions. Each building should have the capability to generate its own domestic hot water during those periods.







RMCC

Robert McLaughlin College Center



**The Robert McLaughlin College Center,** the College's student center, was Building 2 of the original campus and is located on the lower, eastern corner of the academic quadrangle. It is a two story structure, set into the rising grade, of approximately 89,000 gsf with approximately 81,200 nsf of available interior space, 53,200 nsf of that categorized as assignable. It has grade access at both lower and upper levels, has two elevators and is connected to the Classroom and Administration building by a tunnel.

Part of the original 1969 construction and thus occupied by the College in 1971, there have been two major additions to the building, one in 1999 and a second in 2005. The 1999 addition created the Hummel Corporate & Financial Center, including a new lecture hall, meeting rooms and the Cogar Gallery. The 2005 addition provided administrative offices and the counseling center on the west side of the building. Interior renovations in 1991 upgraded the spaces now occupied by Financial Aid. In 1985 the original, legacy building roof was removed and replaced by an insulated single ply EPDM roofing system. The College Center houses Admissions, Bursar and Student Account offices along with supporting administrative offices. Other student facilities include Counseling, Commuter and Gaming Rooms and the newly renovated Dining-Servery-Kitchen facility. The College's primary auditorium is located in this building as well as the Human Resources department and Alumni facilities.

**Building Envelope:** The traditional legacy exterior architecture represents approximately thirty percent of the building perimeter, the two additions enveloping the building on the remaining sides. As with the remainder of the quadrangle buildings the legacy portion is generally in good condition.

The 1999 addition is a brick masonry veneer with metal stud back up. Based on the available drawings while the metal stud framing is insulated the exterior side of the framing is faced only with a single layer of exterior sheathing board with an applied air barrier. While a common wall assembly for the time it was built, it lacks the continuous layer of insulation required by modern energy codes. The brick veneer appears to in good condition with limited signs of efflorescence. The date of construction suggests that the addition's aluminum curtain wall system is not thermally broke. However, the glazing is insulated and the overall assembly is in good condition.



Robert McLaughlin College Center

The 2005 addition is a similar brick masonry veneer on metal stud framing back up. While the 2005 exterior wall does have a continuous layer of rigid insulation on the outside face of the metal framing, the insulation is indicated at being only 1-inch thick. While a better performing assembly than the 1999 exterior wall, this insulation would not be sufficient to meet today's energy code requirements. The addition fenestration is an aluminum curtain wall system with 1" insulated glazing the lower portion being an operable, project out lite. While both the brick veneer and the aluminum curtain wall appear to be in good condition the quality of the brickwork is visibly lower than the adjacent legacy building or the 1999 addition.





The roofs of the College Center are, in general, serviceable condition to needing replacement. Even those areas where the roofing systems are performing serviceably they are beyond their expected lifespan and none of the building's roofs are under warranty. As previously noted, the legacy building roofs were replaced with a single ply EPDM roofing system in 1985. While this roof appears to be serviceable it has reached the end of its expected life. Both the 1999 and 2005 additions have an insulated modified bitumen roofing systems that have been recently patched and repaired. The 2005 addition also has a raised clerestory with a curved metal roof above the counseling center. The metal roof is in good condition. However, with the exception of the metal roof, age, recent events and field observations indicate that the remainder of the roofs should be replaced.

There are two major areas of concern.

The first is adjacent to the counseling center clerestory. Along the base of the clerestory the bitumen roofing has lifted from its substrates, creating large bubbles along the base of the clerestory. The roof between the clerestory and the 1999 addition also is spongy, which may indicate water infiltration into the roofing system.

Second, there was a catastrophic roof failure above the 1999 addition entrance lobby which let significant amounts of water into the building, damaging the lobby ceilings and adjacent finishes. The event was described by staff as 'raining inside the lobby'.

In both cases repair work has been done, but the remediation only included replacement and patching of the roofing membrane. Specifically, the roof insulation was not removed. This manner of limited repair is not best practice; there is a significant probability that water is now trapped within the roofing system. This decreases the roof's performance, durability and increases the chances of future failures. Based on subsequent water damage within the building it also appears the expansion joints between different structures and roofing systems are not properly protecting the building from weather and water infiltration. Detailed investigation and the remediation and/or replacement of the student center roofs should have a high priority when developing the subsequent College master plan. At minimum, as a first step towards resolving this issue, the expansion joints between the building and additions should be removed and replaced.

**Interior Conditions:** In general the interior architectural components of the student center are in good condition. That said there are specific areas where the finishes have been damaged or deteriorated to the point of needing replacement or priority attention. The main curved entry lobby has a tile floor that is in good condition. The 2x4 suspended ceiling system, with a linear scored pattern, was significantly damaged by the previously described roof failures and should be replaced. Upon replacement consideration should also be given to upgrading the lay in lighting to a more energy efficient LED lighting fixture. The wall coverings have become problematic; it is no longer available making patching and repair difficult in this very public space. Throughout normal use and changes in wall mounted equipment and furnishings attachment holes, scratches and





similar marred surface effects are now visible. At the time of observation, above the interior entrance doors (that mark the line between the legacy building and the 1999 addition) there were visible signs of water damage at the ceiling. The source of this damage should be investigated and both repairs to the building envelope and to the damaged finishes implemented. Subsequent to observation, as part of the College's opening festivities preparation, the visible signs of damage were patched and repaired.

Adjacent to the lobby is the Cogar Gallery. This exhibition space has vinyl composition tile flooring and painted gypsum board partitions. The ceiling is the painted exposed roof deck and structure, with the exposed mechanical, electrical and fire protection systems also painted. The lighting and display cases are designed for gallery use. This is a well maintained and appointed space and is in good condition.

The Foundation offices are typical of most administration and similar support offices in the building. They have carpet flooring, painted gypsum board partitions and a 2x2 suspended ceiling system, all in good condition. Some offices retain a 2x4 legacy suspended ceiling system; these ceilings are in poor condition. Where sheet carpets are used these carpets are also in poor condition, with visible signs of wear in areas of student traffic.

The Admissions, Bursar and Student Accounts suites are similar in nature and condition. The flooring is sheet carpet, in poor condition, showing signs of wear and damage at the paths of student circulation. The walls are a combination of painted gypsum board and decorative coverings and in good condition. The ceilings are a 2x2 suspended acoustical panel system, also in good condition. These areas appear to be part of the 1991 interior renovations and, with the exception of the worn carpets, provide an attractive student support suite.

The upper level Alumni Hall is a multi-purpose room. The room has a vinyl composition tile floor, painted gypsum board partitions and a 4x4 suspended acoustical panel ceiling system, all in good or serviceable condition. There are doors in the exterior wall that open to a porch, providing outdoor activity space and an excellent view of the surrounding Mohawk Valley. The porch guardrail, however, only has a top and single intermediate horizontal rail; this type of railing is not compliant with the building code and would need to be replaced if any renovation work affected it.

Accessed through Alumni Hall is the College Center's Game Room. With three pool tables it sees heavy student use and as such significantly abused and worn. The vinyl composition tile is only of serviceable condition, the painted partitions are in poor condition and the 2x4 suspended ceiling system is in need of replacement. The ceiling panels are pocked and holed from being poked and prodded by pool cues. The doors and frame into this room are wood, well past their serviceable life, heavily abused and in need or replacement. Serious consideration should be given to refinishing this space with high durability materials.





The Commuter room is a left over space providing an on campus study and lounge area for the College's commuter students. It has carpet flooring in need of replacement and painted walls in serviceable condition. The ceiling is a poor condition combination of painted wood and 2x4 suspended ceiling panels with odd soffits and a jury-rigged appearance.

The south lobby has a terrazzo floor in good condition. The wall coverings in this area are in serviceable condition with a 2x2 suspended ceiling system that is also in good condition. It's upper portion provides access to the College's primary auditorium, the Sarkus-Busch Theatre. This is a full featured auditorium that can be used for presentations and performances. It has both vinyl composition flooring – beneath the seating - and carpet flooring along circulation routes. The walls are painted gypsum board and the ceiling is acoustically sculpted painted gypsum board with recessed downlights. The stage flooring is wood and there is a full set of theatre curtains suspended from overhead battens. The stage does not have a fly gallery. The backstage lighting has recently been upgraded to LED fixtures. The auditorium has been well maintained and is in good to excellent condition. The control and projection booth for this theatre are not handicap accessible.

Located in the student center's lower level is the College's dining facility. The facility was completely renovated in 2013, including the dining areas, the server and kitchen. The kitchen equipment is modern and in general the entire facility is in good condition. The space is attractive and well maintained. Discussions with the kitchen staff indicate that this facility meets their requirements in terms of size, configuration and ability to support the student population. The back storage facilities are sufficient for their needs. An observed deficiency that should be corrected are the electric panels in the kitchen storage rooms; barriers or an enclosed fence should be provided to prevent kitchen supplies from being stacked to close to the electric panels.

The upper portion of the 1999 addition houses the Hummel Corporate & Financial Center. This includes a conference room, a set of meeting rooms and an amphitheater. The twin meeting rooms have carpet flooring and fabric covered walls. The ceilings are a 2x2 suspended ceiling system and the rooms are divided by a manual movable partition system. The conference room is similar, with a simpler wall covering instead of fabric. The amphitheater is a modern facility with full audio visual capability and an adjacent glass walled control room. It has carpet flooring, painted gypsum board walls and a painted, acoustically sculpted gypsum board ceiling. Overall the amphitheater is well maintained and is in good condition; the curtains are in excellent condition having just been replaced.

The toilet rooms in the student center are handicap accessible, with tile flooring, tile walls, toilet partitions and fixtures all in good condition. The only exceptions are holes in the wall where toilet accessories have been removed.





## UTILITIES

This building receives heating hot water and chilled water from the central plant located in the Library via the campus loop. The building also contains a 90-ton chiller that was installed as part of the 1999 addition project. It is a water-cooled, 90 ton Trane rotary screw chiller that uses R-22 refrigerant. The manufacture of R-22 for maintenance purposes will cease in 2020 pursuant to the Montreal Protocol. Far more efficient chillers are now available. This unit should be replaced within the next 5 years. The cooling tower for the chiller is located next to the northwest side of the building.

Air Handling Units: There are six air handling units in this building and two rooftop units.

There are three legacy air handlers which began operation in 1971. They all are Trane Climate Changers and continue to be serviceable condition. Most of the motors were upgraded in 1992 with E-Plus III motors which are still energy efficient by today's standards. Partial interior inspection did not reveal any significant rust or structural deficiencies. All have various air leaks in the casings, which should be sealed up. Leaks were noted at piping penetrations and some duct attachment seam locations. Only AHU 2-1 provides cooling. The others are heating only.

The legacy units include the following:

AHU 2-1 is a face/by pass, single zone unit with both supply and return fans which serves the auditorium. This air handler is located in room 122.

AHU 2-2 is a heating only, single zone unit (supply fan only) which serves the Lobby. This air handler is located in room 122 as well.

AHU 2-3 is a heating only, single zone unit (supply fan only) which serves to the student commons. It is located in room 218.

AHU 2-4 is a heating only, single zone unit. It was installed in 2013 and is in excellent condition. This unit serves the dining area. This air handler is housed in room 218 as well.

CC-2-5 was installed with the addition in 1999 and is in excellent condition. This unit is a variable volume unit that serves a VAV reheat system. It serves the northeast side of the addition. This air handler is housed in room 135.

CC-2-6 was also installed with the addition in 1999 and is in excellent condition. This unit is a variable volume unit that serves a VAV reheat system. It serves air to the northwest side of the addition. This air handler is housed in room 130.





The cafeteria and kitchen are conditioned with a Daikin McQuay Maverick II, 50 ton rooftop unit. This unit has hot water heat and 4 stages of DX cooling. It has full economizer with a powered exhaust. It was installed in 2013 and is in good condition.

The kitchen offices are served by a small rooftop unit with hot water heating and DX cooling. This unit was installed in the early 1990's. It has no provision for make-up air for ventilation, though this is probably not an issue since there is a large quantity of outdoor air in the kitchen from the hood makeup system.

**Air Distribution and Terminal Units:** Air distribution is a combination of ducted ceiling diffusers in the interior spaces and low diffuser cabinets along perimeter walls. Some zoning is accomplished with reheat coils. Newer areas utilize ceiling air distribution with VAV/reheat boxes for temperature control.

**Hydronic Systems:** The College Center has a separate chiller that was installed in the 1999 project to serve the wing which includes the Hummel Corporate & Financial Center, a new lecture hall, meeting rooms, and the Cogar Art Gallery. There are duplex, 5 HP chilled water pumps, with high efficiency (89.5%) motors. There is no insulation on the piping to these pumps; condensation was evident on the piping. These areas should be insulated.

The piping for the legacy air handlers is similar to the piping in Building 1. Areas of asbestos insulation were noted in mechanical rooms.

**Controls:** The legacy building controls utilize pneumatic dampers and valves actuators. They are controlled by the Siemens Apogee system, as in Building 1. The newer units in the additions have full DDC controls.

**Electrical:** The College Center electrical distribution system age and condition varies, due to multiple renovation and addition projects. In general, all of the original 1971 equipment is in serviceable condition, but has passed its recommended service life and should be replaced. Power panel E2-1 is fed from #6 aluminum conductors, rated for 50A, and was noted to be at capacity on the cover of the panel. These conductors should be replaced with appropriately sized conductors for the power panel, and circuit protection sized in accordance with the National Electric Code (NEC).

The primary light fixtures throughout the College Center are recessed cans with compact fluorescent lamps (CFLs). While these lamps are far more efficient than standard incandescent light bulbs, it is recommended that they be converted to LED fixtures. LED lamps will provide more consistent color temperature, better appearance and are far more efficient than CFLs. The art gallery still utilizes incandescent track fixtures. These should be changed out to LEDs with a suitable color temperature (~3000k). Incandescent and halogen lights typically used in art galleries give off heat as well as UV radiation which can damage artwork over time. LEDs do not generate the same heat or produce





UV radiation. Not only are the LEDs better for the art work, they will reduce energy consumption significantly.

**Plumbing:** See description under Building 1.







Johnson Hall

# JOHNSON HALL (JH)

**Johnson Hall,** Building 3 of the original College campus, is located on the upper, west corner of the academic quadrangle. It is a two story structure, set into the rising grade, of approximately 64,000 gsf with approximately 55,720 nsf of available interior space, 41,824 nsf of that categorized as assignable. It has grade access at both lower and upper levels, a single elevator and is connected to the Classroom and Administration, the Technology Center and the Library by tunnels.

Constructed in 1969 and first occupied by the College in 1971, Johnson Hall houses lecture rooms, the college science laboratories, classrooms, faculty offices and assorted support spaces. In 2012 a series of major renovations partially upgraded the building and modernized the academic facilities. These renovations included a complete gut and reconstruction of existing laboratories and classrooms creating the Gaynor Science Center, upgraded associated mechanical and electrical systems, repaired the steel mansard roof and completely replaced the building's roof. In addition, hazardous materials were abated within the renovation work areas.

**Building Envelope:** Similar to the Classroom and Administrative Building, Johnson Hall is an example of the legacy building architecture. The brick masonry is in good condition and the steel mansards, by virtue of their recent renovation, are in good condition. The mansards do exhibit localized, minor surface marring. The flat roof is a recently installed insulated single ply EPDM roofing system and while in serviceable condition and performing to expectations the membrane exhibits minor bubbling in many locations, most notably at concealed fasteners, flashings and wrinkles in the membrane.

**Interior Conditions:** In general the interior construction and finishes are in good condition, especially in the areas of renovation. There are, however, localized facilities and architectural components that do not meet the same standards and being in the same building these differences are apparent.

The corridors have terrazzo flooring, with painted gypsum board walls and a 2x4 suspended ceiling system. In general these are in good condition. Corridors on the second floor have a faux wood laminate covering that is in poor condition, failing and peeling off substrates in specific locations.



Johnson Hall From the Lower Campus Quadrangle

As with the Classroom and Administrative Building the corridors also retain legacy student lockers. These lockers are not being used. On the second floor locker bays have been removed and replaced by wooden benches. The remaining locker bays present a unique opportunity for this building. Revovations could transform them into informal seating and/or display spaces.

Currently located in the Johnson Hall lecture room control booth, a hidden and hard to access space, is the College's natural history collection. This is a taxidermy collection of skeletons and carefully preserved animals representing those significant to the local area. This includes an excellently preserved snow leopard. While certainly not native to the





area this rare animal was an inhabitant of the Utica Zoo and was donated to the College upon its natural demise. An interesting collection of significant academic value and in excellent condition, its poorly accessible location makes it an under utilized resource. The master plan should incorporate recommendations to revitalize this unique and valuable collection. If a new home for this collection is beyond available resources, providing display space for the collection should be considered, similar to other displays of local fauna in the building.

The building classrooms are similar on both floors, with painted gypsum board walls and 2x4 suspended ceilings. The wall finishes are good on both floors while the ceilings range from good to serviceable condition. Where the flooring is vinyl composition tile the floors are in good condition. However where the flooring is carpet it is in poor condition. As with the other campus classrooms they all have some level of audio-visual support, , including ceiling mounted projectors with pull down projection screen, top of whiteboard mounted projectors and speakers.

The Criminal Justice Lab is currently being relocated into this building and should be ready for the start of fall 2016 classes. The space, like several across Johnson Hall, has vinyl composition tile on access flooring. The walls are painted gypsum board with a 2x4 suspended ceiling system. Existing wooden benchwork is being reused. In general this space is in serviceable condition, however it is definitely a make-fit occupation. As many chemicals and powders are used in this practical course part of the room outfitting will include an eye wash station.

The IT/Internet Studies suite is a small group of offices that oversees the College's webbased curriculum and students. The Office has carpet flooring, painted gypsum board and concrete masonry unit partitions and a 2x4 suspended ceiling system. These spaces are in good condition.

The IT Suite is adjacent to the new Criminal Justice Lab and shares the access floor system. While walls and flooring are in good condition, the 2x4 suspended ceiling system and wood trimmed hollow metal door frames are only in serviceable condition. This is one of the few campus facilities that has its own dedicated cooling system and on emergency power.

Located in the spaces originally tasked for old style data systems, as noted above for both the Criminal Justice and the IT Suites, is an existing accessible floor system. The depressed floor slab beneath this flooring system has a history of flooding. The ceilings of the IT Suite also suffer from water damage. This is a concern because this space is directly below the relatively new Gaynor Science Center renovations and the upgrade of the new science facilities did not remediate this recurring problem.

**The Gaynor Science Center:** The College's science laboratories and prep rooms are located on the second floor of the building and have been recently reconstructed. They





are all similar in nature, each fitted out for its own specific discipline. The flooring is vinyl composition tile, the walls painted gypsum board and the ceilings 2x4 suspended acoustical panels. Of note is that the lighting is by linear fluorescent direct/indirect pendant mounted light fixtures, an upgrade from the College's traditional 2x4 lay in light fixtures. The laboratory benchwork is wood with epoxy tops. The tops are not black but a deep gray. This minor color change has a definite impact on the rooms as a whole, making the space feel lighter and more open. The gray tops have weathered four years of use well. The fume hoods are traditional Fisher Hamilton Concept hoods, connected to a VAV exhaust system. The prep rooms also utilize localized exhausts on articulated arms. In general these rooms are all in good condition. The front of the classroom has a curious ledge above the whiteboard. While an architectural feature it does not appear to have any function beyond its top surface being a cleaning problem. In addition there are no whiteboards; the college has opted to utilize a "whiteboard paint" on the lab's presentation wall. This has been working well for the College. That said they require regular maintenance and care has to be taken that they are regularly cleaned and only painted whiteboard compatible pens are used.

The Johnson Hall lecture rooms are a matched pair. They have both carpet and vinyl composition tile flooring with painted gypsum board and painted concrete masonry unit walls. The carpet is used in circulation areas while the tile is used beneath the room's fixed seating. These are all in good condition. However, the upper portions and ceilings of these two spaces are in poor condition. These finishes are a combination of painted gypsum board and acoustical tiles which are aged, damaged and in visibly worse condition than the rest of the room. Renovation, however, has been deferred because of suspected hazardous materials within these finishes and above the ceilings.

The two remaining lecture spaces are the Quality Assurance Lab and the old Music Room.

The Quality Assurance Lab was renovated in 2015 with the intent of providing an industrial environment to introduce students to this field. While its stone tile flooring, painted gypsum board partitions and ceilings, recessed linear fluorescent lighting are all in good condition the layout and configuration of the room provides not an industrial environment but that of a finely appointed conference center meeting room. It has audio visual presentation support and the entire front wall is a paintable whiteboard. The room contains equipment to support its program including a large format printer/scanner, a 3D printer and a bank of Apple iMac computers. Last, the corridor wall is a zig-zagged aluminum storefront, to both showcase the room and provide for student seating in the corridor. However, the storefront blinds have been permanently lowered, closing the view, for security reasons.

The old Music Room, which had carpet flooring, risers, painted concrete walls with acoustical treatment and in poor condition is currently scheduled for renovation. The music courses have been moved to the Technology Center and the Collage has received a \$1M grant to renovate this space for technology support, lab work, education and





research. This is a turnkey renovation and will include reconstruction of the space and provision of the required equipment.

The building elevator is in poor condition. It has the slowest operation of all the campus elevators, the interior finishes are worn by age and the controls are not compliant with modern building codes and handicap access regulations.

## UTILITIES

This building receives heating hot water and chilled water from the central plant located in the Library via the campus loop.

**Air Handling Units:** There are 10 air handling units in the building and one laboratory makeup air unit. Three are heating only and seven are heating/cooling. Seven of the units are legacy units and three are newer.

AHU 3-1 became operational in 1971 and is located in room 123. It serves classrooms on both floors of the southeast end of the building, through a seven zone system. This air handler is a heating only multi-zone unit. First floor rooms are fed via underground transite ducts.

AHU 3-2 began operating in 1971 and is located in room 116. It serves classrooms on both floors of the southwest portion of the building, through a five zone system. This air handler is a heating only multi-zone unit.

The original AHU 3-3 was a very large unit that served a data center on the west side of the first floor. The original unit was replaced with a much smaller unit in 1991 that still serves the campus computer room offices. The supply duct runs originally ran through underground transite ductwork, but this was abandoned and replaced with overhead ductwork. The new unit is an American Standard split DX system (cooling only). This unit does not appear to have been installed for long term use since it uses flex duct in the MER and sits on a light gage stand. Also the unit does not appear to have any make-up air for ventilation. Heating in these offices is baseboard electric heat. Occupants report that heating is marginal.

The computer server room, also located in this area, is served by a cooling only wall hung split system. This unit is fairly new and in serviceable condition.

AHU 3-4, located in MER 108 is a heating-only multi-zone (seven zones) unit that conditions the second floor classrooms on the west and northwest site of the building.

AHU 3-5, located in room 302, is a single zone system that conditions Lecture Hall 225. This unit has both heating and cooling coils.





AHU 3-6, located in room 303, is a single zone system that conditions Lecture Hall 228. This unit has both heating and cooling coils.

AHU 3-7, located in room 302 is a single zone system that conditions the A.V. practice lab. This unit has both heating and cooling coils.

AHU 3-8, located in room 303, is a single zone system that conditions Lecture Hall 210. This unit has both heating and cooling coils. This unit was recently replaced.

AHU 3-9, located in room 303, is a single zone system that conditions the Music Studio. This unit has both heating and cooling coils.

Mechanical Rooms 302 and 303 are very space constrained and contain a total of five units. There are very tight clearances between the unit casing and the walls, making maintenance very awkward and difficult.

The legacy air handlers have the same issues as those described for Building 1.

The south side science wing has recently been renovated. These rooms are conditioned with a new Ventrol air handler located in room 1XX with heating and cooling coils. The lab fume hoods have new Strobic fans and lab makeup air is provided by a new Ventrol rooftop makeup air. These are in excellent condition.

Air Distribution and Terminal Units: **Since there are no return fans, building relief is** provided by multiple through-the-wall static dampers. The condition of these was not inspected.

In general perimeter classrooms are conditioned with low, wall-mounted, perimeter diffuser cabinets fed by underfloor ductwork. Each classroom has a ducted return. Lecture halls are conditioned with overhead ductwork. As in Building 1, offices have only perimeter heat and exhaust, but no supply air. Many offices have windows air conditioners.

**Hydronic Systems:** Hot water piping insulation is generally in good condition, however most of the piping could not be inspected. Leakage issues have not been reported. At the AHUs, pipe insulation has been removed, presumably in conjunction with the valve replacement projects. The exposed iron piping shows surface rust but is in serviceable condition. The AHU HW control valves have all been replaced and are in very good condition. The new valves have brass bodies, which may cause an issue with the dissimilar metal combination. In the mechanical rooms, there appears to be a considerable amount of remaining asbestos pipe insulation. Friable areas were observed which either should be encapsulated or abated.





**Controls:** The building has a mixture of multi-zone and single zone air handlers. Each of the large lecture halls is an individual air zone with its own designated air handler providing the capability for good space temperature control. Controls on legacy units are similar to Building 1 – pneumatic actuators with Siemens digital control.

Perimeter classrooms are served as single zones from multi-zone units, again providing good temperature control. Offices on the east side of the building have only perimeter heat with no individual room control.

Legacy air handlers have CO2 sensors and DCV control as described in Building 1.

**Electrical:** The Johnson Hall consists of mostly original electrical equipment installed in 1969. The majority of the power distribution panels are in serviceable condition, but are past their recommended service life. A generator was added in 2005, with associated control and power distribution equipment. This equipment is all in good condition.

The science wing on the second floor of Johnson Hall has been recently renovated utilizing electronic ballast fluorescent lighting, vacancy sensors, dual row switching and switched dimming. The rest of the building uses older hybrid ballast fluorescent lights. In addition to the problems with hybrid ballasts discussed in the Building 1 section of this document, Johnson Hall has several areas where the color temperature of side by side lights differs. This lack of uniformity in color temperature contributes to a rundown appearance in the hallway. Class rooms and bathrooms also have hybrid ballasts with no occupancy or vacancy sensors. All hybrid ballast lights should be replaced with equivalent LED lights to reduce energy usage. Occupancy sensors should be installed in all bathrooms and classrooms to further reduce energy usage. Classrooms should be switched similar to the renovated science hallway.

Plumbing: See description under Building 1.







Ronald F. Williams Library

# **RONALD F. WILLIAMS LIBRARY (LB)**

**The Ronald F. Williams Library** is the last of the original campus quadrangle, located on the high side, north corner. Originally Building 4 it also is a three story structure, set into the rising grade, of approximately 62,700 gsf, with approximately 53,500 nsf of available space, 39,540 nsf of that considered assignable. It has grade level entrances on the ground and first floor, two elevators and is connected to Johnson Hall via a tunnel.

Part of the original 1969 construction and also occupied by the College in 1971, the library received a new entry addition and for all practical purposes, a full renovation of interior spaces in 2008. At this time the building was completely abated of hazardous materials, with the exception of specific components of the heating plant.

The Library also houses the campus' centralized boiler plant, which supplies 195-degree hot water to the other campus buildings for heating, providing the majority of heating and cooling service for the majority of the campus. The hot and cold water lines connect to the quadrangle buildings through the tunnels, in the tunnels above ceiling space. A separate set of underground water lines serves the Physical Education Building and the Technology Center. The College's facilities staff has expressed a desire to see this line replaced as it has had a history of maintenance and accessibility problems. Throughout the College's history the campus chillers have been replaced. This has resulted in the Library's rooftop cooling tower being taken out of service. The equipment and metal enclosure are still on the roof. While it should be removed its hazardous material content has made the cost of its removal beyond available resources.

**Building Envelope:** The majority of the building's envelope is typical of legacy construction, accounting for approximately seventy five percent of the building perimeter. The south east facade was part of the 2008 renovation and is a metal panel system with aluminum curtain wall fenestration. In general the building perimeter walls are in good condition. The legacy windows and mansard soffits are in serviceable condition, exhibiting staining and fading along the outboard edge of the soffit panels, localized surface marring and the window infill panels discoloring around the perimeter.



Ronald F. Williams Library From the Upper Campus Quadrangle

The Library has two roofing systems. The legacy building has a multi-ply modified bitumen roofing system. This is a replacement roof, installed in 2005. The 2008 addition has a single ply EPDM membrane roofing system. In general the roofing systems appear to be performing as expected, with the bitumen roof approaching the end of its warranty period. This roof had been leaking; however, this was not a fault of the roofing system per se and was rectified by the replacement of the associated roof top exhaust fan.

While performing serviceably the design of the roofs has resulted in a significant problem during the winter. The upper legacy roofs dumps excess water through scuppers onto the lower addition roof. With the fluctuation of winter temperatures this results in a large ice flow from the scuppers to the lower roof. Over time this ice becomes extremely large and





heavy; the College calculated the weight of these ice falls at several thousand pounds. This was beyond the capacity of the lower roof to support and careful application of high pressure hot water was used to remove the ice. Currently beneath each scupper exposed, loose laid heat tracing is being used to mitigate this problem. Consideration should be given to a more permanent and dependable solution.

**Interior Conditions:** The new entry lobby and adjacent circulation spaces are well executed and attractive spaces with a combination of terrazzo and tile flooring. A two story aluminum curtain wall system, with insulated glazing, provides a view of the quadrangle and allows significant daylighting. The walls are tile and the ceilings are a combination of 2x4, 2x3 and painted gypsum board. In general the entire space is in good condition. An ornamental metal stair rises from the entry level to the first floor, connecting two informal seating areas. The only concern reported by the staff is the location of the mechanical system VAV boxes and water lines located above the gypsum board ceilings. The facilities staff is concerned that they can only be accessed through a series of small access panels and that the ceilings could be damaged if any of the piping starts to leak.

The International Studies Suite was part of the interior renovations. This suite has carpet flooring, painted gypsum board and slat wall system partitions. The ceiling is exposed floor deck above. The exposed ceiling, structure and associated mechanical ductwork and other associated exposed building systems have been painted black. The International Studies Suite is in good condition.

The library proper and its support spaces occupy the upper two floors of the building. Similar finish treatments have been used throughout the library: carpet flooring, painted gypsum board partitions and a 2x2 suspended ceiling system. The lighting in the stack space is pendant mounted linear fluorescent direct/indirect fixtures. The library, as befits a recently renovated facility, is in good condition and provides a modern collegiate atmosphere. This includes stacks, furniture, architectural woodwork desks and associated casework.

The campus boiler room is located in the Library's lowest level. The room has a painted concrete floor, painted concrete masonry unit walls. The ceiling is exposed insulation, presumably installed against the floor deck above and held in place by chicken wire. In general the space is in serviceable condition, appropriate for a mechanical room. Of concern, however, is the adjacent concrete areaway. The areaway does not drain, resulting in pooled water. When this water pools it also seeps through the concrete walls at the door to the areaway. The areaway itself shows signs of deterioration and water damage.




#### UTILITIES

The Library building receives heating hot water and chilled water from the central plant located in the basement.

**Air Handling Units:** This building has a single, large air handler, which provides space conditioning and ventilation for the entire building. This unit was installed in 2008 as part of the addition project and is in very good condition. This unit has hot water and chilled water coils and both supply and return fans.

**Air Distribution and Terminal Units:** The space conditioning system is a VAV reheat system. Air distribution is through a combination of ceiling diffusers and perimeter supply registers. Reheat coils are provided hot water from the boiler plant by a 1 HP secondary hot water pump in the boiler room.

**Hydronic Systems:** The hydronic piping was all updated with the building renovations in 2008. Where visible the piping has fiberglass insulation. Hidden piping system was not inspected, but we expect that all the asbestos pipe insulation has been abated.

The Building was installed with sprinklers for fire protection with the 2008 renovations.

**Controls:** The building has full DDC controls for the chiller plant, air handling unit, VAV boxes and space sensors. The controls appear to be in excellent condition. The boiler has standard electromechanical controls.

**Electrical:** The electrical distribution system in the library is a mix of original and 2008 equipment. The original equipment is in poor condition and should be replaced. Several NEC violations were noted during inspection of the original equipment, which should be corrected. The old chiller feeder disconnect switch cabinet has been gutted and is now used as a junction box. This junction box can be opened using the handle on the door, instead of being fixed in place with screws. This old disconnect cabinet should be removed, and proper junction box should be installed. Power panel P4-1 is missing circuit breakers and has open holes in the panel. The elevator machine room was missing the required ventilation and disconnect switches for elevator controller power, cab lights and ventilation, etc.

The majority of the lights in the library are newer electronic ballast, fluorescent T8 lights. There is a potential energy savings to switch these lights to LED, but the energy cost savings may not justify the costs. The fluorescent lights installed in the computer classroom areas were in the 2700-3000k color temperature range. Recommended color temperatures for these areas should be 4000k. 4000k promotes greater productivity and focus over warmer light colors.





No occupancy or vacancy sensors were noted in any of the bathrooms or storage areas. There was no daylight harvesting utilized in the large glass atrium/ hallway on the east side of the library.

**Plumbing:** The Library has updated restrooms with water efficient fixtures. The library also has a sprinkler system that was installed in 2008.







Physical Education Building

# **PHYSICAL EDUCATION BUILDING (PE)**

**The Physical Education Building,** being Building 5 of the 1969 work, is the last of the originally constructed buildings. It was originally a freestanding building on the northwest side of the campus, at the top of the hill. The building has multiple levels as, like the other buildings, it is set into the rising grade. The overall facility is approximately 79,4000 gsf, with approximately 66,330 nsf available space, 52,124 nsf of that categorized as assignable. It has grade level access in two locations; one at the top of a formal staircase on the southeast side of the facility. It is not connected to any of the other campus buildings and has two elevators.

As with the other four original buildings the Physical Education facility was first occupied by the College in 1971. The original building housed the primary College gymnasium, the natatorium, physical education spaces and, in the lowest level of the building, the original central service shops. In 1999 a 20,000sf addition was added to the northeast side of the building. This facility added a recreational gymnasium, running track, fitness center and additional locker rooms. Of the campus additions this one least compliments the original architectural language. When the Central Services offices moved to their new facility in 1999 the abandonded spaces were repurposed into class and weight rooms.

**Building Envelope:** The major portion of this building follows the traditional legacy construction of brick, aluminum curtain wall framed window systems, mansard roof and deep soffit assembly. In general these finishes are in good to serviceable condition. A formal concrete stairway rises from the southwest lawn to the main floor of the gymnasium. The stairs are accented by brick masonry piers topped by concrete planters. These piers are in poor condition, showing major signs of efflorescence and water stains on their concrete foundations. The legacy building roof is a combination of multi-ply bitumen roofing systems, with major portions of high roofs replaced in 1980. While the high roofs are in serviceable condition they are at the end of their life expectancy and consideration should be given to replacement.

The 1999 addition is a combination brick masonry veneer with exterior insulation finish system (EIFS) infill panels. The brick and EIFS are in poor condition. The EIFS panels have areas of localized damage, discolouration and stained by the weather. The primary concern for the masonry is the level of efflorescence and water damage on the lower portions of the addition wall on the southwest side. Sills are also made of brick, which is a problemattic detail for this climate. For an indeterminate amount of time the weeps at the base of the wall had been filled, they have only been recently cleared. This may mean additional damage is concealed within the wall assembly. The roof of the addition is a modified bitumen system in poor condition; the surface is spongy, with the top ply layers are starting to fracture at corners, joints and flashings.

The entire roof assembly has been patched and repaired repeatedly over its history to resolve water penetration and localized roof failures. As with Johnson Hall the metal mansards have a history of allowing wind driven rain to penetrate into the buildings; this has only been partially remediated through the building's history of repairs.



Main Gymnasium





Last, the new addition has a long half barrel translucent plastic skylight covering the entrance lobby. The skylight has yellowed over time. It has a history of continual leaking. The College has attempted to remediate this; the skylight has been completely resealed multiple times. These repairs last somewhere between one or two months before the skylight begins to leak again. Currently the interior walls beneath the skylight exhibit visible water damage. The master plan should consider replacing this skylight.

**Interior Conditions:** The lowest level has painted concrete floors. These are in poor condition with worn areas, chipped surfaces, areas of uneven painting and are, in general, marred, deteriorated and show signs of water damage. As many of these floors serve student accessed areas they do not provide an appropriately collegiate environment. The physical education class and workout rooms located on this level are all in a similar condition. The painted gypsum board and concrete walls are in poor condition. The 2x4 suspended ceilings used throughout the student spaces are yellowed, aged, stained, with missing panels and should be replaced. The wall padding in the workout rooms is in poor condition and should be replaced. These physical education spaces are undersized and poorly configured. In general they do not adequately support their academic progrm requirements.

The remainder of these lower level spaces are taken up by mechanical rooms and the central service workshops. In general, while the floors, walls and exposed ceilings are only in a worn but serviceable condition, not atypical for this type of use. While crowded with equipment, furniture and stock they are of ample size for the campus needs. The only signs of water damage are in the building's garage area, most significantly at the exterior walls near the garage entrances. The facilities staff have also reported that the floor drains back up during heavy rains. This may be due to these lines being tied into the roof drains. This may also occur in other legacy buildings.

The first floor lobby of the 1999 addition has tile flooring with painted gypsum board walls. This is a multistory space topped by the half barrel translucent skylight. As previously noted the skylight leaks and should be replaced. The tile flooring should also be replaced; while it provides a serviceable walking surface the tiles have become significantly damaged, exhibiting wide streaks of discoloration and marring. The pattern of this marring is reminiscent of cleaning machine circular pad brush marks where the top surface of the flooring had been scoured off.

The remainder of the upper floor corridors has terrazzo flooring, with the interior finishes being a combination of brick masonry, ceramic tile, wood timber paneling and painted gypsum board. These surfaces are, in general, in good condition. There are minor, localized instance of damage to the tile finishes. The 2x4 suspended ceiling in this area is in serviceable condition. As noted before, the walls beneath the skylight exhibit water damage. The recessed linear light fixture installation has aged and is in poor condition, with fixture lenses out of line and falling out.





The recreational gymnasium is a high bay space consisting of the gymnasium proper with a track running the perimeter of the gymnasium one story above the main gym floor. The gymnasium has an athletic wood flooring system and is marked and equipped for a single NCAA regulation basketball court. A pair of fabric screen baseball cages is suspended from the ceiling. The roof deck, roof structure and associated mechanical, lighting and associated building systems are exposed and painted. As a whole, this facility has been well maintained and is in good condition.

The fitness center is also part of the 1999 addition, along with the aerobics room. Both spaces have athletic flooring systems appropriate to their use and have painted gypsum board partition finishes. The fitness center utilizes aluminum storefront to provide showcasing visibility throughout the facility as well as provide wide views to the southwest lawns. These spaces are also in overall good condition. The only exception is the 2x4 suspended ceiling in the aerobics room. This is in poor condition and should be replaced. The ceiling of the fitness room is painted exposed structure, deck and mechanical systems and is in good condition.

The natatorium facility finishes are, in general, serviceable to poor condition, as expected for a facility of its age. The tile deck has worn and there are localized instances of minor damage. The tile and acoustical block walls as well as the painted concrete walls and ceiling structure are well maintained and in servicable condition. A viewing gallery is located one level above on the pool's long side. The guard rail at its edge is not compliant with modern building codes and the seating steps are set back far enough from the edge to make viewing the close swimming lanes problematic. The pool itself is 13 feet deep at the deep end, with a diving board. The facilities staff did not report any problems with the pool leaking or problems with the water supply and filtration systems. The overall space appears not adequately ventilated; upon entry a very strong chlorine odor was observed with the only mechanical relief observed as a set of ceiling fans. While there were two large exhaust grilles below the gallery the location of the supply grilles are directly above, which may be short circuiting air circulation and hindering proper ventilation of the pool deck. Last the perimeter lighting system casts reflections on the water surface, preventing a clear view to the bottom of the pool. This is not a desirable condition.

The varsity gymnasium is second high bay space housing the College's tournament gym. This gymnasium has collapsible bleachers and manual pull screens to divide the space into separate teaching areas. The gym has an athletic wood flooring system marked for one regulation NJCAA basketball court with two perpendicular practice courts. The walls are painted concrete masonry units and the ceiling is exposed painted metal deck, roof structure deck and building systems. As with the recreational gym this facility has been well maintained and is in good condition. This space is also used for graduation.

The locker rooms of the Physical Education building may require the most attention. While the floor tile and painted walls are, in general, good condition the rest of the locker





room finishes and furnishings are in poor condition and in need of replacement. The suspended ceilings and lighting systems are worn and damaged, though the tile ceilings in the showers are in a serviceable condition. The showers themselves are pole type, with each pole having a series of heads set around the pole's circumference. These fixtures are not only no longer in production but parts for repairs have become unavailable. This has resulted in nonfunctioning heads throughout the showers; these out of date units should be replaced. The lockers themselves are in extremely poor condition and require replacement. While their exterior surfaces may have been clean and repainted, the interiors are significantly rust damaged. The rusting is heavier the closer one gets to the floor and the bases of a significant number of lockers have been completely rusted out. In some instances plastic liners have been used to 'refurbish' the locker bottoms. This, however, only conceals and does not correct the problem. In general both the men's and women's locker rooms share the same deteriorated condition, however, it was specifically reported that in the men's locker rooms there were more instances of the lockers being physically damaged.

While the locker and shower room tiling is in good condition, the pattern is dated and visually distracting. If the master plan recommends a renovation and reconfiguration of the locker rooms the tile flooring may end up being replaced as part of the proposed work.

## UTILITIES

The PE building receives heating hot water from the central plant in the Library via underground piping. There is no chilled water supply to the building. There is a separate boiler that was installed to heat the pool. However, it was reported to Novus that this has never been used.

**Air Handling Units:** The PE building is conditioned by a combination of indoor air handling units, rooftop units, fin tube radiation, unit heaters and several reheat coils. The building receives heating hot water from the Library boiler plant and is partly air conditioned using DX cooling. Legacy air handlers include AHU 5-1 which serves the main gym and AHU 5-2 which serves the pool. Three additional units were added during the 1999 addition project.

AHU 5-1 is located in the basement and is in serviceable to poor condition. Some of the fresh air intake ductwork has been damaged and is in need of repair. The supply air ductwork in the gym appears to be in reasonable condition, but the return air pathway has been compromised by new construction projects and it appears that half of the return air may be blocked. This could prevent effective heating in the gym and should be corrected. This unit should be further evaluated for replacement.

The pool unit, AHU 5-2 is in poor condition. In addition, the existing unit provides no





dehumidification or heat recovery capability. This unit is subject to pool air which is corrosive and hard on ductwork. Some of the hidden supply ductwork is reported to be rotted out. This unit should be replaced with a new unit based on either a dehumidification air handler (such as a Dectron) or a large heat recovery ventilator system to increase the fresh air exchange rate.

The supply air in the natatorium is via perforated tiles on the wall, which is an excellent system for providing air to a pool and should be maintained. The return air louvers on the opposite wall appear to be quite small in total area. We recommend that the air flow of this unit be checked to verify whether it complies with current pool ventilation codes. Also the screens behind the return air louvers are clogged with lint.

AHU 5-3 serves the fitness center. This unit was installed as part of the 1999 addition and is located in a mechanical mezzanine above the north lobby, which it also serves. It utilizes heating hot water from the central plant and has DX cooling. It is in generally good condition, but the screen on the intake air louver appears to be severely clogged with debris (and a birds nest).

RTU 1 and RTU 2 serve the small gym. These are 5000 cfm units that were installed in 1999. They have hot water heating and DX cooling. Each unit has an air cooled condensing unit mounted adjacent to it. These appear to be in serviceable condition, but should be given a thorough inspection to see if there are any deficiencies.

RTU 3 serves the aerobics room. This unit is similar to RTU 1 and 2 in age, capacity and condition.

