



FLCC FACILITIES MASTER PLAN COMMITTEE

Time: 3:00 PM

Location: WebEx &

3325 Marvin Sands Dr., FLCC Carpenter Board Room, Canandaigua, NY 14424

<https://ontariocountyny.webex.com>

Meeting Number – 2330 742 3481 Password – FLCC2023

Call in Number 1-408-418-9388

Monday, September 18, 2023

Call to Order:

1. Chairman Baker – Meeting Organization
 - A. Approval of Minutes from August 21, 2023 Committee meeting (attached)
2. LaBella Progress Report – Jerry DeRomanis & Barbara Burke
 - A. Ongoing work
 - B. Remaining Committee meeting schedule
 - C. Review of Campus Centers (Newark, Victor, Geneva, Viticulture)
 - D. Review of FLCC Foundation Properties (Muller Field Station, East Hill)
 - E. Main Campus Updates
 - F. Discussion
 - G. Due date for comments from Committee
3. Next meeting date and time: Monday, October 23, 2023, at 3:00 PM
4. Adjournment



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Monday, August 21, 2023

Members Present

- David Baker, Chair (Chairman OC Ways & Means Committee)
- Dr. Robert Nye, President, FLCC
- Cathy Ahern, Dir. Facilities & Grounds, FLCC
- Tom Harvey, Planning Dir. Ontario County
- Chris DeBolt, Ontario County Administrator
- Joan Geise, Chair, FLCC Board of Trustees *via WebEx*
- Jason Tack, Vice Pres. of Admin & Finance, FLCC
- Geoff Astles, Member, FLCC Board of Trustees
- David Phillips, Supervisor, Town of Manchester (OC Public Works Committee)
- Debora Ortloff, VP of Strategic Initiatives & Assessments
- Milton Johnson, Professor of Communications/Theatre
- Sara Moon, Director, FLCC Library, Pres. of Professional Association

Others Present

- Jerry DeRomanis, Proj. Mngr., LaBella Associates
- Barbara Burke LaBella Associates
- Jen Denis, LaBella Associates *via WebEx*
- Julie Barry, Sr. Planner, Ontario County, *via WebEx*
- Diane Foster, Deputy Clerk to the BOS

Chairman Baker called the meeting to order at 3:02 pm

Chairman Baker declared Joan Geise absent, but she then joined via WebEx at 3:24 pm.

Dave Phillips made a motion to approve the minutes from the July 17, 2023 meeting. Geoff Astles seconded the motion. The motion carried.

LaBella Progress Report – Jerry DeRomanis & Barbara Burke

1. Utilization and Analysis

- Jen Denis reviewed the assumptions of the class room data.
- Barbara Burke reviewed the existing Canandaigua Utilization. It was noted how if a room is not used on one day of a five day week, it would skew the utilization percentage number.
- Jen Denis gave the room utilization example by a day of a week . Dr. Nye suggested taking the least used day out of the equation as a way of “smoothing” the data to then provide a different look. Jerry DeRomanis stated that you can’t just ignore that the room exists, they said they would skew the benchmark instead.
- Ms. Burke reviewed the specialized rooms
- They looked at the time of day
- They created a file of every classroom on campus
- Ms. Denis reviewed assumptions with conference and event space and what they used to get the utilization percentages. The data for Stage 14 was overlapped and needed to be cleaned up.
- Ms. Burke presented a definition of the departments and where they are located.

2. Departmental Relocation/Recommendations

- Ms. Burke outlined the Goals:
 - Consolidate Departments
 - Improve ease of access for public-facing programs
 - Create beneficial adjacencies/suites

- Find new purpose for underutilized rooms
- Allow growth where anticipated
- Considerations:
 - New Conservation/Greenhouse building
 - Relocation of Victor Campus
 - Partnerships & Revenue Generators
 - Cornell Cooperative Extension
 - Ontario County Soil & Water Conservation District
 - Tom Harvey explained the situation of CCE and OCSWCSD and the space they may be looking for.
- Ms. Burke recapped the existing Conservation Program and Greenhouse space of 9,000 sq. feet. She said additional programs are desired that would need an additional 9,000 sq. feet. She then reviewed the space that OCSWCD and CCE currently have and would look for in a new space. Ms. Burke reviewed where the new suggested location for a 27,000 sq. ft. facility for the Conservation Department on the Main Campus would be.
- Ms. Burke discussed the existing Victor Campus and the department relocations on the main campus
- Ms. Burke reviewed the proposed reorganizations of the existing Canandaigua campus. There was discussion on the sequence of moves and the need for swing space. Conservation was the key to provide swing space. Discussion took place regarding the space for culinary and hospitality and the partnership with NY Kitchen. Dr. Nye suggested to look at CMAC if there was going to be a shift for the culinary. There was discussion about using a portion of the 4th floor as a swing space.

It was noted that Human Resources should be more of a front facing area. Dr. Nye asked to see how many community colleges place Workforce Development off site from their major campus. He said putting Workforce Development off campus may not be the best thing to do. Looking at other organization coming on campus, there is a concern of conference rooms. Discussion took place regarding meeting rooms. It was noted by Mr. Harvey that rooms with question marks should be identified as future growth.

3. East Hill Campus Analysis

- Jerry DeRomanis went through the existing site plan explaining it is a 100 acre property with a house and buildings. He spoke of the adaptation with the current conditions, considerations and program usage.
- Mr. DeRomanis reviewed ideas of suggested adaptive space; education and lab space, wildlife community center, or an event space.

Dr. Nye asked that they sit down with the Conservation Department to see what kind of things they are thinking of and is it a use that works? Can it be leased out for activities? He also noted it is a Foundation property, not one of the County properties. That may limit the things they could do in that location. A brief discussion took place on the limitations of the property.

Next meeting will be Monday, September 18, 2023, at 3:30 pm.

Being there was nothing else to come before the committee, at 4:45 pm, Tom Harvey motioned to adjourn the meeting, seconded by Dave Phillips. The motion carried.

Respectfully submitted. Diane R. Foster, Deputy Clerk to the BOS