In general spaces are well ventilated with make-up air associated with AHU's and RTU's. However, the weight room and classroom (both in the basement) spaces were noted to have no ventilation or exhaust. These rooms should have ventilation added to bring them up to code.

PE offices were being air conditioned with portable roll-around air conditioning units and have no ducted ventilation. These offices should have permanent air conditioning installed with ventilation.

The main gym has several large sidewall exhaust fans with intake louvers on the opposite wall for ventilation and free cooling during periods of moderate weather. While this is an effective strategy, it should be noted that these devices may be significant sources of air leakage and heat loss during very cold weather, particularly if the dampers and actuators are not in good condition and are not periodically inspected and adjusted. This, combined with the blocked return air pathway may help to explain the difficulty of heating the gym. The fin tube radiation may also be in need of cleaning. Being covered with metal casing, this frequently gets overlooked as a maintenance item.





**Controls:** Controls in the PE building are all pneumatic with DDC overlay, similar to Building 1.

**Electrical:** The electrical distribution system in the gymnasium is a mix of original and 1999 equipment. The original equipment is in serviceable condition, but is past its recommended service life. Detailed instructions for the sequence of turning on and off the gym fan circuit breakers are written onto power panel P5-1. A control system should be used to ensure these fans are operated in the appropriate sequence. Motor controllers are mainly Cutler Hammer manual motor starters. The exterior lights are controlled from an older style disconnect switch with the operable lever on the front of the panel. In the event of an arc flash, the person operating this switch would be severely injured due to the body position required to operate these types of disconnect switches. This switch should be replaced with a side operation disconnect switch.

The exterior lights mounted on the outside of the gymnasium appear to be 400W metal halide lights. These lights should be replaced with LED equivalent fixtures which would reduce energy consumption significantly. Lighting inside the gymnasium consists of 30+, 6-lamp fluorescent light fixtures. Replacing these lights with LED high bay fixtures would produce moderate energy savings. These lights are controlled by occupancy sensors.

The lighting in the pool is poorly aimed, and does not provide the recommended light levels for collegiate use. The lights consist of approximately 24 fluorescent fixtures aimed for indirect lighting. These lights do not have sufficient lumen output to support being used as indirect light fixtures. Light levels on the pool deck were measured in the 10-15 foot-candles (fc) range. The pool deck was the brightest part of the room. Recommended light levels for collegiate use are 50 fc on the pool surface and 20fc on the deck. We recommend replacement of the fluorescent lights with natatorium-rated LED lights with a much higher lumen output, to raise the light level in the pool area to recommended levels.







Technology Center

# **TECHNOLOGY CENTER (TC)**

The Technology Center was completed and occupied in 1991 and is located on the western corner of the campus quadrangle, stepping up the hills from Johnson Hall towards the Physical Education Building. With the exception of the southeast end of the building, it may be considered a 'single' story. However, it has multiple floor levels as it was constructed running up the hill, with a series of internal stairs and ramps accounting for the rise in grade. The Technology Center has a footprint of approximately 48,100 gsf feet, with approximately 35,415 nsf of available space, 24,480 nsf categorized as assignable. The Building has a single elevator, only connecting the lowest floor with the one immediately above at the south east end of the building. Handicap access throughout the rest of the building is via a series of ramps.

The Technology Center houses the campus radio and television stations and an assortment of specialized academic laboratories and classrooms. The specialized labs include Child Development, Music, Computer Labs, the CSI Laboratory, the Fashion Lab and Travel and Hospitality Lab. A prime feature of this facility is the central circulation spine consisting of a tall corridor with a peaked roof and high clerestory windows. The circulation spine includes a small observation gallery overlooking the television studio.

**Building Envelope:** The exterior wall assembly of the Technology Center is a brick veneer on metal stud back up. There are two brick colors; a dark red primary field and a yellow secondary field surrounding the windows. However, similar to the College Center, while the stud framing is insulated the outboard facing is just an exterior sheathing board, lacking the layer of continuous rigid insulation required by modern building codes. The window system is a narrow frame aluminum window system with insulated glazing. The windows have a sloped brick sill and at both the sill and immediately below there are heavy water stains. In general the mortar below the sill bricks is heavily deteriorated, with varying levels of damage. In addition there is a history of water infiltration in the central corridor with visible signs of water damage near or below the level where the flat roofs meet the center corridor walls.

The center spine has a metal roof in good condition, though with localized minor surface marring. The flat roofs are a single ply EPDM membrane roofing system. These roofs should be considered in poor condition. While they appear serviceable as the sun passes over the roofs it heats the black membranes and eventually the membrane bubbles. As the sun moves over the building this effect moves to the newly heated roofs. This suggests that the roofing system has delaminated, at the least the membrane has lifted off the insulation. In addition, the hollow metal doors and frames which lead out to the flat roofs are in poor condition. They are worn, with signs of rust and deteriorated paint.

**Interior Conditions:** Starting on the low, southeast side of the building is the campus radio station and associated offices. Both areas have carpet flooring, painted gypsum board partitions and a 2x4 suspended ceiling system. In some locations, such as the corridors, there is vinyl composition flooring; in general the carpet is in good condition



Technology Center From the Upper Campus Quadrangle





while the vinyl composition tile is in serviceable condition. The painted walls are in good condition. While the ceilings in the radio station proper is in serviceable condition the ceilings in the offices are in poor condition. In addition an exposed cable raceway runs through this suite; while in serviceable condition it's routing and appearance appears to have been an afterthought.

Adjacent to the radio station is the television station. Within the station itself there are multiple floor levels connected by steps and ramps. Throughout the suite the flooring is vinyl composition tile in poor condition. The most significant problem is at the very lowest control room floor; this small area has seasonal water infiltration and flooding as the local ground water rises. Both painted concrete masonry partitions and painted gypsum finishes are in good condition. As with the rest of the campus the 2x4 suspended ceilings in this area are in poor condition.

The television set area, in general, is in good condition. The space is a large "white box" theatre with the upper portion being an open grid supporting theatrical lights. In addition there are large clerestory windows that allow viewing of the station from a gallery area immediately off the main central corridor. The vinyl composition tile flooring shows signs of scarring and equipment tracks. The news sets themselves are professional looking and in excellent condition.

The main circulation spine runs from the television and radio stations up the hill towards the Physical Education building, with academic spaces on either side. The terrazzo flooring is in good condition while the painted wall and ceiling finishes are only in serviceable condition. The wall and floor finishes exhibit localized discoloration and staining, while the walls, as noted before, show signs of water damage just below the clerestory windows.

The Child Development Lab has vinyl composition flooring and painted gypsum board wall finishes, both in good condition. The specialized casework for this lab is also in good condition. The suspended ceiling system, however, is in poor condition. The Music Room has been recently relocated from Johnson Hall. This will be the first year in this location and will test if the music courses will disturb the adjacent labs. The Music Room has carpet flooring in good condition, the gypsum board partition finishes are in serviceable condition while the 2x4 suspended ceilings are in poor condition. The Technology Center Computer labs have the same construction as the Music Room and are in the same condition. The CSI Lab is similar, except its carpet flooring is in poor condition.

The Fashion Lab and Travel Hospitality Lab are a paired suite, entered through an anteroom designed to invoke the atmosphere of a hotel reception desk. Both have carpet flooring in good condition. The Fashion Lab has a combination of demountable partitions and painted gypsum board walls, both in serviceable condition, along with its 2x4 suspended ceiling system. The Travel/Hospitality lab's painted walls are in good condition. Of interest is that this lab includes a section of an actual airliner passenger





compartment; this unique resource has been installed into one side of the lab and is in very good condition. The lab's 2x4 suspended ceiling system is in poor condition.

The Technology Center's classrooms have vinyl composition tile flooring and painted gypsum board finishes in good condition. The 2x4 suspended ceiling systems are in poor condition. The last academic space in this building is the Physical Therapy suite. This program has been expanded into the area vacated by the relocation of the Criminal Justice labs to Johnson Hall. Its finishes and their condition are similar to the nearby classrooms.

The Technology Center's toilet rooms are similar to those throughout the campus with the exception that these would have been designed to meet the handicap regulations, at the time of the building's construction. While they appear to be conforming their exact layout will need to be modified to meet modern requirements. The floors and walls are ceramic tile and are in good condition. The fixtures are also in good condition. The toilet room 2x4 suspended ceilings is only in serviceable condition.

## UTILITIES

The Technology Center was completed in 1990. It receives heating hot water from the Library boilers but has its own chiller. It also has a small boiler plant consisting of four, 150 MBH HydroPulse boilers along with associated circulation pumps. The plant is served by a 3" natural gas line. It is reported that this plant has never been used, and that the building relies on the Library plant. (See pump description below).

The building has its own chiller in a basement mechanical room. This is a 90 ton, Daikin-McQuay water cooled, reciprocating chiller along with associated duplex condenser water and chilled water pumps. The chiller uses R-22 which is being phased out; the chiller is also reported to leak refrigerant. Canisters of R-22 were noted to be stored adjacent to the chiller.

There are also four, 1,250 gallon chilled water storage tanks. It is unclear whether these were installed to permit daytime peak shaving or to augment the chilled water capacity to permit installing an undersized chiller. The school is not on time of day electric rates, so there would be no rate savings from storing water at night for daytime use. There could be some savings due to the cooler condensing temperatures at night.

Pumps: This building is separately metered for water usage.

The building has two main hot water recirculation pumps tied in to the underground campus hot water loop, and a third hot water pump to inject hot water from the local boiler plant into the building heating loops. The piping plan indicates that this plant could be used to augment the hot water temperature coming from the main plant or heat the building alone, depending on the settings of the manual stop valves.





There is a single chilled water pump and a single condenser water pump. There are four additional booster pumps associated with specific AHU coils.

This building has sprinklers installed for fire protection.

**Air Handling Units:** The building is conditioned by five air handling units located in two mezzanine mechanical rooms. Four of the units have associated return fans. The basic system design is constant volume with reheat coils for temperature control. Only three of the units have cooling coils so the entire building is not air conditioned. The system contains over 40 reheat coils and nine fan powered VAV boxes for computer lab areas and other critical spaces.

**System Conditions:** In general the systems appears to be in good condition with the exception of the chiller and the local boiler plant. The chiller should be replaced soon since R-22 is being phased out and it is an environmental hazard.

The HydroPulse boilers installed in the building do not have a good maintenance reputation, so it is understandable that they were never used. However, the existing piping and pumping system presents an interesting opportunity for the campus heating loop. A 1.0 to 1.5 MMBtu condensing boiler could be installed to replace the existing boilers and could be used to provide low temperature reheat water for summer use for all the buildings on the campus loop. This would permit the running of low temperature reheat water in the summer without replacing or endangering the existing fire tube boilers at the Library which cannot be run at low temperatures.

In several locations, air handling units showed signs of excessive water carry over into the supply air duct. A condensate drainage system was noted to be installed on two supply ducts just after the AHUs. This problem could have a number of causes including:

- Poor condensate drainage of the cooling coil due to a poorly sloped drain pan or a badly configured or plugged condensate trap
- Excessive air velocity through the cooling coil.

This problem should be figured out and remedied as soon as possible before additional damage is caused.

**Controls:** The controls are primarily pneumatic with Siemens DDC overlay, similar to Building 1.

**Electrical:** Electrical distribution equipment in the technology center was installed in 1989-1990. The equipment is all Square D and in serviceable to good condition. No





upgrades to this equipment are needed.

Lighting in the technology building utilizes various technologies. The main areas have three lamp parabolic troffers with T8 lamps and electronic ballasts. The mechanical spaces have hybrid ballast fluorescent fixtures and some incandescent lights. There are numerous recessed cans with CFLs. Sconces generally have LED lamps installed. Track lighting in classrooms is incandescent.

Throughout the building, the older technologies should be replaced with new LEDs conversion kits or fixtures. The parabolic fluorescent troffers in the classrooms look very poor by modern lighting standards and create a cave-like effect, particularly in rooms with no windows. They should be replaced with new LED troffers for improved appearance and energy savings.

There were no occupancy, vacancy, or daylight harvesting sensors noted. Occupancy sensors should be added to all bathrooms and classrooms.







Day Care Center

# DAY CARE CENTER (DC)

**The College Day Care Center** was the sixth building to be constructed, located off the south corner of the Physical Education Building. It is a small building, with an area of approximately 2,300 gsf, with approximately 2,097 nsf available, 1,960 nsf that categorized as assignable. Built and occupied in 1989 the Day Care was built by the Herkimer County BOCES. Similar to the other campus buildings it is set into the hill, with entrances on both the high and low side of the building. A residential quality interior stair provides access between levels; the building has neither an elevator nor a lift. Consequently the lower half of the facility is not handicap accessible.

This building houses the College's day care center, with the office, kitchen, staff toilet room and a large child care room on the upper floor. A second child care room, the child's toilet room and the building's combination laundry and mechanical room are located on the lower floor. The fenced playground facilities are located on the upper level, on the northwest side of the building.

**Building Envelope:** The building shell is a brick veneer on a wooden frame on concrete foundations. The brick veneer has been recently repointed and caulked on the northwest side. The building has a sloped metal roof with an off center ridge. The roof rises from the northwest side of the building with a very low slope and approximately two feet from the southeast side of the building it then slopes sharply down to the opposite eaves. The main roof slope is insufficient in the winter; accumulated snow must be manually cleared. The Day Care Center has a history of water infiltration. This occurs in two primary locations, on the upper level along the northwest side of the building and immediately below on the lower level concrete wall against the hill. The building also has a history of field mouse infestation.

**Interior Conditions:** The interior of the building is consistent with a heavily used twentyseven year old residential structure. The first impression when entering the building is that the program appears to be fitted into an insufficient space and in general the upper floor is in better condition than the lower floor.

The upper floor is a predominantly open space with the staff toilet room and office being the only distinctly separate rooms. Most of the main room has vinyl composition tile flooring; the area dedicated to the kitchen has a wood pattern laminate floor. The partial and full height partitions are painted drywall. In general these building components and the kitchen appliances are in good condition. The ceiling of the main room is a 2x4 suspended ceiling system with surface mounted wrap around lens fluorescent lights. While these appear to be in a serviceable condition not all of the fluorescent lights appear to be working. The toilet room is also in serviceable condition but feels like a makeshift installation. Air conditioning is by a Sanyo wall mounted split system unit. The office has carpet flooring, painted gypsum board partitions and a 2x4 suspended acoustical panel ceiling. These are in serviceable condition. Of note, however, is the room lighting. The room is lit by a set of incandescent downlights; these are the last incandescent fixtures left on campus and should be replaced.



Day Care





The lower level is configured much the same as the upper floor, with a large single main room and a child's toilet room and the laundry/mechanical room being the only other separate rooms. While the vinyl composition flooring and the painted gypsum drywall partitions are in serviceable condition the remainder of the interior components are in poor condition. The northwest painted concrete masonry unit wall has both a history of and visible water damage. Both the 2x4 suspended ceiling system and the surface mounted fluorescent lights are aged. Despite not all the light fixtures being functional the staff feels that the space is decidedly over lit. Some light fixtures have broken lenses and for others the lenses are not properly set. The child's toilet room, while serviceable, appears to be a make-work installation, with the toilet set up on a small wooden platform.

The laundry and service room is a left over space and feels overcrowded. The floor, wall and ceiling finishes are serviceable for backroom use. The building boiler, however, deserves special note. By direction of the Fire Marshall the boiler had to be separated from the rest of the mechanical room. This was accomplished by enclosing the boiler itself in a fire rated gypsum board and metal framing box, slightly larger than the boiler itself. This has made maintenance difficult and the boiler has a history of overheating.

## UTILITIES

The Day Care Center has natural gas service from the main campus system. Domestic water also comes from the main campus system. The electric service to this building is served from the PE building at 120/208V three phase.

HVAC: All HVAC equipment dates from the original construction in 1989.

The building is heated with a single, Weil McLain GV Gold hot water boiler with two heating zones. The boiler has a DOE seasonal efficiency rating of 87%.

The boiler is located in a lower level equipment and storage room. The ceiling of the room is not fire rated so the boiler is enclosed in a hastily constructed and very small sheet rock enclosure, presumably to allow the boiler to comply with fire codes. The enclosure overheats due to its small size, which is likely detrimental to some of the boiler components.

The heating system has a single circulator and two zone valves, one for each floor. The terminal units are cabinet heaters, generally mounted below windows. Space temperatures are controlled by thermostats on each floor, which operate the zone valves.

Cooling is provided by a Sanyo Tri-Zone, two -zone split air conditioning system with an indoor cassette on each floor. The condensing unit is located outdoors on the east side of the building. This unit uses R-22 refrigerant and we believe that it was installed in 1999.





The system is tied in to the campus BMS. The BMS enables the boiler and reads zone temperatures, boiler hot water temperature status and hot water pump status.

There were complaints that the building does not heat up soon enough for Monday mornings so the heating is left on all weekend. We believe that this indicates that the clock thermostats are not correctly programmed. They could be programmed to start earlier on Monday morning to bring the building up to temperature before the children arrive.

**Plumbing:** The domestic heater is fed form the campus system. Domestic hot water is provided by a 9kW, 30 gallon electric water heater located in the equipment room. The unit has a good efficiency factor (0.89).

There is a covered sump pump in the equipment room and a portable dehumidifier.

**Electrical:** The Day Care Center has two sub-panels, one on each floor. The panels date from the building construction in 1989.

Lighting is ceiling mounted fluorescent wraps. The lenses are discolored, the color temperatures of the lamps do not all match and the fixtures look quite dated.

The building has a full fire alarm system and is equipped with emergency lights.

The outdoor lights are on a wall switch and were on during the day when we visited.







Central Service Building



# **CENTRAL SERVICE BUILDING (CSB)**

**The Central Service Building** was built and occupied in 1999 and is located on the east corner of the campus, on the other side of the parking lot and main campus access road from the academic buildings. Two Herkimer municipal facilities flank the service building, the County 911 Center and the Village reservoir and filtration plant. The main building is approximately 4,600 gsf in size with approximately 4,200 nsf available, 2,540 nsf of that categorized as assignable.

The main building is a single story metal building containing offices, locker rooms, toilet rooms and two garage service bays. The central service facility also includes a salt barn and two prefabricated shelters.

The salt barn is an open metal building on a concrete foundation and concrete base walls. The barn appears to be in good to serviceable condition. The two prefabricated shelters are half barrel shape, with a heavy fabric membrane covering over a metal frame. Both appear to be in good to serviceable condition.

**Building Envelope:** The Central Service Building is a traditional metal skinned building on a steel frame set on a concrete slab on grade. The exterior walls are corrugated metal and the building has a metal shed roof. In general the building shell is in good condition and there were no reports of problems or concerns. Both interior and exterior hollow metal doors and frames are in serviceable condition, with localized indications of rust at their bases.

**Interior Conditions:** In general the interior finishes of the Central Service Building show the signs of heavy use not unexpected with this type of facility. Taking that into consideration, in general the building appears to be in serviceable condition. This includes the painted concrete masonry unit interior partitions, the painted gypsum board infill partitions above the concrete masonry unit walls, the 2x2 suspended ceilings in the offices and waiting room, interior hollow metal doors and frames, and the painted exposed roof deck, roof structure and exposed mechanical systems. The concrete floors have taken considerably harder abuse and are in poor condition. Similarly the locker and toilet rooms exhibit overall deterioration due to age and use and are also in poor condition.

## UTILITIES

The building has a separately metered electric services. The main service is 400 Amps, 208 Volt, 3-Phase. Natural gas service is fed from the main campus loop.

Domestic water is separately metered. Water pressure coming into the building is low and the building has a small water booster pump to increase the pressure.





**HVAC:** The building is heated with two Trane XE90 indoor furnace units. The furnaces are high efficiency condensing furnaces (94%) with a 100 MBH heating input rate. The unit that serves the offices and break room (east end of building) is equipped with a 4 ton cooling coil and provides air conditioning to these spaces. The other unit is heating only. The air conditioning condensing unit is located in the rear of the building and is 4 tons in capacity. The HVAC units, the ductwork and ductwork insulation are in excellent condition.

Both units are on the campus Siemens BMS system.

Each of the two service bays are heated with a gas fired unit heater. These are controlled by the campus BMS and appear to be in good condition.

Plumbing: As noted above, the domestic water pressure to the building is low. The gage on the incoming line read 18 psig during the site visit. There is a small booster pump and pressure tank located in the west-side service bay to increase the water pressure.

Domestic hot water is provided with an A.O. Smith 75 gallon, natural gas fired domestic hot water heater. The heater has a 75 MBH input firing rate. The units meets the 1994 efficiency standard for water heaters. A new unit would meet the 2010 standard which is far more efficient.

This unit is in good condition and is oversized for the expected use in the building, unless a lot of hot water is used to wash equipment and vehicles. The system is equipped with a central hot water mixing valve and recirculation pump.

There is no sprinkler system in the building.

**Electrical:** The building services consists of a 400 Amp disconnect, a 400 Amp MDP, one 225 A sub-panel (PP-1) and one 100 Amp (PP-2).

The utility meter, metering cabinet, MDP and sub-panels are all located in the MER.

Lighting in the building is primarily T-8 fixtures with electronic ballasts. There are no occupancy sensors installed. There are quite a few night light fixtures throughout the building that remain on 24/7. If occupancy sensors were installed, these could be eliminated.

There are HID wall packs on three sides of the building that are on a time clock. The salt shed has two 400 Watt HID fixtures. We do not know how they are controlled.

The building has a full coverage Simplex fire alarm system.







# STADIUM CONCESSIONS BUILDING (STADCS)

**The Stadium Concessions Building** was built and occupied by the College in 2005 as part of the overall Werhrum Stadium work. It is a single story building located just beyond the northwest side of the college's main athletic center. An independent structure, it is 3,700 gsf in size with approximately 3,000 nsf of available space. Immediately adjacent to this building is the Stadium Ticket booth (STADTB), a small, self-contained 90 gsf structure of similar construction in good condition.

The Concessions Building contains the concessions servery, with cooking equipment and transaction counter windows to the outside, a storage facility for grounds equipment, general public toilet rooms, team rooms, a first air and treatment room and a trainer's office.

**Building Envelope:** The exterior walls of the building are a single wythe uninsulated architectural concrete masonry units in two colors. The building has a metal roof with metal soffits at the eaves. In general the walls and roofs are in good condition. The building's exterior hollow metal doors and frames are in serviceable condition, exhibiting localized rusting near their base.

**Interior Conditions:** In general all interior spaces of this building have a painted concrete floor. They are in good condition at the storage room and the concessions server area, however they are in only a serviceable area in the harder used toilet rooms, team room, first aid and trainers room. All interior partitions are painted concrete masonry units and in general they are in good condition throughout the facility. The ceilings in all but the team rooms are painted gypsum board, in good condition at the storage room, toilet rooms, and trainer's room but only in serviceable condition in the concessions servery room. The training rooms have a painted plywood ceiling in good condition.

In terms of equipment the concession servery cooking equipment appear to be in good condition, along with benches, lockers and toilet stalls in the home team room. Hooks are provided for duffle bags in the visitor's team room. The casework in the first aid and therapy rooms appear to be in good condition.

Two additional items should be noted. First, the ventilation in the training and first aid rooms may not be adequate, heavy odors tend to linger in these spaces. Second the hand wash sink and drinking fountain in the concessions room have been tested and the results indicated a very high lead content in the water. These sinks have been taken out of service and the reason for this result is currently being investigated.

# UTILITIES

The main building containing the maintenance room, restrooms, locker rooms, and concession stand is heated with electric space heaters. This is the least efficient source of building heat. However, there is no natural gas at this end of the campus. Maintenance practices should be followed to make sure that these units run at the lowest possible



Stadium Building Looking Towards Fields and Press Box





settings to save energy, particularly in winter. Space heaters could be replaced with propane units, which would require the addition of a propane tank and propane piping. The concession stand was locked and therefore not inspected.

The box seating/announcer building is heated with portable electric space heaters in each room. There is no need for heat in these rooms except when occupied. Maintenance practices should be followed to make sure that these units run at the lowest possible settings to save energy, and are turned off when not needed.

**Electrical:** Electrical distribution equipment in the sports field support buildings was installed in the 1990s and is in good condition. There is a Marcus, 25kVA transformer which is very noisy and runs very hot, indicating that it may be close to failure. This transformer should probably be replaced as soon as possible.

This maintenance area is used for storage of lawn equipment, sports equipment, a desk, and other items. The minimum code-required clearance distances in front of electrical panels and equipment are not being maintained.

In the box seating/announcer's building, there are incandescent track lights on a dimmer. These lights were found to be on, at a very low setting. The lights were very hot. These lights should be replaced with LED lamps to reduce energy consumption and reduce heat generation in these boxes. Other equipment in the boxes was energized (PA, chargers) and the temperature in the boxes was 97-98 degrees when inspected on a 72 degree day. This equipment should be turned off when not needed.

The building exterior lights are metal halide. These lights should be replaced with LEDs to reduce energy consumption and improve light quality.

The playing field lights consist of 92, 1000W metal halide fixtures. These should be replaced with LEDs, which will reduce energy significantly and provide better lighting quality.







Stadium Press Box

# **STADIUM PRESS BOX (STADPB)**

**The Stadium Press Box** was also built and occupied by the College as part of the overall Werhun Stadium improvements. It is a single story building with an observation platform located atop the aluminum grandstand bleachers on the northwest side of the main athletic fields. An independent structure, the press box is approximately 700 gsf in size with approximately 580 nsf of available space.

The Press Box building contains the president's office viewing room as well as other viewing spaces. It is part of the grandstand installation. The grandstand is an aluminum assembly of risers and seats, with a front viewing platform and is handicap accessible. It sits on a steel structure on concrete foundations. The grandstand itself is in good condition.

**Building Envelope:** Similar in both material and style to the Stadium Concessions Building, the press box has single wythe uninsulated architectural concrete masonry unit exterior walls in two colors. The building has a metal roof with metal soffits at the eaves. In general the walls and roofs are in good condition. The hollow metal doors and frames are in a serviceable condition, with minor localized rusting. The building sits on a raised concrete foundation, with the bottom of the building above the grade that slopes down, also beneath the grandstands, towards the playing fields. The foundation is also in good condition.

While in overall good condition the building has a history of water infiltration in its entrance hall. While the visible underside surfaces appear to be in good condition, the grade on the northwest side of the rises along the foundation until it matches the inside floor level just outside the door. The concrete foundation does not appear to be treated against water penetration. While further investigation is required, water may be moving into the concrete from the adjacent grade and thus damaging the interior spaces on the other side of the entrance door.

**Interior conditions:** In general the interior spaces within the Press box are similar and are in similar condition. The flooring is carpet, the exterior walls painted concrete masonry units and the interior partitions painted gypsum board drywall. In general these are all in good condition. The ceilings are a 2x2 suspended acoustical panel system in serviceable condition.



Stadium Pressbox Building

Exceptions to this include the carpet flooring at the entrance hall, which is in poor condition because of the water intrusion noted above. Second, the ladder and painted gypsum board enclosure at the roof access ladder are also in poor condition, exhibiting signs of water damage. It should also be noted that the roof top viewing platform is not handicap accessible.







Tunnels

## **TUNNELS (T) AND OUTBUILDINGS**

The final structures evaluated as part of this report are the tunnels that connect the main campus buildings and a small number of outbuildings located across the campus.

**Tunnels:** While known colloquially as "Tunnels" these link structures are enclosed walkways that allow passage from building to building in inclement weather. None are truly underground tunnels but two are set into the rising hill with one wall completely beneath higher grade level. The only academic building not connected by tunnels is the Day Care Center. The tunnels are also important in that the hot and cold water service lines run through the tunnels, above the ceiling, from the central Library heating plant to the other quadrangle buildings. There is no tunnel between the Library and the College Center.

In general the tunnels share a similar construction. The exterior walls are constructed of brick masonry with a concrete roof deck. Brick piers create a rhythmic pattern along their length with a full height aluminum storefront system on a low brick base infilling between the piers. The ceiling of the tunnels is 2x4 suspended acoustical panel systems. These portions of the tunnels are in good condition.

The roof of the tunnel connecting Johnson Hall and the Technology Center is a single ply EPDM roofing system in good condition. The roof of the tunnel between Johnson Hall and the Classroom and Administration Building is a multi-ply modified bitumen roofing system in serviceable condition. Both these roofs are drained by scuppers and evaporation.

The northwest walls of the tunnel between the College Center and the Classroom and Administration Building and the tunnel between the Library and Johnson Hall is a painted cast in place concrete retaining wall. The roof above is a concrete sidewalk level with the high side grade with a guardrail along the south east edge. Because of persistent water penetration in 2014 these tunnels underwent a major renovation that excavated the retaining walls, repaired them and installed new waterproofing systems. This appears to have been a successful repair as there have been no instances of water infiltration in the last two years. That said the inboard side of the retaining walls are still only of a serviceable condition as subsequent the exterior work they were simply painted. The wall surface is uneven, pitted and pocked, the signs of previous damage telegraphing through the paint.



Athletic Storage

Outbuildings







areas. The shed has a traditional gable roof with asphalt shingles. The roof is visibly slumped and racked. This building is in very poor condition and should be replaced.

**North Storage Shed:** Located on the north edge of the campus, this storage shed is adjacent to the old storage barn. Similar to the athletic storage building this small structure is set on a concrete slab on grade. It is a wood framed building with metal siding and residential style garage doors. The metal siding is weathered, stained and in some places dented and bent away from the building. In general this shed is in poor condition. However, the roof eaves along one side are deteriorated and rotted. This building should be replaced.

**The Barn:** Located on the north side of the campus is a large barn with a silo. It is wood framed construction, with wood siding, asphalt roof and set on a concrete foundation. This structure has been condemned and cannot be used.



Old Storage Barn









# 4.1 BUILDING EVALUATIONS



The following schedules provide the following:

An **Appropriate Use Chart** listing the campus buildings and rating their potential supporting academic and service functions.

Detailed **Schedules** documenting the existing conditions of each building at the time of this Facilities Master Pan.











Herkimer County Community College Facilities Master Plan Baseline Conditions Report

## Appropriate Use Chart

Appropriate Use **1-2-3-4-5** Inapprororiate Use

Mark	Building	General Classroom	Laboratory	Lecture / Large Group Instruction	Seminar / Conference Rooms	Informal Student + Faculty Gathering	 PE - Training / Fitness / Classrooms PE - Gymnasium / Pool / MAC	PE - Storage and Support	Faculty, Staff + Support Offices	Student Activities	Theatre + Presentation	Central Services	Day Care	Remarks
		1	r	<b>F</b>	r	1 1	T	T		T	T T		1 1	
CA	Classroom and Administration	1	1	3	1	1	4 5	5	1	4	5	3	4	
RMCC	Robert McLaughlin College Center	3	3	1	1	1	4 5	5	1/3	1	1	3	3	1: Student + Support / 3: Faculty
JH	Johnson Hall	1	1	1	1	1	4 5	5	1	3	2	3	3	
LB	Ronald F. Williams Library	2	1	3	2	1	5 5	5	1	3	5	5/1	4	5: Upper floors / 1: Basement Plant
PE	Physical Education Building	3	3	4	4	1	1 1	2	2	2	3	4	5/1	5: Upper floors / 1: Basement Shops
тс	Technology Center	3	2	4	2	2	4 5	5	2	3	5	4	2	
DC	Day Care Center	4	4	5	3	3	4 5	2	3	3	5	3	3	
CSB	Central Service Buildings	5	4	5	5	5	5 5	4	2	5	5	1	5	
STADCS	Stadium Concessions Building	5	5	5	3	3	1 5	1	1	3	5	5	5	
STADPB	Press Box	5	5	5	3	3	5 5	2	3	3	5	5	5	
	Tunnels	5	5	5	5	2	5 5	5	5	5	5	5	5	



Herkimer County Community College Facilities Master Plan Baseline Conditions Report

## Appropriate Use Chart

Appropriate Use **1-2-3-4-5** Inapprororiate Use

Mark	Building	General Classroom	Laboratory	Lecture / Large Group Instruction	Seminar / Conference Rooms	Informal Student + Faculty Gathering	PE - Training / Fitness / Classrooms	PE - Gymnasium / Pool / MAC	PE - Storage and Support	Faculty, Staff + Support Offices	Student Activities	Theatre + Presentation	Central Services	Day Care	Remarks
	Outbuildings														
	Athletic Storage Shed	5	5	5	5	5	5	5	4	5	5	5	4	5	Poor Condition
	Athletic Storage Shed North Storage Shed	5 5	5 5	5 5	5 5	5 5	5	5 5	4	5 5	5 5	5 5	4	5 5	Poor Condition Poor Condition

Each Building of the College has been ranked for approriateness to possible academic, student service, administration and support occupancies. Buildings are ranked by their spacial characteristics, current configuration, suitability of location and adaptability potential. The possibility of building additions is NOT considered



**Baseline Conditions Report** 

## **General Building Components**

## ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	,	•	;	,		s —	
Legacy Building Window System	{			[		}	- clear anodized sliders with $1/4$ " glazing; NOT INSULATED, and insect screens
	}						- bronze aluminum storefront outer frames, localized fading, wear and marring
							<ul> <li>cast stone infill panels; sill panels and spandrel panels; localized fading and discoloration around perimeter</li> </ul>
	{						<ul> <li>replace to improve energy efficiency and lower operating costs</li> </ul>
	{			[		}	
Legacy Building Deep Perimeter Soffit	}						- deep soffit below mansard roof and above windows
							- asbestos cement board soffit panels, localized staining, faded over time
	{			[		}	<ul> <li>dark bronze flashings, limited localized damage and fading</li> </ul>
							<ul> <li>roof condition varies; originally flat modified bituminum, ballasted. See</li> <li>Roof Notes for Individual Buildings</li> </ul>
	{					}	
Legacy Building Roof Hatches							<ul> <li>grandfathered existing condition; roof hatches at all locations except</li> <li>Technology Buildings are not OSHA compliant, provide rail and ladder</li> <li>extension retrofit kits.</li> </ul>
	{					{	



**Baseline Conditions Report** 

## BUILDING: Classroom and Administration Building (CA)

## ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location							
EXTERIOR	{			{		}	
Brick masony	}			{		{	
Field stone panels	}			}		{	
Metal roof	[			{		}	
Soffit assembly	}			{		{	
Window system	ļ			}		{	
Modified Bitumen Roofing system							<ul> <li>while the majority of the roof is in good condition where the nearby trees overhang the roof there is a relatively thick layer of brush and dirt which supports vegetation growth</li> </ul>
	}			}		{	
INTERIOR				{		}	<ul> <li>recent localized renovations on the second floor</li> </ul>
Corridors				{	-	}	
- terrazzo flooring	}			}		{	
- painted gypsum board partitions				{		}	
- 2x4 suspended ceiling system				{		}	- first floor servicible, second floor good



**Baseline Conditions Report** 

## BUILDING: Classroom and Administration Building (CA)

## ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	·	,				,	
- lockers	{			{		} 	<ul> <li>no longer used; requested to be removed (replace with display cases, seating)</li> </ul>
Special Needs	{ 			{		}	
- carpet flooring	{					}	
- painted gypsum board partitions							
- 2x4 suspended ceiling system	}					{	
- display cases							<ul> <li>localized scratching and marring</li> </ul>
Classrooms							- floor treatments different in different rooms
- carpet flooring	}					{	
- vct flooring							
- painted gypsum board partitions	{			{	· · · · ·	}	
- 2x4 suspended ceiling system	}					{	
Adjunct Space							
- painted concrete floor	{			{	· · · · ·	}	
- painted gypsum board	}					{	
- 2x4 suspended ceiling system							



**Baseline Conditions Report** 

## BUILDING: Classroom and Administration Building (CA)

## ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	,	,		,	*		
Adjunct Offices	}					 	
- carpet flooring	} 			}		{	- recently renovated
- painted gypsum board partitions	{			}			
- 2x4 suspended ceiling system	{					}	
Security Office	}					{	- poor condition, renovated service and storage space
- vct flooring	ļ			}		{	
- carpet flooring	{					}	
- painted gyp bd + concrete block partitions	}					{	
- wood doors and frames	{					{	
- painted exposed ceiling	{					}	
Mail and Copy Room	}						
- vct flooring	{					{	
- painted gyp bd + concrete block partitions	{					}	
- 2x4 suspended ceiling system	}					{	
Art Classroom	{						



**Baseline Conditions Report** 

## BUILDING: Classroom and Administration Building (CA)

## ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location							
- vct flooring	{						
- painted gypsum board partitions	}						
- 2x4 suspended ceiling system	{						
- casework	{						
2nd Floor Classrooms	}						- recently renovated
- carpet flooring	ļ						
- vct flooring	{						
- painted gypsum board partitions	{						
- 2x4 suspended ceiling system	{						
2nd Floor Offices	{						- recently renovated
- carpet flooring	}						
- painted gypsum board partitions	{						
- 2x4 suspended ceiling system	{						
	}						



**Baseline Conditions Report** 

## **General Building Components**

## ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	·		: 1			ş ;	
Legacy Toilet Rooms							<ul> <li>finishes in general are in good to servicible condition - see note below</li> </ul>
							- fixtures are in servicible condition - see note below
							<ul> <li>wall finishes require patching where toilet accessories have been relocated this includes soap dispensers (sink mounted) replaced by wall mounted soap dispensers.</li> </ul>
							<ul> <li>ADA compliance limited to providing grab bars in 1 toilet stall and swinging swing stall door out. This may provide for ambulatory use but not wheelchair use; required clearance at door must also be confirmed. Where HC toilets are located on a specific floor there is no signage or wayfinding to direct users.</li> </ul>
Signage							- Most signage is not ADA compliant - lacks braille text
Lighting							<ul> <li>Flourescent fixtures throughout most of the college. Most fixtures are lay-in fixtures except in localized newly renovated spaces. At conference rooms many offices, comupter rooms and similar spaces deep cell parabolic fixtures are used.</li> </ul>
Doors and Frames							<ul> <li>hollow metal doors and frames are in good/servicible condition unless otherwise noted, legacy building fames in servicable to poor condtion</li> </ul>
							- hollow core wood doors in limited locations; marred and damaged from use


**Baseline Conditions Report** 

# ENV 7531601 11/29/2016

# **General Building Components**

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	,						
Tunnels							<ul> <li>Tunnels have been excavated and waterproofed (2014). No sign of water infiltration for +/- 2 years</li> <li>campus hot and cold water lines run above ceiling of the tunnels</li> </ul>
- Brick masonry	}						
- aluminum windows	{			[		}	
- 2x4 suspended ceiling system	{					}	
- concrete inboard walls	}					{	<ul> <li>previous water damage (pocked surfaces) simply painted over</li> </ul>
- roof at Tech-JH tunnel	{					}	<ul> <li>single ply EPDM, drained by scuppers + evaporation</li> </ul>
- roof at JH-CA tunnel						}	<ul> <li>modified bituman system, drained by scuppers + evaporation</li> </ul>
- tunnels set into grade							- concrete sidewalk above, replaced in 2014, grade wall waterproofed



Baseline Conditions Report

# BUILDING: Robert McLaughlin College Center (RMCC)

### ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location			_		_		
EXTERIOR - Legacy Building	{			{			
Brick masony	}						- older masonry visibly better craftsmanship than 2005 masonry
Window system	ļ		•	}			
Soffit assembly				{			- staining and fading along outboard side of soffit panels
Metal manasrd roof	ļ						- localized minor marring
Single Ply EPDM roofing				}			<ul> <li>1985 replacement roof, insulation spongy, suspected water, water infiltration at interface between old and new building</li> </ul>
EXTERIOR - 1999/2005 Additions			<u></u>	{			
Brick masonry	ļ						
Aluminum window and storefront systems	ļ			}			
Metal roofs				{			
Modified bitumen roofing system							<ul> <li>recent catastrophic failure (membrane only repalaced), severe bubbling and lifting, suspected water soaked insulatuion, water infiltration at interface between old and new building</li> </ul>



**Baseline Conditions Report** 

# BUILDING: Robert McLaughlin College Center (RMCC)

# ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location		ſ		,		,	
	{ 					\ 	
INTERIOR	{					{	
Entry Lobby	{					{	
- 2x4 linear pattern suspended ceiling system	{						<ul> <li>extreme water damage from previous roofing failure</li> </ul>
- tile flooring						{	
- vinyl wall covering							<ul> <li>no longer available, patching for normal maintenance and at furnishing and equipment removals problematic</li> </ul>
Cogar Gallery	{					}	
- VCT flooring						{	
- painted gypsum board partitions	}					{	
- painted exposed ceiling and systems	{					}	
- artwork, cases and lighting						{	
Foundation Office							
- vinyl/painted gypsum board partitions	{					}	
- 2x2 suspended ceiling system				{		}	



Baseline Conditions Report

# BUILDING: Robert McLaughlin College Center (RMCC)

# ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location							
- carpet	{ 					 	
- hm frames + wood doors	<u>}</u>	•					
Admissions	[						
-vinyl/painted gypsum board partitions	{			{		}	
- carpet	}						- broadloom, worn at areas of student traffic
- 2x2 suspended ceiling system	}						
Bursar/Student Accounts	{						
-vinyl/painted gypsum board partitions	}						
- carpet	}						- broadloom, worn at areas of student traffic
- 2x2 suspended ceiling system	[						
Offices	}						
- painted gypsum board partitions	}						
- carpet							- broadloom, worn at areas of student traffic
- 2x4 suspended ceiling system	}						
Alumni Hall							- no airconditioning



Baseline Conditions Report

# BUILDING: Robert McLaughlin College Center (RMCC)

### ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	,	1		ς		{	
- VCT flooring	<u> </u>		•	} 		\ 	
- painted gypsum board partitions	{ 			{			- minor painting and touch ups required
- 4x4 suspended ceiling system	{			{			
- Porch guardrail				{			- Grandfathered existing condition not BCNYS/IBC code compliant
Game Room	}						
- VCT flooring	{			{			
- painted gypsum board partitions	{					}	
- 2x4 suspended ceiling system	}						- heavy student damage; replace with more durable ceiling system.
- wooden doors	{			}		{	- heavy student damage; replace with more durable materials.
Commuter Room	{			{		}	
- carpet flooring	ļ			{		{	
- painted gypsum board partitions	{						
- painted wood/2x4 suspended ceiling	{			•	· · · · ·	}	<ul> <li>jury rigged appearance, odd soffiting</li> </ul>
Lower Lobby	}			}		{	
- terrazzo flooring	{			}			



Baseline Conditions Report

# BUILDING: Robert McLaughlin College Center (RMCC)

### ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	·	q		,	,	·	
- vinyl wall covering	<u> </u>			\ 		\ 	
- 2x2 suspended ceiling system	{	•		}		{	
Toilet Rooms				{		{	- ADA compliant
- tile flooring				{		}	
- tile walls	}			}		{	<ul> <li>holes where accessories have been removed</li> </ul>
- partition systems				{		{	
- fixtures	{			{		}	
Theatre	}			}		{	- no fly gallery, 1980 era dimming and controls, houselights dated
- VCT and carpet flooring	}			}		{	
- painted gypsum board partitions				{		}	
- acoustically sculpted gypsum board ceiling	}						
- stage lighting	}						<ul> <li>recent upgrade to LED fixtures above stage</li> </ul>
- stage curtains				{		}	
- stage wood flooring	}			}			
- theatre seating	}						



Baseline Conditions Report

# BUILDING: Robert McLaughlin College Center (RMCC)

### ENV 7531601 11/29/2016

### **BUILDING ARCHITECTURAL COMPONENTS**

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	,	·		,	,		
- control booth	<u>}</u>						- not handicap accessible
Human Resources	}			}			
- carpet flooring	{					{	- broadloom, worn at areas of student traffic
- painted gypsum board partitions				{			
- 2x2 suspended ceiling system	}						
Counseling	{			{			
- carpet flooring							- broadloom, worn at areas of student traffic
- painted gypsum board partitions	}						
- 2x2 suspended ceiling system	{			}		{	
Dining-Servery-Kitchen	{			{		}	<ul> <li>appropriate size and adequate services for facility of this size</li> </ul>
- flooring systems	}			}			- recently renovated
- wall systems							
- ceiling systems				{			
- kitchen equipment	}			}		{	



**Baseline Conditions Report** 

# BUILDING: Robert McLaughlin College Center (RMCC)

### ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location							
- storage							<ul> <li>provide enclosure (fence) to prevent kitchen storage from conflicting with electrical panels</li> </ul>
HCPC Conference Room							- lighting deep cell parabolic
- carpet flooring	ļ			}		{	
- wall covering	[			{			
- 2x2 suspended ceiling system	{	•		{			
HCPC Ampitheatre	}			}		{	- control room with full glass window at back of auditorium
- carpet flooring				{		}	
- painted gypsum board partitions	}			{			
- acoustically sculpted gypsum board ceiling	}			}			
- curtains at stage				{		}	- recently replaced
- av equipment	}			{			
HCPC Meeting Rooms							- deep cell parabolic lighting
- carpet flooring				{		}	
- fabric wall covering	{			{			



Baseline Conditions Report

# BUILDING: Robert McLaughlin College Center (RMCC)

### ENV 7531601 11/29/2016

Building Component	Exce lle nt	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location							
- movable partition system				{			- panelfold, manual
- 2x2 suspended ceiling system							



**Baseline Conditions Report** 

# BUILDING: Johnson Hall (JH)

# ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	,			,	•	ı	
EXTERIOR - Legacy Building	<u>}</u>		<u>.</u>	{	:	{	
Brick masony	} }			}	<u>.</u>	{	<ul> <li>patching evident adjacent to specific windows, minor efflorescence at grade</li> </ul>
Window system	}		•	}		{	
Soffit assembly	{		•	{		}	<ul> <li>staining and fading along outboard side of soffit panels</li> </ul>
Metal manasrd roof	{			{		{	- localized minor marring
EPDM roofing system	ł		•	}		{	- newly replaced, many minor bubbles at joints, fasteners and across sheets
	Į			{		}	
INTERIOR							<ul> <li>portions of building has access flooring with a history of flooding</li> <li>low headroom beneath first stair run and upper landing</li> <li>second floor renovated between 2012 and 2013</li> </ul>
Elevator	}			•			<ul> <li>elevator is extremely slow, worn interior finishes, controls not compliant</li> </ul>
Offices	ł			{		}	
- VCT flooring				{		}	
- hollow metal frames + wood doors	}						- paint on doors and frames chipped
- gypsum board partitions	{			{		}	
- 2x4 suspended ceiling system	{			{		}	



**Baseline Conditions Report** 

ENV 7531601 11/29/2016

# BUILDING: Johnson Hall (JH)

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location							
Corridors	{						
- terrazzo flooring	<u>}</u>						
- painted gypsum board partitions							
- 2x4 suspended ceiling system							
- corridor lockers	}						<ul> <li>no longer used; requested to be removed (replace with display cases)</li> </ul>
Classrooms	}	[		}			
- VCT flooring	[						
- painted gypsum board partitions	}						
- 2x4 suspended ceiling system	}			}			
- AV equipment	[						- all classrooms have some manner of AV support (projectors, white boards)
- service closet	}						- missing tile
Criminal Justice Lab							<ul> <li>currently being relocated and refitted into new rooms. Will require a new eyewash station, many chemicals used in practical courses</li> </ul>
- access flooring							- history of flooding
- wooden benches	{			{			



Baseline Conditions Report

ENV 7531601 11/29/2016

# BUILDING: Johnson Hall (JH)

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	·	1		,		,	
- 2x4 suspended ceiling system	{ 					 	
- painted gypsum board partitions	<u> </u>			{			
IT Suite	{			{		}	<ul> <li>has dedicated cooling and emergency power</li> </ul>
- access flooring	{					}	- history of flooding
- painted gypsum board partitions	}						
- 2x4 suspended ceiling system	{						- reports of water present in ceiling; beneath Gaynor Center renovations
- wood trim on hollow metal frames	{						
2nd Floor Labs + Prep Rooms	}						- Gaynor Science Center
- VCT flooring	ļ			}			
- painted gypsum board partitions	{			{			
- 2x4 suspended ceiling system	}						
- laboratory benchwork	{						
- fume hoods	[						- vav system, fisher-hamilton concept, articulated arms in prep rooms
- laboratory service fittings	}						
- painted whiteboards							- high maintenance, but they appear to be satisfied with performance



**Baseline Conditions Report** 

ENV 7531601 11/29/2016

# BUILDING: Johnson Hall (JH)

Building Component Location	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
- direct/indirect lighting				,			
2nd Floor Corridors							
- terrazzo flooring	}	•					
- painted gypsum board partitions	{						
- 2x4 supended ceiling system							
- wooden benches	}						
- wood laminate wall covering							- failing, peeling off substrates
2nd Floor Lecture Halls							
- vct + carpet flooring							
- painted gypsum board partitions							
- painted gyp bd + acoustic tile ceilings							<ul> <li>suspected asbestos containing materials (ceiling tiles and mastics)</li> </ul>
- painted concrete masonry unit walls				-	_		
- fixed seating							
2nd Floor Music Room							<ul> <li>scheduled for a \$1M NYPA grant renovation for technology support, lab work education and research. Turnkey renovation, including finishes + equipment</li> </ul>



**Baseline Conditions Report** 

ENV 7531601 11/29/2016

# BUILDING: Johnson Hall (JH)

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	{	1				}	
- carpet flooring	{					} 	
- risers	{ 						
- painted concrete masonry unit walls	{					{	
- acoustic wall treatment	{						
- doors and frames	} 						
2nd Floor Classrooms							
- carpet flooring							
- painted gypsum board partitions	} }						
- 2x4 suspended ceiling system							
- av support	{						
2015 Quality Assurance Lab							- does not provide a typical industry environment
- stone tile flooring						}	
- painted gypsum board partitions	{						
- painted gypsum board ceilings							
- aluminum storefront showcasing							- blinds closed permanently



**Baseline Conditions Report** 

ENV 7531601 11/29/2016

# BUILDING: Johnson Hall (JH)

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location							
IT/Internet Studies							
- carpet flooring							
- painted gyp bd + CMU partitions	[						
- 2x4 suspended ceiling system							



Baseline Conditions Report

# BUILDING: Ronald F. Williams Library (LB)

# ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location			_				
EXTERIOR - Legacy Building				{			
Brick masony	}			}			<ul> <li>older masonry visibly better craftsmanship than more recent additions</li> </ul>
Window system				{			
Soffit assembly				{			<ul> <li>staining and fading along outboard side of soffit panels</li> </ul>
Metal manasrd roof				}			- localized minor marring
Modified bitumen roofing system				}			<ul> <li>nearing end of warranty, leaks at exhaust fan (fan recently replaced)</li> </ul>
EXTERIOR - 2008 Addition	<u></u>			}			
Metal panel and aluminum curtain wall	[   			{			
Single Ply EPDM roofing							<ul> <li>scuppers dump water onto addition roof; during winter this results in massive ice falls (several thousand pounds worth) bearing on scuppers and atrium roof; loose laid heat tracers are currently being used to mitigate ice formation</li> </ul>
Concrete Areaway	) / /			•			- does not drain, water seeps into building at door to areaway, deteriorated
				ł			



Baseline Conditions Report

# BUILDING: Ronald F. Williams Library (LB)

# ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	,			,	,		
	} 					{ 	
INTERIOR	<u> </u>			}			
Entry Lobby/Atrium	{					{	
- tile flooring	{					}	
- terrazzo	}					{	
- aluminum curtain wall	{			}		{	
- wall tile	{					}	
- 2x2/2x4 suspended ceiling systems	{					{	
- painted gypsum board ceilings	ļ			}			- mantenance concerns for VAV boxes above gyp bd ceilings
Second Floor Entrance					<del>y</del> 1 1 1 1 1 1 1 1 1 1 1		<ul> <li>pair doors swing in, pair dors swing out, poorly marked and circulation undefined</li> </ul>
Boiler Room	Į			{		{	
- painted concrete floor	{			[		}	
- concrete masonry unit walls				}		{	
- concrete ceiling deck with exposed insulation						}	



Baseline Conditions Report

# BUILDING: Ronald F. Williams Library (LB)

### ENV 7531601 11/29/2016

Building Component	Excelle nt	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	,			,			
International Studies							
- carpet flooring							
- painted gypsum board + slatwall partitions							
- painted exposed ceiling deck and systems							- black
Library and Library Support Spaces							- two floors
- carpet flooring							
- painted gypsum board partitions							
- 2x2 suspended ceiling system							- repairing water damage at exhaust fan replacement
- stacks and furniture							
- architectural woodwork/casework							
- hollow metal doors and frames	}						
- lighting							- direct/indirect



Baseline Conditions Report

# **BUILDING:** Physical Education Building (PE)

### ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location			_			,	
EXTERIOR - Legacy Building	{						
Brick Masonry - main building	<u>}</u>			}			- main building, deep red masonry
Brick Masonry - piers alongside concrete stairs	}					{	- major signs of eflouresence, salt stains on concrete poundations below
Window System							<ul> <li>typical original building assembly - see General BuildinG Components</li> </ul>
Soffit Assembly	}						<ul> <li>localized discoloration and streaking on flashings, sections failing</li> </ul>
Metal Mansard Roof	}						- wind driven rain penetrating mansard roof, only partially remediated
Modified Bitumen Roofing							- have been replaced in a piecemeal fashion over tiime
Stone balasted Built Up Roofing	<u> </u>						- 1980 replacement, servicible but aged
EXTERIOR - Recreational Gym Addition	{ }			{ }		}	
Brick Masonry	}					{	- eflourescence, staining, weeps had been filled and only recently opened
EIFS Panels	}		•••••				- faded colors, localized minor damage, end of serviceable life
Aluminum Storefront	{						- staining at sill, insulated glazing
Kalwall Half Barrel Skylight							<ul> <li>history of continual leaking attempts to reseal system only works for brief time</li> </ul>



**Baseline Conditions Report** 

# **BUILDING:** Physical Education Building (PE)

# ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	<u></u>						
Roof - Modified Bitumen	Į					}	- spongy surface, beginning to fracture at corners, joints and flashings
	}						
INTERIOR	}		ļ	}		{	
Basement Floor painted concrete floors							- painted concrete, paint worn, chipped, marred, deteriorated, water damage
Basement Floor Classrooms						{	
- VCT Flooring							
- painted CMU Walls						}	
- 2x4 suspended ceiling system	}					{	<ul> <li>yellowed grid, aged, damaged and stained panels, localized broken panels</li> </ul>
Basement Floor Athletic Workrooms	}					{	
- painted concrete floors						}	
- wall pads						{	
- painted gypsum board partitions	}						
- 2x4 suspended ceiling system						}	- yellowed grid, aged, damaged and stained panels, localized broken panels
Basement Floor Central Services Shops							- good condition for CS shops, ample size, crowded with equipment+furniture
- painted concrete floors	}					{	



Baseline Conditions Report

# **BUILDING:** Physical Education Building (PE)

### ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location							
- block walls			•				
- exposed ceiling deck and systems	}						
Basement PE Garage	{			}			
- exterior concrete walls							- deterioration due to water infiltration and damage
First Floor Lobby	(						
- tile flooring	{						<ul> <li>flooring is badly marred, visible scarring pattern</li> </ul>
- painted gypsum board partitions							
- Kalwall skylight							- history of leaking (see recreation gym addition roof above)
Corridors (general)							
- terrazzo flooring							
- wall tile	{						- minor localized damage
- brick masonry	{						
- 2x4 suspended ceiling system	}						
- hollow metal frames and wood doors							



**Baseline Conditions Report** 

# **BUILDING:** Physical Education Building (PE)

# ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	,						
Recreation Gymnasuim	{						- single regulation NCAA basketball court
- painted athletic flooring system	} }						
- painted exposed ceiling deck and systems	{						
- baseball cages and track	{						
- walls	{						
Aerobics Work Room	ļ			• • • •			
- athletic wood flooring system	{						
- painted gypsum board partitions	ļ						
- 2x4 suspended ceiling system	ļ						- yellowed grid, aged, damaged and stained panels, localized broken panels
Fitness Center	{						
- athletic resilient flooring system	ļ						
- painted gypsum board partitions	ļ						
- painted structure and mechanical systems							
- aluminum + hollow metal glazing	{						<ul> <li>expansive glazing to exterior, good showcasing</li> </ul>
Pool	{						



**Baseline Conditions Report** 

# **BUILDING:** Physical Education Building (PE)

# ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	,	·		,			
- tile deck	<u> </u>					{	- localized minor damage
- tile walls + acoustic block (partial height)	{			}		{	
- painted concrete walls + ceiling structure				}		{	
- ventilation	{						- poor exhaust, no fresh air, heavy chlorine smell, ceiling fans only
- lighting	}			}			- reflection on surface of pool
Offices	{					{	
- carpet flooring						}	
- painted gypsum partitions	}			}		{	
- 2x2 suspended ceiling system	{					{	
Varsity Gymnasium	{					}	- NJCAA regulation court, 2 cross practice courts
- wood athletic flooring				}			
- painted block walls	{					{	
- bleachers	{					}	
- painted exposed ceiling and systems						{	
- wood trim						{	



Baseline Conditions Report

# **BUILDING:** Physical Education Building (PE)

### ENV 7531601 11/29/2016

Building Component Location	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
- gymnasium divider screens	{					}	- manual
Locker Rooms + Team Rooms	<u>.</u>					{   	- no airconditioning
- floor tile	(						
- 2x4 suspended ceiling system							<ul> <li>yellowed grid, aged, damaged and stained panels, localized broken panels</li> </ul>
- painted block walls							
- tile ceilings at showers							
- column type shower fixtures						}	<ul> <li>parts unavailable, several heads/controls no longer working</li> </ul>
- lockers						{	- damaged, interiors rusted, deteriorated, bases disintegrated
- lighting							
						}	



Baseline Conditions Report

# BUILDING: Technology Center (TECH)

### ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location			<u>.</u>			,	
EXTERIOR	{			{		}	
Brick masony				}		{	- two colors
Window system	}			•		{	<ul> <li>mortar failing, severe staining at and below sloped sills</li> </ul>
Metal roof	{			{		}	- localized minor marring
EPDM roofing system							<ul> <li>membrane and insulation delaminating from each other and deck, this</li> <li>causes hot air cavities beneath membranes as sun heats roof</li> <li>doors and frames to roof deteriorated, reports of water infiltration</li> </ul>
Aluminum Louvers	{			{	• • • • • • •		
	{		     	{	 - - - -		
INTERIOR							<ul> <li>signs of waterpenetration at interface between flat roofs and raised center section, may be caused by lack of sill flashings or improper roof edge edge flashings.</li> <li>building steps up hill, many changes of interior levels</li> </ul>
Main Central Hall	{			{		}	
- terrazzo flooring						{	
- painted gypsum board partitions				}			<ul> <li>localized staining, wear and water damage</li> </ul>



Baseline Conditions Report

# BUILDING: Technology Center (TECH)

# ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	,	·		,			
- exposed and painted gyp bd ceilings	<u>}</u>						- localized discoloration and fading
Radio Station	} }			}			
- carpet flooring	}			}			
- painted gypsum board partitions	Į			{			
- 2x4 suspended ceiling system	{						
Offices	ļ			}			
- Exposed metal systems raceway				{			- functional but not aesthetic or integrated into the space design
- carpet flooring	}						
- vct flooring	ļ		•	}			
- acoustical wall treatment	{			{			
- 2x4 suspended ceiling system	{			•			
Toilet Rooms	}			}			- barely handicap accessible
- tile flooring	{			{			
- tile walls	}			}			
- 2x4 suspended ceiling system							



Baseline Conditions Report

# BUILDING: Technology Center (TECH)

### ENV 7531601 11/29/2016

Building Component Location	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
- fixtures	{						
Television Station							- multiple levels, crack in exterior wall
- vct flooring	}						<ul> <li>lowest level regularly floods with rising of water table</li> </ul>
- painted gypsum board partitions							
- 2x4 suspended ceiling system	}						
- hollow metal doors and frames	}						
- painted concrete masonry unit partitions							
- stage sets							<ul> <li>surrounding finishes do not meet quality of sets</li> </ul>
- 'white box' lighting and services gallery	}						
- stage vct flooring							- worn with equipment track marks
Child Development Education	}						
- vct flooring	}			}			
- painted gypsum board partitions							
- 2x4 suspended ceiling system	}						
- casework	}			}			



Baseline Conditions Report

# BUILDING: Technology Center (TECH)

### ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location							
Music Room	{ 			{		}	- relocated from Johnson Hall
- carpet flooring	} }			}		{	
- painted gypsum board partitions	ļ			{			- one wall demountable partition
- 2x4 suspended ceiling system	{						
Computer Labs	}						
- carpet flooring	}						
- painted gypsum board partitions	{						
- 2x4 suspended ceiling system	}						
CSI Lab	{			}			
- carpet flooring	{						
- painted gypsum board partitions	ļ						
- 2x4 suspended ceiling system	{						
Fashion Lab	{						- this will be first year with music next door
- carpet flooring	}						<ul> <li>controversially strong color/pattern</li> </ul>
- demountable partitions	{			}			



Baseline Conditions Report

# BUILDING: Technology Center (TECH)

# ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
	<u>{</u>	1		{		}	
- 2x4 suspended ceiling system	<u> </u>		; <b>-</b>	}		{	
Travel Lab	<u>}</u>			}		{	
- carpet flooring						{	
- airliner section	{					}	
- painted gypsum board partitions		•				{	
- 2x4 suspended ceiling system							
Classroom							- no airconditioning
- vct flooring	ļ					{	
- painted gypsum board partitions						{	
- 2x4 suspended ceiling system	{					}	
Physical Therapy	ł					ł	
- vct flooring						{	
- painted gypsum board partitions						}	
- 2x4 suspended ceiling system	}					{	
						{	



Baseline Conditions Report

# BUILDING: Day Care Center (DC)

# ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location			<u>.</u>			,	
EXTERIOR							<ul> <li>built by Herkimer BOCES, history of mice problems, program appears to be fitted into insufficient area</li> </ul>
Brick masony on wood frame			,				<ul> <li>recently repointed and caulked on high side, water infiltration at upper level and at wall below against grade</li> </ul>
Metal roofing system							<ul> <li>low slope shed roof, steep mansard on two story side; must be cleared of cleared of snow at winter</li> </ul>
	Į						
INTERIOR	{						
Upper Floor Main Room	ļ			}			
- VCT flooring	{						
- wood pattern laminate kitchen floor	}					{	
- painted gypsum board partitions	ļ	•		}			
- kitchen appliances	{					}	- dated appliances
- 2x4 suspended ceiling system	}						
- lighting							- 2x4 surface mounted fixtures, not all functioning
- toilet room	{			{			- while servicible, appears to be a makeshift



Baseline Conditions Report

# BUILDING: Day Care Center (DC)

# ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	.,			,	,	<b></b>	
- air conditioning	<u>}</u>					{	- wall mounted split system (Sanyo)
Office	<u>}</u>			}		{	
- carpet flooring	}	[		}		{	
- painted gypsum board partitions	{			{		}	
- 2x4 suspended ceiling system	}			{		ł	
- lighting	}	[		}		{	- incandescent down lights
Lower Floor Main Room	{			{		}	- cold in winter, hot in summer
- VCT flooring						{	
- painted gypsum board partitions	}	[		}		{	
- painted concrete masonry	[			-		}	- water damage on wall beneath grade
- 2x4 suspended ceiling system	}			•		ł	
- lighting	}	Ĩ				{	<ul> <li>not all function, lighting levels too high, broken lenses, poorly set lenses</li> </ul>
- toilet room				•		}	- while servicible, appears to be a makeshift (platform for child's toilet)
Laundry and Service Room	}			{		{	
- walls, floor, ceilings	{	[		}		{	- leftover space, over crowded



Baseline Conditions Report

# BUILDING: Day Care Center (DC)

### ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location							
- sump pump and grinder pumo							- must be maintained as sanitary lines are above lowest grade level
- boiler + gypsum board surround							<ul> <li>boiler enclosed in fire rated gypsum board by fire marshall's directive boiler has a history of over heating</li> </ul>



Baseline Conditions Report

# BUILDING: Central Service Building (CSB)

### ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	:	,	ī		:		
EXTERIOR	{ 		ļ	{ 			
Metal building on concrete foundation	<u> </u>		:	{			
Metal Roofing System	{			{			
Hollow Metal Doors and Frames				{			- rust at base
Salt barn	}						- metal building on concrete walls and concrete foundation
Prefabricated shelters	{			{			- half barrels, two
	[			{			
INTERIOR	}						- high and very hard use space, typical for a services facility
- concrete flooring	}						
- painted concrete block partitions	[			{			
- painted gyp bd upper partition infill	}			{			
- 2x2 suspended ceiling system				}			- offices and waiting
- painted exposed ceiling and systems	{			{			- work rooms and garage bays
- hollow metal doors and frames	}			•			
- toilet rooms							- worn and aged



Baseline Conditions Report

### BUILDING: Stadium Concessions Building (STADCS)

ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location	_			_			
EXTERIOR	<u>.</u>	{ 		<u>.</u>	{		
Architectural concrete masonry units							- two colors
Metal Roofing System with metal soffits					{		
Hollow Metal Doors and Frames		}			{		- rusting at base
		{	ļ	Ì	{		
INTERIOR		[					
Storage Area		}			{		
- painted concrete floor			ļ	Ì	{		
- painted concrete masonry unit partitions					[		
- painted gypsum board ceilings					{		
Concessions		{	ļ	Ì	{		
- painted concrete floor					[		
- painted concrete masonry unit partitions					}		
- painted gypsum board ceilings		{	•	Ì	{		
- kitchen equipment							
- handwash sink + drinking fountain		[			{		- last test showed high lead content, taken out of service
Toilet Rooms		{			{		
- painted concrete floor							
- painted concrete masonry unit partitions					{		



Baseline Conditions Report

### BUILDING: Stadium Concessions Building (STADCS)

ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location							
- painted gypsum board ceilings					}		
- fixtures					}	-	
Team Rooms		{			{		
- painted concrete floor		{	•		}		
- painted concrete masonry unit partitions					}		
- painted plywood and wood trim ceilings					{		
- benches					}		
- handicap toilet stall					}		
Trainers and First Aid/Therapy Rooms		{			{		- poor ventilation, odors hang in space
- painted concrete floor		ļ	•		}		
- partitions							
- ceilings					$\left[ \right]$		
- countertops					}		



Baseline Conditions Report

# BUILDING: Stadium Press Box (STADPB)

# ENV 7531601 11/29/2016

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location		1			: )		
EXTERIOR	{ 			{			
Architectural concrete masonry units							- two colors
Metal Roofing System with metal soffits							
Hollow Metal Doors and Frames	{			[]]			- rust at base
Concrete Foundations							
Grandstands							
	{						
INTERIOR							
Entry Hallway							
- carpet flooring	{						<ul> <li>history of replacement due to water infiltration along exterior wall</li> </ul>
- painted gyp bd and concrete masonry units							
- 2x2 suspended ceiling system							
President's office and Viewing Rooms				{			
- carpet flooring							
- painted gypsum board partitions							


Baseline Conditions Report

BUILDING: Stadium Press Box (STADPB)

# 11/29/2016

ENV 7531601

## **BUILDING ARCHITECTURAL COMPONENTS**

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location							
- 2x2 suspended ceiling system							
- Ceiling ladder and hatch enclousre							- significant water damage at hatch enclosure
Flooring at Press Stand							- water infiltration



**Baseline Conditions Report** 

# ENV 7531601 11/29/2016

**BUILDING ARCHITECTURAL COMPONENTS** 

# **BUILDING: Outbuildings**

Building Component	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Location					_		
BARN	{						
Wood frame and siding, asphalt shingle roof wood windows							<ul> <li>this building has been condemned. It should be demolished and/or salvaged for material sale.</li> </ul>
	{						
ATHLETIC STORAGE BUILDING	}						
Wood frame and wood siding	Į						<ul> <li>siding and trim rotted , deteriorated and stained around base of building</li> </ul>
Asphalt shingle roof	{						- roof slumping and warped
Concrete slab on grade	}						- erosion beneath concrete pad
Residential quality garage doors	Į						
	Į						
STORAGE BUILDING	{						- adjacent to Barn
Wood frame and metal siding	Į						- weathered, detached and bent in places
Asphalt shingle roof	{						- eaves rotted and deteriorated
Concrete slab on grade							
	}						



#### Classroom and Administration Building (CA)

ENV 7531501 11/29/2016

Building Component	Location	Year Installed	Remaining Life	Excellent	Good	Serviceable	Poor	Replace	Correct Deficiency	Remarks
AHU 1-1	Rm 159	1971	10							Carry out thorough internal inspections; clean coils and air intake louver; repair air leaks
AHU 1-2	Rm 159	1971	10							Carry out thorough internal inspections; clean coils; repair air leaks; inspect transite ductwork
AHU 1-3	Rm 115	1971	10							Carry out thorough internal inspections; clean coils; repair air leaks; inspect transite ductwork
AHU 1-4	Rm 229	1971	10							Carry out thorough internal inspections; clean coils; repair air leaks
DDC over Pneumatic Controls	Various	1992	20							
Pneumatic Thermostats	Various	1971	10							Update to modern digital sensors for more accurate control and low maintenance requirements
Water Closets and Lavatories	Various	1971	15							Update with modern water efficient fixtures
Indirect DHW Tanks	MER	1971	20							



#### Robert McLaughlin College Center (RMCC)

ENV 7531501 11/29/2016

Building Component	Location	Year Installed	Remaining Life	Excellent	Good	Serviceable	Replace	Correct Deficiency	Remarks
AHU 2 - 1	Rm 122	1971	10						Carry out thorough internal inspections; clean coils; repair air leaks
AHU 2 - 2	Rm 122	1971	10						Carry out thorough internal inspections; clean coils; repair air leaks
AHU 2-3	Rm 218	1971	10						Carry out thorough internal inspections; clean coils; repair air leaks
AHU 2-4	Rm 218	2013	10						Carry out thorough internal inspections; clean coils; repair air leaks
CC - 2 - 5	Rm 135	1999	20						
CC - 2 - 6	Rm 130	1999	20						
Cafeteria RTU	Roof	2013	30						
Campus Center Chiller	Rm. 134	1999	5						Replace due to R-22 phase-out and to improve efficiency
DDC over Pneumatic Controls	Various	1971	20						
Pneumatic Thermostats	Various	1971	10						Update to modern digital sensors for more accurate control and low maintenance requirements
Water Closets and Lavatories	Various	1971	15						Update with modern water efficient fixtures
Indirect DHW Tanks	MER	1971	20						



#### Johnson Hall (JH)

ENV 7531501 11/29/2016

Building Component	Location	Year Installed	Remaining Life	Excellent	Good	Serviceable	Replace	Correct Deficiency	Remarks
AHU 3 -1	Rm. 123	1971	10						Carry out thorough internal inspections; clean coils; repair air leaks
AHU 3-2	Rm. 116	1971	10						Carry out thorough internal inspections; clean coils; repair air leaks
AHU 3-3	Rm. 108	1991	20						Replace or reinstall with metal duct and make-up air for ventilation.
AHU 3-4	Rm. 108	1971	10						Carry out thorough internal inspections; clean coils; repair air leaks
AHU 3-5	Rm. 302	1971	10						Carry out thorough internal inspections; clean coils; repair air leaks
AHU 3-6	Rm. 303	1971	10						Carry out thorough internal inspections; clean coils; repair air leaks
AHU 3-7	Rm. 302	1971	10						Carry out thorough internal inspections; clean coils; repair air leaks
AHU 3-8	Rm. 303	2015	25						
AHU 3-9	Rm. 303	1971	10						Carry out thorough internal inspections; clean coils; repair air leaks
DDC over Pneumatic Controls	Various	1992	20						
Pneumatic Thermostats	Various	1971	10						Update to modern digital sensors for more accurate control and low maintenance requirements
Water Closets and Lavatories		1971	15						Update with modern water efficient fixtures
Indirect DHW Tanks	MER	1971	20						



Baseline Conditions Report

#### Ronald F. Williams Library (LB)

ENV 7531501 11/29/2016

Building Component	Location	Year Installed	Remaining Life	Excellent	Good	Serviceable	100	Replace Correct Deficiency	Remarks
AHU 4 -1	Rm. 05	2008							
Chiller	Rm. 03	2009							
Boilers	Rm. 04	1971							Upgrade to high efficiency burners



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#### Physical Education Building (PE)

ENV 7531501 11/29/2016

Building Component	Location	Year Installed	Remaining Life	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks				
AHU 5-1 (Main Gym)	Bsmt MER	1971	10							Repair damaged intake ductwork and correct return air pathway obstructions. Evaluate further for replacement.				
AHU 5-2 (Pool)	Bsmt MER	1971	3							Replace unit with new unit with dehumidifiation capabilites; replaced rotted ductwork.				
AHU 5-3 (Fitness)	N. Lobby MER	1999	15							Clean intake air screen				
RTU 1 (Small Gym)	Roof	1999	15											
RTU 2 (Small Gym)	Roof	1999	15											
Condensing units for RTU 1&2	Roof	1999	15											
RTU 3 (Aerobics)	Roof	1999	15											
Main Gym Exhaust	Exterior Walls	1971	15							Check and adjust for tight closure				
DDC over Pneumatic Controls	Various	1992	20											
Pneumatic Thermostats	Various	1971	10							Update to modern digital sensors for more accurate control and low maintenance requirements				
Water Closets and Lavatories		1971	15							Jpdate with modern water efficient fixtures				
Indirect DHW Tanks	MER	1971	20											
Underground heating hot water lines	Exterior	1971	10							Replace with more durable lines				



Baseline Conditions Report

#### Day Care Center (DC)

ENV 7531501 11/29/2016

Building Component	Location	Year installed	Remaining Life	Excellent	Good	Serviceable	Poor	Replace	Correct Deficiency	Remarks
Weil McLain Boiler	1st Level MER	1989	5							Replace with condensing boiler and resolve boiler room fire code issue
Split AC Systems	1st and 2nd Levels	1999	10							
Temperature Controls	1st and 2nd Levels	1989	20							
Domestic Hot Water Heater	1st Level MER	?	10							



Baseline Conditions Report

#### Central Services Building (CSB)

ENV 7531501 11/29/2016

Building Component	Location	Year Installed	Remaining Life	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
				, ,						
Furnaces	MER	1999	15							
Split AC System	MER	1999	15							
Domestic Hot Water Heater	MER	1999	10							



#### Stadium Concessions Stand (STADCS)

ENV 7531501 11/29/2016

Building Component	Location	Year Installed	Remaining Life	Excellent Good	Serviceable	Poor	Replace	Remarks
Space Heaters	Throughout	N/A	5					Investigate more efficient options; only run when needed



# Classroom and Administration Building (CA)

ENV 7531501 11/29/2016

Building Component	Location	Year Installed	Remaining Life	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Hallway lighting	BLDG 1	N/A	N/A							Hallway to the admin building from Johnson hall has electronic ballast lighting. The rest of the admin building is magnetic ballast flourecent (40W per lamp). These lights should be replaced with LED to reduce energy usage by up to 75%.
Motor Controllers	BLDG 1	Various	Various							Several Cutler Hammer manual motor starters installed. A few VFDs on fans. Manual starters should be replaced with VFDs when possible to reduce energy usage.
Power Panel P1-1	BLDG 1	1969	<10 Years							Original 1969 GE power panel. Panel should be cleaned and inspected to determine the condition of internal components.
Main Switch 1	BLDG 1	1969	<10 Years							Original 1969 GE main service disconnect. It has been retrofit with an updated disconnect switch. Panel should be cleaned and inspected to determine the condition of internal components.
MDP	BLDG 1	1969	<10 Years							Panel is 45 years old. Panel should be cleaned and inspected to determine the condition of internal components.
Power Panel L1-2	BLDG 1	1969	<10 Years							Original 1969 GE Power Panel. Panel was locked, preventing access for inspection. Panel should be cleaned and inspected to determine the condition of internal components.
Power Panel E1-1	BLDG 1	1969	<10 Years							Original 1969 GE Power Panel. Panel was locked, preventing access for inspection. Panel should be cleaned and inspected to determine the condition of internal components.
Fire Alarm Panel	BLDG 1	N/A	N/A							Simplex 4100U. Maintained and tested yearly.



# Robert Mclaughlin College Center (RMCC)

ENV 7531501 11/29/2016

Building Component	Location	Year Installed	Remaining Life	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Original Building 1969. Additions in 1999 and 2005. Kitchen renovation in 2013.	BLDG 2									
Recessed down lights.	BLDG 2	N/A	N/A							Recessed downlights contain CFLs. CFLs average 13W for 900 lumen output. LED bulbs average 8W for 900 lumen output. Changing bulbs would amout to a 38% energy savings.
Power Panel PP1B	BLDG 2	1998	20+ years							Panel installed as part of the 1999 addition. In good condition.
Power Panel PP1A	BLDG 2	1998	20+ years							Panel installed as part of the 1999 addition. In good condition.
Power Panel LP1	BLDG 2	1998	20+ years							Panel installed as part of the 1999 addition. In good condition.
Siemens System 600 Apogee	BLDG 2	1991	15 years							The main panel appears to be updated and serviced regularly by Siemens techs.
C.C. MDP	BLDG 2	1998	20+ years							Panel installed as part of the 1999 addition. In good condition.
Main Service Disconnect Switch	BLDG 2	1969	<10 years		1					Original 1969 GE main service disconnect. It has been retrofit with an updated disconnect switch. Panel should be cleaned and inspected to determine the condition of internal components.
Main Distribution Panel (1971 building)	BLDG 2	1969	<10 years		1					Panel is an original 1969 GE enclosure. Panel should be cleaned and inspected to determine the condition of internal components.
Power Panel E2-1	BLDG 2	1969	<10 years							Panel is an original 1969 GE enclosure. Panel should be cleaned and inspected to determine the condition of internal components. Also, panel is only fed from a #6 Aluminum conductor (50A rating). Unable to determine circuit breaker size from MDP. Appears to be larger than 50A.
AHU-1 Supply and Return	BLDG 2	2005	20+ years							Variable speed drives are in good condition.



# Robert Mclaughlin College Center (RMCC)

ENV 7531501 11/29/2016

Building Component	Location	Year Installed	Remaining Life	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Fire Alarm Panel	BLDG 2	N/A								Simplex 4100U panel. Maintained and tested yearly.
Power Panel L2-2	BLDG 2	1969	<10 years							Original 1969 GE panel. Panel should be cleaned and inspected to determine the condition of internal components.
Unidentified Power Panel	BLDG 2	1969	<10 years							Original 1969 GE panel. No panelboard schedule or identifiation present. Panel should be cleaned and inspected to determine the condition of internal components.



# Robert Mclaughlin College Center (RMCC)

ENV 7531501 11/29/2016

Building Component	Location	Year Installed	Remaining Life	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Auditorium Lighting	BLDG 2	N/A	N/A							All LED lighting. Excellent condition.
Art Gallery Lighting	BLDG 2	N/A	N/A							Art gallary still uses incandecent bulbs. Switching to a 3000k LED bulb would provide a 86% reduction in energy usage.
Bath Exhaust Fans	BLDG 2	N/A	N/A							Could install newer ECM motors for energy savings.



# Johnson Hall (JH)

ENV 7531501 11/29/2016

		nstalled	ining Life	ent		eable		ce	ct Deficiency	
Building Component	Location	Year lı	Remai	Excelle	Good	Servic	Poor	Replac	Correc	Remarks
Original Building 1969. Science hallway was recently renovated.										
Bathroom lighting	BLDG 3	N/A	N/A							Bathroom lighting is flourecent and does not utilize occupancy sensors. Replace with LED and install occupancy sensors to reduce energy usage by over 50%.
Hallway lighting	BLDG 3	N/A	N/A							Hallway lighting is magnetic ballast flourecent in all areas except the renovated science hallways. These should be replaced with LED lights to reduce energy usage by over 50%.
Recessed can lights	BLDG 3	N/A	N/A							Recessed can lights are CFL bulbs. Replacement with LED bulbs will reduce energy usage by 38%.
Energency Panel Fed From Generator	BLDG 3	2005	30+ Years							Square D QO load Center
Generator and Control Panel	BLDG 3	2005	15+ Years							Generac RTS Series.
Fire Alarm Control Panel	BLDG 3	N/A	N/A							Simplex 4100U panel maintained and tested yearly.
Power Panel P3-5	BLDG 3	1969	<10 Years							Original 1969 GE Power distribution panel. Various newer circuit breakers have been installed. Panel should be cleaned and inspected to determine the condition of internal components.
Power Panel L3-1	BLDG 3	1969	<10 Years							Original 1969 GE Power distribution panel. Various newer circuit breakers have been installed. Panel should be cleaned and inspected to determine the condition of internal components.
Main Switch 1	BLDG 3	1969	<10 Years							Original 1969 GE main service disconnect. Retrofit with updated disconnect switch. Panel should be cleaned and inspected to determine the condition of internal components.
MDP	BLDG 3	1969	<10 Years							Panel is 45 years old. Panel should be cleaned and inspected to determine the condition of internal components.



# Johnson Hall (JH)

ENV 7531501 11/29/2016

Building Component	Location	Year Installed	Remaining Life	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Small distribution Panel in Mech Room behind UPSs	BLDG 3	2005	30+ Years							Square D QO load center. Panel is marked as being at maximum capacity. Feeders should be updated to increase panel capacity as needed.
Elevator room	BLDG 3									No ventilation in the space as required by code.
Small Mech Room AHU Controls	BLDG 3	2005	20+ Years							Old 1969 air handling units are equiped with variable speed drives.
Classroom Lighting	BLDG 3	N/A	See Remarks							Classroom lighting is magnetic ballast flourecent in all areas except the renovated science classrooms. These should be replaced with LED lights to reduce energy usage by over 50%.
Power Panel E-B-4	BLDG 3	1969	<10 Years							Panel was locked. Exterior appears to be in poor shape.
Power Panel L3-7	BLDG 3	1969	<10 Years							Original 1969 GE Power distribution panel. Various newer circuit breakers have been installed. Panel should be cleaned and inspected to determine the condition of internal components.
Power Panel P3-3	BLDG 3	1969	<10 Years							Original 1969 GE Power distribution panel. Various newer circuit breakers have been installed. Panel should be cleaned and inspected to determine the condition of internal components.
Lighting General	BLDG 3									Color temperature of lights in the building are not uniform. Lights installed next to each other may be 2700K and 4000K.



# Robert F. Williams Library (LB)

ENV 7531501 11/29/2016

Building Component	Location	Year Installed	Remaining Life	Excellent	Good	Serviceable	Poor	Replace	Correct Deficiency	Remarks
Power Panel PPB-5	BLDG 4	2008	20+ Years							New panel installed in the 2008 Renovation
Power Panel CPB-3	BLDG 4	2008	20+ Years							New panel installed in the 2008 Renovation
Junction Box Chiller Feeder	BLDG 4	2008	N/A							This junction box was an old disconnect which was gutted and is now used as a junction point. The box can be opened without the use of tools, and requires replacement.
Power Panel P4-1	BLDG 4	1969	<10 Years							Panel is 45 years old, is missing circuit breakers with open holes in the panel (code violation). Should be replaced in the next few years. Panel should be cleaned and inspected to determine the condition of internal components.
Power Panel PPB-4	BLDG 4	2008	20+ Years							New panel installed in the 2008 Renovation
13.2kV Switchgear	BLDG 4	1969	None							Currently used as a pass through and not a disconnect as intended.
New MDP	BLDG 4	2008	20+ Years							New panel installed in the 2008 Renovation
Main Switch 1	BLDG 4	1969	<10 Years							Original 1969 GE main service disconnect. Retrofit with updated disconnect switch. Panel should be cleaned and inspected to determine the condition of internal components.
Old MDP	BLDG 4	1969	<10 Years							Panel is 45 years old. Panel should be cleaned and inspected to determine the condition of internal components.
Power Panel DP - 208.120V	BLDG 4	2008	20+ Years							New panel installed in the 2008 Renovation
Fire Alarm Panel	BLDG 4	N/A								Updated, tested and maintained yearly.
Power Panel PPB-3	BLDG 4	2008	20+ Years							New panel installed in the 2008 Renovation
150KVA, 480-208/120 Transformer	BLDG 4	2008	20+ Years							New transformer installed in the 2008 Renovation



# Robert F. Williams Library (LB)

ENV 7531501 11/29/2016

Building Component	Location	Year Installed	Remaining Life	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Elevator Controls and Disconnects	BLDG 4	?	See Comments							Elevator Machine room violates code. It is missing the required ventilation, electrical disconnects, etc.
Power Panel L4-1	BLDG 4	1969	<10 Years							Panel is 45 years old. Panel should be cleaned and inspected to determine the condition of internal components.
Power Panel E4-1	BLDG 4	1969	<10 Years							Panel is 45 years old. Panel should be cleaned and inspected to determine the condition of internal components.
Power Panel LL4-1	BLDG 4	1969	<10 Years							Panel is 45 years old. Panel should be cleaned and inspected to determine the condition of internal components.
Power Panel P4-2	BLDG 4	1969	<10 Years							Panel is 45 years old. Circuit breakers have failed and are covered with electrical tape. Failed circuit breakers should be replaced. Panel should be cleaned and inspected to determine the condition of internal components.
Library Lights	BLDG 4	2000s	10+ Years							Flourecent lights installed. Could save with installation of LED. Several areas use 3000k color temperature lights which look wrong for the space. These areas should be 4000K.
Building lighting	BLDG 4									No occupancy sensors were used in the bathrooms. No daylight harvesting noted in the all glass hallways.



# Physical Education Building (PE)

ENV 7531501 11/29/2016

Building Component	Location	Year Installed	Remaining Life	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Original building 1969. New section, 1999.	BLDG 5									
Exterior Lighting	BLDG 5	1999	5 Years							Exterior lighting appears to be 400W metal halide lights. Changing to LEDs would reduce energy usage by 75%.
Power Panel P5-1	BLDG 5	1969	<10 Years							Original GE Power Panel. Fan controls are needed for the gym, as instructions are written in the power panel for which order the fans must be turned on. Panel should be cleaned and inspected to determine the condition of internal components.
Motor Controllers	BLDG 5	Various	N/A							Several cuttler hammer motor controllers, with a few variable speed drives mixed in. Fed from P5-1. Replacing old controlers and motors with VFDs and new motors will increase energy savings.
Main Switch 1	BLDG 5	1969	<10 Years							Original 1969 GE main service disconnect. It has been retrofit with an updated disconnect switch. Panel should be cleaned and inspected to determine the condition of internal
Exterior Lights Disconnect Switch	BLDG 5	1969	<10 Years							Disconnect switch should be replaced with a modern version that has side lever operation to help mitigate Arc Flash risks.
PE MDP	BLDG 5	1999	20+ Years							Cuttler Hammer MDP in good condition.
Fire Alarm Panel	BLDG 5	N/A	N/A							Simplex 4100U panel. Inspected and maintained yearly.
Gymnasium lighting	BLDG 5	1999	N/A							Lighting consists of 30+, 6 bulb flourecent lights. Replacement with LED equivallent lights would reduce energy costs by 50% or greater. Lighting was on motion sensors.
Pool Lighting	BLDG 5	1999	N/A							Lighting consists of approximately 24 flourecent light fixtures. Replacement with LED equivallent lights would reduce energy costs by 50% or greater. Also, light levels in the pool area are under 20FC. NCAA recommendations require 50FC on the pool surface, 20FC on the walkways.
Power Panel PE2	BLDG 5	1999	20+ Years							Cuttler Hammer Pow-R-Line panelboard in good condition
Power Panel PE3	BLDG 5	1999	20+ Years							Cuttler Hammer Pow-R-Line panelboard in good condition



# **Technology Center (TC)**

ENV 7531501 11/29/2016

Building Component	Location	Year Installed	Remaining Life	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
Main Switch 1	PLDC 6	1989	20+ Years							Square D Switchgear.
MDS (Part of switchgear)	BLDG 6	1989	20+ Years							Square D Main Distribution Panel
75KVA Transformer	BLDG 6	1990	10+ Years							Square D 480/120-208 Transformer
112.5kVA Transformer	BLDG 6	1990	10+ Years							Square D 480/120-208 Transformer
SPD Power Panel	BLDG 6	1989	20+ Years							400A MCB Square D NQOD Panelboard.
Fire Alarm Control Panel	BLDG 6	N/A	N/A							Simplex 4100U Panel. Maintained and tested yearly.
LP1 Power Panel	BLDG 6	1989	20+ Years							150A MCB Square D NQOD Panelboard (208V)
HP1 Power Panel	BLDG 6	1989	20+ Years							225A MLO Square D Panelboard (480V)
45kVA Transformer	BLDG 6	1990	10+ Years							Square D 480/120-208 Transformer
Elevator Room	BLDG 6	1989	20+ Years							Square D Circuit Breaker Disconnect for elevator.
Power Panel HPM 1	BLDG 6	1989	20+ Years							Square D Main Distribution Panel
Prolite Dimming Systems	BLDG 6		20+ Years							Lighting control panels. Large number of circuits. Assume it controls the entire building.
General Lighting	BLDG 6									Newer electronic Ballast Flourecent trougher lights in main areas. Old Magnetic Ballasts in Mech rooms. CFLs in can lights. LEDs in sconces. Incandecnets in track lights in classrooms. No Occupancy, Vacancy, daylight harvesting sensors noted. Older technologies should be replaced with LEDs to improve efficiency. Occupancy sensors should be added to bathrooms and classrooms.
Power Panel LP2	BLDG 6	1989	20+ Years							150A MLO Square D NQOD Panelboard



# **Academic Sports Fields**

ENV 7531501 11/29/2016

Building Component	Location	Year Installed	Remaining Life	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
MDP	Sports Field	1990	20+ Years							GE Spectra Series Main Distribution Panel with Transient Voltage Surge Suppressor installed.
25KVA Transformer	Sports Field	1990	5 Years							Marcus 480-120/240 Transformer. Noisy and runs hot. Should be replaced in the next 5 years.
Unidentified Panel	Sports Field	1990	20+ Years							Eaton Pow-R-Line Panel. Only 2 circuits are used. 480/277 for lighting.
Power Panel LP-1	Sports Field	1990	20+ Years							Panel was locked
Power Panel CP-1	Sports Field	1990	20+ Years							Panel was locked
Building Lights	Sports Field	N/A	N/A							Building exterior lights are metal halide. Should be replaced with LED to reduce energy usage by up to 75%.
Field Lights	Sports Field									Playing field lights consist of 92, 1000W medal halide lamps. Should change out to LEDs to reduce energy usage by up to 75%
Lighting, Boxes	Sports Field									Track lighting in the boxes uses incandecent lamps. Should be replaced with LEDs.
Power Panel CP-3	Sports Field	1990	20+ Years							GE 60A MCB Power panel with TVSS installed. Panel is in good condition.



# **Academic Sports Fields**

ENV 7531501 11/29/2016

Building Component	Location	Year Installed	Remaining Life	Excellent	Good	Serviceable	Poor	Replace	<b>Correct Deficiency</b>	Remarks
MDP	Sports Field	1990	20+ Years							GE Spectra Series Main Distribution Panel with Transient Voltage Surge Suppressor installed.
25KVA Transformer	Sports Field	1990	5 Years							Marcus 480-120/240 Transformer. Noisy and runs hot. Should be replaced in the next 5 years.
Unidentified Panel	Sports Field	1990	20+ Years							Eaton Pow-R-Line Panel. Only 2 circuits are used. 480/277 for lighting.
Power Panel LP-1	Sports Field	1990	20+ Years							Panel was locked
Power Panel CP-1	Sports Field	1990	20+ Years							Panel was locked
Building Lights	Sports Field	N/A	N/A							Building exterior lights are metal halide. Should be replaced with LED to reduce energy usage by up to 75%.
Field Lights	Sports Field									Playing field lights consist of 92, 1000W medal halide lamps. Should change out to LEDs to reduce energy usage by up to 75%
Lighting, Boxes	Sports Field									Track lighting in the boxes uses incandecent lamps. Should be replaced with LEDs.
Power Panel CP-3	Sports Field	1990	20+ Years							GE 60A MCB Power panel with TVSS installed. Panel is in good condition.



Baseline Conditions Report

# MECHANICAL SYSTEM EXISTING CONDITIONS

# CLASSROOM and ADMINISTRATION BUILDING (CA)

#### Air Handlers

Unit Tag	Install Year	Location	Serves	нс	сс	Reheat Coils	SF HP	RF HP	Туре	Controls Type	Notes
AHU 1-1		139	Second floor Northwest wing	~	~	0	10HP	-	MZ - 6	DDC over Pneumatic	Leaky casing, Louver really dirty, 160° HW,
AHU 1-2	1971	159	First and second floor classrooms on east side, north end	~	-	0	5HP	-	MZ - 8	DDC over Pneumatic	Brass Valves on iron pipe, Transite Ducting
AHU 1-3	1969	115	First floor classrooms on east side, south end	~	-	0	ЗНР	-	MZ - 2	DDC over Pneumatic	CO2 sensor, Good dampers, Leaky casing, Transite Ducting
AHU 1-4	1969	229	Second floor classrooms on east side, south end	~	-	0	3 HP	-	MZ - 4	DDC over Pneumatic	

Unit Tag	Install Year	Location	Size	Description
Fin Tube Rad.	1969	Offices	N/A	Serves first and second floor offices on west side
HP 1-1	1969	139	1 HP	Secondary HW Pump
PP 1-1	1969	134	1/6 HP	Hot Water Circulator



**Baseline Conditions Report** 

# MECHANICAL SYSTEM EXISTING CONDITIONS

# **ROBERT MCLAUGHLIN COLLEGE CENTER (RMCC)**

Air Handlers

Unit Tag	Install Year	Location	Serves	нс	сс	Reheat Coils	SF HP	RF HP	Туре	Controls Type	Notes
AHU 2 - 1	1971	122	Auditorium	~	~	0	15 HP	7.5 HP	Single Zone	DDC over Pneumatic	Trane Serial Number, Model Number: M-35, Asbestos Present
AHU 2 - 2	1971	122	Lobby	~		0	7.5HP	-	Single Zone	DDC over Pneumatic	GOULD Motor, Asbestos Present
AHU 2-3	1971	218	Student Commons	~		5	7.5 HP	-	Single Zone	DDC over Pneumatic	
AHU 2-4	2013	218	Dining Area	~	$\checkmark$	4	5 HP	-	Single Zone	DDC	
CC - 2 - 5	1999	135	Rooms 251-293	~	>	0	10 HP	-	Single Zone	DDC	Trane Serial Number: K98H81801, 1998 install
CC - 2 - 6	1999	130	Small Theater, Rooms 294 & 295	~	~	0	7.5 HP	-	Single Zone	DDC	Coils are in good shape
RTU	2013	Roof	Cafeteria	~	~	0	?	-	Single Zone	DDC	McQuay, new

Unit Tag	Install Year	Location	Description	Size
Chiller	1999	134	Trane Series R	90 ton
HP 2-1	1971	122	Secondary HW Pump	3 HP
PP 2-1	1971	122	Hot Water Circulator	1/6 HP



#### MECHANICAL SYSTEM EXISTING CONDITIONS

# JOHNSON HALL (JH)

#### Air Handlers

Unit Tag	Install Year	Location	Serves	нс	сс	Keneat Coils	SF HP	RF HP	Туре	Controls Type	Notes
AHU 3 -1	1971	123	First and second floor classrooms south side east end	~		0	3 HP	-	MZ - 7	DDC Over Pneumatic	HWC off
AHU 3-2	1971	116	First and second floor classrooms south side west end	~		0	5HP	-	MZ - 5	DDC Over Pneumatic	Trane Climate Changer - Serial # KOD1740120 Model# LZ12, Pneumatic Thermometers, 165° HW Supply
AHU 3-3	1991	108	First floor classrooms west side		~	5	1 HP	-	Single Zone	DDC	(Replacement) American Std. Split DX,Model #: TWE 060 Serial #A100CA, Unprofessionally installed
AHU 3-4	1971	108	Second floor classrooms west and northwest side	~		4	7.5 HP	-	MZ - 7	DDC Over Pneumatic	Trane Climate Change - Serial # KOE176780, Pneumatic Thermometer, Duct is well insulated
AHU 3-5	1971	302	Lecture hall Rm. 255	~	~	0	5 HP	-	Single Zone	DDC Over Pneumatic	Asbestos suspected on pipe insulation
AHU 3-6	1971	303	Lecture hall Rm. 228	~	~	0	5 HP	-	Single Zone	DDC Over Pneumatic	
AHU 3-7	1971	302	Lecture hall Rm. 258	~	~	0	1.5 HP	-	Single Zone	DDC Over Pneumatic	Asbestos Pipe
AHU 3-8	2015	303	Lecture hall Rm. 210	~	~	0	5HP	-	Single Zone	DDC	CO2 Control, Trane Climate Changer - Serial Number K15F51252, Model CSAA006UAL00(?)
AHU 3-9	1971	303	Music Studio	~	~	0	1.5 HP	-	Single Zone	DDC Over Pneumatic	

Unit Tag	Install Year	Location	Description	Size
HP 3-1	1971	105	Secondary HW Pump	3 HP
PP 3-1	1971	105	Hot Water Circulator	1/6 HP



Baseline Conditions Report

## MECHANICAL SYSTEM EXISTING CONDITIONS

# RONALD F. WILLIAMS LIBRARY (LB)

#### Air Handlers

Unit Tag	Install Year	Location	Serves	нс	сс	Coils	SF HP	RF HP	Туре	Controls Type	Notes
AHU 4-1	2009	MER	Whole Building	~	~	32	30HP	20 HP	Single Zone VAV/Reheat	DDC	

#### **Central Plant**

Unit Tag	Install Year	Location	Description	Size
Chiller	2009	MER	McQuay Turbocor	250 Ton
Boiler 1	1971	MER	Cleaver Brooks Fire-Tube Gas	200 HP
Boiler 2	1971	MER	Cleaver Brooks Fire-Tube Gas	200 HP
Boiler 3	1971	MER	Cleaver Brooks Fire-Tube Gas	150 HP

Unit Tag	Install Year	Location	Description	Size
P 4-1	1971	MER	Primary HW Pump	50 HP
P 4-2	1971	MER	Primary HW Pump	50 HP
CWP-1	2009	MER	Primary CW Pump	40 HP
HP 4-1	2009	MER	Secondary HW Pump	1 HP
CP - 1	2009	MER	Condenser Pump	25 HP



# MECHANICAL SYSTEM EXISTING CONDITIONS

# **TECHNOLOGY CENTER (TC)**

## Air Handlers

						Reheat					
Unit Tag	Install Year	Location	Serves	нс	сс	Coils	SF HP	RF HP	Туре	Controls Type	Notes
					./	0				DDC Over	
AHU 6-1	1990	Rm. 235	Telecommunications		v	0	15 HP	5 HP	VAV	Pneumatic	
					1	1				DDC Over	
AHU 6-2	1990	Rm. 235	TV/Audio Studio		•	1	5 HP	1.5 HP	VAV	Pneumatic	
				./	./	0				DDC Over	
AHU 6-3	1990	Rm. 325	Computer Science	×	v	0	15 HP	5 HP	VAV	Pneumatic	
				./		0				DDC Over	
AHU 6-4	1990	Rm. 325	Main Corridor	v		0	5 HP	1.5 HP	VAV	Pneumatic	
				./		0				DDC Over	
AHU 6-5	1990	Rm. 325	Classrooms	•		U	7.5 HP	-	VAV	Pneumatic	

Unit Tag	Install Year	Location	Size	Description
Chiller	1990	Basement	90 Ton	Leaks R-22
Chilled water storage tanks	1990	Basement	4 x 1250 gal.	
Pumps	1990	MERS		







# **5 CAMPUS MAPS AND DIAGRAMS**











Aerial View of the Herkimer County Community College Campus



ATHLETIC STORAGE

PRESS BOX STADIUM BUILDING

BARN

NORTH STORAGE

NORTH





Site Infrastructure





07 September 2016



Paving Condition and Watershed





07 September 2016








Areas of Known Roofing System Concerns

#### Year Replaced

**####** Red designates roofs on longer under warranty







NOTE: BUILDING LOCATIONS IN RELATION TO EACH OTHER ARE DIAGRAMATTIC AND DO NOT REPRESENT ACTUAL SEPARATION DISTANCES

0

50 100

250







NOTE: BUILDING LOCATIONS IN RELATION TO EACH OTHER ARE DIAGRAMATTIC AND DO NOT REPRESENT ACTUAL SEPARATION DISTANCES





# 6 FOCUS GROUP INTERVIEWS



### **OVERVIEW and GENERAL CONCERNS**

Thirteen Focus Group meetings were held in September and October of 2016 to review the perceived adequacy of the campus facilities to support the College's academic and operational requirements. The meetings were arranged through the College's facilities department and consisted of faculty and staff representing the major College departments. The meetings included:

- 1. Academic Affairs
- 2. Athletics and Physical Education (two meetings)
- 3. Audio/Visual
- 4. Business, Health Sciences and Technology
- 5. Campus Security
- 6. Day Care Center
- 7. Humanities and Social Sciences
- 8. Information Services
- 9. Institutional Research
- 10. Registrar's Office
- 11. Residential Life
- 12. Science
- 13. Student Affairs

In addition, a series of interviews were held with a variety of College Stakeholders. A summary of their comments have been included at the end of this section.

Each group was asked if the current campus facilities adequately supported their academic (faculty groups) or operational (college support groups) needs. This was broken down into two specific areas; student areas such as classrooms, laboratories and lecture halls and separately their departmental offices. In addition, each aspect was reviewed in terms of satisfying both current requirements and future requirements. Last, each group was encouraged to provide their views of overall student and college needs for the future. When discussing these needs three qualitative levels of priority were used:

Must have: Facilities that are necessary to maintain the College's academic program.

**Should have:** Facilities that would improve, enhance or allow the growth of the College's academic program.

**Could have:** Facilities that would provide additional improvements, if there were additional resources available to support provide and support them.

The concerns expressed in these interviews provided a wide view of campus conditions and student life that are unique to the Herkimer Community College. Some concerns were very specific to each group, others related to the entirety of the collegiate experience. The complete minutes of each meeting, listing all concerns discussed, are





included at the end of this section.

A review of the interviews as a whole support the following shared facility concerns

**Insufficient Information Technology Infrastructure:** The existing campus infrastructure does not provide adequate support for academic and student uses. It lacks both bandwidth and sufficient access points to properly provide for program delivery and wireless service. The College has recently increased its available bandwidth. However, the Information Services group still requires additional firewall equipment to access this increase. The lack of access points has created dead spots in the Campus wireless service, with connections dropping off as students move from building to building and from the campus to the residence halls. The expansion of access points has been halted by available funds and the presumed presence of hazardous materials in above ceiling spaces. A college wide hazardous materials survey would quantify the type and location of hazardous materials, allowing the College to properly plan and implement infrastructure expansion.

Lack of consistent classroom conditions throughout the College: The localized nature of renovations has created an environment where there is a disparity of classroom conditions across the college. Where renovations have occurred the classrooms are in good or serviceable condition. Where renovations have not been done the classroom conditions are poor. This also includes climate control; classrooms in legacy buildings tend to be extremely hot during the warm months and cold in the winter. This has resulted in certain classrooms being seen as adequate and thus in high demand, others inadequate or undesirable.

Lack of AV technology standardization: Similar with the classroom conditions, the application of technology in each classroom is inconsistent. While all rooms may have audio-visual devices their type and operation are different. Faculty require instruction for each particular room they are scheduled in. Again, this creates discrepancies in the classroom pool, where some are desired, some are not, some are preferred by particular members of the faculty while some - especially those teachers who still employ traditional recitation methods – will not use the available technology. In addition, where rooms have been outfitted with appropriate technology the associated room finishes have not been adequately upgraded; this includes dimmable lighting, acoustical treatments and window coverings.

Lack of classrooms to support modern program delivery models: The existing classroom pool consists of traditional recitation style spaces; the students seated in rows facing a single presentation wall from which the teacher lectures. Academic trends, however, support a more dynamic environment. These include 'active learning' classrooms which provide adaptable seating layouts where students can work in groups and allows the teacher to move throughout the room. They can be 'flipped'; that is easily rearranged between sessions to fit the need of an individual class or program. Studies have shown





that this is more effective than traditional lectures and is supported by SUNY's move towards an applied learning methodology.

Lack of assignable large classrooms and lecture facilities: Over the College's history of renovations and the implementation of program specific grants the number of spaces available for large section sizes have been reduced. In addition the Hummel Corporate Center, representing most of the College's high occupancy spaces, is perceived as 'off limits' for academic and student activity use. Other large classrooms, such as the Quality Assurance Lab and the Music Room, are re-purposed rooms that could have been scheduled for large sections but are now considered unavailable. This has resulted in a disconnection in room scheduling, where section size may not properly match room capacity. This is not a straightforward issue with a simple solution; based on the current level of enrollment renovation and reconfiguring of existing spaces, improved scheduling, broadening assignable hours based on a section hour analysis and re-evaluation of classroom use limitations may be a more efficient, effective and supportable solution than simply adding classrooms.

**Under utilized courtyards and greenspace:** The two quadrangle courtyards are landscaped spaces which should provide locations for student gathering and activity. Historically, however, these spaces are lightly used. This is a direct consequence of the campus 'tunnel' system. While intended to provide building to building connection during the winter months and inclement weather they have become the student's primary circulation routes. While Student Affairs uses the lawn south of the College Center for specific activities there is a common belief that the use of these landscaped areas could be increased and enhanced. Improvements could include an outdoor amphitheater for both academic lectures and performances, the development of additional student activity areas and the creation of an enhanced pedestrian path connecting the campus to the dormitories.

**Lack of storage facilities:** All departments report that the College lacks sufficient storage space. This is especially true for departments with significant storage needs such as athletics and physical education. An important factor in this is the College's dependence on paper record keeping. All departments indicated that the most significant storage issue is the archival of hardcopy documents. Moving towards electronic storage methods may not only provide easier access to and cross-department sharing of records where required but also reduce the need and size of dedicated storage space.

**Informal student-faculty interaction locations:** Multiple departments expressed an interest in the development of more informal spaces where students and faculty can interact before, between and after classes. Two existing spaces, the Library entrance lobby and the space adjacent to the bookstore, see high use. Recommendations include enhancing the existing gathering spaces, the creation of more 'vest-pocket' areas around campus or the redevelopment of the building to building tunnels to include seating and discussion spaces.





**Wear and tear of the Campus is becoming visible:** On varying levels several departments noted that the College's age, especially in the legacy buildings, is beginning to show its age. This has resulted from operational conditions over time and limited resources. The concern is if not reversed it could become detrimental to enrollment and retention.

**Computer use:** In general both the faculty, audio-visual and information technology groups would like to discontinue the use of desktop computers in the classrooms. All full time faculty are issued laptop computers that can be brought into the classroom and then connected to the audio-visual equipment. Adjunct faculty, however, are not and thus require the classroom computers for their presentations.

There is a general belief among all faculty that there should be a program to ensure every student has a laptop or similar appropriate device. The faculty and college operations groups, however, are divided on the feasibility of this. They understand that the costs for this would be passed on to the students, either in increased tuition or requiring them to make their own purchases. Faced with a declining pool of potential students across the Northeast any increase in student costs may be detrimental to enrollment.

In addition, several groups had individual requirements that should be specifically noted:

**Day Care Facility:** Both the Day Care Center and its associated academic departments desire an improved facility with properly sized and configured spaces. In addition they have requested that the facility be better integrated with the academic programs it supports, including, if feasible, relocating the facility adjacent to these associated program spaces.

Athletics and Physical Education: This group has requested significant renovation and/or expansion of its facilities. This includes the development of an enclosed practice field facility large enough to support both baseball and lacrosse, expansion of its fitness center and additional facilities. Survey of the existing building confirms that the locker rooms, team rooms and class, weight and training rooms are in extremely poor condition, undersized and in need of renovation.

**Natural History Collection:** This unique and valuable resource is poorly accessible. It is in excellent condition, well maintained and is still being added to by the Science department. This collection should be made accessible to students and faculty; either in its own facility or incorporated into display opportunities created by other renovations. Other renovations could include corridor upgrades, creating display facilities similar to existing displays of local fauna.

**Re-energize the College Center:** The College Center is not perceived as a gathering place for students; with the exception of events scheduled for the lobby the center often appears empty of students. Student areas, such as Alumni Hall are co-opted by other events, taking them out of general use. In addition the Lobby spaces should be revitalized to showcase the College, Herkimer College and the Upstate New York experience and opportunities.





**College Center Student Lounge:** While Alumni Hall serves as a major student gathering site it is often co-opted for other activities, such as meetings, banquets and presentations that result in displacing the students. The College Center would benefit by having a dedicated student gathering and activity space of approximately 2,500 square feet. This should be a two story space, allowing interior installation of inflatable structures. These inflatables are regularly used as a part of the activities scheduled by Student Affairs.

**Campus Security Office Location:** Currently divided between the College Center and the basement of the Classroom and Administration building the Campus Security group desires facilities that are more accessible to the students. This is in keeping with both modern trends in campus security and current SUNY practices.

Lack of available computer labs: The Business, Health Sciences and Technology department has indicated that they lack access to the College computer facilities as their labs have, over time, either been eliminated or repurposed. Similar to the lack of properly sized classrooms, this is not a straightforward issue. When asked this department noted that while computer instruction is an important component of their classes they only need access to the labs on a limited basis. This may be able to be resolved through scheduling and/or reconfiguration of existing classroom space to support an applied, active learning teaching model.

**Consolidate the Adjunct Offices:** While, in general, individual adjunct offices are adequate and in good condition, they are dispersed through the College. Co-locating these offices and associated support spaces may be more beneficial to the adjuncts as a whole. This would create a collaborative working environment, aid in mentoring new adjuncts and allow secretarial and support services to be readily shared.











# FOCUS GROUP INTERVIEW MINUTES BY DEPARTMENT

The following minutes document, in detail, the concerns discussed during each individual Focus Group Interview.











## INSTITUTIONAL RESEARCH

- Provides data to upper administration to support academic programming and program development.
- □ Reports on state and federal academic policies, data and trends.
- □ Provides data for developing and supporting grants. Perkins grant key-holder
- Provides academic research for other projects as requested by faculty and upper administration.
- Provides research data to the College President, supporting the transition in using this data to direct academic programming.
- □ Coordinates with local businesses; including arranging for speakers at the Hummel Corporate Center.
- Manages student surveys and polls, to determine student academic desires and satisfaction with College programs, which is then used for program organization and development by faculty.
  - All Herkimer programs are two year degrees, 60-70% of students transfer to a four-year College.
  - Current student head count is 2128 students, translating into 960 FTE
  - Later in the year there will be a +/- 120 FTE increase due to high school students taking College courses.

### **Academic Facility Concerns**

- □ Workforce development (on the job training) primarily done off campus, limited campus facilities.
- □ Over 50% of the College courses support career and job-readiness, some in partnership with local businesses.
- □ Based on current data and trends recommends targeting three areas of enhanced academic development based on regional academic drivers:
  - Health
  - Technology
  - Education
- Health, Technology and Education facilities should be improved to be able to support programs which would allow students to transfer to better schools; HCCC is falling behind in this capability.
- □ Health: The current Physical Therapy Assistant program is very successful. Students have a high passing rate on post-graduation certification and high employment rate.
  - Physical Therapy is currently transitioning into new spaces in the Technology center.





- There is no nursing or nursing assistant program on campus. The College provides general liberal arts courses for the nursing school at the local hospital (St. Elizabeth). This is a drain on resources as state funding is based on course completion and graduation.
- The College had an Occupational Therapy program. It is no longer being taught and is considered 'in-active' by the State. While there has been discussions in bringing Occupational Therapy back, it is a costly program.
- Education: The Early Childhood Education Program supports a day care assistant certification and students looking to transfer to a four year program.
  - The Day Care Center is currently considered a loss leader program but is maintained to support the Early Childhood programs and provide faculty (primarily) and student (secondary) day care services.
  - If possible, the Day Care Center should be expanded; the current facility is both small and limiting.
- Technology: College lacks the Technology/IT infrastructure to support modern technology courses. Historically the improvement of the technology infrastructure has been limited by presumed hazardous materials above the existing ceilings. The College's lack of a Hazardous Materials Survey makes developing alternatives to improve the technology systems problematic.
- □ The Academic Center is an important College resource; it is a prime component of the College's success in educating challenged students, including hands on instruction on everyday technologies.
- □ The Criminal Justice program is strong but needs to be supported and improved to maintain that strength.
  - Better technology and space.
  - Additional programs.
- □ The Gaynor Science Center is an excellent resource, an up to date "wow" facility in recently renovated space.
- □ Existing classrooms are outdated and dreary; they lack consistent IT/AV support
- Academic and Enrollment challenges: The declining population of under 24 students across the state increases completion for students across the state. The declining high school graduations in Herkimer County itself increase the need for county students to maintain enrollment.
- □ Recommends more collaboration with other institutions; sharing facilities with other SUNY Colleges.
- □ Recommends enhancements to campus life/collegiate experience to attract and





retain students.

- □ Reasons for out of county enrollment: Athletics program and student support systems (Academic Center).
- □ Recommended enhancements to College experience:
  - Strengthen cultural and geographical offerings to student community; tours and events to highlight Herkimer County offerings, provide facilitators to help experience the change from city life to upstate life.
  - Housing to support single parents.
  - Provide more locations for informal gatherings, quiet study, faculty-student interaction, similar to the library entry lobbies.
  - More support and opportunities for on Campus life.
- Currently the college is still paper-driven. Many departments have high archival requirements and there is a significant lack of storage space on campus. The College should transition to document imaging and electronic documentation; not only will this provide relief to storage needs but allow better access and referencing, both within and cross department.

#### **Department Facilities and Operations**

- □ Office suite recently renovated (shared with Academic Affairs)
- □ Interior spaces lack proper ventilation, cooling by an inadequately sized package AC unit.
- □ Typically in meetings all day, heavy off-off campus travel during spring.





### **ACADEMIC AFFAIRS**

- □ Provides guidance for campus planning.
- □ College currently lacks proper planning and planning procedures.

### **Academic Facility Concerns**

- In general the College needs a pervasive renovation, an overall 'facelift' to present a cutting edge institution for students (better enrollment and retention), county and staff.
  - Assess space needs on a campus wide scale.
  - Update mismatched and inconsistent IT/AV support for classrooms. Renovate worn classrooms.
  - Provide locations to recharge and connect (wireless) student laptops, tablets, phones, etc.
  - Increase bandwidth available to students.
  - Provide classrooms that support multiple teaching/program delivery techniques.
  - Provide adaptable spaces that can support changing instructional methods.
  - Provide more locations for informal gatherings, quiet study, faculty-student interaction, small seminar rooms. Provide additional vest pocket paces where students can rest and allowed to eat.
- □ Students are seeking more comfortable spaces; more students congregating in library than college center.
- □ Create a strong holistic view to developing courses and programs.
  - Create a more dynamic atmosphere and collegiate experience.
  - Create integrated, interdisciplinary programs. Example program: Create an operational bed and breakfast; leverage tourism courses (bookings), hospitality courses (management, operations and culinary), etc. Provide a real life, real time hands on cross disciplinary environment for student experience that supports the community.
- □ The current theatre facility is outdated; investigate desire for a feasibility study to determine if the program should be expanded.
  - If you build it, they may or may not come.
  - Black box theatre to support multiple activities, including update of TV Studio facilities.





- □ Enhance quality of student life in terms of environment, transportation and food.
  - Primary dining venue is the newly renovated dining hall, run by American Food and Vending. The bookstore carries snacks and drinks
  - Increase food variety and availability; increase hours and provide weekend eating opportunities.
  - Create a cafe type venue for planned and impromptu performance, gaming, coffee, etc. A convenience store may be part of this.
  - Revitalize housing kitchens to provide for more kitchenette style food preparation as opposed to full kitchens.
  - The Foundation, FSA and Housing Corp need to be a part of any dining related improvements. These groups also have a steady revenue stream.
- □ Enhance transportation opportunities for the students.
  - Limited opportunities in the Village of Herkimer; even so improve connection between campus and downtown. Existing services should be increased and run more often.
  - Provide better connections to Utica and Albany.
- Improve faculty interaction with and support for new technologies. Technology upgrades should not be impeded by traditional practices; new faculty will use new technology.
  - Streamline interaction with IT/AV; hooking up and unhooking devices can be cumbersome, configuration of furniture can be a hindrance.
- Distance learning opportunities and techniques should be evaluated. While the common belief is that online classes are part of the future online enrollments are not rising.
  - Make classrooms more exciting to be in.
  - Web-enhanced curriculum is rising in use and popularity.
  - As online and web based curriculum move forward they need to take advantage of all available technologies: music, video, virtual reality, etcetera.
  - Facilities are less an issue; more critical is the bandwidth available to faculty and students.
- □ Provide for more Applied Learning programs; this would be a significant improvement in the Campus academic program.
  - Applied Learning is the direction SUNY is moving and provides more accountability.





### **Department Facilities and Operations**

- □ Office suite recently renovated (shared with Institutional Research)
- □ Interior spaces lack proper ventilation and cooling.
- □ Research assistant needs better layout.
- □ Size is currently adequate; no room for future growth.
- □ Lack of archival storage space.

#### General Building Issues

- Vermiculite used for sound attenuation; treated as hazardous materials abatement.
  In general when a localized renovation is done that area (only) is abated. Testing is not done, if it could be hazardous it is treated as hazardous.
  - Heating and exhaust ventilation is an issue in the legacy buildings. Legacy buildings are a 4-pipe hot/chilled water system. The Library contains the central mechanical plant.
- □ The Campus is empty for significant periods of time; classrooms, labs and lecture halls tends to be heavily used in very distinct block of time.
  - No student or professor desires 8AM or similar morning classes.
  - Limited evening classes, no weekend classes.





### **RESIDENTIAL LIFE**

- □ Residential Life is part of the College Foundation.
- □ Area Coordinators are live in professionals at the Residential Facilities.
- The College has three dormitory facilities: Reservoir Run (by the athletic Fields),
  Campus Meadows (east side of Lou Ambers Drive, across from the main parking lot),
  College Hill (furthest east, between Lou Ambers Drive and Johnson Avenue.
- Reservoir Run was built by the Foundation. Campus Meadows and College Hill were originally built by developers and later acquired by the Foundation for the College. As such Campus Meadows and College Hill are constructed more like residential townhouses than traditional college apartment dorms.
  - This manner of construction and acquisition has resulted in the three dormitories having different apartment configurations.
  - Reservoir Run is not efficiently configured.
  - While there is an overall majority of female students (60%) to male students (40%), within the residences this is reversed 60% male, 40% female.
- There is a significant grade difference between the campus and Campus Meadows and College Hill, and a similar grade change between the lower campus parking area and Reservoir Run.

### **Residential Facility Concerns**

- □ Lack of program and activity space within the residential facilities.
  - Balance opposing approaches to student activities increase of student activity space on campus to enhance the campus environment versus bringing these activities to the students at the residential facilities.
- □ Provide a residential experience different from other community colleges; to improve campus life and enhance recruitment.
- Provide an outdoor recreational space; amphitheater, seating, pavilion, barbeque, informal outdoor gatherings.
  - Enhanced greenspace can become a showcase feature of the College entrance.
  - An outdoor amphitheater could be located near the College Center, anchoring the uphill end of the path and providing the connection to the campus.
- □ Campus Meadows improvements:
  - Enhance connection to main campus; new green pedestrian way with physical training stations along the path.
  - Remove the parking lot between the two rows of townhouses and provide a





new greenspace. While a large portion of the residents have cars, parking is not a perceived problem; as Foundation land the Foundation can renovate as the Foundation desires.

- □ There is a strong student desire for informal, outdoor basketball facilities. These courts should be easily accessible, well lit (for both security and night use) and should be visible to attract use and allow students to both watch and be seen.
- There is a definite cultural shock experienced by students coming from the New York City area; this has a variety of consequences on student life:
  - The College's diverse and nationally ranked athletic programs provide and support a large amount of cultural diversity.
  - The relative lack of diversity in the faculty has been seen as challenging to the students.
  - There has been a history of racism between students and downtown businesses; the College's 2007 Civility initiative has been very successful in resolving these diversity issues. The College is an active participant in creating a respectful community.
  - The residences provide a relatable environment for students from urban neighborhoods; While this provides a comfort zone for the students these students tend to limit their activities to either the campus or the dormitories.
  - Opportunities should be provided to encourage students to broaden their experience of the outdoors and more rural opportunities of the Herkimer area.
- □ Commuter students appear to be comfortable where they are; the majority appear to come to class and then return home.
- □ There is a commuter lounge in the College Center.
  - The commuter lounge is a relatively small space with dreary appearance; commuter students tend to congregate near the bookstore.
  - Programming for commuter students include outside speakers, arts and crafts and educational counseling.
- □ Alumni Hall is a large multi-use space which, when available to the students, tends to be dominated by the college's gaming community.
- □ The Residential Life office also handles student package deliveries; a centralized mail facility would be an improvement of services.
- □ Provide a weekend meal plan.
- Provide a cafe style venue as an alternative dining experience supplemented by impromptu and scheduled entertainment. This would create another type of "seen and be seen" space.
- □ In general the students find the residence halls attractive and are a desirable place to live while attending HCCC. The students have a sense of investment in their





residences; they refer to the dorms as their homes.

- □ The Master Plan should create an energized college center, sense of place, sense of geography that enriches student social life.
- □ The Master Plan should create a place that creates a synergy of student activities, residential Life, the commuter population and elevate the upstate New York experience.





### **STUDENT AFFAIRS**

- □ Student Affairs is a full time position managing student activities
- □ Responsible for Alumni Hall, Game Room and Commuter Resources.
- □ 98% of activities occur in the College Center.

#### Academic Facility Concerns

- □ Provide more informal student and faculty gathering spaces
  - Provide more soft seating spaces across campus.
  - Utilize the tunnels to provide gathering spaces for impromptu meetings of students and students and faculty, for relaxation and study.
  - Provide a cafe type venue for scheduled events and impromptu entertainment, gaming, and conversation.
  - Most student events take place in the College Center lobby; the harsh open space with central stair is not conducive to café style and similar informal events.
- □ Provide a connection between the dormitories and the College Center.
  - Currently students are either at the College or at the dorms; once they climb the hill the students tend to stay, once they go back down the hill they tend not to return.
  - Enhance outdoor space east of the College Center. Directly east is currently used for student orientation and outdoor events; a terraced amphitheater setting to the southeast would be a definite enhancement; both could serve to anchor an enhanced pedestrian connection from College to dorms.
- □ The lawn is used for a variety of events, including outdoor inflatables and novelty events such as human billiards or foosball.
- Provide picnic tables and outside seating.
  - A new fitness trail would be well used by students, faculty and staff.
- □ The College Center needs to feel like a student center; filled with students relaxing, gathering, conversing and studying.
- □ Showcase Herkimer county culture, history and regional geography in College Center Lobby to engage students.





- □ Provide more student activity spaces.
  - There is a constant struggle to find appropriate space to support student activities.
  - Provide club activity and workspace. The campus currently has no club rooms; clubs meet in classrooms during the 12:30-1:30 PM Tuesday and Thursday open activities block.
  - Club rooms should have adaptable layout and workspace to support their activities.
  - Club size ranges from 5-50 students; most club meetings are for 10-15 students.
- □ Alumni hall serves as the student lounge and has been recently renovated new chairs, tables and flooring.
  - Commuter students tend to congregate here. Those commuters who do stay a majority of the day tend to be those from poorer neighborhoods or from a stressful home environment.
  - The game room has insufficient space, dominated by three pool tables.
  - The College Center should have a large gathering space dedicated to the students; Alumni hall is used for too many things; students get displaced by campus events, banquets, etc. The students need a place they can call theirs; a place to see and be seen.
  - Alumni Hall should be available to the students from 6AM to 11PM
- □ Provide an approximately 2500sf addition to the dining facility for campus events and return Alumni Hall to the students.
- □ Provide a two story space so large inflatables can be installed for student events when not being used for campus events.
- □ Provide more access to the Hummel Corporate Center for student activities.
  - It is currently difficult to schedule these spaces for student use; perceived as a 'no students allowed' territory.
  - The facility could be scheduled for meetings and presentations, including club roundtables, slam poets, special speakers.
- □ Increase use of main auditorium. Seats 547 students and is currently underutilized.
- □ Improve IT/AV support; without appropriate technology many performers cannot be accommodated and thus cannot perform on campus. This is a detriment to student activities.
- The main parking lot is oversized for the current enrollment and even at higher
  FTE levels it was not full. This could provide an opportunity to increasing campus greenspace.





### **Department Facilities and Operations**

□ Offices are appropriately located in the College Center near Alumni Hall and in good condition.





# **CAMPUS SECURITY**

- □ While technically Peace Officers, the Campus Security operates similar to a traditional police department on campus; enforces New York penal code and does associated judicial duties, enforces HCCC Honor code and local vehicle and traffic regulations.
- □ The Director also hosts regular local Police Chief and Investigators meetings.

### **Department Facilities**

- Front Office at Room 253 of the College Center adjacent to the Dean of Students Suite. This suite contains the central radio room, fire alarms, officer's room and student work study group (SNAP) space.
- □ Back Office, including the Director's Office, at Room 138 of the Classroom and Administration Building.
  - Facility used 24 hours a day, seven days a week.
  - The back office functions similar to a traditional police station, includes offices, evidence and weapons room, storage, and combination breakroom/locker room.
    - This space is inadequate.
    - Basement location, poor access to students and no visible presence on campus.
    - Poor condition, makeshift configuration carved from old storage rooms.
    - No separate facilities for male and female officers.
- The security facilities do not require a central video camera monitoring room; cameras are connected to a central server and can be accessed by any security computer workstation or laptop.
- □ Update security cameras to provide better imaging and pan/tilt capability. Placement is good.
- □ Campus Security maintains a fleet of 3 vehicles. They are currently parked out of doors all four seasons.
- Campus Security (Tim Rogers) also performs College Health and Safety duties; the dual position is currently overburdening, inhibiting proper Health and Safety operations.
  - The College should implement a separate position, dedicated health and safety.
- □ The college closes down at 10PM, most student related activity then switches to the Residence Facilities.
  - At night most security issues occur in the residence halls.
  - Improve pedestrian lighting along the main road to Reservoir Run, currently under lit and dangerous.





- Adding green space at College meadows improve conditions from a security point-of-view.
- The College Information desk is no longer staffed except for 3 hours during the evening.
- □ Extra staff is required during sport events.
- Emergency vehicles have good access and egress to the campus with the exception of one for one College Hill dorm; vehicles cannot pull through – must pull in and then back up.
- □ The College blue-light emergency call system is adequate.
- □ For security and safety reasons the condemned barns should be torn down.
- Provide a New Facility for the Campus Security department, replacing their spaces in the basement of the Classroom and Administration building. SUNY practice has security offices more visible.
  - Balance visible and accessible presence to students against security and privacy needs. Provide a professional appearance and good access to students.
    - A renovated facility should have both a front and back door.
  - Provide at least two interview rooms with a separate waiting area to separate students while being questioned or during investigations.
  - Provide true separate locker rooms or changing area and proper toilet facilities.
  - Provide adequate storage for evidence, 7 year archive and large pieces of evidence.
  - Provide garage facilities for security vehicles.
  - Use the Community Education Facility as a model for professional presentation.
- □ Campus Security believes they should be relocated into the Central Services Building and Central Services moved somewhere else on campus.
  - Relocating to the Central Service Facility would make student accessibility significantly more difficult.





# ATHLETICS

- □ The Athletics Department provides for Physical Education curriculum, community physical education resources and College sports activities.
- □ This is a very strong program; HCCC has several National Champions and nationally ranked teams.

### **Academic Facility Concerns**

- The existing facilities need improvement and renovations; legacy building areas are worn and aged. Except for the main gymnasium athletic education and training facilities in the legacy building are inadequate in size and condition for a collegiate facility.
- □ The Physical Education program is struggling to provide adequate space for its activities.
  - The department believes they are now falling behind the offerings of other twoyear schools.
- □ Add two new programs and related facilities to the Physical education program:
  - Provide a child's fitness center for curbing child obesity.
  - Provide an adult/elderly fitness center for the growing aged community.
  - These should be separate facilities to provide a good environment where the users do not feel threatened by the college population.
- □ The existing main tournament gymnasium adequate for the volleyball and basketball programs; the gymnasium and bleachers are in good condition.
- □ Provide night lighting at the baseball and softball fields.
- □ Add a rock climbing wall to the facility.
- □ The Physical Education department believes they should have a complete, new renovated facility, including a new Field House.
- □ If a new facility is impractical they desire:
  - Expansion of the Fitness Center
  - New weight training rooms.
  - New trainer's and athletic support rooms.
  - New and/or renovated locker and team rooms.
  - Concession facilities associated with the main physical education building.
  - Expansion of the pool deck; not enough space for deck based swimming instruction and similar activities.





- An enclosed artificial turf field for baseball, lacrosse, soccer and softball.
  - Large enough to support two sports at the same time (baseball and lacrosse).
  - Indoor track and field use.
  - Minimum size: 60 yards x 80 yards.
  - The space could be enclosed by an air supported fabric "bubble" dome.
  - Another alternative could be to dome the existing tournament field.
  - Tennis on artificial turf.
  - The ability to host these sports inside would distinguish Herkimer College from other schools.
- Prioritize and Phase physical education improvements to improve feasibility, support from county and provide improvements within available resources.

At this point a second meeting with the Athletics Department was scheduled.




## **ATHLETICS 2**

□ A second meeting with the Athletics Department was held, to further clarify desires for their future development. This intervew also included a room by room survey of the existing facility.

- □ The discussions focused on the nature of the capital work to be considered within the Baseline Conditions Report. The nature of the report was clarified; that the Baseline Conditions describe campus conditions as they are now and how adequately they support current and planned academic development. The report then recommends a set of capital work projects to be considered by the stake-holders for further investigation and development as part of the College's Master Plan.
- □ The current status of the Physical Education Building, in terms of both condition and configuration, exhibits consideration for major renovation and possible reconstruction work. The Academic Department also desires expansion of their facilities, to extend their academic, student activity and community services. These create potential capital work that should be considered as two interdependent components:
  - Renovations and reconstruction of the existing facility. Work to be considered should include upgrade of finishes, re-allocation of spaces to better support program requirements and remediation of mechanical system shortfalls.
  - The development of a new physical education facility. Two versions of a new facility were discussed:
    - Option 1: A protected indoor field building, to provide all weather, year round pratice for baseball/softball, lacross and soccer and with limited support spaces, such as storage, office and toilet rooms. The indoor fields should be artifical turf.
    - Option 2: A new fieldhouse to provide similar indoor practice fields along with spaces to encrease and enhance the academic program including recitation classrooms, fitness and weight rooms, training rooms, a rock climbing wall, rope course and a hall of fame room. The Athletics Department stated that they believe this should be a \$20M facility. Grants could be a component of funding to reduce costs.
  - The Athletics Department ranks the Option 2 Fieldhouse as a higher priority than work in the existing facility.
  - In addition to the fieldhouse, the Athletics Department also desires the existing facility to be renovated.
  - The indoor training fields should be conditioned space.





- □ The type of fieldhouse/indoor field enclosure was discussed. Originally the College proposed an air-supported fabric dome. Research on these air supported structures, however, does not support this alternative:
  - Energy Code compliance, for a conditioned space, would be difficult or impossible to attain.
  - If the air supported structure were seasonal, only up for 179 days, it would not have to meet the energy code. This, however, limits use and incurs additional operational costs for set up, taking down and storage.
  - Current trends in large span fabric structures are moving away from air supported structures.
  - Alternative structures include:
    - Frame supported fabric structures. These utilize steel or aluminum frames to support fabric membranes. These structures can be up to 200ft (66yards) wide by any length. Specific manufacturers can provide membrane assemblies to meet building code requirements.
    - Premanufactured metal buildings. Large span versions of traditional premanufactured buildings. Accelerate Sports in Utica utilizes this type of enclosure.
- □ The Athletics Department belives that the addition of a new fieldhouse would relieve existing pressure on space use, allowing facilities to be more readily rented/leased or otherwise made available to the local community. This would make the facility more valuable to the community. Currently they have had to turn down requests from the community for facilities use.





## HUMANITIES and SOCIAL SCIENCES

- □ The Humanities and Social Science programs are primarily located in Johnson hall and the Technology Center; the Technology Center has evolved to house other than pure technology courses.
- □ There is a perceived lack of communication between the faculty and administration in terms instructional space needs and the allocation of classroom and laboratory facilities to instructional programs.
- Most faculty work to establish a relationship with the students; develop a sense of community.
  - Academic clubs are a good venue to for building faculty-student relationships
  - Some Faculty do not have time in day to socialize with students.
  - Faculty offices often serve as informal interaction space with students.
  - Faculties in laboratories often use their labs as office space.
- □ In general faculty is compartmentalized by department; very strong catering to students within their own world, very limited interaction with other departments.

- □ While there may be an adequate distribution of technology throughout the classrooms it is not consistent from classroom to classroom and not maintained.
- □ Inadequate technical support and lack of support staff. If there is an equipment failure the lag from report to correction becomes problematic; resources will not be available for class.
- While there may be an adequate number of available classrooms, class size and classroom size are often uncoordinated; faculty not involved in classroom scheduling or section size determination.
  - Classrooms are not large enough to support alternative teaching layouts.
- □ Lecture Halls are adequate
  - The lecture facilities in the College Center are not available for academic use.
- □ Education programs and similar other academic groups should be collocated; physical education classes in physical education facility a perceived inadequacy.
- □ Enlarge or replace the Day Care Center.
  - The current space is too small to adequately support programs
  - The building lacks handicap access between its upper and lower floors; both are used for program delivery.





- If there were space and available resources a preferred configuration would locate Day Care in a consolidated child educational facility, with classrooms to observe day care activities on either size.
- □ Enlarge the Fashion Lab; space intensive program, no storage and not enough layout space for large work.
- □ Physical Therapy Assistant is a strong program and has been growing in size; it has expanded into space previously occupied by criminal justice.
- □ Criminal Justice is a strong program; its laboratory facilities have just been relocated from the Technology Center to Johnson Hall; it has been moved into a smaller space.
  - Inadequate space for forensic laboratory.
  - Inadequate space for forensic photography.
  - Criminal Justice has permission to use an old farmhouse for crime scene simulations. This is Foundation property and thus not part of the College.
- □ The Computer Networking Tech laboratory is a high use space and has reached its limit of space versus equipment; very crowded. This is a hands-on facility for learning network technology.





## BUSINESS, HEALTH SCIENCE and TECHNOLOGY

- Most Business classes are a general recitation model; lecture halls tend to be used for large group instruction for 60-70 students who then are divided onto small groups for lab work.
- □ The Business curriculum is considered a strong course with good job placement opportunities.
- □ While many students have their own laptops, laptops are not required by the College.
  - Lack of adequate wireless technology and infrastructure to support student laptop use.
  - The cost of laptops is considered a threat to enrollment; costs to provide/require laptops would increase the cost to go to Herkimer.

- □ The business program requires access to a computer lab for instruction, they currently do not have a lab dedicated to the program. If Business had a computer lab they would use it.
  - Curriculum is compromised by not having access to proper computer facilities; the department has lost three computer classrooms over the last few years.
  - Classrooms are used for lecture/recitation instruction; the computer lab is used for hands on instruction.
  - Section hour use of the computer lab, however, is not high. Example: Accounting would use the lab once a week. It may be possible to partially resolve this lack of facilities through proper scheduling or alternative classroom configuration.
  - Of classwork required to be done on the computer approximately 50% of the students use computers on campus, the remainder use computers at their residences.
- □ Available classroom space appears to be adequate.
  - Adequate number of classroom spaces directly related with low enrollment; this could change if enrollment increases.
  - Legacy classrooms require renovation; they are worn, deteriorated and do not provide a collegiate level environment.
  - Replace outdated and worn furniture.
  - Invest in proper regular maintenance and upkeep of the classroom facilities.





- □ The most recent academic schedule has reduced the number of classes for particular courses.
  - This eliminates the problem of underpopulated classes (class size of 7-10 students).
  - This has created a problem where sections have been combined, creating classes of 24-32 students which can, depending on room assignment, overcrowd a particular classroom.
  - Faculty prefer to have their classes in 'blocks' so they can spend their required time on campus (classes, office hours and meetings) and then go home.
- □ Classrooms are technically not assigned to specific faculty members.
- □ The business classrooms in Johnson Hall have been recently renovated.
- □ The small auditorium and meetings rooms in the Student Center are dedicated to community use and are not readily available to the academic program.
- □ The fashion classes require more room for hands on work and storage.
- □ The overall campus requires renovations to remediate worn and deteriorated interior conditions; the current facilities do not provide a proper academic environment and are a detriment to enrollment.
- □ Classroom technology and audio-visual equipment in the classrooms is out dated and inconsistent; classrooms need to be updated to better support instructional needs.
- □ Faculty offices need to have better access to common technology, such as printers.
- □ In general the academic classrooms need to be air conditioned; proper cooling and ventilation is a major department concern.





## SCIENCE

- The Science department is located in Johnson Hall, primarily on the second floor in the Gaynor Science Center. The Science department maintains the laboratory facilities as well as the Natural History Collection.
- □ The Adjunct Faculty are not full time faculty; they are brought in to teach particular courses for the College.

- Adequate number of laboratories and classrooms. The recently renovated laboratories add associated spaces now properly support instructional needs.
- □ Localized classroom renovations has created major discrepancies in their condition and available technology.
  - Renovate and upgrade the academic classrooms to provide a proper collegiate environment.
  - All classrooms should be climate controlled; sun side classrooms require proper ventilation and cooling.
  - Upgrade finishes and furniture to provide a proper learning environment.
  - Upgrade computer and audio-visual support to provide a consistent level of technology to all classrooms.
  - Improve cultural awareness in terms of classroom use: for example rules concerning food in classrooms should be enforced.
  - Invest in proper regular maintenance and upkeep of the classroom facilities.
- □ While the science facilities are adequate for their current needs, this will no longer be the case if enrollment goes up.
- □ Revitalize the campus outdoor quadrangles. These greenspaces are underutilized; they are perceived as uninviting.
  - Provide seating for informal seating and gatherings; there is no outdoor space to support creative thought and interaction.
  - Site College events within the quadrangles; create a small amphitheater for both lecture and recreational use.
- □ Create and/or revitalize existing student and faculty gathering spaces. Lounge or cafe type spaces that supports conversation; food and drink would be preferred.





- □ The College should become a smokeless institution; Herkimer is currently behind the curve in relation to other SUNY campuses.
  - Smoking areas, especially close to building entrances and HVAC intakes are a detriment to student health and the presentation of the college to new students.
- □ Revitalize the Natural History Collection.
  - The collection is in excellent condition, being supported by the department, well maintained and added to.
  - The College is currently pursuing a 1-2 million dollar grant to provide a new building to display and house this collection.
  - Co-locate with the existing nature center and nature trails.
  - Provide laboratory space for collection work and instruction.
  - If the grant is not approved this collection needs to be maintained as it is a unique and valuable resource to the campus and community; if a new building is not feasible creating proper locations within the existing buildings should be considered.

#### **Department Facilities and Operations**

- □ Science offices are currently adequate; most science faculty use their labs as their offices.
  - Provide climate control in all faculty office space.
- □ Adjunct Offices: the recent renovations have displaced and reconfigured the adjunct facilities; while specific adjunct may now have good quality offices this has had a detrimental effect on the group as a whole:
  - Dispersed offices disconnect faculty from their secretary, Dean and other adjunct faculty.
    - Difficult to mentor new adjunct faculty.
    - Lack of bullpen or other shared space to collaborate.
    - No longer collocated with shared resources secretary, mail, etc.





## DAY CARE CENTER

- □ The Day Care center is a child care facility serving the students, faculty and the community. It is currently housed in a small, residential style building located between the Technology Center and the Physical Education building. It is an NAEYC accredited facility and currently certified for 10 toddlers (18 months to 3 years old) and 18 children (mixed group of 3-4 year olds).
- □ The facility opens at 7:15, with children arriving gradually. They also leave in a similar gradual manner at the end of the day.
- While part of Student Services and not the academic departments, the facility serves as a hands on instruction laboratory for students enrolled in the Child Education courses.
  - Class lesson planning
  - Observation
  - Special Education
- □ The actual population of the facility depends on the day, week and time of year; the typical load are 10 children upstairs, 10 children downstairs.

- In general the space is not considered adequate for its use. The building is residential and not institutional quality. The building is not optimally configured for its use; spaces feel forced and makeshift.
- □ The optimal location for this facility would have it integrated with the College's educational program and collocated in the same building, with observation rooms allowing the facility's activities to be viewed by education students.
- □ The facility is not handicap accessible. The two main child care rooms are on different floors, the only connection being a narrow, residential staircase.
  - There is no wheelchair accessible outside path; the outside walk utilizes both a stair and ramp.
  - The only wheelchair accessible path wraps completely around the physical education building.
  - Narrow staircase is difficult to traverse when bringing meals from the upstairs kitchen to the downstairs children.
  - The poor accessibility becomes problematic for parents or children in wheelchairs and intergenerational programs.





- □ The facility lacks appropriate storage.
  - For toys and other instructional games
  - Paper products for use in the kitchen.
  - Big items such as bikes, tables, chairs and buckets of seasonal use items.
  - The facility has two small exterior sheds for storage, however access to these sheds during inclement weather and throughout winter is problematic.
- □ The facility lacks proper entrance access.
  - The day care building has two levels; the lower entrance is for pre-school and the upper entrance is for toddlers.
  - A single entrance, with a lobby and waiting area is the desired entry configuration. Currently the primary upper entrance opens directly into the kitchen and the lower entrance into the pre-school main room. There is a second, side entrance that opens directly into the toddler main room.
  - The entrance to the facility is remote with extremely poor visibility. Being more visible would be a benefit to parents and the facility; increased visibility needs to be balanced against security concerns.
  - Vehicle access is through the physical education building's back parking lot. While there is space for parents to drop children off, the close available parking is reserved for physical education staff.
- □ The child care spaces are not properly proportioned or properly sized. Between children, providers and students they become overcrowded.
- □ The building is not connected to the other buildings. This becomes an issue in inclement weather and the cold seasons as the children need to be bundled up to use the other campus facilities:
  - Physical Education Building: Swimming and aerobics room
  - Technology center: Child Education sensory room and Special Education rooms.
  - The distance of these spaces from the day care facility is also detrimental.
- □ Separate rooms for the 3 and 4 year olds would be preferred.
- □ The facility lacks a large motor room.
- □ The playgrounds cannot be used in winter. An indoor play area for toddlers is desired.
  - The current playground configuration (playground within a playground) is not optimal. Two separate playgrounds is preferred.
- □ The mechanical system is not sufficient for providing heating and cooling; there are heating problems in winter and the lower floor is stuffy and hot in the summer.
- □ The wall against grade has a history of water infiltration.





- □ A bike trail for the pre-school children is desired.
- □ The current building has a history of small rodent and ant problems.
- □ Currently building needs are handled through direct requests to the college facilities department.

## **Department Facilities and Operations**

- □ There is only one staff office space; it is often co-opted for other uses.
- Recent renovations have added a third toilet room, allowing one for staff and two for the children (one on each floor). However the upstairs children's toilet room is also the building's handicap accessible toilet. The fixtures are not optimum for toddlers.
- □ The facility cannot grow in its current space and operational limitations.
  - The facility is open only during the school year. This limits its utility to the Herkimer community which requires year round operation. The program cannot be filled if the facility is closed in the summer.
  - The facility is not certified for and has no program space for infants.
  - Currently the facility is being operated as a loss-leader to support the academic programs.
  - The facility is often the only available option for students with children.
  - An increase in enrollment that would bring about an increase in children would require more space and more staff.





## REGISTRAR

- □ The Registrar's Office is responsible for registering students for their classes and then scheduling those classes.
- □ Banner (software) is used for scheduling full time credit classes.
  - Banner's capabilities are limited and thus scheduling of all other college spaces is done via excel spreadsheets.
  - The Physical Education department manages the scheduling of the Physical Education Building.
  - The Hummel Corporate Center is primarily scheduled for community and nonacademic uses, such as training, board meetings.

- □ Despite declining enrollment the registrar's office believes there is a shortage of classrooms. This perception is heavily influenced by cultural influences:
  - Limited hours of scheduling; the majority of classes are only booked between 10AM and 2PM.
    - Extension into morning hours believed to be more feasible than extending afternoon classes, to support after hours student activities and students who have to work after school.
  - Restricted use of spaces; certain rooms are considered "off limits" to academics or "too specialized" for general use.
  - Territoriality of administration, faculty and departments.
  - Repurposing of larger rooms to support focused grant related programs with limited student participation.
    - Quality Assurance Lab
    - The current NYPA renovation of the Johnson Hall music room. The registrar's office reported that they did not know the purpose of the upcoming renovations.
- □ The College has limited spaces that can support a large section size.
  - Two (2) Johnson Hall Lecture Rooms, with a maximum occupancy of 111 students.
  - The remainder of the campus meeting and lecture facilities are part of the Hummel Corporate Center and include two meetings rooms separated by a dividing partitions (30-50 seats depending on layout), a third 20 seat meeting room and the 124 seat amphitheater. These spaces are primarily scheduled for





non-academic uses.

- The limited availability of large group instruction spaces combined with restricted scheduling hours has made scheduling sections to appropriately sized rooms difficult.
- □ The Registrar's office prefers tablet arm chairs (high student density) over tables and chairs/active learning seating (low student density).
- □ The college currently has no modern active-learning style classrooms or classrooms.
- □ The college currently has no seminar rooms that could support small (10 or less students) classroom sizes. The registrar office believes this type of room would be useful if outfitted with proper technology.
  - The registrar tries not to schedule sections of less than 10 students for most academic courses.
  - Small sections are used when needed to meet student graduation requirements.
- There has been an attempt to maximize smart classrooms; a smart classroom consists of a teacher's station, computer with presentation capability (projector and screen or smartboard).
  - Overhead projectors are being phased out; available to teacher only if requested.
  - Lack of technology standardization and no of 'plug and play' capability has made use of technology difficult for the faculty.
  - Technology or lack of technology demands by the faculty make standardization difficult; older faculty are less likely to embrace audio visual tools, some like smartboards, some do not, some demand blackboards, some must have computers and some use laptops, etcetera.
  - While all teachers have laptops, adjuncts do not. Due to staff and budget cuts the number of adjuncts appears to be growing.
- In general, unless recently renovated, the furniture in the academic spaces is worn.
  This is also true of the furniture available to the College Center.
- □ The furniture in the Hummel Corporate Center is too heavy to be easily movable, thus changing the configuration of a meeting room is problematic. Requests for a change must be done through the Facilities department.
- □ The registrar's office noted that across the history of building renovations, only two classrooms have been added to the facility. This concern, however, must be viewed in concert with the overall drop of enrollment since the College's opening.
- □ Many classrooms lack proper climate control, making them significantly hot in the warm months of operation and cold in the winter.





#### **Department Facilities**

- □ The Registrar's office was recently renovated, however, the current users would prefer the segregation of student service activities, with individual suites for the registrar, financial aid and the bursar's offices.
- □ The offices feel crowded for their 9 staff.
- □ The student service suite has a single primary student entrance, resulting in long lines.
- □ Once inside the suite lack of wayfinding and destination signage makes student use difficult, there is no logical flow through the space.
  - Student use varies; times of heavy use correspond to registration requirements – initial class registration, last class drop/add day, refund day, etcetera. The first months of the year are usually see the heaviest student use.
- □ Community Education is co-located with the Foundation Office.
- □ The staff believes there is a general lack of space, especially for storage.
  - Similar to the rest of the College, the Registrar is still a paper-based operation.





## AUDIO-VISUAL TECHNOLOGY

- The Audio-Visual group is responsible for providing, installing and maintaining the technologies related to delivery of the academic programs in the classrooms and lecture halls; specifically including smartboards, overhead projectors, speakers, microphones, LCD projectors, large monitors, etcetera. The IT department picks up the data network these items connect to as well as providing outside data and internet services. There is currently a gray area between A/V and IT when it comes to providing laptops and computers to the classroom, lecture halls and faculty.
- □ Classroom technology tends to be faculty driven, A/V implemented and IT supported.
- □ Primary activities include support of equipment, preparation for events, instruction of faculty and adjuncts and resolving immediate A/V issues and problems on campus.

- □ The Classroom and Administration building is currently lacking power and wireless service to properly support the academic programs.
- Responsible for campus director kiosks; Herkimer proprietary software implementation, interactive, with touch screen kiosks located throughout the campus and with integrated tablets and phone app.
  - Kiosks could also be made available throughout the community at Old Forge, the local malls, Wegmans, the Oneida Airport, etcetera.
  - The kiosk in the College Center replaced a large screen monitor that was powered by a non-interactive power point slide show displaying upcoming activities.
- □ Responsible for all A/V equipment in the College's 54 instructional spaces.
- □ Not all faculty take advantage of available technology.
  - Faculty need to be encouraged to use new teaching tools.
  - Herkimer technology implementation lags due to phased implementation; this also results in a lack of standardization between classrooms.
  - A/V technology often lags behind growing high school technology use; students should not experience a downgrade in facilities transitioning from high school to college.
  - Technologies need to be intuitive in use and easy to navigate.





- □ Implementation of technology must be accompanied by general improvements in classroom facilities; currently there is a disconnect between A/V implementation and room renovation.
  - Dimmable lighting
  - Blinds and proper window treatments
  - Proper acoustical treatments.
- □ A/V technology in the classrooms should be standardized across the campus.
- □ The current deployment of A/V equipment is reaching the end of its serviceable life, with instances of equipment failing at the same time.
- □ The Hummel Amphitheatre, College Center theatre and many classrooms will need improvements in the near future.
  - There is a lack of coordination in improvements; for example the theatre backstage lights have been upgraded to LED fixtures but are still being controlled by 1980s era dimmers.

## **Department Facilities**

- □ A/V Offices are located in the Technology Center, to support the radio and television studios.
- □ While their offices are sized and configured appropriately for their uses their facilities are spread across the campus.
- □ There is no central storage and service workroom.
- Centralized facilities would be good on an organizational level, however for logistical purposes A/V rooms need to be distributed to best serve the buildings they support. Currently there are A/V rooms in the College Center and Johnson Hall, Their offices and general storage are in the Technology Building along with a second storage room in College Center Room 288.





## **INFORMATION SERVICES**

- The Information Services group manages the information technology support for the campus, including the campus servers, infrastructure background and software support.
- The BHST Task Force is a focus group of Business, Health Sciences and Technology faculty created to review infrastructure and technology needs of the BHST department, to support the current Master Plan development.
- □ The College currently has seven computer labs:
  - LB 212 Library, assignable to academic programs
  - LB 102 Library, not assignable
  - LB 108 Library, not assignable
  - TC 309 Assignable
  - TC 312 Assignable
  - TC 313 Assignable
  - TC 314 used by Herkimer county BOCES.
- □ The Information Services group maintains several "pods" of laptops. These pods are carts housing laptops which can be moved from room to room and used for individual class sessions. They are currently used by Physics, Biology, Chemistry and fashion. The carts are not considered successful, due to the difficulty in maintaining all laptops in a cart in operation and all their software updated. Not all carts have adequate ventilation.

- Information services demand is not enrollment related; no matter how many students are enrolled the relative campus' network infrastructure demands stay the same.
- D Primary student frustrations with the campus network infrastructure include:
  - A desire for faster internet service across the campus.
  - Improved wireless service including:
    - More available bandwith.
    - To be able to maintain connection when moving between buildings and between the main campus and the residence halls.
    - Adding Campus Meadows to the wireless system.
    - One user name/password to access all academic resources.





- □ The campus wireless system has exceeded its serviceable lifespan by approximately two years. The base controller needs replacement, the infrastructure back bone replaces and more access points added to the system.
- □ The lack of a campus hazardous materials survey has become a roadblock to replacing the infrastructure backbone and adding access points.
- The campus available bandwidth has been increased through an upgrade of the campus' service agreement with their provider. However, this has not been implemented because the server lacks the firewall equipment to be able to properly handle the increased bandwidth.
- □ All current AV equipment should be in working order.
- □ The base A/V equipment that the information Services group should support in each instructional space are a network accessible computer, a data projector and document camera (elmo unit).
- The campus needs additional power and recharge stations throughout the campus.
- □ The information systems group questions the use of Apple iMacs in the quality assurance lab based on outside industry standards. They recommend swapping these computers with those in the RTV lab.
- □ The data closets in the residence halls have no cooling; however as these buildings belong to the College Foundation they are beyond of the scope of the Master Plan.

## **Department Facilities**

- □ The current IT offices are located in Johnson Hall, consisting of a pair of offices, an open work area for programmers and the server room. The rooms appear to be adequate for their current and future needs.
- The current staff includes 2 programmers (3 are needed), 2 technicians (3 are needed) and network maintenance currently has 2 staff and needs 1 systems specialist.
- □ There is no staff to man the help desk.
  - Information services handles all college laptops, including maintenance of the inventory, maintaining software and operating system images.
  - Information services would prefer to eliminate desktop computers in the classrooms as teachers as faculty are provided with laptops; the desk top computers are required because the adjunct faculty are NOT provided with laptops.
- □ The BHST offices in the Technology center are adequate and comfortable.





## **COLLEGE STAKEHOLDER INTERVIEWS**

A variety of College Stakeholders were interviewed and the following summarizes the comments across several individual meetings. Please note, a number of interviewees have asked not to be individually identified and thus the comments do not list any particular author. The comments are not listed in any priority. In some cases the comments do not agree with each other. This is not uncommon when interviewing a cross section of stakeholders. Fortunately, in this case, there is far more consistency than disagreement.

- □ Lack of Wi-Fi in athletic areas that is necessary to stream national competitions.
- □ Need for more staff in technical support area
- □ Campus should consider a total student lap top environment
- □ More technology needed in classrooms
- Campus should consider combining with MVCC or minimally consider more partnerships
- □ Significant need for course management system
- □ Faculty and staff need training in student sensitivity
- □ A need for a solar farm
- □ Classrooms need many updates to be competitive
- □ Faculty need training in classroom technology
- □ HCCC Community Education program manages the BOCES Adult Ed program
- □ Community Ed is losing money and must create more product
- □ Master scheduling is a necessity and must include on-line courses
- □ Workforce Development needs to do more with Community Education
- □ Need to work toward layered certificates endeavor
- □ Marketing budget is inadequate for college
- □ Need more marketing of Internet Academy
- □ Visitors to campus need Wi-Fi password/access
- □ Need greater campus presence in downtown area
- □ Campus branding is confusing and inconsistent
- **C**ampus is a great asset but not appreciated by many in the community
- □ Need for more internships that help employers and students
- □ Campus should include more business courses/info in the human services programs
- Downtown buildings are in poor physical condition and new development would be very expensive
- □ Transportation is difficult for residence students even though there is a shuttle
- □ Community Ed program needs to expand
- Need for more activities for residence students especially since more will be staying on campus weekends
- □ Athletic training areas need work especially for non-athlete participation
- □ Cafeteria needs more meeting space
- Inconsistent use of dedicated student space
- □ Internet not great especially in residence halls
- □ Classrooms are gloomy
- □ Bathrooms need upgrade, many doors do not close





- □ Need more hours for alumni/ game room
- □ Residence halls need more washers and dryers
- □ Residence halls staircases are dark
- □ College Hill does not have college appearance
- □ Problem with bugs in residence halls
- □ Residence hall safety is a concern with squatters, trespassers and visitors from city
- Need for more child care which will help campus and community
- □ College very visible in area of community social services
- More interns in community service
- □ Campus needs to engage the community youth
- □ BOCES and Community Ed provide a good model of partnerships
- □ Need more cooperative planning with education community
- □ College Now Program needs to be redesigned given other colleges are offering free tuition (TC3, etc.)
- □ Introduce more programs like criminal justice which are in needed by the community
- Adults in the community do not appreciate the diversity the campus offers
- County should increase financial support of the college
- □ Foundation is a great asset and aligns its support with campus priorities
- Not the right time to build more residence halls
- □ Residence halls need new key system
- Debt service for residence halls is manageable
- Road system access to residence halls needs to be studied
- Need more access to library on weekends
- □ Residence halls need more outdoor recreation/athletic space
- □ County has \$28 million for a jail which is not likely to be used any time soon
- □ Residence hall expansion is problematic given enrollment and varied land ownership (college, county, foundation)



## 7 RECOMMENDED FACILITIES WORK



## **OVERVIEW and GENERAL RECOMMENDATIONS**

Upon completion of the Baseline Conditions Report, the state of the existing campus was reviewed in detail to determine possible capital projects to be incorporated into the Facilities Master Plan. These recommendations included repair and maintenance items to the existing facilities and then proposed several alternative major construction projects to support the future growth of the College.

The Concept Alternative Review was presented to the College in December of 2016. Five proposed projects were reviewed in detail, alternatives discussed and the their scope of work determined. All five proposed projects were accepted by the College for inclusion in the Facilities master Plan and are descibed in detail in the following sections.

In general, the recommended work of the Facilities Master Plan falls into four categories:

**Planning Issues:** These recommended work components, while normally beyond the scope of the Master plan, provide critical information and support for the development and implementation of proposed facilities.

**Remediation Work:** These recommended work components are associated with the campus as it currently exits, to maintain the existing building and system infrastructures as required to properly support College operations and serve as the foundation for future work.

**Green Campus Initiatives:** In keeping with the College's commitment to environmentally responsible and energy efficient practices, a set of additional work projects were reviewed and selected for inclusion in the Facilities Master plan.

**Capital Work Projects:** These recommended components of work represent proposed alternatives for further study in concept design to support the College's future growth.

In addition, three more Focus Group meetings were held, to discuss the three academic related concept plan alternatives in depth. The meetings included:

- 1. Renovation of the Physical Education Buiding
- 2. Student Life and Activities Enhancements
- 3. Classroom Enhancements.

The minutes of these meetings have been included after the Recommended Capital Work Section.





#### PLANNING ISSUES

Special consideration should be given for the three following planning issues:

**AV/IT Plan Implementation:** In 2015 the College engaged Tomei AV Consulting to survey and review audio-visual requirements for the College. To our best understanding the recommendations of this plan have not been implemented. While the master plan can provide the infrastructure to support IT and AV needs, the College needs to review the 2015 'Classroom and Audio-Visual Technology Report' and plan for funding and implementation on a campus wide basis.

In addition, in 2014 Annese Integrated Communications Systems studied and presented recommendations for improving the College's IT system. Again, the College needs to review this report and plan for funding and implementing this work across the campus.

**Facilities Management Database:** The College currently maintains its record of building plans as a collection of Adobe Portable Document Format (PDF) files, which were created either from scanned paper documents or provided to the College specific to each renovation project. This system is problematic as it does not provide a single, up-to-date comprehensive plan for any College building. The documentation lacks a consistent format and with the exception of the Technology Center and Library, plan information on any individual building must be put together from a variety of individual partial plans of varying types and legibility. In many cases the documentation of localized, smaller renovations is missing. These plans do not track changes in room use over the College's life span. Last, these plans are not complimented by an associated database, such as an excel spreadsheet or drawing generated report, providing a ready, tabular output including valuable information such as room name, location, use, size and student capacity.

This makes campus planning difficult on many fronts, including facilities management, course scheduling, academic resource tracking, campus operations and both the development and implementation of future building improvements.

A modern master Facilities Management Database would provide the College with a set of comprehensive electronic plans for each building, utilizing Building Information Modeling software such as AutoCAD Revit. These plans would represent each building in their current state and provide an up-to-date image of the college's available facilities; spaces could be identified in terms of department, use, size, type and capacity. Additional information could be associated with each space as the College requires. As these would be true CAD files, they are readily updateable as room assignments change, spaces are renovated, buildings added to and new buildings constructed. In addition, the plans can document building code and life safety requirements, campus security, track roofing issues, wayfinding and, importantly, serve as the base documents for the development of renovations and additions. Plan output, in terms of layout, color coding and nomenclature can be developed to make the information presented easily comprehendible.





The information on the plans would also be integrated into other databases; either complimentary spreadsheets or reports generated directly from the plans.

The College has already implemented the first stage of this database. In conjunction with the completion of the Facilities Master Plan schematic level drawings of the existing buildings have been documented in an electronic format (AutoCAD Revit)

**Hazardous Materials Study:** The College does not have a comprehensive Hazardous Materials Study for the campus. Lacking exact information has stymied required improvements, as certain infrastructure work has not been implemented because it might disturb suspected hazardous materials. It potentially increases the cost of renovations, based on a conservative policy of 'if it is suspected of being hazardous' to then treat it as hazardous. This lack of quantifiable information makes planning for future projects difficult.

A comprehensive Hazardous Materials Survey would provide the College with the knowledge of the amount, type and location of the remaining hazardous materials on campus. This information can then be used in planning improvements so they avoid these materials, limit required remediation or identify areas where significant remediation would be required. It can also be used to develop and direct a campus wide policy of remediation over time.









Remediation Work recommendations are based on the College's facilities current conditions. In most cases these are repairs, maintenance and proposed renovations that should be undertaken regardless of the future academic planning.

They have been prioritized as follows:

**Rank 1:** These recommendations have the highest priority, representing work critical to the upkeep of the campus facilities and operations. These involve items which require repair, do not meet code or other required regulations and those which are needed to properly implement future planning and work.

**Rank 2:** These recommendations are items of work which renovate and enhance the existing campus to support its current academic programs, correct known shortfalls and to properly maintain campus facilities.

Certain items of work are given this rank if required improvements would only be triggered by other renovation work or the attention of an outside agency.

**Rank 3:** The recommendations are the lowest priority and represent desirable improvements that, while incorporated into the Master Plan, should be implemented only if there are additional resources to do so.

The complete list of proposed Site, Architectural, Mechanical, Electrical and Plumbing remediation work are listed in detail at the end of this Section. In some cases these remediation items represent maintenance work that has been continually deferred. if these items are not addressed they will only continue to deteriorate. This situation actually has an impact on enrollment and retention; as these items continue to degrade their appearance will become more noticible, creating a negative presentation of the College facilities and thus dissuade prospective students.

The following items deserve individual note:

**A1-3. Roofing Replacement:** Several buildings across campus have a history of water infiltration and/or failures of the roofing systems. Replacement of these roofs should be a high priority as the roofs are the first line of against weather damage and water penetrating into the building. Deferment of this work increases the chance for future failures and may increase costs of other renovation work due to concealed weather damage. Major locations of work include:

- A1. The Robert Mclaughlin College Center
- A2. The Technology Center
- A3. The Skylight at the 1999 Physical Education building addition.

Other work should include replacement of the roof of the Classroom and Administration Building due to its age and remediation of the remaining water infiltration issues along the mansard roofs of the Physical Education Building.

A11. Legacy Building Handicap Toilet Rooms: The legacy buildings were built in 1969,





long before modern handicap accessibility regulations were set in place. It is not unexpected that their toilet facilities do not meet current requirements. The College has addressed this in a limited fashion; certain toilet stalls have been provided with grab bars. While this may provide for ambulatory use (each individual case needs review) it does not provide for wheelchair access. In general, the College is only required to bring these facilities up to standards under two conditions:

- 1. The toilet rooms are renovated or become part of larger renovation.
- 2. An action is taken against the College by a student, faculty, staff, visitor or any other person or persons due to the lack of handicap accessible facilities.

Renovating these facilities provides more than just regulatory compliance. They are an important part of College presentation; while having handicap accessibilities might not be noticed as they are now the norm, not having them can create a negative effect on the College's image, affecting student life and enrollment.

During the review of the proposed remediation work the College has directed that gender-free facilities be created in each building.

**Physical Education Building Renovations:** While the Facilities Master Plan recommends a major expansion of the Athletic facility both the original 1969 building and 1999 addition require major renovation to retain their viability as an educational facility. These remediation projects are not linked to the new addition and serious consideration should be given to their implementation even if the proposed additions are not. The major items of remediation work are briefly summarized below:



- A4. Replace the Gym Skylight. The existing transluscent skylight has a continual history of leaking, despite subsequent repair and maintenance.
- **A5.1 Reskinning of the 1999 Addition:** The exterior facade of the 1999 addition has faded, is both stained and damaged, has a dated presentation and is a low durability system. As the building continue to age the facade will only continue to deteriorate. The existing facade should be removed and the building provided with a new, durable skin with improved thrmal performance.



- **A5.2 Renovate Locker Rooms:** The existing locker rooms are significantly deteriorated. Finishes are worn and damaged, the lockers are heavily rusted and fixtures are not only failing but some are no longer in production and cannot be maintained. In addition the locker room number and type of rooms no longer meets the Athletic Department's requirements. Theses spaces should be reconstructed from the ground up, with more durable finishes and configured provide moreappropriate locker facilities and team rooms.
- **A5.5-8: Field Renovations:** The Athletics Department has requested that the outdoor fields be renovated from natural sod to artificial turn fields. These







desired renovations have a descending rank of priority. The highest priority is the replacement of the main tournament field, Wehrun Stadium. This existing artificial turf field has well exceeded its expected life span, with only careful maintenance allowing its continued use. There is also a major seam rip in the lacrosse fields. This field should be replaced. Next down the priority list is the replacement of the existing natural baseball field with a new artificial turf field at both the infield and outfield. Lowest priority is the replacement of the softball outfield with artificial turf.

**A6. Campus Wide Door Replacement:** The campus doors across the entire campus show signs of hard use and localized damage. As expected those doors in the legacy buildings are in worse condition than the those in newer areas of construction. In most cases the frames are still in fair condition and should be patched, repaired and repainted as part of this work.

**A14. Natural History Museum:** The College's Natural History Collection is both a valuable and underutilized educational resource. While the proposed Classroom Enhancements provide a new home for the collection, if these are not implemented serious consideration should be given to implementing that portion of the proposed work as part of the overall remediation work.

**Site Infrastructure:** There are three site infrastructure remediation projects that deserve special note. They are listed in order of descending priority:

- **S2.** Water Distribution replacements and modifications: To ensure continuous daily operation and maintenance of critical fire protection of the Campus consideration should be given to the addition of a new water main loop and the replacement of all cast iron piping. The first step of this work would be a study to identify system performance, operating pressures and flows and suitable replacement/modification work.
- **S3. Repair of Stormwater outfall behind Johnson Hall:** To remediate significant erosion and instability at the Johnson Hall outfall, the following items of work should be considered: identification of leaks and eternal pipe bypass flow, potential interior pipe slip-lining and outfall replacement or modifications and slope restoration/stabilization. If left unchecked, the outfall pipe failure and slope erosion could progress east and out of the woods toward developed campus property.
- **S11. Rear building driveway and parking areas:** Repairs, modifications and/or replacement of the south access drives and parking areas and concurrent drainage improvements should be considered, to maintain the serviceable life of these facilities.







**Mechanical, Electrical and Plumbing Remediation Work:** These items concern the facilities infrastructure. They have been developed to replace aged or deteriorated equipment, inprove operational efficiencies, reduce operating costs and, in general, extend the lifespan of equipment and related services to support the college into the future.

**Complete Remediation Work Schedule:** A detailed listing of all recommended Remediation Work has been has been included as **Appendix B**.











# 7.2 REMEDIATION WORK PLANS











TC **Technology Center** 

**Remediation Work** 







Campus Site Plan

## 30 January 2017



- **S2** Retrofit Cast Iron Water Main
- **S3** Remediate Storm Water Outfall Erosion behind Johnson Hall

# **Site Infrastructure** Remediation Work



Replace Heating and Cooling Lines From Library to PE Building



**S6** 

Remediate Technology Center Basement Flooding



Reconstruct Access Road and Rear Parking Lot



Remediate Johnson Hall Infiltration and Inflow

ADA Compliant Walkways





Site Infrastructure

30 January 2017


Lower Level Remediation Work







CA Building Lower Level



Upper Level Remediation Work









CA Building Upper Level



0 10 15 50 Johnson Hall Lower Level Remediation Work







Johnson Hall Lower Level



0 10 15 50 Johnson Hall Upper Level Remediation Work







Johnson Hall Upper Level



**Robert McLaughlin College Center** Lower Level Remediation Work







Johnson Hall Upper Level











Work

**Johnson Hall Upper Level** 





# Roof To Remain





Johnson Hall Upper Level







## **Physical Education Building** Lower Level Remediation Work









Remediation Work

PE Building Lower Level



- **Replace Ceilings and Lights** A12
- A18 Campus Wide Door Replacement
- Renovate Locker Rooms A5.2
- A5.3 Pool Renovations: Lighting and Deck
- A5.9 Replace Lobby Floor
  - No Work



# **Physical Education Building** Main Level Remediation Work



### A10 Reskinning of 1999 Addition





Remediation Work

**PE Building** Main Level



- Replace Ceilings and Lights A12
- A18 Campus Wide Door Replacement
- Renovate Locker Rooms A5.2
- A5.3 Pool Renovations: Lighting and Deck
- No Work



**Physical Education Building** Upper Level Remediation Work



### A10 Reskinning of 1999 Addition





Remediation Work

**PE Building Upper Level** 







**Physical Education Building** Roof Remediation Work







Remediation Work

PE Building Roof



- A10 Rebuild Legacy Toilet Rooms
  - A12 Replace Ceilings and Lights
  - A18 Campus Wide Door Replacement
- A9 TV Studio Flooding Remediation

No Work



**Technology Center** Lower Level Remediation Work









TC Building Lower Level



- Rebuild Legacy Toilet Rooms A10
- **Replace Ceilings and Lights** A12
- A18 Campus Wide Door Replacement
- A2 Replace Tech Center Roof (associated central circulation spine repairs and renovation)

No Work



**Technology Center Upper Levels Remediation Work** 







TC Building **Upper Levels** 









TC Building Roof

### 7.3 CAPITAL WORK PROJECTS



The Baseline Conditions Report compiled and analyzed the campus' existing conditions and worked with the College to develop a set of goals for the growth of the campus. At the conclusion of this work five Capital Work projects were identified and further developed for their inclusion in the final Facilities Master Plan. These five projects are described in detail in the following sections and are briefly summarized below:

**Athletics Facility Expansion:** The Physical Education building was part of the original campus construction, including the tournament gymnasium and natatorium. In 1999 there was an addition to the building, adding a recreational gymnasium, indoor track and fitness center. At the existing building the Master Facilities Plan recommends a series of interior renovations and two new additions to existing building. The Athletics Department also desires an indoor practice facility, to be housed in a new fieldhouse to the north of the existing building.

**Student Life and Activities Enhancements:** The goal of this work is to enhance campus life and improve both enrollment and retention through a series of renovations and additions to the Robert Mclaughlin College Center.

A stand-alone component of this work is the proposed relocation of the College's Campus Safety offices.

**Classroom Enhancements:** The College's history of localized renovations has resulted in a disparity in classroom condition across the campus, with the older classrooms in poorer condition and thus less desirable than those in the recently renovated spaces. This work recommends a set of broad-stroke renovations across the College's entire classroom pool.

Concurrent with these renovations the Master Facilities Plan also recommends the the College's two previous Audio Visual and information technology plans be implemented.

**New Day Care Facility:** The Day Care Center is an academic, student and community resource that is currently housed in a residential quality building which is inadequately sized and poorly configured for its use. The Facilities master plan recommends that this building be abandoned and a new 6,000 SF Day Care Center be located on the College Campus.

**Site Enhancements:** The Master Facilities Plan recommends the reconstruction of the existing access roads and the main parking lot to address a campus concerns, ranging from improving the approach and entrance to the College to controlling the significant storm water issues created by the main lot and rising landscape.

**Probable Costs:** A listing of probable costs for these capital work projects has been included as **Appendix A**.



### 7.4 ATHLETICS FACILITY EXPANSION



The Physical Education Building was originally part of the 1969 legacy construction and includes the tournament gymnasium, pool, locker room and faculty offices. In 1999 an addition expanded the facility, providing a second gymnasium and a fitness center. The original building has never been renovated. Its finishes and furnishings, especially in the locker rooms, are significantly worn and deteriorated. While the addition may have satisfied requirements at the time it was built, this is no longer the case. As a whole, the Physical Education Building does not sufficiently meet the desires of the Athletics Department. The existing building is not optimally configured and there is not enough available space within the existing structure to accommodate desired programming.

The Athletics Department also wishes to extend their team practice and academic program schedule by creating a set of indoor practice fields. This would allow these activities to continue throughout the year and during inclement weather. They believe that an indoor practice facility would make Herkimer County Community College unique and thus more attractive to prospective athletics students.

Through dedicated meetings with the Athletics faculty and coaching staff a space program for the updated facility was created, documenting the number, size and types of spaces desired. This space program has been included at the end of this section.

The recommended capital work at the Physical Education Building consists of four major components:

**1. Renovations of the Existing Building:** The lack of attention to the existing physical education building needs to be addressed. Several key components – the renovation of the locker facilities, replacement of the skylight and pool lighting should be undertaken regardless of the building expansion and have been included in the recommended Remediation Work.

Additional interior renovations reconfigure the existing building to better fit the current requirements of the students, faculty and coaching staff. They include the development of a new faculty office suite, sized and organized for the needs of the current staff. Other interior spaces would be renovated to create a shared coach's office, a new office for the Assistant Director and a new office for the Director and his secretary. New student facilities include a student resources center and a seminar/conference room. The student resource center would include open computer workstations, lounge style furniture for informal gathering and a small kitchenette with a coffee maker and microwave. Last, the tournament gymnasium lobby should be renovated, modernizing its worn and dated appearance.

In the lower level of the original building, spaces that are being replaced in the proposed additions need to be renovated for their new use. This includes relocating and expanding the existing laundry. The remaining spaces would either be turned over to Central Services or used as general storage.





2. Fitness Center Addition: The existing fitness center is a heavily used facility that no longer has the capacity to meet current requirements. Renovating and expanding the fitness center provides several benefits to the College. The additional facilities will better serve the athletics programs and Herkimer's championship teams. It will also be more attractive to the general college populations. Academic research studies have shown a positive relationship between recreational athletics and student progress. Simply put, all students – not just those in the Athletics programs – involved in athletic activities tend to do better than those who aren't. Thus expanding these opportunities enhances student life and retention. Last, the expanded fitness center serves not only the College but provides a significant benefit to Herkimer County. The existing fitness center has always been shared with the local community; the new addition provides additional resources and expands its service.

The addition would enlarge the existing fitness center from 2,030 sf to 5,900 sf. This will allow the College to increase their aerobics equipment, add a 35 station nautilus circuit and add a free weight area. The weight training room, significantly undersized and located in the lower level of the building, would be relocated into the new addition and expanded from 750 sf to 3,200 sf.

New facilities would include a Child's Fitness Center and two new classrooms. The Child Fitness Center serves both academic and community needs, with specialized courses focused on child obesity and how to engage healthy wellness habits at an early age. The two classrooms replace two undersized and inappropriate spaces currently located in the building's lower level. While located in the athletic facility they would be available for general academic scheduling.

Facility support spaces include a new janitor's closet, a set of handicap accessible men's and women's rooms and a new entrance lobby. The entrance lobby, as well as the addition as a whole, being located on the southeast corner of the building provides a significant presence. This creates the opportunity for the new facility becoming a landmark feature, anchoring the upper end of the campus.

**3. Multipurpose Gymnasium Addition:** Located on the north side of the recreational gymnasium this is a new gymnasium station designed for adaptable use. The 40 foot by 80 foot size of the gym was determined by the athletic faculty, to allow for the use of indoor batting cages. With a clear height of 25 feet the space would be outfitted with a climbing wall and additional rope course stations. Like the recreational gym and the fitness center this new facility would be open to the local community.

**4. New Fieldhouse:** The Athletics department has a strong desire to create an indoor practice facility. The majority of the building would enclose these practice fields and be marked for soccer, lacrosse and possibly baseball. This proposed field space is 200 feet wide x 350 feet long and requires a clear span structure with no intermediate columns. The fields would be a 2.5" pile height, three layer (sand base, sand/rubber intermediate layer, nike-grid rubber shock absorbing layer), monofilament blade artificial turf.





The remainder of the space would complete the requirements of the proposed space program. These include team rooms, an office and toilet facilities. In addition toilets accessible from the exterior are proposed on the outside practice field side of the building as well as athletic equipment storage.

The building itself would be a simple gable structure. For economic efficiency a preengineered metal building similar to those used as storage or service buildings but on a much larger scale has been proposed. Alternatively the building could be a metal framed fabric structure with a high performance, insulated architectural-grade roof and wall membrane.





#### **Athletics Space Program**

Program Space	Existing SF	New SF	Total SF	Existing Capacity	New Capacity	Total Capacity	Remarks
	Expanded Program Spaces						
		0					
Tournament (Main) Gymnasium	13,403	0	13,403				- replace interior and exterior doors
Recreational Gymnasium	7,695	0	7,695				- Add two cross court practice courts (striping + 4 baskets w/ winch)
General Athletic Storage	134	366	500				- 20'x25' requested footprint, adjacent to Recreational Gymnasium
Natatorium - Pool	3,208	0	3,208				- 6,374 total Natatorium footprint
Natatorium - Deck	3,166	0	3,166				
Pool Office 140	173	0	173	1			
Natatorium - Observation Gallery	878	0	878				- no change requested
M. Locker Room Facility	2,627	(1,772)	855				
Men's Locker Room	0	375	375			100	- 12"w double lockers, 2 banks 25, 8" bench along lockers, 7' center aisle 44" circulation each end
M. Showers	0	288	288			12	- 24sf/shower stalls (stall and circulation space)
M. Toilet	0	192	192				- 1HC wc, 2wc, 5'w circulation space, 3 lavs, vision block entrance Nominal 12'x16'
F. Locker Room Facility	2,653	(1,798)	855				
Women's Locker Room	0	375	375			100	- 12"w double lockers, 2 banks 25, 8" bench along lockers, 7' center aisle 44" circulation each end
W. Showers	0	288	288			12	- 24sf/shower stalls (stall and circulation space)
W. Toilet	0	192	0				- 1HC wc, 2wc, 5'w circulation space, 3 lavs, vision block entrance Nominal 12'x16'
M. Team Room Facility	1,108	4,112	5,220				



#### **Athletics Space Program**

Program Space	Existing SF	New SF	Total SF	Existing Capacity	New Capacity	Total Capacity	Remarks
	Expanded Program Spaces						
M. Large Team Room 1	0	920	920			50	- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
M. Large Team Room 2	0	920	920			50	- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
M. Large Team Room 3	0	920	920			50	- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
M. Medium Team Room 1	0	495	495			25	- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
M. Medium Team Room 2	0	495	495			25	- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
M. Medium Team Room 3	0	495	495			25	- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
M. Small Team Room 1	0	325	325			15	- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
M. Small Team Room 2	0	325	325			15	- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
M. (Visit) Small Team Room 3	0	325	325			15	- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
W. Team Room Facility	641	3,234	3,875				
W. Large Team Room 3	0	920	920			50	- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
W. Medium Team Room 4	0	495	495			25	- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
W. Medium Team Room 5	0	495	495			25	- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
W. Medium Team Room 6	0	495	495			25	- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
W. Medium Team Room 7	0	495	495			25	- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
W. Small Team Room 4	0	325	325			15	- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
W. Small Team Room 5	0	325	325			15	- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
W. Small Team Room 6	0	325	325			15	- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
Athletics Classrooms	343	1,797	2,140				
Classroom	0	800	800			30	- 27sf/student

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#### **Athletics Space Program**

Program Space	Existing SF	New SF	Total SF	Existing Capacity	New Capacity	Total Capacity	Remarks
Expanded Program Spaces							
Classroom	0	800	800			30	- 27sf/student
Seminar/Conference Room	0	540	540			20	- 27sf/student, doubles as conference room
Multi-Purpose Activity Room	0	3,200	3,200				- 40'x80' footprint for batting cages, 25' high space for rock climbing wall
Aerobics Room	1,363	0	1,363				- Adult Learning Classroom thru scheduling
Child's Fitness Area	0	1,400	1,400				- 14 stations at 100sf/station, equivalent size to existing aerobics room
Fitness Center	2,030	4,908	6,938				
Aerobic Equipment	0	1,800	1,800				- 18 stations at 100sf/station
Nautilus Circuit	0	3,500	3,500				- 35 stations at 100sf/station
Free Weights	0	600	600				- separated with glass partition
M. Locker Rooms	212	0	212			50	- 25 half height lockers (existing lockers are singles)
Toilets and Showers	264	0	264				
F. Locker Rooms	220	0	220			50	- 25 half height lockers (existing lockers are singles)
Toilets and Showers	342	0	342				
Weight Training Room	751	2,449	3,200			40	- 80sf/student
Athletic Training Room	1,174	0	1,174				
Trainer's Office	193	(73)	120	1	0	1	- 120sf (nominal 10'x12') Office
Bed Rest Room	0	120	120	0	1	1	- 120sf (nominal 10'x12') private rest space
Faculty Office Suite	1,442	(62)	1,380			11	
Director's Office	0	0	200			1	- 120sf (nominal 10'x12') Office with conferencing table
Director's Secretary and Waiting	0	0	100			1	- secretary's workstation at 36sf (nom. 6'x6') + 54sf waiting

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#### **Athletics Space Program**

Program Space	Existing SF	New SF	Total SF	Existing Capacity	New Capacity	Total Capacity	Remarks
	Expanded Program Spaces						
Assistant Director's Office	0	0	120			1	- 120sf (nominal 10'x12') Office
Faculty Offices	0	0	480			4	- 4 Faculty Offices, 120sf (nominal 10'x12') each
Teaching Assistant Offices	0	0	480			4	- 4 Teaching Assistant Offices, 120sf (nominal 10'x12') each
Coaching Office	857	(541)	316	6	0	6	- 6 workstations at 36sf (nom. 6'x'6') + 100 sf work room, hotel style
Student Resource Center	0	240	240			8	- 27sf/student + kitchenette
Storage	1,252	0	1,252				- in addition to storage at recreational gymnasium
Storage 152	592	0	0				
Storage 159	252	0	0				
Pool Storage 167	252	0	0				
Laundry	156	44	200				- 10'x20' footprint for 2 washers, 2 dryers and work counters
M. Public Toilets	209	0	209				
F. Public Toilets	209	0	209				
Indoor Practice Field	0	70,000	70,000				- 65 yards x 110 yards (200' x 350'), width set by maximum clear span, 10' clear at each end
Total SF	45,509		129,333				
Less Gymnasiums + Pool	16,852		100,810				
Less Indoor Practice Fields	16,852	13,958	30,810				

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#### Herkimer County Community College Facilities Master Plan Recommended Capital Work

#### **Athletics Space Program**

				acity	Y.	ty	
	isting SF	ew SF	otal SF	disting Cap	ew Capacit	otal Capaci	
Program Space	<u> </u>	z	-	<u> </u>	ž	<u> </u>	Remarks
		-					
	Expanded Program	n Spaces					
FITNESS CENTER ADDITION							
Expanded Fitness Center			5,900				- Includes Fitness Center, Nautilus Circuit and Free Weights
Child Fitness Center			1,400				- Space Allowance
Weight Room			3,200				- 80/sf per Student, 40 students
Classroom			800				- 30 students at 27/sf per student
Classroom			800				- 30 students at 27/sf per student
Mens Room			185				- 2 WC + 1 HC stall, 3 Lav, and no siteline entrancee
Womens Room			185				- 2 WC + 1 HC stall, 3 Lav, and no siteline entrancee
Janitor's Closet			100				- Space Allowance
Total Net Square Feet			12,570				- Does not include Lobby, Hall of Heroes and circulation space
MULTI-PURPOSE GYMNASIUM ADDITION							
Multi-Purpose Room			3,200				- Entry through Recreational Gymnasium, 40' x 80'footprint
Storage			500				- Adjacent to Recreational Gymnasium
Total Net Square Feet			3,700				
FIELD HOUSE							
Indoor Practice Fields			70,000				
Large Team Room			920				- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
Large Team Room			920				- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
Medium Team Room			495				- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
Medium Team Room			495				- 18"w single lockers, 15sf/student + 2' wide locker border on three sides



#### Herkimer County Community College Facilities Master Plan Recommended Capital Work

#### **Athletics Space Program**

Program Space	New SF	Total SF	Existing Capacity	New Capacity	Total Capacity	Remarks
Expanded Pr	ogram Spaces					
Medium Team Room		495				- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
Small Team Room		325				- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
Small Team Room		325				- 18"w single lockers, 15sf/student + 2' wide locker border on three sides
Men's Room		200				- 2 WC + 1 HC stall, 3 Lav, and no siteline entrancee
Women's Room		200				- 2 WC + 1 HC stall, 3 Lav, and no siteline entrancee
Men's Room - Outdoor Accessible		100				- HC accessible
Women's Room - Outdoor Accessible		100				- HC accessible
Office		180				- 1 Staff with Conference Table
MEP Room		3,750				- Space Allowance
Storage		65				- Space Allowance
Total Net Square Feet		78,570				

## 7.5 STUDENT LIFE AND ACTIVITIES ENHANCEMENTS



The Robert McLaughlin College Center is a college focal point, housing student service functions such as admissions, bursar and registrar's offices. It also is home for the Hummel Corporate Center. However, this emphasis on administration and community services comes at a cost to student life and activities. Except during the registration period or special events the students have very little presence in the the building.

The recommended capital work expands the facility to better support the student population, with the goal of returning Students to the College Center. These enhancements directly address two of the College's most significant strategic concerns: declining enrollment and student retention. The College Center is the first building a prospective student experiences and its formal nature does not provide an inviting or exciting atmosphere. This first impression is crucial to a student's decision whether or to enroll at Herkimer. The College Center must provide a positive and welcoming presentation to these prospective students. At the most pragmatic level incoming students presume that every college has good administrative services and most likely does not get excited about a community-focused conference center. Instead their experience should be all about themselves, the College they are considering and the exciting opportunities for both if they choose to enroll.

Similarly a College Center that does not support student life does not provide opportunities for the enrolled student to invest themselves at Herkimer. Once a student decides to come to Herkimer they need to know they have made the right decision and that the College continues to support them beyond simple academics.

Through dedicated focus group meetings a preliminary space program was created, documenting the number, size and types of spaces desired to achieve these goals. This space program has been included at the end of this section.

The Capital Work recommended for the College Center has five major components:

**1. Student Activity Addition:** Anchored to the southwest corner of the building a new addition will house spaces dedicated to student activities. The current center currently has no student club rooms. The western wing, opening to the lower quad, will house these much neededactivity spaces. These will be adaptable spaces, designed to support small groups (10-15 students) to large meetings (up to 50 students).

The southern wing will expand the dining facility, to provide spaces dedicated to both formal and informal student gathering, providing ample opportunities for the students to both see other students and be seen by them. The center of this wing will be a tall, two story lobby, with an ornamental stair connecting these facilities to Alumni hall above. The exterior of the new addition faces the adjacent dorms, creating a natural connection and entrance. West of the lobby will be a new game room. The game room renovations will extend into the existing dining space, creating a single room of approximately twice the size of the existing game room.





East of the lobby a new student lounge is proposed. This will be an informal lounge area dedicated students; unlike Alumni Hall above, this space should not be co-opted for Administration and Community events. The room will be furnished to provide both large and small gathering spaces. If practical, this should be a story and one half high, to allow for the occasional installation of Inflatable structures for special student events.

A roof garden is proposed for the roof of the western wing, at the level of the adjacent tunnel sidewalk. The roof of the game room addition would be a balcony, allowing outside dining and gathering, providing excellent views of the surrounding Mohawk Valley. The roof of the student lounge would expand the existing balcony adjacent to Alumni Hall.

In addition, on the upper level of the College Center, the worn and awkward Commuter Student Lounge would be renovated in place. The original game room would be renovated as an extension of Alumni Hall and Alumni Hall would be renovated, providing updated and more appropriate floor, ceiling and wall finishes.

**2. Student Cafe:** A new student cafe addition is proposed on the east side of the building. This would be a small beverage, bakery and convenience shop to support the students while on campus. It could also serve the community during functions at the Corporate Center. This should be an informal gathering space, with both conventional cafe table and high bench seating. The intent is to create an additional student landmark, similar to the Library commons. This includes an outdoor seating area, which would also enhance the secondary entrance into the Hummel Corporate center.

**3. Main Lobby Renovations:** The proposed main Lobby renovations directly relate to a prospective student's first impression of the College. The wall and ceiling finishes would be removed and the entire space renovated to provide a less formal and more welcoming atmosphere. Currently many of the lobby finishes are not only damaged but are no longer available for replacement. New finishes should be durable and traditional, chosen not only for aesthetics but also for long term maintainability.

The lobby space should be re-developed to showcase college life, college offerings, regional features and opportunities. The lobby experience should celebrate what it means to be a Herkimer student, both academically and as someone experiencing both the College's culture and the culture of mid-state New York.

While the images of those who have contributed to the college are of value and historical importance, these should be relocated into a more appropriate location, such as the Hummel Corporate Center.

**4. Site Enhancements:** The site south of the College Center should be developed to provide new amenities to the students and improve the approach to the campus. The proposed site improvements include the following components:





First is the development of a new landscaped pedestrian connection from the College Hill and Campus Meadow dormitories located on the far southern end of the campus. The path would rise in a series of switchbacks to the College Center. The switchbacks not only provide a more relaxed approach but also remediates the significant rise from the dormitories to the Campus Center. The sides of the path would have plantings, trees and other landscaping to discourage students from short circuiting the path.

A series of special gathering places would be created along the path. These serve as informal seating areas, breaking up the length of the path and oriented to showcase the beautiful views of the Mohawk valley. A typical "vest pocket park" would have a one or two benches, a table with a chessboard patterned top, arranged and landscaped to direct one's view to the surrounding vistas.

At the northern end of the path is a covered pavilion, similar to those found at state or town parks throughout the Adirondacks. The open structure would shelter picnic seating and grills for cooking, allowing the outdoor space to be used both in good and inclement weather.

Last, a small amphitheater is proposed, created by terracing the existing hill. It would have a small, cast in place concrete stage and serve not only formal and informal student performances but also allow outdoor academic lectures. The amphitheater would have a very basic level of lighting and electrical support for presentations, band equipment and evening shows.

**Campus Safety Addition:** The last component of the College Center work is the proposed relocation and expansion of the college's campus safety offices. The Safety Offices would be moved from the Classroom and Administration Building into a new facility adjacent to the College Center's receiving area. This stand-alone facility would house offices for the director and staff, contain holding and interview rooms and include support spaces such as a large evidence room, gun locker and a general file/storage room. The proposed addition also includes a three vehicle garage.











#### Herkimer County Community College Facilities Master Plan Recommended Capital Work

### **Student Activities Space Program**

Program Space	Existing SF	New SF	Total SF	Existing Capacity	New Capacity	Total Capacity	Remarks	
Expanded Program Spaces								
Renovate Main Lobby	8,511	0	ο				<ul> <li>Durable, maintainable finishes, replace ceilings and lights</li> <li>Showcase College academics, student life and Herkimer County opportunities</li> <li>Visitor's Center Concept with Information Booth</li> </ul>	
Club Meeting Room	0	2,250	2,250	0	15	150	<ul> <li>- 15sf/student, typical club size.</li> <li>Ten Flexible Spaces with movable partitions. One space to be visually accessible for Student Government meetings; balance private and public concerns</li> </ul>	
New Dining Facility	0	2,500	2,500				<ul> <li>Lump sf allocation; dedicated dining and activity facility and returns Alumni</li> <li>Hall to students, story and half high to hold student activity inflatables</li> <li>If possible, the roof should be occupiable patio.</li> </ul>	
Renovate Alumni Hall	3,685	0	3,685				- Renovate to enhance space to better attract and support student use. Increase visibility (new exterior entrance?)	
Renovate and Enlarge Game Room	1,080	1,080	2,160				<ul> <li>Renovate for more durable materials and increased game space</li> <li>Possible relocation downstairs</li> </ul>	
Renovate Commuter Lounge	338	0	338				- Current facility feels like leftover space, enhance to provide an attractive and supportive facility	
Student Café	0	1,200	1,200				- Student Faculty gathering space, mixture of furniture types, with Coffee Service	
Outdoor Activity Areas	0	46,550	46,550					
Student Activity Area	0	1,500	1,500			100	- Outdoor gathering area to support events; including grilles and outdoor furniture. 100 students at 15sf/student. Covered Pavillion	
Amphitheatre	0	5,050	5,050				- For impromptu gatherings, performances and outdoor instruction opportunities - 80' diameter (30'd center, 5 tiers 5'-0" deep)	
Pedestrian Connection to Dorms	0	40,000	40,000				<ul> <li>Enhanced connection, with vest pocket seating nodes</li> <li>Broad horizontal estimation of distance from RMCC to dorms x 30' wide</li> <li>Include Connection to Resevoir Road</li> </ul>	

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#### Herkimer County Community College Facilities Master Plan Recommended Capital Work

### **Student Activities Space Program**

Program Space	Existing SF	New SF	Total SF	Existing Capacity	New Capacity	Total Capacity	Remarks
Expanded Program Spaces							
		3 800				Visible accessible with private and eccure features	
	490	3,406	3,896				- Visible, accessible with private and secure features
Front Office	377	0	377				Maintain space in RMCC
Front Office Officer's Room	113	0	113			1	- Existing office Maintain space in RMCC
Waiting and Reception	0	100	100			2	- 2-3 waiting chairs and a reception counter
Director's Office	0	200	200			1	- 120sf (nominal 10x12 office) + conference table
Officer's Workroom	0	200	200			1	- 14 officers, 4-5 of counterspace each
Holding Room	0	120	120			2	- secure waiting for 1-2 students, adjacent to interview rooms
Interview Room	0	80	80			2	- 1 student + 1 interviewer
Interview Room	0	80	80			2	- 1 student + 1 interviewer
Observation Room	0	100	100			2	- Between interview rooms
Work/Breakroom	0	187	187				- 11'x17' with 2' deep kitchenette
M. Locker Room with Shower	0	300	300				- 17'x17' (10 3'x2' Spacesaver gear lockers on two walls, 3x3 shower stall)
F. locker Room with Shower	0	300	300				- 17'x17' (10 3'x2' Spacesaver gear lockers on two walls, 3x3 shower stall)
HC Toilet	0	50	50				- Minimum HC Toilet, shared
Evidence Room	0	625	625				- 25'x25' foot print, to hold large pieces of evidence
Gun Locker	0	200	200				- 10'x20' with gun lockers, includes filing space
Three Bay Garage	0	864	864				- For 3 campus security vehicles (12'x22' bay + 2' deep storage at end)

# 7.6 CLASSROOM ENHANCEMENTS



The College's history of localized renovations since the campus was first occupied in 1971 has had a visible effect on the general classroom pool. Improvements and equipment upgrades have been accomplished in a piecemeal fashion, resulting in a discrepancy in the quality of space across the college. As the classroom is the most basic venue of academic program delivery, used by all students and faculty, this variation has become detrimental to the overall learning experience. Certain classrooms have become more desirable than others, the level and type of available technology varies between classrooms and the wall, floor and ceiling finishes in many rooms are worn or have exceeded their serviceable life.

The Facilities Master Plan addresses this disparity by recommending a broad stroke renovation of the entire classroom pool. The purpose of this renovation and room enhancement is to bring all campus classrooms up to the same standard. Renovating the wall, floor and ceiling finishes to all classrooms with new, durable materials will not only breathe life into the aged spaces but also extend their useable service in terms of maintenance, repairs and upkeep. Providing a single standard of audio-visual technology and improving information technology services will provide a consistent learning experience while making the rooms more flexible in terms of use and scheduling. The faculty will no longer need to learn how on operate their equipment on a room-by-room basis and scheduling becomes easier as courses requiring certain AV technology will no longer be limited to specific locations.

The proposed enhancements were determined through a series of meetings with both academic stakeholders and members of the administration. In conjunction with these facilities enhancements the College acknowledges there are corresponding operational concerns that need to be implemented, such as expanding the schedule to get more use out of the classroom pool and educating the faculty in the use of their renovated spaces.

In general, the recommended enhancements refinish and/or reconstruct the existing classroom pool as follows:

**Flooring:** The existing vinyl composition tile or carpet flooring will be removed and replaced with linoleum flooring and base, either in full sheets or in large format tiles.

Both carpet and vinyl composition tile are high maintenance finishes that become easily stained or marred over time. Carpet is very susceptible wear, with traffic patterns becoming visible over time. Modern linoleum floors are durable and being a 'no-wax' finish are significantly less maintenance intensive. While it has a 'hard' surface in terms of stain resistance and spot cleaning, linoleum remains flexible, making it a more ergonomic walking surface that doesn't shrink and crack like vinyl composition tile.

**Wall Finishes:** All existing gypsum board partitions to be cleaned, patches and repaired, to restore their smooth surfacing before being re-primed and re-painted. At classrooms located in the Classroom and Administration Building and Johnson Hall the exterior





concrete block walls will be furred out, insulated and a new painted gypsum board finish provided. This will improve the room's thermal performance, allow for wiring and services to be located on the exterior wall and bring these rooms up to the same finish standards as other recently renovated spaces.

**Ceiling Finishes:** The existing aged ceilings will be removed complete and replaced with a new 24-inch x 24-inch suspended ceiling system with a high Noise Reduction Coefficient (NRC). This renovation not only replaces the existing worn ceilings but will improve classroom acoustics. This will help mitigate any increase in ambient noise in those rooms where the existing carpet is being replaced.

**Lighting:** In conjunction with the ceiling replacement the existing fluorescent lights will be replaced with new recessed 24 inch by 24 inch or 24 inch x 48 inch LED light fixtures. These new fixtures are not only more efficient and require less energy that the older fluorescents, they are also dimmable, allowing the classroom lighting be easily adjusted as the teacher requires.

The ceiling and lighting replacement represent a significant and highly recommended improvement to the campus' facilities. If the remainder of the classroom enhancement work becomes economically unfeasible, serious consideration should be given to including these renovations as part of the College's Remediation Work package.

**Window Treatments:** All classroom windows should be provided with roller screen blinds. The screens should be perforated to allow a specific percentage of light through the blinds. This will standardize the type of blinds used throughout the College to a single type.

**Sound Separation:** The existing classroom to corridor and classroom to classroom partitions shall be reconstructed to reduce sound transmission between spaces. These partitions will be extended full height to the underside of the floor (or roof) deck above and shall be filled with a sound attenuation blanket.

**AV and Presentation:** All classrooms shall be renovated to provide a consistent level and type of presentation technologies in every classroom. There are two distinct components of this work:

First, each classroom shall be renovated in an identical manner. All existing whiteboards, chalkboards, blackboards and tack boards shell be removed and the walls patched, repaired and refinished. At each classroom the following shall be provided:

- a. One 16'-0" wide x 4'-0" high whiteboard at the front of the classrooms
- b. One 8'-0" x 4'-0" writing board (chalk or white marker board) on secondary wall
- c. Provide infrastructure to support a consistent level of AV support. On the facilities side this shall boxes with conduit to ceiling for speakers, data and





smartboards. It will also power and data for LCD projector in center of room.

Second, the College has recently completed both a comprehensive Audio Visual Equipment Plan and a Information Technology upgrade plan. These plans need to be implemented and incorporated into this Master Plan Work.

**Darkroom Facilities:** The existing photography darkroom suite is not only aged and deteriorated it was originally designed for traditional film development and printing. As part of the classroom enhancements this space requires additional attention. It should be redeveloped and reconfigured to properly allocate space, if required, for teaching older photographic techniques with the majority of the space reconstructed to provide a modern, applied learning and project based digital imaging lab.

**The Quality Assurance Lab:** The existing quality assurance lab has been constructed similar to a high end corporate meeting room. However, it is of limited use because of specialized equipment within the room. This room should be refurnished, with custom cabinetry, to secure this equipment and allow this space to be scheduled for other uses.

Lecture Halls: The College's primary lecture halls are located in Johnson Hall and are, in general, poor condition. These spaces are larger, have stepped, gallery seating and high ceilings. These spaces not only need to be renovated similar to the classroom but to also replace outdated presentation equipment. The rooms should be reconstructed to improve acoustics. The main teacher's presentation wall should be rebuilt for LCD projection, large screen monitors and new whiteboards. Lighting should be replaced.

The fixed gallery seating should be replaced with new seating that allows for traditional lectures and for the students to do group discussions.

One lecture hall should be reconstructed to provide two large classrooms and a seminar room. This will require removing the existing stepped concrete floor slab, removing and regrading of the existing unexcavated soils beneath the original floor to prepare the space for a new cast in-place-concrete floor slab. This will also require the lower portions of the perimeter partitions being rebuilt. The seminar room and one classroom shall be finished and equipped similar to the College's other classroom and study spaces.

The second, easternmost classroom should be furnished and configured to provide a new home for the College's Natural History Collection. This collection, important for both its content and service to the College's academic programs is currently located on the highest level of Johnson Hall, in the space previously used as the projection booth (now discontinued) for the two larger lecture halls. It is not an accessible space and can only be reached via a service stair. This new location will not only provide a more appropriately sized and configured space but also restore the collection as a valuable component of the College's science programs.





As the Natural History Collection is an important and underutilized College resource, if the Classroom Enhancements are not implemented, serious consideration should be given to renovating the single lecture hall to provide it a new home or selecting another appropriate space on campus for its relocation. These costs should then be included in the College's remediation work.

Locker Reconstruction: The existing student lockers, located in Johnson Hall and the Classroom and Administration Building, are no longer in use. These should be removed and the space reconstructed to provide display space and informal student seating. This is similar to what has been accomplished in recent, localized Johnson Hall renovations.

### CLASSROOM ENHANCEMENT ALTERNATIVE WORK

During discussions to determine the final scope of work of the Classroom Enhancements Capital Project two alternative components were requested to be included.

**CA Building Classroom Reconstruction:** The existing classrooms in the Classroom and Administration Building are undersized. At 560 to 600 sf they tend to be overcrowded when used for section sizes over 20 to 22 students. They, like most of the College's classrooms, have been set up for traditional recitation style instruction. Thus is an old style manner of instruction and while appropriate at the time the College was built it is difficult for these small rooms to support modern academic delivery methods.

Current academic trends have shown that project based and/or applied learning models are more effective tools than rote recitation. This requires a classroom to have sufficient size and technology support to allow the room layout to be easily changed. For example: breaking down the class into several smaller project groups, rearranging the room for large group discussion, for smaller group discussion and for instructor presentations. This, however, often requires a larger footprint for each room.

The recommended option would be to take four small classrooms and reconstruct them into three larger classrooms. This would have several benefits. First, the larger classrooms would be better suited for the new teaching models. Second, the larger rooms would reduce the overcrowding. Last, by creating more classrooms that can handle a larger number of students these rooms should be easier to schedule.

Even with these benefits, there is a cultural resistance to any reduction of the classroom pool. The only way to document whether or not the loss of one or two classrooms would negatively affect the schedule would be through a detailed, full campus Section Hour analysis. However, the College has not undertaken this exercise. Qualitatively, the College was originally designed to support a higher FTE (Full Time Equivalent) load. The current decline in enrollment would normally suggest that there is space in the schedule to allow for this improvement.





The Classroom and Administration Building has twelve classrooms that would be candidates for this improvement. At the College's discretion this could be done at four classrooms (4 to 3), eight classrooms (8 to 6) or all twelve (12 to 9).

**CA Building Addition**: Late in the development of the Master Plan Alternatives there arose a concern over the number and quality of the faculty office spaces. These spaces were then surveyed for a second time. In general the faculty offices have been well maintained and are in good condition. Many of the individual office concerns could be resolved through normal maintenance or new furniture acquisition. At the moment there are sufficient offices for the current number of faculty.

There is, however, a shortfall in terms of support spaces, especially in the Classroom and Administration Building. These support spaces include a break room, a work room, a small conference room and faculty dedicated toilet rooms. The breakroom would include a small kitchenette, a lunch table and chairs. The work room would include filing, storage, countertop layout space and a photocopier.

There is no available space for within the Classroom and Administration Building for these additional spaces. If the faculty office suites were to expand within the building they would displace other offices, which, in turn, would need a new location.

To resolve these concerns an addition to the west end of the Classroom and Administration Building is proposed. This addition would be similar on both floors. The exit corridor would be extended through the existing stairway to a new exit stair at the end of the addition. On each floor, on the south side of the corridor, would be a new classroom. The other side would serve the adjacent faculty office suite, adding two offices, a break or workroom and two handicap accessible toilet rooms.

In addition to relieving pressure on the faculty office suites the two new classrooms would allow eight of the building's small classrooms to be renovated into 6 larger classrooms without changing the overall classroom count.



# 7.7 NEW DAY CARE CENTER



The existing day care center is a small, 2,430 sf facility set into the hill directly to the west of the Physical Education Building. Originally constructed by the Herkimer BOCES, this residential-quality building is undersized, poorly configured and not appropriately handicap accessible. The current coiler is installed in a makeshift manner and the building lacks proper climate control. Current child-care and academic programs are constrained and the existing building cannot support any expansion or adequate reconfiguration.

This facility needs to be replaced.

The Facilities Master Plan recommends that the existing building be closed and a new, 6,000 sf Day Care facility be constructed on the campus.

The exact location of the site is to be determined, but it needs to satisfy three criteria. It must be a safe location, providing privacy and security for the children. It should be readily accessible and findable for parents, including its own drop off loop. It should also be accessible to students enrolled in the College's Child and Special education programs. The Day Care program currently uses facilities in the PE Building (pool and aerobics room) and Technology Center (Sensory and Special Education rooms).

The outdoor play areas will be recreated and expanded at the new location.

The spaces within the new facility should be properly sized and configured for both child care and instruction, separate rooms for infants, toddlers, 3 and 4 year olds, an indoor play area and a motor skills room as well as proper staff offices, break room, cooking facilities and storage capacity.

In addition to expanding the physical building consideration should also be given to expanding its operation year round. This would significantly increase its value to the local community.



## 7.8 SITE ENHANCEMENTS



The existing east side of the campus is dominated by a single, large parking lot running up the hill. This creates several issues. Drainage is a major concern; currently water flows across the hard surface lot to a catch basin at the south end of the lot. Historically, this has resulted in the southern end of the campus flooding. There is a single landscape feature strip to help mitigate the downhill water flow.

The College access road simply connects to the southeast corner of the parking lot. Thus, when anyone comes to the college, they are welcomed by a sea of parking. There is no discernable entry point and no recognizable destination.

The recommended Site Enhancements address these issues by reconfiguring the existing parking lot and access drives.

**1. Discontinue the Village Road:** The first recommendation is to eliminate a portion of Reservoir Road, from the Central Service buildings to a point south of the Reservoir Run dormitories. This accomplishes several things. First, this stretch of road is worn and insufficiently lit. Second, someone using this road to access the College are forced to enter the campus from the far, northern side. Last, removing the road allows for the expansion of the existing water retention area at the southeast side of the campus.

**2. Expand the Retention Pond:** The landscaped area at the southeast corner of the site should be developed as a large storm water retention pond. Increasing the water retention capability of the site reduces flooding during times of water runoff. While the College has never been the cause of flooding in the Village below, increasing retention and thus slowing the flow of water into the downstream drainage services would improve current conditions.

Changes to Reservoir Road and the current retention area would have to be implemented in cooperation of the Village of Herkimer. Reservoir Road belongs to the Village and thus is not under the College's Control. If the proposed detention basin area qualifies as a Federal Wetlands, changes will not be permitted.

If discontinuing the village road and modifying the southeast landscape cannot be done, the remainder of the proposed work can still be accomplished and will provide all of the desired improvements. For storm water control instead of creating the new pond an underground retention system would be located beneath the southern end of the parking lot.

**3. New Access Road:** A new access road should be built from the Central Services access drive to the Reservoir Run dormitories. It should run parallel to but not be part of the main campus parking area, separating north and southbound vehicle circulation from parking. As opposed to reservoir road this new road would be under the control of the College. If Reservoir Road is discontinued, a connection between this road and the town water facility would be provided., opposite the main college entrance.





**4. New Campus Entrance:** A new entrance to the college would be created off the new access road. It becomes a landmark, single point of entry for folks coming to the College, identified with new signage and landscaping.

**5. Tree Lined Boulevard:** From the new entrance a tree lined boulevard then leads one into the campus, to a visitor's drop off and parking located at the entrance to the Robert McLaughlin College Center. This provides a clear approach and destination for those visiting the campus. The main parking lot would be access off of the north and south boulevard lanes.

In addition, the tree lined boulevard and the north and south sides of the boulevard lanes would be landscaped to provide green infrastructure for storm water control.

**6. Reconstructed Parking Lot:** The main parking lot would be repaired, the surface being removed and replaced. Not only will this remediate damage but extend the lifespan of the parking lot. In addition the lot would be reconfigured for proper circulation off the entry boulevard and to increase opportunities for more green infrastructure and additional water control.





# 7.9 CAPITAL WORK PLANS











Interior Renovations Remediation Work Areas No Work



**Physical Education Building** Lower Level Capital Work









Work

PE Building Lower Level





**PE Building Main Level** 





**Physical Education Building** Upper Level Capital Work



NORTH



Work

PE Building Upper Level











- Classroom Enhancements
  Darkroom Renovations
  Remediation Work Area
  No Work
- CR Classroom









Johnson Hall Lower Level









Johnson Hall Upper Level



Upper Levels Capital Work







TC Building Upper Levels



# LOWER LEVEL



# **Classroom and Administration Building**



# 750-765 SF Classrooms

 Supports Applied Learning and Project Based Instruction Models

> Increased Scheduling Flexibility





CA Building Lower Level


Step 1 Lower Level: 12 CR to 11 CR

Classroom Enhancements



Step 2 Upper Level: 12 CR to 10 CR



Step 3 Upper Level: 12 CR to 9 CR

Remediation Work Area CR Classroom No Work

## **Classroom and Administration Building**







CA Building Lower Level

30 January 2017



**Classroom and Administration Building** 



### **2-Story Addition** Each Floor: 2,600 SF Total: 5,200 SF

- 30 Student Classrooms
- Faculty Office Support Spaces
- Handicap Accessible Toilet Rooms







CA Building Lower Level

30 January 2017





Visitor's Drop Off

## **Reconstructed Parking Lot**

Repair Damage Reconfigure Lot **Extend Pavement Lifespan** 

## **Tree Lined Boulevard** Infrastructure for stormwater

control

# **NORTH**

**New Campus** Entrance Single Point of Entrance

**New Access Road** Separate circulation from parking



Campus Site Plan

#### 7.10 CAMPUS GREEN INITIATIVES



The campus has many opportunities to save energy and reduce its carbon footprint. While large scale renewable projects are very appealing and can replace purchase of fossil generated energy with renewable energy, the campus still has a lot of low hanging fruit in conventional conservation projects. The Herkimer County Community College should continue to pursue cost effective renewable projects, but should focus considerable effort on the many short to medium payback projects available to reduce energy consumption on the campus. Both avenues are discussed below.

#### UTILITIES

Campus gas and electric use is summarized in the following table:

Source	Consumption	Cost	Unit Consumption
Electricity	4,668,400 kWh	\$407,350	14.0 kWh/sf-yr
Natural Gas	234,500 Therms	\$120,400	0.37 Therms/sf-yr

The unit consumption values are based on a gross square footage of 331,613.

**Metering:** The majority of campus energy use flows through one gas meter and one electric meter. Electricity consumption of each building is recorded on the Siemens building management system (BMS). However the readings are not currently logged or used for any purpose.

Since the hardware for sub-metering is installed, Novus feels that greater use can be made of this information. The readings should be logged on a monthly basis and tracked on a year over year basis to assess progress in reducing campus energy use. A more sophisticated energy dashboard could also be tied into the BMS to display the data in a user friendly form in a public location. The sub-metering capability could also be integrated into courses on energy conservation or sustainability, and be used as a research tool for students. Opportunities might also exist for computer students to write programs to manipulate and display this data.

**Prior Audits:** A fairly comprehensive energy study of the campus was completed under an ARRA grant in 2010.

This study evaluated 19 measures of which 10 were recommended for implementation. Several of these measures have been implemented including the installation of an efficient chiller in the Library, upgrading of lighting in the gym and insulation of the gym DHW tank. Many of the measures were not implemented.

Many things have changed since that audit was completed. Some technology has improved, and utility rates have changed. Many of the measures discussed in the original audit still have merit and should be re-evaluated using current utility rates and considering the latest technology.





#### RECOMMENDATIONS

**Energy or Sustainability Coordinator:** The campus should hire or assign a part time or full time energy coordinator to manage energy conservation/sustainability efforts. Responsibilities might include

- Enroll the campus in one of the many available campus sustainability monitoring systems (AASHE, REV Campus Challenge, The Climate Commitments).
- Begin a project to prepare a greenhouse gas inventory and plan for the campus.
- Track and distribute campus energy consumption data.
- Keep an active lists of energy efficiency projects to implement as funding becomes available.
- Seek and obtain funding from state and utility programs for efficiency projects.
- Work with facilities staff on project implementation.
- Work with faculty to enhance coursework related to sustainability.
- Raise awareness and concern for energy consumption on campus; foster energy efficient habits/behavior among students and faculty.
- Publicize energy projects being undertaken and highlighting successes.

**Lighting Retrofits:** Lighting upgrades probably offer the single largest energy conservation opportunity available at the college.

Lighting technology has improved continuously over the past 30 years. In the 1990's many facilities implemented major energy projects changing standard magnetic ballasts with T12 lamps first to hybrid ballast and then to electronic ballasts with T8 lamps. With the advent and competitive pricing of LED fixtures, another major reduction in efficiency is possible.

The majority of lighting fixtures at Herkimer date from the 1990's and use hybrid ballast technology. At 66 Watts per fixture this is inefficient by modern standards. The most common fixture on campus is a parabolic troffer. This, in itself, is an inefficient fixture and provides a dated "cave-like" lighting appearance.

Modern LED fixtures have numerous advantages over fluorescents: the CRI or "color rendering index" is superior, providing better color rendering and appearance; the fixture efficiencies are much higher; and the fixtures are easily dimmable. All these characteristics combine to permit much more efficient lighting systems than those currently installed.

We believe that both indoor, outdoor, and athletic field lighting should be re-evaluated for replacement with new LED fixtures. The projects would yield significant energy savings with short to medium payback periods.

**Lighting Controls:** While there are occupancy sensors installed in many areas, there are still other areas where sensors could be installed to achieve energy savings. A room by





room review of sensor opportunities should be carried out.

As pointed out in the previous energy audit, there are daylighting dimming opportunities in many areas with large glass exposures (such as the inter-building walkways). Dimming systems should be incorporated with LED upgrade projects where appropriate.

Outdoor lighting is currently controlled by a variety of systems and timers. We feel that control of all outdoor lighting should be centralized onto the Siemens BMS system. This will make it easier to manage and optimize daily schedules and also to incorporate holiday schedules for additional energy savings.

**Heating Plant Upgrades:** The existing boiler plant circulates 180°F water year round. During the non-heating season the water is used to heat the pool, generate domestic hot water in buildings, and provide reheat for air systems. About \$25,000-\$30,000 worth of gas is burned during the non-heating seasons.

**Install Modulating Condensing Boilers:** Lowering the circulating temperature to the temperature required at the time of use could save a significant amount of energy in a number of ways:

- Increasing boiler efficiency
- Reducing piping energy losses
- Reducing heat loss in air conditioned buildings, which increases the air conditioning load.

The existing boilers have a combustion efficiency in the 78-82% range. The circulating water temperature cannot be reduced significantly with the existing boilers since they require a return temperature above 140 degrees. At lower temperatures they would be damaged.

New modulating- condensing ("mod-con") boilers can circulate water down to 90°F and have efficiencies in the 92 – 96% range. With a mod-con plant, much lower water temperatures could be circulated in the summer for pool heating and reheat in the spaces. This would generate gas savings through improved boiler efficiency and a great reduction in piping losses throughout the campus. Since the circulating hot water is currently used to generated domestic hot water in many buildings, local hot water heaters would have to be installed as a part of this project. The pool could likely be heated with cooler water.

A mod-con boiler plant could be installed fairly easily in the Technology Building boiler room. The boilers there have never been used. This room has all the equipment necessary to install new mod-con boilers and is piped into the existing heating loop.





This measure was investigated in the ARRA audit and deemed to have an excessively long payback period (24 years). We believe that that analysis was excessively conservative: it used a very high efficiency for the existing boilers (85%) and ignored the piping heat loss savings from circulating cooler water through the campus piping system.

We believe that this analysis should be updated to determine its current payback. It would not have a very short payback but may still be an attractive project and would save a considerable amount of energy.

**Upgrade Existing Boiler Burners:** The Cleaver Brooks boilers are original to the campus but can continue to function well if they are regularly maintained. The burners on the boilers are, however, outdated. New burners would use digital technology, use oxygen trim to optimize combustion efficiency and utilize a variable frequency drive to modulate the forced draft fan speed. This upgrade would provide both natural gas and electricity savings and should be pursued.

**Solar PV:** Two years ago, HCCC received a proposal with Solar City to develop a large solar project on 10 acre site on the campus in exchange for signing a long term power purchase agreement. The advantage of this project is that it would not require upfront investment by HCCC and would provide a predictable price for power for 20 years.

The project has been delayed since National Grid demanded expensive upgrades to interconnect the project with the grid. Solar City has been attempting to have these requirements modified to reduce their cost so the project can proceed. At the present time the project is on hold.

Novus believes that this project should be revisited at a smaller capacity that does not exceed the campus electric demand. This could minimize any necessary upgrade by National Grid. If the project does proceed, the power purchase agreement should be carefully reviewed to make sure that the terms are fair and do not result in high rates near the end of the agreement.

HCCC should also consider installing its own solar system. This would allow it us use "net metering" which would increase the value of the power to the campus.

HCCC has many flat roofs which appear to be suitable for solar projects. However, both the campus facilities department and project architect feel that roof-mounted solar should not be pursued due to possible structural issues and risks of roof leaks. Other campus sites should be investigated.

**Wind Power:** Wind power was evaluated in the ARRA audit. The audit pointed out that the college location does not have high wind resource based on on-line NYSERDA screening tools (under 10 mph). Since the feasibility of a wind project depends on the annual average wind speed, the audit concluded that a project would not likely be very attractive.





Since wind resources do vary depending on local topography, the audit noted that the college might want to install an anemometer tower and conduct a 12-month study to determine the actual wind speed. We agree with this recommendation. Irrespective of the outcome, this could be a useful teaching aid in a renewable energy resource curriculum.

**Building Control Systems:** As discussed in the building write-ups, all buildings on campus are tied into a Siemens Apogee Building Management System (BMS). This system controls most of the HVAC equipment on campus, permits remote control of temperature setpoints, and remote control of schedules.

As described earlier, this system is a hybrid DDC over pneumatic system. This means the actual control devices (actuators) are powered by air pressure. Facilities staff are strongly in favor of converting the system to an entirely electronic DDC system. There are clear benefits to replacing the pneumatic control systems with fully digital controls and electronic actuators. The advantages of full DDC is that the controls are more accurate, provide better feedback of faulty conditions, and are easier to service. There would also be minor energy savings.

This would require replacing all the actuators, adding wiring and replacing the field control panels. It would be a costly project.

While the project should remain a long term goal, we do not feel that this project should supersede or replace short and medium payback energy efficiency projects. If buildings are renovated or entire systems are replaced, full DDC controls should be installed in association with those projects.

The campus does still have dome pneumatic thermostats. These can be a maintenance headache since they tend to drift and need to be calibrated periodically. They also cannot be adjusted or monitored remotely. The replacement of pneumatic thermostats with digital temperature sensors should be a high priority project.

The existing BMS is a powerful tool to manage energy use on campus. However, to take full advantage of its capabilities, it needs active management and involvement. We suggest the following:

- Set campus limits for heating and cooling setpoints. Do not respond to every complaint by adjusting setpoints beyond campus limits.
- Constantly monitor building schedules to make sure they are optimized for actual use. Make sure that holiday schedules are updated every year to shut down buildings during vacation periods.
- Do not place an entire building in occupied mode on account of one or two individuals who come in during vacation periods. Use of space heaters in such instances is justified.
- Use the trending function to periodically check that systems are turning off as scheduled and temperatures are being set back correctly





**Cogeneration:** Cogeneration is the simultaneous generation of electricity and thermal energy using some type of engine and an electric generator. The most common types of small to mid-sized systems are based on natural gas powered internal combustion engines or gas turbines. Cogenerations can produce hot water of varying temperatures and also chilled water if an absorption chiller is included.

Cogeneration was evaluated in the 2010 ARRA audit. The project, as evaluated in the study, had a capital cost of \$178,000 and a payback of 9.2 years. This was for a very small (75 kW) generator system.

We feel that this project has merit and should be revaluated. A larger system should also be evaluated, which would entail higher cost, but generate greater savings.

**Complete Campus Green Initiatives Schedule:** A detailed listing of all recommended Campus Green initiatives has been included as **Appendix C**.

**Funding for Energy Projects:** There are outside funding sources available to help offset the cost of energy efficiency projects (NYSRDA, National Grid, NYPA), but in general, these will only cover a small portion of the costs. Without in-house funding and staff to stay on top of programs, HCCC cannot take maximum advantage of these other sources.

One approach to funding energy projects is to set up an Energy Fund that can be used to implement projects, beginning with the shortest payback measures. All available outside incentives should be utilized, and energy savings dollars should be returned to the fund to permit carrying out other projects. Appointment of an energy manager in concert with an energy fund to implement projects would greatly assist the campus in achieving any sustainability goals established.

**Conflicting Energy Planning Goals:** One of the difficulties of evaluating a group of energy projects is that they interact with each other. Savings from one project can reduce the savings of another project. This is particularly true of projects related to campus wide systems such as the chilled water and heating hot water systems. Similarly, entering a power purchase agreement for solar energy can impact energy costs, which would affect the energy cost savings of virtually any other project. For this reason it is important to evaluate projects in a comprehensive process that accounts for project interactions and looks at the long term implications of projects with a campus wide perspective.



#### 7.11 CAPITAL WORK FOCUS GROUP MEETINGS



During October and November of 2016, three more Focus Group meetings were held, to discuss the three academic related concept plan alternatives in depth. The meetings included:

- 1. Renovation of the Physical Education Buiding
- 2. Student Life and Activities Enhancements
- 3. Classroom Enhancements.











#### **RENOVATION OF THE PHYSICAL EDUCATION BUILDING**

- Provides data to upper administration to support academic programming and program development.
  - Later in the year there will be a +/- 120 FTE increase due to high school students taking College courses.

This supplementary meeting focused on the renovation and expansion of the Physical Education Building to expand the current facilities, renovate and reconfigure the interior of the existing building and create a new indoor practice court facility. The meeting was divided into two parts. The first part was a general discussion of the department needs. The second part was more detailed, discussing the space requirements for the renovations and additions. Prior to the meeting a preliminary space program for these facilities had been developed. This space plan served as an outline for discussion and was reviewed during the second portion of the meeting.

The initial discussion reviewed the approach to the proposed renovations:

Alternative 1: The renovation of the existing building along with a major addition and a reduced fieldhouse. In this alterative the fitness center, weight rooms, classrooms and multipurpose gymnasium would be additions to the existing building. The fieldhouse would include the indoor practice fields, toilet facilities and those team rooms that were beyond the capacity of the existing locker room renovations.

Alternative 2: Limited renovation of the existing building, no additions and all new spaces integrated into the new fieldhouse.

While these discussions focused on Alternative 2, it was determined that both alternatives should be presented for review. At the Alternative Concept Review Alternative 1 was selected for implementation.

- □ Additional income to offset capital costs could be generated by renting the indoor practice facility.
- □ The multi-purpose gymnasium should be large enough to support both a climbing wall and rope course stations.
- □ Whether or not there should be spectators and/or space allocated for bleachers was discussed. While attractive, adding spectators to the building triggers life safety, plumbing, exiting and other code requirements that would significantly increase the cost of the facility. At the end of the discussions it was decided that this building remain a practice facility with no spectators.
- □ The 200' clear span for the indoor practice fields was confirmed. This allows two economical alternative building types to be investigated. First, a pre-engineered metal building, similar to large storage buildings and the recently completed





Accelerate Sports Center in Utica. Second, a metal framed fabric structure with an insulated roof and wall membrane.

The second portion of the meeting was a review of the proposed space program and the updated version has been included as part of the Athletic Facility section of the Facilities Master Plan report. In general the Space program was well received and accepted as the basis for the redevelopment of the renovated and expanded Physical Education Building and new Fieldhouse. The comments served to confirm and set the final number and sizes of spaces and are listed below:

- □ The team rooms should be configured such that three walls have perimeter lockers and benches. The fourth wall shall have a large flat screen monitor and a large white marker board. The enclosed space should be large enough and properly furnished to hold strategy and review meetings for the entire team (50 team members, 25 team members or 15 team members, depending on it being a large, medium or small team room). The lockers should be single lockers, 12" deep and 18" wide.
- □ The general locker rooms should have a capacity of 100 lockers half sized lockers (two lockers in a 12" x 12" x 60"unit).
- □ Both the men and women's shower rooms should have 12 stalls each. The each stall should be individual, no ganged stalls.
- □ Space for officials and coaches are not needed in the locker room suite.
- □ Two 800 sf classrooms are sufficient. 30 students will be the largest section size.
- □ The student seminar room should hold 20 people and can also serve as the athletics department conference room.
- □ The coaches room should be a single room with six 6 foot x 6 foot workstations. The coaches are itinerant and use a hoteling model for their workspace.
- □ There should be four (4) faculty offices at 120 SF each. There should be four (4) Teaching Assistant offices at 120 SF each. The Director should have a 200 SF office and space for his secretary immediately adjacent. The Assistant Director should have a 120 SF office.
- □ The current training room is adequately sized. The existing trainer's office is adequately sized and appropriately located adjacent to the training room. If practical, a 120 SF "resting room" should be added to the training room.
- □ The fitness center should be include 1,800 SF for 18 new equipment stations, 3,500 SF nautilus facility and 600 SF for free weights.
- □ The athletic team weight rooms should be relocated out of the basement and be enlarged to 3,200 SF.





- □ The existing aerobics room can be used for Elderly Fitness programs through proper scheduling.
- □ The size of the multi-purpose gymnasium was increased to 40 feet x 80 feet x 25 feet high to include indoor batting cages, rock wall and rope course stations.
- □ The laundry room should be expanded to include 2 industrial sized washers and 2 industrial sized dryers.
- □ The student resource center should hold 6-8 students at a time, have a small kitchenette and include 2 computer workstations.





#### STUDENT LIFE AND ACTIVITIES

This supplementary meeting focused on the expansion of the College Center to improve collegiate environment in terms of student life and related activities. The meeting was divided into two parts. The first part was a general discussion of the College Center and student needs, the second was more detailed, discussing the space requirements for renovations and additions to the College Center. Prior to the meeting a preliminary space program for these facilities had been developed. This space plan served as an outline for discussion and was reviewed during the second portion of the meeting.

- □ In general, there was a strong belief that the College Center emphasizes administrative and community activities too heavily and that it needs to be redeveloped to be more receptive to student use.
  - It was noted that when soft seating had been put into College Center's lobby spaces for student use, it was quickly removed for unspecified maintenance reasons.
  - As the College Center it is the first place a prospective student visits on the campus, its presentation has a significant impact on the student's choice to enroll at Herkimer. Once enrolled, the Center's ability to support the student's enrollment helps ensure the student remains and prospers at the College. Thus renovating the College Center for the students helps both enrollment and retention.
- □ A successful example of a student activity space is the library lobby just outside the bookstore. One suggestion was to simply enlarge this space. During review, however, the development of more such spaces across campus was viewed as more valuable than one large one. There was also concern that attempting to change or enlarge this space might make it less attractive, along the lines of if it works, it doesn't need fixing.
  - Student gathering spaces should be informal and adaptable. Tables should be moveable so students can move them and create new grouping as desired.
  - In general the students need more gathering spaces.
- □ The commuter students tend to stay in the library, as their current lounge is small and not as attractive. As commuter students often are on campus for blocks of non-academic time, a lounge with more opportunities for differing activities (pool, foosball, television for both shows and console games) is needed.
- □ The student lounge facility needs to support both gathering and a variety of gaming activities.
- □ The development of an interactive internet site for the Herkimer students was discussed. This site could allow for student generated petitions to be posted and commented on, student surveys presented and managed and general information





exchanged. If such a site was developed and made both easily accessible and highly visible it would significantly increase the voice of the student population and their involvement in the College as a whole.

- The student activities space should include one space with an activities countertop. It should have an art room sized sink with a plaster trap and space to store and clean craft tools and materials. This counter could also hold a microwave and coffee machine for student use. In general, space for recreational storage was needed.
- The lack of outdoor activity areas was noted. There are no benches, tables or chairs in the exterior spaces. No nodes or places to gather. The campus triangles are primarily used to go from one place or another; in general when students agree to meet it is an indoor location.
- □ There is a strong desire to revitalize the College's outdoor spaces.
  - Similar to lobby furniture, when benches and tables are placed outdoors they tend to disappear.
- □ The development of an outdoor amphitheater was very positively received. This could serve as an outdoor destination, be freely used by students, host small venues and be used for academic lectures.
- Access through the parking lot was reviewed. That there was no distinction between parking and those trying to reach specific destinations, especially those on the northern end of the campus, is viewed as inconvenient and potentially unsafe. The development of a separate access road running parallel to the parking lot on its outboard eastern side was very well received.
- Enhancements to the dormitories were discussed, such as addition basketball courts, adding green space between the Campus Meadows dormitories, use of the far farmhouse as a student activity site was discussed. These locations are owned and managed by the college Foundation and thus are beyond the scope of the Master Plan work. Similarly, improvements to the norther part of Reservoir Road would need cooperation of the Village of Herkimer and the Village owns and controls that road.

The second portion of the meeting was a review of the proposed space program and the updated version has been included as part of the Student Life and Activities section of the Facilities Master Plan report. In general the Space program was well received and accepted as the basis for the redevelopment of the College Center. The following notes supplement the space plan:

- □ The Main Lobby renovations should be built along the same lines as a visitor's center, including a student managed information booth.
- □ The club meeting rooms should have ten flexibly designed spaces. Large doors or movable partitions should be used to let a group of smaller rooms be easily transformed into a larger space.





- □ The cafe and coffee shop should be located to the east side of the College center, on the main level, adjacent to the main entrance. This is a highly visible location. The Café would be able to serve both the Student side of the building but also support the Hummel Corporate Center. An outdoor dining area should be included in the development of the Cafe.
- □ The outdoor student activity area should be covered, similar to the open pavilions found in a state park.
- The special locations along the pedestrian link between the dormitories and the main campus should be informal seating areas. They should not be physical activity stations.
- □ The game room should be twice the size of the existing game room (+/- 2,000 sf)

The proposed Campus Safety addition is a stand-alone project that relocates and expands the existing facility from its current location in the Classroom and Administration Building to the east side of the College Center, on the lower level adjacent to the receiving area. The proposed space program was well received, with the following minor comments:

- □ As noted on the proposed space program, the existing facilities on the main level of the College should be maintained. Relocation of the existing equipment would be cost prohibitive.
- □ The Offices for the officers should be a single workspace with perimeter work counters. There should be 20 feet of countertop (5 feet for 4 officers).
- □ The minimal size of the gun locker is 144 sf. However if additional filing and storage is associated with it it should be increased to 200 SF).
- □ The men's and women's locker rooms may be one space if there are separate men's and women's changing room. Each changing room should have one shower.





#### **CLASSROOM ENHANCEMENTS**

- □ The conclusions of the Conditions Report and Concept Alternative Review were discussed in detail and in general confirmed.
- The discrepancies across the classroom pool for condition, quality and technology outfitting of individuals rooms is a detriment to instruction for both students and faculty. The rooms should be brought up to a consistent standard and outfitted similarly.
  - Rooms should have similar technology so teachers do not have to learn how to use AV equipment on a room by room basis.
  - Rooms should have the same type of presentation boards across the classroom pool. While all in attendance agreed that the school should move from chalkboards to whiteboards, it was noted that this would be resisted by individual members of the faculty. When this was subsequently reviewed by the College administration the direction is to replace the chalkboards with whiteboards.
  - Each classroom should have the equivalent of a 16 foot wide by 4 feet tall white board at the front of the classroom. While secondary boards were not requested, the College may wish to reconsider this decision to increase the flexibility of each room. Tack boards are not required in the classrooms.
- Two excellent planning reports have been recently completed by the college. One addresses AV Technology and the other the Information Technology backbone to support it. Both plans should be implemented by the College.
  - The College has reviewed the AV Plan and has accepted portions of it. However, none of the portions have been implemented at this time. The College will forward the cost proposal for implementing this plan so it can be included in the Facilities Master Plan.
  - The College's Internet Academy has higher standards than those in the proposed plans.
- □ The level of recommended finish upgrades was reviewed and accepted:
  - Flooring: Linoleum was accepted as the appropriate flooring for classrooms. This is due to its relatively hard surface in terms of stain resistance and spotcleaning, being relatively soft and flexible in terms of ergonomics and low, 'wax free' maintenance.
  - All walls should be painted gypsum board.
  - All classrooms should have their ceilings and lighting replaced. Ceilings should have a high NRC panel for improved acoustics (up to 0.90) and the lighting





should be dimmable LED fixtures.

- Windows should have consistent window treatments. Perforated roller screen blinds were accepted.
- Sound transmission between rooms should be improved, including ensuring that corridor and between classroom partitions are filled with sound attenuation blankets and extend all the way up to t the floor or roof deck above.
- □ In terms of presentation, flat screen monitors and modern high power LCD projectors were preferred, noting that these do not require window black out curtains or the rooms significantly darkened.
  - The use of overhead projectors should be discouraged. As with chalkboards this is another controversial topic. Overhead projectors are no longer kept in the individual rooms but stored elsewhere and brought to the classroom when requested. Every classroom should have an Elmo-type image projector.
- While attractive, carpet has proved to be inappropriate flooring for the College's classrooms. As rules against food in classrooms are inconsistent and not enforced the classroom carpets quickly become stained. In addition the carpet wears, making traffic patterns within the classroom obvious. Where carpet tiles have been used they have not been replaced when worn or stained.
- □ The continued creation of specific spaces, particularly laboratories and lecture areas, for specific use should be discontinued. With the except of certain facilities with narrow-use dedicated equipment, such as Chemistry or the Criminal Justice practical labs, laboratories and lecture halls should be adaptable, multi-purpose rooms so they can be scheduled for other uses when their primary use is not in session.
- □ Classrooms should be sized and furnished to support modern teaching methodologies, such as applied learning and project based instruction. The furniture in each room should be mobile tables and chairs, allowing the room to be easily reconfigured ('flipped') depending on what is being taught that day. The use of tablet arm chairs should be phased out across the campus.
- □ The recently renovated Gaynor Science Center rooms are appropriately sized, configured and meet the College's current needs. They do not have to be renovated.

Upon completion of this meeting the second discussion began concerning the College's Faculty Offices. A walk through of the offices was then arranged, and the results of that survey have been summarized below:

In general the condition of the Faculty offices are in good to fair condition. The offices appear to be the appropriate size for their use and number of occupants (1 or 2). The biggest issue for the individual offices appears to be furniture arrangement, which can be improved on a room by room basis by the College.





- □ All doors and frame are worn and aged. However, the replacement of doors across the campus is already included in the recommended remediation work.
- □ The Faculty Office suite lacks proper storage, work and break areas. The existing storage rooms have been modified to try and remediate this lack, however, these renovations have been limited and inconsistent consistent across the several suites of faculty offices.
- □ The fact that the facilities in Johnson Hall are slightly larger than those in the Classroom and administration building has been noticed.
- □ As two faculty often share a classroom a separate conference room is necessary so that one may have a private conversation with a student or students without disturbing or forcing their officemate to leave.
- While there are currently enough offices to house the existing faculty, portions of the original faculty office suite have been sequestered to other administration offices. In two locations in the Classroom and Administration Building a doorway has been installed separating these two spaces. This has created a long dead end corridor and eliminated a second means of egress from the suite. These doors need to be treated as exit doors and while they can be signed "for emergency use only" they should not be locked from the faculty office side.
- □ Last, several comments concerning the main Theater in the Robert McLaughlin College Center.
  - The stage floor should be refinished or replaced.
  - The theater acoustics, in general, are very poor. The theater sound system should be modernized.
  - The house lighting and lighting controls should be modernized.

The reason these items were not included in the original Focus Group Meetings is that the stakeholders concerned with these issues, while invited, did not attend.









#### 8 APPENDIX



- A. Probable Costs
- B. Schedule of Remediation Work
- C. Schedule of Campus Green Initiatives
- D. Fall 2016 Census File Comprehensive Sudent Profile
- E. BHST Infrastructure Task Force Identification of Needs
- F. Faculty Questionnaires
- G. Athletic Department Wish List









#### A. PROBABLE COSTS



The following schedules document the probable cost for the recommended facilities improvements and associated work.

The **Overall Summary of Probable Costs** breaks down the work into the categories described in the Facilities Master Plan: Remediation Work, Capital Work, Campus Green Initiatives and associated recommended work.

The **Summary of Probable Costs By Building for Specific Projects** breaks down the work by Building and similar distinct projects. The project listing are recommendations based on discussions with the Administration; they do not represent the only manner that the proposed work could be implemented. With review and utilization of the provided cost information for Remediation and Capital work, the College and County can determine the exact scope of work and package that work as best meets their needs and available resources.











Herkimer County Community College Facilities Master Plan PROBABLE COST SUMMARY - FACILITIES MASTER PLAN

#### **OVERALL SUMMARY PROBABLE COSTS**

			SF Cost		
Work	Cost	SF Cost	+Markup	Remarks	

ALL CONSTUCTION COSTS INCLUDE THE FOLLOWING MARKUPS:

General Conditions 08%, Contractor's Overhead and Profit 10%, Design Contingency 10%, Escalation 04%, Construction Contingency 05%

Architectural and Engineering Fees will vary significantly depending on the exact number and complexity of the final projects

selected for construction. For the purposes of this Master Plan a fee of 08% has been used

REMEDIATION WORK					
Building Renovations and Reconstructions	\$20,111,700				
MEP Remediation Work	\$2,795,453				
Site Renovations	\$3,442,200				
Site Infrastructure	\$2,135,600				
Subtotal (includes 08% Professional Fees)	\$30,780,579				
CAPITAL WORK					
RENOVATE PE BUILDING					
Interior Renovations	\$1,922,000	\$121	\$174	11,040 SF	
Fitness Center Additions	\$6,772,700	\$246	\$350	19,325 SF	
Fieldhouse	\$15,875,700	\$136	\$195	81,500 SF	
Subtotal (includes 08% Professional Fees)	\$26,536,032				
STUDENT LIFE AND ACTIVITIES					
Student Activities Addition	\$5,413,900	\$251	\$358	15,140 SF	
Main Lobby Renovations	\$1,581,100	\$124	\$178	8,900 SF	
Student Cafe Additions	\$698,900	\$408	\$582	1,200 SF	
Alumni Hall Renovations (MEP)	\$557,300	\$62	\$88	6,300 SF	
Site Enhancements	\$750,400				
Campus Safety Addition	\$1,707,100	\$226	\$322	5,300 SF	
Subtotal (includes 08% Professional Fees)	\$11,539,164				
CLASSROOM ENHANCEMENTS					
Renovations and Reconstruction	\$3,238,400	\$69	\$97	33,210 SF	
CA Building Addition	\$1,805,800	\$230	\$328	5,500 SF	
MEP Renovations	\$1,338,119				
JH Lecture Hall	\$701,800	\$70	\$101	5,510 SF	
Subtotal (includes 08% Professional Fees)	\$5,610,938				
DAY CARE FACILITY					
Day Care Facility	\$2,112,500	\$247	\$352	6,000 SF	



Herkimer County Community College Facilities Master Plan PROBABLE COST SUMMARY - FACILITIES MASTER PLAN

#### **OVERALL SUMMARY PROBABLE COSTS**

		SF Cost		
Work	Cost	SF Cost	+Markup	Remarks
	-			
SITE ENHANCEMENTS				
Discontinue Road and Expand Retention Pond	\$341,900			
New Access Road, Entrance and Boulevard	\$669,900			
MEP Renovations	\$1,338,155			
Repair and Reconfigure Parking Lot	\$4,920,100			
Subtotal (includes 08% Professional Fees)	\$7,851,659			
CAMPUS GREEN INITIATIVES				
Lighting Replacement and Modernization	\$535,821			
Mechanical System Upgrades	\$467,900			
Develop Alternative Power Sources	\$399,979			
Subtotal (includes 08% Professional Fees)	\$1,505,129			
AV Plan Implementation	\$637,000			
AV Consultant Fees	\$200,000			
Hazardous Materials Study	\$100,000			
Facilities Master Database	\$2,800			
IT Plan Implementation	\$450,000			
ADD Baseball Field	\$2,906,820			Note 1
ADD Softball Field	\$555,336			Note 1
 Note 1: Post Focus-Groupremediation work additional scop	e, lowest priority. Cost include	s 08% Profe	ssional fees	



Herkimer County Community College Facilities Master Plan

**PROBABLE COST SUMMARY - FACILITIES MASTER PLAN** 

#### SUMMARY PROBABLE COSTS BY BUILDING for Specific Projects

Building	Cost	SF Cost	Building Area where Applicab
PHYSICAL EDUCATION BUILDING			
Roof Replacement	\$838.700	622	25 750 cf
Replace Gymnasium Skylight	\$262.100	\$35 ¢245	23,730 Si
Reskinning	\$1.858.700	\$215	1,220 ST
Locker Rooms Reconstruction	\$2,183,900	\$110	10,000 ST Facade area
Pool Lighting and Deck Renovations	\$535.300	\$223	9,800 SI
Toilet Rooms Reconstruction	\$183.279	\$84	6,400 SI
Ceilings and Lights Replacement	\$288.730	\$349	525 ST
Door and Frame Reconstructions	\$183.159	\$17	16,580 sf
Replace Pool Air Handlers	\$542.270	\$11	10,580 \$1
Athletic Center Interior renovations	\$1,922,000	¢174	11.040-5
PE Building Subtotal	\$8.798.138	\$1/4	
Fitness Center Addition	\$6,772,700	\$193	45,675st
PF Building Total (Includes 08% professional fees)	\$16 795 535	\$350	19,325 st
·	+_0,100,000	\$258	65,000 ST
CLASSROOM AND ADMINISTRATION BUILDING			
Classroom Enhancements	\$750,600	\$43	8,400 sf
Locker Removal + Corridor Reconstruction	\$91,325	\$285	320 sf
Lights and Ceilings	\$1,252,010	\$38	32,740 sf
Mechanical System Upgrades	\$299,659	\$34	8,900 sf
Door and Frame Reconstruction	\$274,687	\$8	32,740 sf
CA Building Subtotal (Includes 08% professional fees)	\$2,850,463	\$87	32,740 sf
ROBERT MCLAUGHLIN COLLEGE CENTER (Total)			
Lights and Ceiling Replacement	\$1,349,083	\$42	31.764 sf
Roof Replacement	\$1,833,400	\$31	60.100 sf
Replace RMCCC Chiller	\$214,054		
Alumni Hall Upgrades	\$557,300	\$88	6.300 sf
Student Activity Addition	\$5,413,900	\$358	15.140 sf
Main Lobby Renovations	\$1,581,100	\$178	8.900 sf
Student Cafe	\$698,900	\$582	1.200 sf
Site Enhancements	\$750,400		,
Campus Safety Addition	\$1,707,100	\$322	5,300 sf
Door and Frame Reconstruction	\$218,894	\$7	31.764 sf
DMCC Tatal (Includes 00% unafassional face)	**= and a **	, Ç	,



Herkimer County Community College Facilities Master Plan

**PROBABLE COST SUMMARY - FACILITIES MASTER PLAN** 

#### SUMMARY PROBABLE COSTS BY BUILDING for Specific Projects

Building	Cost	SF Cost	Building Area where Applicat
ROBERT MCLAUGHLIN COLLEGE CENTER (Remediation)			
Lights and Ceiling Replacement	\$1,349,083	\$42	31,764 sf
Replace RMCCC Chiller	\$214,054		
Door and Frame Reconstruction	\$218,894	\$7	31,764 sf
RMCC Total (Includes 08% professional fees)	\$1,908,593	\$60	31,764 sf
Classroom Enhancements	\$287,244	\$43	6 710 sf
Darkroom Renovations	\$178,368	\$143	1,250 sf
Photography Classroom	\$175,514	\$86	2,050 sf
Quality Assurance Lab Modifications	\$64,213	\$143	450 sf
Locker Removal & Corridor Reconstruction	\$242,581	\$285	850 sf
Mechanical System Upgrades	\$556,866	\$36	15,610 sf
Lecture Hall	\$701,843	\$101	5,150 sf
Door Replacement	\$247,646	\$6	41,450 sf
Lights and Ceiling Replacement	\$1,604,167	\$39	41,450 sf
Johnson Hall Total (Includes 08% professional fees)	\$4,327,295	\$104	41,450 sf
NATURAL HISTORY COLLECTION and Lecture Hall			
Lecture Hall Reconstruction	\$701,843		
Ceilings and Lights	\$184,363		
Natural History Total (Includes 08% professional fees)	\$957,103		
PHYSICAL EDUCATION BUILDING			
Door and Frame Reconstruction	\$183,149	\$11	16,580 sf
Lights and Ceiling Replacement	\$288,714	\$17	16,580 sf
PE Building Subtotal (Includes 08% professional fees)	\$509,612	\$31	16,580 sf



Herkimer County Community College Facilities Master Plan

**PROBABLE COST SUMMARY - FACILITIES MASTER PLAN** 

#### SUMMARY PROBABLE COSTS BY BUILDING for Specific Projects

Building	Cost	SF Cost	Building Area where Applica
TECHNOLOGY CENTER			
	Ć577.040		
	\$577,913	\$43	13,500 sf
IC Roof + Interior Renovations	\$1,104,900	\$42	26,350 sf (includes circ spin
Refinish Studio Shell	\$107,021	\$71	1,500 sf
Mechanical System Upgrades	\$481,594	\$36	13,500 sf
Replace Chiller	\$214,054		
Lights and Ceiling Replacement	\$395,220	\$18	21,590 sf
TC Building Total (Includes 08% professional fees)	\$3,022,766	\$140	21,590 sf
TOILET ROOM RECONSTRUCTION (HC ACCESSIBILITY + GENDER F	REE FACILITIES)		
Classroom and Administration Building	\$668,103	\$412	1,621 sf
Johnson Hall	\$419,921	\$303	1,388 sf
Robert McLaughlin College Center	\$613,474	\$337	1,820 sf
Physical Education Building	\$183,279	\$349	525 sf
Technology center	\$380,223	\$245	1,550 sf
Toilet Room Total (Includes 08% professional fees)	\$2,446,200	\$354	6,904 sf
ROOF REPLACEMENTS			
RMCC Roof Replacement	\$1,833,400	\$31	60,100 st
TC Roof + interior Renovations	\$1,104,900	\$42	26,350 sf (includes circ spin
PE Building Roofs	\$838,700	\$33	25,750 sf
PE Building Skylight	\$262,100	\$215	1,220 sf
Roof Replacement Total (Includes 08% prof. fees)	\$4,362,228	\$38	113,420 sf
CA BUILDING CLASSROOM MODIFICATIONS			
CA Classroom Reconfiguration	\$40,000		Note 1
Cost of 1 block (Includes 08% prof. fees)	\$43,200		4 rooms to 3 larger rooms
Cost of 2 blocks (Includes 08% prof. fees)	\$86,400		8 rooms to 6 larger rooms
Cost of 3 blocks (Includes 08% prof. fees)	\$129.600		12 rooms to 9 larger rooms
Note 1: Cost presumes CA building classrooms enhancements	and ceiling/light replacement a	re also impleme	nted
CA Classroom Reconfiguration including Classrom Remediation	n and Enhancement Work		
Cost of 1 block Remediation Work (inc. 08% fees)	\$306.716		Note 2
Cost of 1 block (Includes 08% prof. fees)	\$349 916		4 rooms to 3, complete
Cost of 2 blocks (Includes 08% prof. fees)	\$699.831		8 rooms to 6, complete
Cost of 3 blocks (Includes 08% prof. fees)	\$1,049,746.82		12 rooms to 9, complete
Note 2: Cost include Classroom Remediation (Ceilings + Lights	), Classroom Enhancements (Wa	lls + Floors) and	· · ·







# ENVISION architects

#### B. SCHEDULE OF REMEDIATION WORK

The following schedules document the complete list of recommended Remediation Work and their associated costs.










## **RECOMMENDED REMEDIATION WORK** - CIVIL and SITEWORK

rk			iintenance Priority	ademic Priority			
Ma	Capital Project	Remaining Life	Ĩ	Ä	Remarks	Cost	
S1	Comprehensive boundary, topographical, utility & exising conditions Land Survey & Mapping	New	1	2	- To assist with definitive campus master planning, follow on capital projects and record for O&M	\$45,000	
S2	Retrofit existing CIP water mains	<50% (estimate)	1	2	<ul> <li>To reduce campus health &amp; safety exposures due to recurring supply system failures and temporary shut downs, including investigations required to proceed with work</li> </ul>	\$597,000	
\$3	Remediate stormwater outfall erosion behind Johnson Hall	25%	2	2	- Camera investigation. Repair slope/pipe/outfall stability.	\$26,300	
S4	Replace UG Utility heating / cooling run from #4 Library to Gym	Unknown	2	2	- Staff recommendation; coordinate with Mechanical Item No. M9	\$117,300	
<b>S</b> 5	Grading at Press Box	50% (estimate)	2	3	- Re-grade exterior to direct rooftop and surface runoff away from foundation	\$28,600	
<b>S</b> 6	Remediate Technology Center basement drainage	50% (estimate)	2	3	- Provide foundation underdain to prevent future basement flooding. Coordinate with Architectural Item A9	\$96,000	
S7	Remediate water infiltration at Johnson Hall Access Floors	Existing condition	2	2	- Provide foundation drains to prevent down slope water infltration and from Johnson Johnson Hall roof overflow	\$55,000	
S8	Walkways - remediate, make compliant and wayfinding	75%	3	3	- Address ADA compliance issues to supplement capital improvement projects and remediate non-compliant conditions. Improve lighting and wayfinding.	\$34,300	
S9.1	Baseball Field Lights	New	3	3	- Replace or retrofit with LED Fixtures, See Architectural Item A5.7	\$0	
S9.2	Tennis Court lights	50%	2	3	- Replace or retrofit with LED Fixtures, See Architectural item A5.6	\$0	
S9.3	Main parking lights	50%	2	2	- Replace or retrofit with LED Fixtures	\$77,000	
S9.4	Stadium lights	75%	2	3	- Replace or retrofit with LED Fixtures	\$677,800	
S9.5	Boulevard / Entrance lights	New	2	3	- Not Applicable, this portion of Reservoir Road belongs to the Village of herkimer	\$0	
S10	Replace Tennis Courts	Poor and deteriorated condition	2	2	- See Architectural Item No. A5.7	\$0	
S11	Reconsruct rear access road and parking lost	33%	2	2	-reconstruct to retain servicible life of drives and lots; improve drainage	\$340,300	



## **RECOMMENDED REMEDIATION WORK** - CIVIL and SITEWORK

Mark	Capital Project	Remaining Life	Maintenance Priority	Academic Priority	Remarks	Cost	
S12	Signage and Wayfinding	New / retrofit	3	2	<ul> <li>Improve site wayfinding, replace LED sign. Provide direction signs at base of Resevoir Road to direct visitors and deliverys to Lou Ambers Drive</li> </ul>	\$21,400	
\$13	Sanitary sewer condition / I&I study	50%	3	3	<ul> <li>Camera investigation, provide documentation to support Fieldhouse Capital project to respond to Village WWTP available sewer capacity concerns.</li> </ul>	\$19,600	
	Grand Total Civil Remediation Work					\$2,135,600	



Mark	Capital Project	Description	<b>Maintenance Priority</b>	Academic Priority	Remarks	Cost
С1	Facilities Management Database	Update building plans with database and report capability including classroom type, size, location and SUNY required information	1		Plan Drawings Complete Update to add database functions	\$2,800
С2	Hazardous Materials Study	Campus wide survey, sampling and testing to document actual extent and type of hazardous materials present in the campus buildings	1		Lack of survey impedes facility maintenance and improvements	\$100,000
СЗ	A/V Master Plan	Detailed specific master plan to determine the technology requirements to support academics and provide implementation recommendations	1	1	Implement recommendations of 2015 Classroom Audio Visual Technology Report by Tomei AV (costs are 2016)	\$637,000
					AV implementation consultant cost (2016)	\$200,000
C4	IT Master Plan	Detailed specific master plan to determine the technology requirements to support AV plan and college infrastructure and internet connectivity requirements	1	1	Implement recommendations of 2014 IT Report by Annese Integrated CommunicationSystems	\$450,000
A1	Replace RMCC Roofs	Investigate extent of damage and replace roofs End of serviceable life due to history and observed failures	1		Replace roofing back to deck Existing roofing out of warranty 58,345 sf	\$1,833,400
A2	Replace Tech Center Roofs	Replace EPDM Roofs at Technology Center End of serviceable life due to history and observed failures Reconstruct window flashings nd thru wall flashings	1		Existing roofs delaminating and leaking 22,774 sf	\$1,104,900



ark			laintenance Priority	cademic Priority		
ž	Capital Project	Description	Σ	Ă	Remarks	Cost
A3	Replace PE Building Roofs	Replace Modified Bitumen Roofing at PE Building Addition Remediate water infiltration at mansards	1		Existing roofs splitting and leaking Existing roofing out of warranty 23, 645 sf (12,212 sf 1999 addition)	\$838,700
A4	Replace Gym Skylight	Replace kawneer skylight with new glass skylight + flashings Beyond serviceable lifespan; leaking and discolored	1		History of continuous leaking 1,605 sf	\$262,100
A5.1	Reskinning of 1999 Addition of PE Building	Replace deteriorated EIFS panels with new, durable veneer system with improved thermal performance	2		EIFS System beyond serviceable life 13,170 sf + 1,500 sf storefront	\$1,858,700
A5.2	Renovate Locker Rooms	Restore locker and team rooms, upgrade showers, new lockers at end of serviceable life, poor condition and undersized	2	1	May be integrated into Master Plan work 9,070 sf	\$2,183,900
A5.3	Pool Renovations Lighting and Deck	Eliminate glare on surface of pool, replace aged deck	2	3	End of serviceable life 7,250 sf including gallery	\$535,300
A5.4	Press Box Repairs	Repair flooring, water infiltration, rodent infiltration	2	2	Worn condition 1,420 sf (interior repairs + viewing deck)	\$116,700
A5.6	Renovate Tennis Courts	Reconstruct tennis courts, new subbase and surface Provide 6 tennis courts and 2 out door basketball courts Provide one court wide practice wall, new fence, lights for basketball courts and practice wall. New net posts and basketball hoops. Reconstruct Access Road adjacent to courts.	2	1	Courts are in poor condition, posts lifting Unable to host any competitions; practices done off site	\$1,014,900
A5.5	Replace Wehrun Turf Field	Replace artificial turf at existing outdoor stadium	2	1	End of serviceable life	\$1,943,600
A5.7	Renovate Baseball Field	Provide new artificial turf and lighting	3	2	Re-sod and laser level if artifial turf not provided, no lights	\$2,691,500
A5.8	Renovate Softball Field	Provide new artificial turf outfield	3	3	Lowest priority for field renovations	\$514,200



ķ			intenance Priority	ademic Priority		
Mar	Capital Project	Description	Ma	Aca	Remarks	Cost
	_					
A5.9	Replace Gymnasium Floor	Provide new thinset terrazzo epoxy or terrazzo tile flooring at recreational gymnasium lobby	1	3	Flooring isworn, damaged and significantly worn	\$80,000
A6	Campus Wide Door Replacement	Replace wood doors and hardware. Reconstruct, repair and refinish hollow metal frames.	2	3	All Legacy Doors and Frames	\$924,500
A7	Renovate Roof Hatches	Provide guards and ladder extensions at all roof hatches Existing problematic condition	2	1	Grandfathered exusting condition Not currently OSHA compliant 5 hatches	\$14,300
A8	Replace Guardrails	Replace guardrails RMCC Porch Existing problematic condition	2		Grandfathered existing condition Not current Code compliant 132 If	\$35,700
A9	Replace Legacy Windows	Provide energy efficient window assembly Existing systems out of date and underperforming	3		Improve thermal performance	\$1,952,900
A10	TV Station Floor Renovation	Remediate water infiltration at lowest levels of TV Station Existing problematic condition	1	1	See Civil and Site Item No. S6	\$0
A11	Legacy Building HC Toilets	Provide HC Accessible toilet facilities at legacy buildings Renovate finishes, fixtures and partitions	2	2	Add gender-free toilet room in each building	\$2,265,000
A12	Renovate JH Elevators	Replace outdated and non-HC compliant JH elevator Existing problematic condition	2		Slow, Controls not HC compliant	\$242,700
A13	Replace Ceilings + Lights	Replace deteriorated ceilings, upgrade lights to LED fixtures at 90% life expectancy, poor condition and out of date	1	2	Phased Implementation Coordinate with Electrical Item E4	\$4,889,300
A14	Natural History Museum	Provide proper access and display of collection Maintainable at current excellent condition	3	1	See Johnson Hall Capital Projects	\$0



rk			aintenance Priority	ademic Priority		
Ma	Capital Project	Description	Ma	Ac	Remarks	Cost
A15	Signage and Wayfinding	Provide signage and wayfinding devices to improve student and guest orientation and circulation through campus	2	2	Upgrade room signage to meet handicap requirements	\$71,300
A16	Demolish Barn	The existing storage barn has been condemned Beyond serviceable life	3		Harvest wood for sale	\$111,700
A17	Replace Storage Sheds	Replace deteriorated athletic and north storage sheds Beyond serviceable life	2		Overall lack of campus storage space	\$372,000
A18.1	RMCC Auditorium Lighting	Replace incandescent house lights, update controls, update theatrical lighting and dimmers	2	2	Allowance - Systems out of date	\$570,800
A18.2	RMCC Auditorium Sound	Update auditorium acoustics and sound systems	2	2	Allowance - Staff reports of poor acoustics	\$285,500
A18.3	RMCC Auditorium Stage	Refinish stage floor	2	2	Allowance - Surface worn from heavy use	\$46,000
	Total Architectural					\$26,759,600
	Total AV Implementation, IT Implementation, Hazardous Materials Report and Facilities Database					\$1,389,800
	Grand Total Architectural Remedi	ation Work				\$28,149,400



Herkimer County Community College Facilities Master Plan Facilities Master Plan

# **RECCOMMENDED REMEDIATION WORK** - MECHANICAL, ELECTRICAL and PLUMBING

			nance	nic		
lark	Conital Draigat	Description	lainte rioritv	caden riority	Domorius	Cost
2			2 6	<u> </u>	Nellidiks	Cost
E1	Switchgear Maintanance	Inspect and clean legacy switchgear	1		<ul> <li>Switchgear is 45 years old and has not been seviced recently</li> </ul>	\$15,000
E2	Electrical Feeder Testing	Conduct dieletric testing on high voltage service feeders	1		- Feeders are 45 years old.	\$22,000
E3	Provide Emergency Power	Install back up power generation for building systems and to serve as an emergency rescue site	2		<ul> <li>Building mechanical systems, food service, domestic water, shelter heating, municipal water pump</li> </ul>	\$180,000
E4	Upgrade Legacy Building Lighting	Replace T8 fixtures with hybrid ballasts with LED fixtures	3		- See Architectural Item A12	\$0
E5	Upgrade Site Lighting	Connect all site lighting to BMS for overall control, provide wireless technology, control for each mast	3			\$100,000
E6	Transformer Maintenance	Test legacy transformers to assess condition	2			\$10,000
M1	Install Summer Boiler	Currently boilers are run year round at high temperatures	1		- Will extend life of boilers and generate significant gas savings	\$250,000
M2	Provide Distributed Domestic Hot Water Heaters	Install summer DHW heater in each building	1		- Requied if main boiler plant is shut down in summer	\$40,000
M3	Replace PE Building Air Handlers	Replace Main Gym and Pool Air Handlers and Controls	1	2	- Units are in poor condition. Provide proper air flow for pool HVAC system and dehumidification.	\$380,000
M4	Replace Technology Center Chiller	Replace 90 Ton Reciprocating R-22 Chiller	1		- R-22 will be phased out in 4 years. Chiller also has a refrigerant leak.	\$150,000
M5	Replace College Center Chiller	Replace 90 Ton R-22 Screw Chiller	2		- R-22 will be phased out in 4 years	\$150,000
M6	Replace Johnson Building Air Handler	AH3-3 has no heating and is poorly installed with flex duct work.	2	2	<ul> <li>Offices served are cold in winter and ductwork is temperary and lacks ventilation air.</li> </ul>	\$20,000



Herkimer County Community College Facilities Master Plan Facilities Master Plan

# **RECCOMMENDED REMEDIATION WORK** - MECHANICAL, ELECTRICAL and PLUMBING

Mark	Capital Project	Description	Maintenance Priority	Academic Priority	Remarks	Cost
				1		
M7	Upgrade Building Management System	Replace pneumatic controls with full DDC controls	2		- Will improve control of systems and reduce maintenance costs.	\$250,000
M8	Replace CO2 sensors on AHUs	Demand controlled ventilation systems sensors are past useful life	1		- Sensors have limited lifetime and are inaccurate.	\$12,000
М9	Replace Underground Hot Water Piping	Fiberglass reinforced piping between Libradry and PE Building and Tech Center is subject to failure	2		<ul> <li>Replace with more durable piping system</li> <li>Coordinate with Site Item S5</li> </ul>	\$210,000
M10	Inspect and Replace Pumps	Inspect legacy pumps for possible replacement, replace with permanent magnet (ECM) water pumps	3		- Operational cost savings	\$135,000
M11	Phoenix System Integration	New fume hood controls do not communicate with BMS	1	1	- Proper integration was never completed when labs were upgraded.	\$10,000
M12	Install New Bathroom Fixtures	Replace toilets and lavatory with modern water efficient fixtures	2	2	- See Architectural Item A10	\$0
M13	Limit use of summer reheat	Summer boiler operation uses a large amount of gas and should not be necessary	2			\$5,000
M14	Day Care Boiler	Upgrade hot water boiler system	1	2	- Existing installation makeshift and overheats	\$20,000
	Total Electrical					\$327,000
	Total Mechanocal + Plumbing					\$1,632,000
	Grand Total MEP Remediation W	/ork				\$1,959,000



ark			laintenance Priority	cademic Priority		
ž	Capital Project	Description	Σ	Ă	Remarks	Cost
A3	Replace PE Building Roofs	Replace Modified Bitumen Roofing at PE Building Addition Remediate water infiltration at mansards	1		Existing roofs splitting and leaking Existing roofing out of warranty 23, 645 sf (12,212 sf 1999 addition)	\$838,700
A4	Replace Gym Skylight	Replace kawneer skylight with new glass skylight + flashings Beyond serviceable lifespan; leaking and discolored	1		History of continuous leaking 1,605 sf	\$262,100
A5.1	Reskinning of 1999 Addition of PE Building	Replace deteriorated EIFS panels with new, durable veneer system with improved thermal performance	2		EIFS System beyond serviceable life 13,170 sf + 1,500 sf storefront	\$1,858,700
A5.2	Renovate Locker Rooms	Restore locker and team rooms, upgrade showers, new lockers at end of serviceable life, poor condition and undersized	2	1	May be integrated into Master Plan work 9,070 sf	\$2,183,900
A5.3	Pool Renovations Lighting and Deck	Eliminate glare on surface of pool, replace aged deck	2	3	End of serviceable life 7,250 sf including gallery	\$535,300
A5.4	Press Box Repairs	Repair flooring, water infiltration, rodent infiltration	2	2	Worn condition 1,420 sf (interior repairs + viewing deck)	\$116,700
A5.6	Renovate Tennis Courts	Reconstruct tennis courts, new subbase and surface Provide 6 tennis courts and 2 out door basketball courts Provide one court wide practice wall, new fence, lights for basketball courts and practice wall. New net posts and basketball hoops. Reconstruct Access Road adjacent to courts.	2	1	Courts are in poor condition, posts lifting Unable to host any competitions; practices done off site	\$1,014,900
A5.5	Replace Wehrun Turf Field	Replace artificial turf at existing outdoor stadium	2	1	End of serviceable life	\$1,943,600
A5.7	Renovate Baseball Field	Provide new artificial turf and lighting	3	2	Re-sod and laser level if artifial turf not provided, no lights	\$2,691,500
A5.8	Renovate Softball Field	Provide new artificial turf outfield	3	3	Lowest priority for field renovations	\$514,200



k			intenance Priority	ademic Priority		
Mar	Capital Project	Description	, Ma	Aca	Remarks	Cost
	_					
A5.9	Replace Gymnasium Floor	Provide new thinset terrazzo epoxy or terrazzo tile flooring at recreational gymnasium lobby	1	3	Flooring isworn, damaged and significantly worn	\$80,000
A6	Campus Wide Door Replacement	Replace wood doors and hardware. Reconstruct, repair and refinish hollow metal frames.	2	3	All Legacy Doors and Frames	\$924,500
A7	Renovate Roof Hatches	Provide guards and ladder extensions at all roof hatches Existing problematic condition	2		Grandfathered exusting condition Not currently OSHA compliant 5 hatches	\$14,300
A8	Replace Guardrails	Replace guardrails RMCC Porch Existing problematic condition	2		Grandfathered existing condition Not current Code compliant 132 If	\$35,700
A9	Replace Legacy Windows	Provide energy efficient window assembly Existing systems out of date and underperforming	3		Improve thermal performance	\$2,036,200
A10	TV Station Floor Renovation	Remediate water infiltration at lowest levels of TV Station Existing problematic condition	1	1	See Civil and Site Item No. S6	\$0
A11	Legacy Building HC Toilets	Provide HC Accessible toilet facilities at legacy buildings Renovate finishes, fixtures and partitions	2	2	Add gender-free toilet room in each building	\$2,265,000
A12	Renovate JH Elevators	Replace outdated and non-HC compliant JH elevator Existing problematic condition	2		Slow, Controls not HC compliant	\$242,700
A13	Replace Ceilings + Lights	Replace deteriorated ceilings, upgrade lights to LED fixtures at 90% life expectancy, poor condition and out of date	1	2	Phased Implementation Coordinate with Electrical Item E4	\$4,889,300
A14	Natural History Museum	Provide proper access and display of collection Maintainable at current excellent condition	3	1	See Johnson Hall Capital Projects	\$0



rk			aintenance Priority	ademic Priority		
Ma	Capital Project	Description	Ma	Ac	Remarks	Cost
A15	Signage and Wayfinding	Provide signage and wayfinding devices to improve student and guest orientation and circulation through campus	2	2	Upgrade room signage to meet handicap requirements	\$71,300
A16	Demolish Barn	The existing storage barn has been condemned Beyond serviceable life	3		Harvest wood for sale	\$111,700
A17	Replace Storage Sheds	Replace deteriorated athletic and north storage sheds Beyond serviceable life	2		Overall lack of campus storage space	\$372,000
A18.1	RMCC Auditorium Lighting	Replace incandescent house lights, update controls, update theatrical lighting and dimmers	2	2	Allowance - Systems out of date	\$570,800
A18.2	RMCC Auditorium Sound	Update auditorium acoustics and sound systems	2	2	Allowance - Staff reports of poor acoustics	\$285,500
A18.3	RMCC Auditorium Stage	Refinish stage floor	2	2	Allowance - Surface worn from heavy use	\$46,000
	Total Architectural					\$26,842,900
	Total AV Implementation, IT Implementation, Hazardous Materials Report and Facilities Database					\$1,389,800
	Grand Total Architectural Remedi	ation Work				\$28,232,700









# C. SCHEDULE OF CAMPUS GREEN INITIATIVES

The following schedule documents the complete list of recommended Campus Green Initiatives and their associated costs.











Herkimer County Community College Facilities Master Plan

Legend S - Short Term (0-5 years) M - Medium Term (5-10 yrs)

L - Long term (10-15 years) VL - Very Long Term (greater than 15 years)

(X) - increase in use

# **CAMPUS GREEN INITIATIVES** - PROBABLE COST

			Saving	s Type			
Mark	Capital Project	Comments	Electric -E	Gas - G	Priority	Cost	Estimated Payback S, M, L
G1	Lighting Retrofits - Interior	Replace hybrid ballast troffers with LED troffers; Replace down lights with LEDs - Coordinate with Arch Item No. A12	E			\$430,000	s
G2	Lighting Retrofits - Interior	Replace down lights with LEDs - coordinate with Arch Item Nos. A12 and A17.1	E			\$75,000	S
G3	Lighting Retrofits - Exterior	Replace HID parking lot, building and wallpak lighting with LEDs	E			\$160,000	S
G4	Lighting Controls	Install occupancy sensors in bathrooms and meeting/conference rooms. Add daylight dimming systems. Control all exterior lighting with BMS.	E			\$120,000	S
G5	Replace remaining pneumatic thermostats with digital sensors	Short of full system replacements pneumatic thermostats should be replaced	E	G		\$40,000	М
G7	Replace Burners	Install modern burners with VFDs on existing boilers to improve conbustion efficiency and reduce electric use by forced draft fans	E	G		\$150,000	М
G8	Lighting Retrofits - Athletic Field	Replace 1000W metal halide atheletic field lighting with LED - Fixtures. See Site Item S9.4	E			\$0	м
G9	Third Party Solar PV	Enter into Power Purchase Agreement	E			Variable - Net Gain	NA
G10	Install VFDs on Pumps	Selected Locations	E			\$60,000	М
G11	HW Piping Insulation	Reinsulate piping in mechanical rooms where removed		G		\$25,000	М
G12	Heating Hot Water Pumps	Install variable frequency drives on 50 Hp pump motors				\$20,000	М

G13	Stadium Building Heat	Install more efficient heat source in locker restroom building	E		\$15,000	L
G14	Install Cogeneration System	Use natural gas to generate electricity and hot water	E	(G)	\$225,000	L
G16	Campus Owned PV	Install Solar at Grade in Selected Sites	E		Varies	L
G19	Wind Power	Conduct wind resource monitoring to determine average annual wind speed.	E		\$40,000	NA
	Grand Total Energy Capital Projects				\$1,360,000	



D. Fall 2016 Census File - Comprehensive Sudent Profile









### Fall 2016 Census File – Comprehensive Student Profile

Total Headcount	2128
Male	40.84%
Female	59.16%
Full-Time	79.98%
Part-Time	20.02%
New	35.34%
Transfer	10.81%
Continuing	45.21%
Returning	8.41%
*College Now/Early Admit	0.19%
Cross-Registered	0.05%
· · · · · · · · · · · · · · · · · · ·	
Herkimer Campus	71.01%
Internet Academy	28.99%
In-State	90.98%
Out-of-State	3.76%
International	5.26%
Overall Average Age	23.9
Herkimer Campus Average Age	21
IA Average Age	30.9
American Indian/Alaskan Native	0.94%
Asian or Pacific Islander	5.78%
African American/Black (not of Hispanic Origin)	17.95%
Hispanic/Latino	7.61%
White (not of Hispanic Origin)	58.83%
Other	2.35%
Chose Not To Answer/Unknown	6.53%
Capital District	9.59%
North Country	3.29%
Central & Syracuse	6.53%
Finger Lakes & Western Region	4.04%
Hudson Valley	7,89%
Out of State & International	8.74%
NYC & Long Island	16.68%
Herkimer-Oneida-Otsego	43.23%
State Count (not including NY)	21
Country Count (not including US)	20

\*\*data extracted in 9/19/16 - No College Now registration exists









E. BHST Infrastructure Task Force Identification of Needs









# BHST IT Infrastructure Task Force Identification of Needs Fall 2016

**Members of the BHST IT Infrastructure Task Force:** Randy Baker, John Cook, Nora Dusseault, Amy Getman, Karen Karker, Jessica Kelly, Nate Riley, Amy Roepnack, George Smith, and Annette Yauney.

### **Immediate Needs**

- 1. All current classroom equipment needs to be in working order (computers, projectors, printers, etc.).
- 2. There should be a base level of IT equipment in every BHST instructional space and it should be in working order. The base level of equipment in classrooms for BHST faculty includes: computer with network connection, data projector, and Elmo.
- 3. In order for courses to meet their course objectives, the laptops (the ones on carts for student use) must be updated regularly (especially before the start of every semester). This would include a minimum of logging in and checking every laptop to be sure that everything is working properly. Laptops that are not working or that take an extremely long time to log in is a cause of frustration for the faculty member and the students. This leads to the laptops not being used at all.

### Short-Term IT Needs

- 1. We have lost numerous labs in the last several years. As a result, we need more schedulable computer classrooms (similar to TC 313) that can be utilized by any faculty member as needed throughout the semester.
- 2. Maintain up-to-date network infrastructure.
- 3. New Equipment Needs
  - A refresh schedule should be reinstated for all IT equipment (a minimum four-year rotating schedule is recommended).
  - When a new piece of equipment is purchased, there should be an identification of who is responsible for maintaining the device. This is especially true for unique pieces of equipment (for example, a 3-D printer).

#### IT Support Needs

- 1. When a faculty member has IT problems problem during class, the faculty member needs to be able to have immediate help. Classroom computer issues need to be addressed in a timely fashion so the course objectives can be met.
- 2. We realize we are short staffed in the IT area. As a result, more IT support staff needs to be hired. This should be individuals that have an information technology background (customer service, problem-solving, network repair, software and hardware troubleshooting) and not individuals with a computer science background.
- 3. Re-establish a process for requesting software to be used the following semester.
- 4. Faculty members should have the ability to indicate whether they wish to install new software or if they wish IT to install the software for computers that are assigned to their classes

exclusively. Specifically, provide administrative access to the computers in the science labs to faculty members. If computers are used for a particular program, the faculty members should have the ability to install software.

### Long-Term IT Needs

- We need more bandwidth for increased transmission speed in order for students and staff to carry out their daily work. This could possibly be solved by better management of the current network bandwidth.
- 2. Ongoing refresh schedule should be established for all IT equipment (a minimum four-year rotating schedule is recommended). This includes a consideration of new technology and how we as a campus can incorporate new technologies on a continuing basis.
- 3. WIMAX student can be anywhere on the campus or in the village and get access. Worldwide Interoperability for Microwave Access WIMAX) is a 4G alternative based on a set of IEEE 802.16 wireless metropolitan area network standards that support various types of communications access. WIMAX operates like Wi-Fi, only over greater distances and at faster transmission speed; it has a range of 30 miles due to the frequencies used (2 to 11 GHz and 10 to 66 GHz).
- 4. Establish a program where every student gets a device from the college, which would include support services, software, etc.

### Student-Identified IT Needs

The following (non-prioritized) items were mentioned as IT concerns by current students. Students want:

- faster Internet in the Academic Support Center, the library, computer labs, and weight rooms.
- one username and password for all computer services.
- better wifi. They do not want to have to sign in repeatedly as they switch from the dorms to campus, to the lawn, and between buildings.
- better mobile apps . . . especially for the online learning management system.
- to print wirelessly from their device.
- better Internet access in Campus Meadows.

2



F. Faculty Questionnaires











Name: Accounting business: Department: 1. Are there an adequate number of spaces available for your instructional needs? If no, what additional facilities are required? What are desired? yes - JH102 and JH202 are adequate. 2. What kinds of teaching/mentoring spaces are required? 3. Are your offices and support facilities adequate for your needs? If no, what could be done to improve them? URS 4. In general, do your current facilities adequately support your instructional needs and present the proper collegiate experience to your students? If no, what deficiencies should be corrected as part of the master plan? NO I would prefer to have a that also has pace in It space (Similar to TC313 5. In general, what do you like best about your current facilities? What should be maintained as part of the future master plan?, JH202 - white board that covers the wall tubles instead and



Korphall Name: - Merchandising Department: ()( 1. Are there an adequate number of spaces available for your instructional needs? If no, what additional facilities are required? What are desired? With the growing number of Fashion students there is a need to Vexpand our space, we need a room dedicated for lecture of a room for hands on achvities 2. What kinds of teaching/mentoring spaces are required? lecture room with projector & labtops for Student use. Closets for equipment & materials Tab space for students to preform ds on activities - lab Space 3. Are your offices and support facilities adequate for your needs? If no, what could be done to improve them? 4. In general, do your current facilities adequately support your instructional needs and present the proper collegiate experience to your students? If no, what deficiencies should be corrected as part of the master plan? lack of space to fully create a well-rounded learning experience 5. In general, what do you like best about your current facilities? What should be maintained as part of the future master plan? Our current room is a perfect Start a Fishin Facility. It is our hope to expand Facilities to one addition al room the students better Only one room is needed to expand our Fishion room into a Fashion suite.



Na	me:	Annette Yauney
De	partment:	BHST
1.	Are there and If no, what	n adequate number of spaces available for your instructional needs? additional facilities are required? What are desired?
		have lost three computer labs over the last couple of years. This makes it
	difficult to	have all of the computer lab space needed for scheduled classes, impromptu
	for other c	vith students (to offer help in their computer assignments), and
		nasses (specifically business classes) to bring their students to a computer lab
2.	What kinds	of teaching/mentoring spaces are required?
	<u>More com</u> while they	puter labs. If that's not possible, at least some space to meet with students work on assignments and can get assistance from faculty members
	L know T	C 312 TC 313 and TC 309 are available to students when not being used
	for classe	s, but that doesn't work out most of the time. Students when not being used
	the librar	y, where it is not feasible for the faculty member to help.
3.	Are your of	fices and support facilities adequate for your needs? If no, what
	could be do	ne to improve them?
	Currently	, yes. If we lose our printer in our office, which I have heard we will do once
	we run ou	it of ink, it will be very difficult. The nearest printer is at the end of the
	hallway, y	which doesn't sound far, but when I have a student in my office and need
	— to print a	schedule or other form, then the student has to walk with me to get the paper so
Δ	I can lock	c my office. I will not leave a student unattended in my office.
	and present	the proper collegiate experience to your students? If no what
	deficiencies	should be corrected as part of the master plan?
	No. Specif	ically for my math classes that I teach in the IH building. At the beginning
	of the fall s	emester, the room is typically so hot that the sweat is just poring off (both students
	and faculty	)! In addition, the room has chalk boards. The sun shines in the afternoon and
	hits the boa	ard so students can't see it. Closing the shades just makes the room hotter!
	(see belo	w)

5. In general, what do you like best about your current facilities? What should be maintained as part of the future master plan?

I generally like the configuration of TC 313, although an extra computer station was placed in the room, so now there's not enough room to move around in the room.

Bring back the ability of faculty members to meet with their students in close-by computer

rooms in times other than classtime. That was a huge benefit in being able to teach effectively.

#4 Continued. In addition, there is chalk dust everywhere. I would love it if the JH rooms could be equipped with smart boards, better seating (larger chairs and desks), and air conditioning.



Herkimer County Community College   Campus Master Plan
Instructional Facilities Questionnaire

Name:					
	NI	2	~	0	
	1 1	aı		С	

Department:

EB SUTTON Travel & Events Managemen

- 1. Are there an adequate number of spaces available for your instructional needs? If no, what additional facilities are required? What are desired?
- 2. What kinds of teaching/mentoring spaces are required?
- 3. Are your offices and support facilities adequate for your needs? If no, what could be done to improve them?

In DUR office

- 4. In general, do your current facilities adequately support your instructional needs and present the proper collegiate experience to your students? If no, what deficiencies should be corrected as part of the master plan?
- 5. In general, what do you like best about your current facilities? What should be maintained as part of the future master plan?



Herkimer County C	ommunity	y College	Campus Master Plan		
Instructional Facilities Questionnaire					
		1			

Na	me: <u>G. Devil</u>						
De	partment:						
1.	Are there an adequate number of spaces available for your instructional needs? If no, what additional facilities are required? What are desired?						
2.	What kinds of teaching/mentoring spaces are required?						
3.	Are your offices and support facilities adequate for your needs? If no, what could be done to improve them?						
4.	In general, do your current facilities adequately support your instructional needs and present the proper collegiate experience to your students? If no, what deficiencies should be corrected as part of the master plan? <u>Need to make a projector replacement</u> <u>TH230</u>						
5.	In general, what do you like best about your current facilities? What should be maintained as part of the future master plan? <u>Mary Schools assist Students</u> — He <u>Mary Schools</u> <u>Assist</u> — He <u>Mary Schools</u> <u>Assist</u> <u>Students</u> <u>—</u> He <u>Mary Schools</u> <u>—</u>						

**ENVISION Architects DPC** 



KAREN EVANS Name: Busines Department: BHS 1. Are there an adequate number of spaces available for your instructional needs? If no, what additional facilities are required? What are desired? ishile there seem to be an adequate number Joacas available, the size of the classroom leaves something to be desired. This semester with upwards of 35 Students in each class. There is no room my one to move a sound. Students are setting basical top zoch other 2. What kinds of teaching/mentoring spaces are required? temperature controlled classrooms are more conducive to learning. 3. Are your offices and support facilities adequate for your needs? If no, what could be done to improve them? No. Facilities are disgustingly dirty - In the warm weather we sweat & in the cold weather we freese.

4. In general, do your current facilities adequately support your instructional needs and present the proper collegiate experience to your students? If no, what deficiencies should be corrected as part of the master plan?

No. While the facilities from the outside are picturesque, the inside is broken, stained, worm & filthy. If Rept my home this way, the Dept of Health would probably come me Not a good selling point for perspective students & their families.

5. In general, what do you like best about your current facilities? What should be maintained as part of the future master plan?

my current space has not changed muck in 30 yr. epcept There are more cob webs & durtier ploors. While the focus has consistently been rechalogy this might be the time to as well -



Herkimer County Community College   Campus Master Plan					
Instructional Facilities Questionnaire					
Name: Karen NAGEE PHST (Brown)					
Department:					
<ol> <li>Are there an adequate number of spaces available for your instructional needs?         If no, what additional facilities are required? What are desired?     </li> </ol>					
2. What kinds of teaching/mentoring spaces are required?					

3. Are your offices and support facilities adequate for your needs? If no, what could be done to improve them?

equipment \* Classrooms arc IV 14 chairs are a reflection of the lac ot attention " acomitment dur student 800 1. 10

- 4. In general, do your current facilities adequately support your instructional needs and present the proper collegiate experience to your students? If no, what deficiencies should be corrected as part of the master plan? We must commit to providing for our students the must commit to providing for our students. The classrooms are dirty. The fermiture is outdated
- 5. In general, what do you like best about your current facilities? What should be maintained as part of the future master plan?



Herkimer County Community College	Campus Master Plan
Instructional Facilities Questionnaire	

Name:	Manke Polkowik	
Department:	BHST	(paralegal)
<b>4 A a a b b a a a b b b b b b b b b b</b>		

1. Are there an adequate number of spaces available for your instructional needs? If no, what additional facilities are required? What are desired?

A sent \$ 1-

2. What kinds of teaching/mentoring spaces are required?

SMART climerone wire multi-nedie capabil a

3. Are your offices and support facilities adequate for your needs? If no, what could be done to improve them?

yes in ter Flours leve alongs Looke quite di Thy state

4. In general, do your current facilities adequately support your instructional needs and present the proper collegiate experience to your students? If no, what deficiencies should be corrected as part of the master plan?

or lack Thing, more eccurated not an the

5. In general, what do you like best about your current facilities? What should be maintained as part of the future master plan?

chen swythity tell



Name:

Dusseault Paralegal. DISMEN Department:

9-26-

- 1. Are there an adequate number of spaces available for your instructional needs? If no, what additional facilities are required? What are desired? Students and facility often face guide hot + humid clauryny fall - 5 At a minimum, fans + both ventil ation to nearly in It
- 2. What kinds of teaching/mentoring spaces are required? better contra of wests/bees WINDOWS with Screens and Easily Enter classooms.
- 3. Are your offices and support facilities adequate for your needs? If no, what could be done to improve them?

y one Can windows are s my Navent been washed in over ten vears. hely washed, blins from unside and Maintenance, Floors, could USE a west + way bu surve that was done also.

4. In general, do your current facilities adequately support your instructional needs and present the proper collegiate experience to your students? If no, what deficiencies should be corrected as part of the master plan?

chalk boards are for remain, at least make sure chalk as in Each in tables a confortable chance Students classrow Carsycoms Soveral have grade San un

5. In general, what do you like best about your current facilities? What should be

maintained as part of the future master plan? PC & internet access Most of my classrooms have Locks on doors are neede 228 10








G. Athletic Department Wish List









# Athletic Department Wish List - March 2016

#### <u>Stadium:</u>

- Geo thermal radiant heat for snow removal
- Replace turf
- Storage shed
- Add another locker room building
- Add lockers to stadium locker room
- Bigger nets for high school state championships
- New net system behind stadium goals
- New goals
- Viewing areas with tables on the hill (on baseball field side) example LeMoyne stadium
- More heaters
- Pave the entire area by the locker rooms
- Mats on the concrete immediately in front of locker rooms- the sidewalk gets extremely slippery when it is wet. Very unsafe.
- Field turf professionally groomed and cleaned, fix lacrosse seam before it gets bigger (previous quote of \$4,250) PROTECT our investment sustain playability, cleaning This is something that should be done yearly or every 2 years. I can explain the process.
- Press box floor Need to find (fix) the cause, not just patch the results of the problem The reason this is so far down on the list is that I believe Tom and Nick are taking care of this through the contractor.
- Press Box in Stadium in rough shape. Floor starting to buckle, leaks everywhere, rodents getting in and damaging equipment. At some point, we will need to look at turf replacement plan and scoreboard/sound equipment upgrades. Stadium fencing in bad shape as well. Water fountains never work.
- Move rooms in press box AD office and Radio and TV Room

### <u>Gvms</u>

- Gym floor \$6,000-
- Yearly floor maintenance in varsity gym recoat twice a year or thicker initial coat
- Replace ALL entry doors in varsity gym glass or half glass to allow view of gym
- Remove gym door divider motors
- New or additional floor machine to clean gym \$10,000
- Chairs for gym \$60 each (40 Chairs)
- Both gyms painted in-house walls
- 1 new volleyball net so we stay on top of them \$400 Perkins
- Gym doors replaced \$20,000
- Rec gym corner storage \$1,500 in house rec and varsity gym storage extension outside
- Score table replacements PR inserts \$1,000
- Office doors for Matt Lee and Jason Palkovic \$1,500
- Revamp entrance to varsity gym
- GymPro Eco Tile protect gym floor during baseball and softball practice 6, 35" x 7" tile, \$234
- Corner storage organizer in garage area

# **Baseball/Softball Fields**

- Softball/baseball complex
- Turf baseball field with lights
- Field house or bubble to play live scrimmages (netting)
- Softball infield, clay for baseball backstop area. I would like to possibly explore the idea of buying just the infield dirt (clay) and keeping this on hand.
- Dirt for Softball and Baseball fields. Think dugouts are fine. Fencing from baseball field in rough shape with all the tarps, backgrounds on there Windscreens baseball,
- Fascia board on softball dugout maintenance has materials for completion
- Paint softball dugouts \$500
- Softball tarp cover to prolong life span, windscreen with new logo in CF tarp \$300; -- windscreen \$1,500

# <u>Tennis Courts</u>

- Replace and repave courts and fence
- Repaint tennis courts (\$21,600) safety and playability of courts, some of the courts really are not compatible for intercollegiate play. 3 Courts, windscreens Either resurface tennis courts or just knock them down. Becoming dangerous
- New hitting boards on tennis courts new wood, painted
- windscreens (estimate \$10,000) Really needed to have competition on the courts. They have been tattered and ripped and only a quarter of the courts have them.

# Training Room POWER REQUIREMENTS

- Solais Tri Wave Light Probe Training Room \$1,950 Add tools to improve patient outcomes
- Impact Athletic Medic Athletic Training room table \$1,595 Portable Taping Table for Stadium and other Athletic Fields
- PROTEAM by Hausmann Taping Station \$2,675 Replace old Taping Stations and Cabinet
- Solaris Plus Ultrasound and Electrical Stim Machine \$4,400 Replace older Machines
- Ice Chest \$8,000 To replace ice maker when needed
- Dryer \$4,000 Industrial Dryer for Fitness Center, etc. Dryer is old
- Non-slip flooring, especially near hot tub and ice machines dangerous
- Storage cabinet more secure storage in trainers office \$220
- Modular taping station improve taping area with logo \$3,000
- Base and wall cabinets replace existing cabinets \$4,000
- Floor mop sink replace utility sink to make more functional 500

# Locker Rooms

- Renovate ALL locker rooms better utilize locker space
- Renovate men's locker room price depends on in-house or not/turn half into a team room
- need new lockers in the locker rooms in the Fitness Center Area. The bottoms have fallen out and some are very rusted \$10,000
- additional locker room in PE building so teams can have locker room for both fall and spring seasons

# Pool

- more benches (starting to rot) \$1,000 •
- non-slip mats ٠
- replace doors •
- renovate pool deck tile
- better scoreboard
- storage organizer

#### Fitness Center.... POWER AND DATA

- newer higher definition TV's. The ones in there now are not good. Computer system in there is ancient as well
- New carpet ٠
- Ipod hookup to run music into rec gym •
- More towels •
- Carpet not sure when the last time was when this was done but there are areas where it is coming up. I was told by John Lojba that John's flooring is who we usually go through.
- Banners we still have the banners with old logo. Some in the Fitness center and some in the hallway outside. Not sure if this is something we want or need to correct.
- Equipment I will put a quote in your mailbox for some equipment we could use (in order of • preference) 4 spinners, 1 treadmill, 1 recumbent cycle, 1 upright cycle
- Towels we could always use more towels in reserve
- Runners At least during the winter months a couple more runners going from the main doors to the Fitness Center Locker Rooms. 1) because the floor gets extremely slick when wet and 2) it might help with salt and snow getting into the locker rooms and throughout the rest of the building.
- 4 Indoor spin cycles \$3600
- 1 Integrity Treadmill - \$6,000
- 1 Integrity Recumbent Cycle \$2,800
- 1 Integrity Upright Cycle 2,700

# Other POSSIBLE POWER

- Camera for live streaming with score overlay •
- Chairs for PE Conference Room renovate to improve functionality •
- Field house with turf
- Track •
- 4 new nets for grass practice fields (soccer) - new goals skeleton
- Strength room updates - \$5,000
- Flooring for weight room \$3,000 ٠
- Hallway displays Bob -- Becky update?? •
- 2 Gators The Gator we have for Baseball and Softball is over 10 years old. Need to replace now •
- TV wall mount, and projector \$2,000 in current conference room maybe a projector cart •
- Intramurals reversible jerseys to use as pinny's \$500Schedule cards, posters, signage for PE building
- Revamp hallways
- Bubble \$2 Million to host classes and athletic teams (replaces field house)
- Stop watches for Cross Country
- Portable streaming/recording system \$28,400 ٠

#### POSSIBLE POWER AND DATA

# Athletic Wish List - From Coaching Staff

#### <u>Swimming</u>

- 1. Colorado Timing System Upgrade/Meet Manager Interface: It has been recommended that we upgrade our Colorado Timing System to a Colorado V and purchase the interface so that we can connect the timing system to Meet/Team Manager.
- 2. Training Equipment: I'd like to purchase some new training equipment such as paddles, flippers and mats for the deck so that we can continue to improve our training regimen.
- 3. Storage for Team Equipment: I'd like to look into the possibility of purchasing a bin or relocating where team equipment is stored.
- 4. 6-Lane Scoreboard Read-Out: We would like to consider the possibility of adding to our current timing system, specifically the scoreboard to include a 6-lane readout.
- 5. Team Banner: We would like to purchase a team banner so that when we travel to Regional and National Championship meets we can "mark our territory!" J

#### POWER AND DATA

## <u>Men's Tennis:</u>

- 1. Courts
- 2. BALLS! No joke. We need a few hundred tennis balls
- 3. Heavy duty ball hoppers. (The hoppers we have are flimsy and prone to breaking in less than a season.)
- 4. Score cards

#### Women's Tennis:

- 1. More balls. Game day balls converted to practice balls wear out too fast.
- 2. Rolling hopper- GAMMA Ballhopper Brute (really necessary- hard to drill without)
- 3. Tube hopper for away contests- GAMMA Ball Hopper Ball Tube
- 4. Ball Machine- Lobster Elite Model 1 or Sports Tutor Tennis Tutor Cube. (I know it's a stretch but it'd be awesome!)
- 5. 2 sets of uniforms in rotation each season. For Home/Away or Changes between Singles/Doubles or Tournament play.

#### <u>Men's Soccer:</u>

- 1. 2 small Kwikgoal goals Same ones on the stadium
- 3. 4 Bownet portable Soccer Goals
- 4. 5 Kwikgoal Training opponent Mannequins
- 5. 2 light Regulation size goals (easy to move)

#### Women's Soccer:

- 1. Covered Benches
- 2. Uniforms
- 3. Balls
- 4. Fitness equipment
- 5. Video equipment for taping games

#### Men's Lacrosse:

- 1. A full set of practice jersey's and shorts
- 2. Lacrosse fence, to stop balls from going over the fence
- 3. Lacrosse balls, as many as 500 balls.

#### Women's Lacrosse:

- 1. Spring trip transportation
- 2. Spring trip lodging
- 3. Practice Jerseys
- 4. Goalie helmet, gloves, stick and pads
- 5. Balls
- 6. Goal cover-Hector the rejector
- 7. Money to re-string sticks
- 8. Ball bucket &\or bag
- 9. Field player gloves and goggles
- 10. Outdoor gear and warm-ups
- 11. Uniforms
- 12. Money for indoor facility rentals
- 13. Money for proper snow removal for the stadium
- 14. Money for season transportation-buses

#### Track and Field:

- 1. A Track (this is really my 1<sup>st</sup> however, I know it's not possible)
- 2. A shot put throwing pad with stop board
- 3. Long/triple jump pit
- 4. New hurdles (5)
- 5. Pole vault pole
- 6. Team Warm-ups so the kids don't have to buy them each year.
- 7. Basic equipment: shot, discus, javelin, hammer, stop watches, tape measure

#### Men's Basketball:

- 1. Travel gear
- 2. Uniforms
- 3. New shooting gun
- 4. Transportation

#### Women's Basketball:

- 1. Funds for programs and the printing of quality programs.
- 2. Money for team apparel.
- 3. Fund coaches shirts, and other active wear apparel so we look good when we are out representing the institution.

#### <u>Baseball</u>

- 1. Locker room
- 2. Indoor hitting facility
- 3. Advertisement fence-to generate money
- 4. Lighting- to hold other events

#### Softball:

#### The Softball fundraising goal each year is \$25,000

- 1. Spring Trip Approximate cost is \$15,000
  - \*Would like to allocate addition money for transportation\*
- 2. Athletic Gear Approximate cost is \$5,000
- 3. Yoga Classes Approximate cost is \$200
- 4. Community Service Events Approximate cost is \$500
- 5. Fall Gear/Operations Approximate cost is \$1,000
- 6. Team Building Events Approximate cost is \$500
- 7. End of Year Banquet Approximate cost is \$600
  - This includes dinner and senior gifts
- 8. Schedule Calendars Approximate costs is \$300
- 9. Addition money to be used for field upgrades
  - Approximately \$1,500 leftover to upgrade

#### Volleyball:

- 1. 2 ref stands
- 2. 2 sets of velcro antennae sleeves
- 3. 16 balls
- 4. 1 ball cart
- 5. 28 pair of socks
- 6. 14 pair of spandex

#### Cross Country:

1. An HCCC tent

#### POWER AND DATA

- 2. Outdoor timing system with software to have the ability to host meets
- 3. Money to hire timing personnel.
- 4. A printable electronic timer to do splits at away meets.
- 5. Bags and waterproof warm ups.
- 6. A Garmin watch to map practice courses.
- 7. Spike wrench/replacement spikes of different sizes.
- Building and grounds take care of what we have

#### Rec Gym

Seals in door jam coming off - No Oil leaking on same doors - OK Herkimer.edu sign coming down - No Score board - No Step boxes should be painted one color - No Flood like broken out side gym - OK Light above ATM - OK

<u>Main entrance</u> Dead flies and mouse droppings throughout building - No

Men's Locker room (upstairs) 2 light covers broken – OK Back upstairs door broken - OK Light out - OK Ceiling tiles – OK Light out at bottom of stairs - No

<u>Men's Locker room (fitness center)</u> Light out - OK

<u>Women's Locker room(fitness center</u> New lockers -Showers do not work - OK

<u>Staircase by fitness center</u> Loose hand rail - No

<u>Men's Bathroom</u> Needs to be cleaned – was ok Friday dirty again today

Official's bathroom Needs to be cleaned

<u>Main Gym</u> Inside and outside doors broken - No Door to outside squeaks

PE 130 door knob sticks PE 131 light out

<u>Showcases</u> Light out - OK

#### <u>Weight room</u> Thermostat still makes noise

Laundry room

Aerobics room Main door broken - fixed Blinds - no Ethernet cord taped to wall - fixed Bugs on ledge – no Light still out, outside aerobics room

#### **Track**

Stripe can be re painted - no Water damage by aerobics room/upstairs rec gym – No Emergency exit light out - no

<u>Downstairs Hallway</u> All Lights out by weight room and vending machines - No

Fitness center All hand sanitizers in building are broke or empty - no 3 Lights out - fixed 1 Light out - outside fitness center - no Water damage by lights outside FC and leaks. - no Roof leaks outside FC - will know next rain Railing by FC needs paint - no Dust on window sill of aerobics room. dust on top of lights and heating/AC ducts - no

#### Strength and condition room

PE conference room Clock has been replaced Ceiling tiles Chairs should be replaced

Outside Bathrooms Clean and paint

Pool Ceiling tiles outside pool stained - no Pool deck tile missing Loose railing (deckside) Sound tiles broken Paint on deck to be redone







Facilty	Existing Condition	Raammadatiaaa	iority#	ontractor(s)	ompletion
Stadium	Show covered field in early spring	Goo thormal radiant host for range ramped	٩	٦	
Studium	-Turf		-		
		Add a storage shad			
	Inadequate storage	Add a storage sneu	·		
		But in higger patr to accommist a state he championshing	۰ 		
		Now not system behind the diam goals			
		New rec system berning stadium goals			
	·	Viewing groep w/tables on hill (beschell field side)			·····
		Mare bostor			
	10001111 1 1 1 1 0 10011 1 1 1 1 1 1 1	nave the antire area by the locker reame			
	sidewalk extremely slippen, when wot	pave the entire area by the locker rooms			
	sidewalk extremely suppery when wet	turf professional grapmod clopped and come fixed			
		Ranlasa proschau flaar, ranais laake			
		replace scoreboard			
		upgrade sound equipment			
Varsity Gum		Verse floor maintenance in contract			
varsity Gym	All doors are in pood of ropair/roplacement	Penlace all entry dears w/slass as helf slass for visuitar			6,
	All doors are in need of repair/replacement	Replace all entry doors w/glass or hait glass for viewing			20,
	Eleos cleaning machine is getting ald	Remove			
		Purchase a new or additional moor cleaning machine			
		Purchase chairs for gym		·····	
		Paint wais in both gyris			
	lack of appropriate equipment starses				
· · · · · · · · · · · · · · · · · · ·	lack of appropriate equipment storage	put a corner storage facility/outside extension in rec gym			1
		Replace score table - PK Inserts			1
	11	Cumbre Fee Tile, protect hum fleen during any time.			······
		Add a a armen starses arminer is arrest area			
Basaball/Softhall Fields		Add a comer storage organizer in garage area			
busebully sojtbull Fields	Unable to play games to lask of lighting				· ···· ·
		Turi basebali nelu with light			
·······		Softball infield alou for baseball basetan area			
		Dict for cottball and bookball fields	An Anna 2010 an anna anna ann ann an anna a'		
		Pascia board on sortball dugout			
	• 	Softball - cover to prolong life span			
Tompic Courts	Confilme in disconning and see the feature	Sortbail - Windscreen			1
	Pacificy is in disrepair - unacceptable for play	Replace and repave courts and tence		· ··· ··· · ··;·	
		Repaint tennis courts			· 21
		meavy auty ball hoppers		: 	
		New nitting boards - new wood, painted	•		
Training Poor		New Windscreens		<u>.</u>	10,
		Solais III wave Light Probe - to improve patient outcomes			1
	1	I raining room table - portable taping table for stadium and fields			1

		PROTEAM by Hausmann taping station	· · · · · · · · · · · · · · · · · · ·	2675
		Solaris Plus Ultrasound and Electrical Stim Machine		4400
	1999 / / / / / / / / / / / / / / / / / /	Ice Chest to replace ice maker when needed		8000
	Dangerous - VERY slippery when wet	Non-slip flooring near hot tub and ice machines -		
	······································	Storage cabinet		220
	1000 100 100 100 100 100 100 100 100 10	Modular tabing station with logo		3000
	· · · · · · · · · · · · · · · · · · ·	Base and wall cabinets - replace existing cabinets		4000
······································		Floor mop sink - replace utility sink to make more functional		500
Locker Rooms		Renovate ALL locker rooms - better utilize locker space		
		New lockers in Fitness Cether locker room - bottoms falling out		10000
		Additional locker room in PE building for teams - both fall/spring		10000
Pool	<u>nterna en </u>	Colorado Timing System Upgrade/Meet Manager Interface		
·		better scoreboard		· · ·
		6-lane scoreboard read-out		
		new and more benches - current benches are rotting		1000
	· · · · · · · · · · · · · · · · · · ·	non-slip mats	······································	TOOO
	100000 (1000000000000000000000000000000	replace doors		·····
		reporte nool deck tile	······	····
		ctorage organizer		······································
Fitness Center		newer high definition TVs		
1	· · · · · · · · · · · · · · · · · · ·	new computer system		
	· · · · · · · · · · · · · · · · · · ·	New carnet		
		Inch booknun to run music into rec gym		
		More towels	······	
·······	Drver is old	Drver - Industrial drver -		4000
		Banners with new logo - in fitness center and hallwayoutside		4000
		Runners - especially during winter months from main doors to locker rooms		
		4 indoor spin cycles		2600
······································		1 Integrity Treadmill		5000
	1111 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 Integrity Recumbent Cycle		0000
		1 Integrity Upright Cycle		2000
Other		Camera for live streaming with score overlay		2700
	A COMPANY OF A C	Portable streaming/recording system		00190
	110000 10 11 11 11 11 11 11 11 11 11 11	Chaire for PF Conference Room -	······	28400
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		TV wall mount and projector in conference room - maybe a projector cart		2000
		Field house with turf		2000
		Outdoor Track		
		A new nets for grass socier practice fields - new goals skeletop		
		Strength Room undates		
	1999/9////////////////////////////////	Flooring for weight room		0000
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		Intramurals - reversible ierceve to use as ninnye		FOO
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Swim Team	······································	Bubble - to nost classes and athletic teams		2,000,000
owini ream		i raining Equipment - paddles, tilppers and mats to improve training		,

	leam banner to display at regional and national championship meets	
Toppic	Storage for Team Equipment	
	Rolling hopper - GAMMA Ballhopper Brute	
	Tube hopper for away contests - GAMMA Ball Hopper Ball Tube	•
	Ball Machine - Lobster Elite Model 1 or Sports Tutor Tennis Tutor Cube	· · · · · · · · · · · · · · · · · · ·
	Score cards	······
	2 sets of uniforms in rotation each season	
	Balls Need a lot more!	
Men's Soccer	2 small kwikgoals - same as on the stadium	
	4 Bownet portable soccer goals	
	5 kwikgoal training oppontnet mannequins	
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Women's Soccer	Covered benches	
······································	Uniforms	
	Balls	
	Fitness equipment	
	Video equipment for taping games	•
Women's Basketball	Funds for programs and the printing of quality programs	
	Money for team apparel	· · · · · · · · · · · · · · · · · · ·
	fund coaches shirts and other active wear apparel	
Men's Basketball	Travel gear	
:	Uniforms	
	New shooting gun	
	Transporation	
Baseball	Locker room	
	Indoor hitting facility	
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	Lighting - to hold other events	· ····· ······························
Softball	Spring Trip	15000
	Athletic Gear	15000
		5000
	Community Service Events	200
· · · · · · · · · · · · · · · · · · ·	Fall Gear/Operations	500
	Team Building Events	1000
	Find of Year Banguat - dipper and conjor diffe	500
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	Field ungrades	300
Volleyball	2 ref stands	1500
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Cross Country		
cioss country	An HLCC lent	
	Outdoor timing system with software to host meets	
	Money to hire timing personnel	
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	Bags and waterproof warm ups	





