Appendix 1: Additional Report from Facilities Advisory Group

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The Facilities Advisory Group considered its work to be a preparatory step in readying the institution for a comprehensive master planning process that will likely be implemented following the conclusion of the current Strategic Planning process. Although the Facilities Advisory Group focused its attention on the short-term question of how best to re-allocate space in Downer Commons, we also considered the broader picture of facilities needs on campus in general. We identified short- and long-term needs as well as issues and concerns that should be addressed as part of such a comprehensive campus master planning process. We considered issues such as student residential space, current and future needs for academic space, options for increasing administrative efficiency/efficacy, and options for the use of spaces such as Lucinda’s in Colman Hall and Brokaw Hall.

RECOMMENDATIONS

Phase One: Renovate Downer Commons.

A. Lower Level – The Downer Arts Commons (with separate entrance)

Create a variety of arts-related student work spaces to address existing needs and support further integration of the arts. Specific spaces and functions for consideration for inclusion:

- Flexible studio art space for independent senior projects
- Blackbox theatre
- Film studies screening/viewing room(s)
- Video, photography, and new media production space
- Practice rooms and/or gamelan rehearsal space (if appropriate soundproofing can be achieved)
- Storage

Rationale: This configuration is intended to advance the goal of greater cross-campus communication and integration of the arts. Under the plan proposed here, a blending of the arts would occur at the student level, by facilitating “arts into action” in a variety of informal adjacent workspaces, with the goal of enabling organic growth and cross-pollination among the arts. An earlier and more ambitious concept for an “inter-arts” center, while potentially attractive, did not gain traction, in part because the strategic planning process did not identify such a center as a strategic imperative. It was also difficult to conceive of some parts of music, studio art, theatre arts, or other disciplines separating from their departmental colleagues elsewhere on campus and moving their principal place of operation to Downer.
B. First and Second Floors – The Welcome and Engagement Center

Create a welcoming and attractive front door to campus by integrating a variety of offices that serve prospective students and families, current students, recruiters and internship sponsors, and alumni. Shared spaces and physical adjacencies will encourage and facilitate greater collaboration between a variety of offices and functions. Exact configuration of space and functions should be determined as best use and contiguities dictate.

- Admissions Office with staff offices, reception and waiting area (perhaps Teakwood Room), small interview offices (to be shared with Career Center), student work space and storage
- Career Center (and Internship Office) with offices, reception area, small resource library and computers, small interview offices (shared with Admissions), student work space, storage
- Office space for the Pieper Professor of Community Engaged Learning
- Volunteer and Community Service Center with staff offices and large student work space
- Alumni and Constituency Engagement with offices, reception area (perhaps Teakwood Room), work space, storage
- Communications
- Shared conference/meeting rooms, room for small presentations, break area, office resource area (copier, FAX, supplies, etc.)
- Temporary office/meeting space for the Innovation and Entrepreneurship program
- Foyer with a prominent display area for highlighting student projects

Rationale: The Strategic Plan focuses significant attention on Life After Lawrence. Bringing together into a single location a range of community engagement activities (previously proposed for Memorial Union) and aligning them with both the Admissions Office and the Alumni and Constituency Engagement Office presents a unified and organized interface with the larger community and promotes greater collaboration. The proposed Welcome and Engagement Center would foreground the continuum that exists from admissions through internships/community engagement/career planning to lifelong Lawrence alumni networks, and to present a more compelling message to prospective students and their families.

Move ITS from the library to the former Lucinda’s kitchen area.

Rationale: In order to permit the creation of a Learning Commons in the library, ITS (which currently occupies space on several floors of the library) must be moved to another location on campus. In addition to offering sufficient space to house the necessary staff and equipment, any new location must accommodate delivery and storage of equipment. In addition, ITS functioning would be improved by bringing the User Services Office and Helpdesk staff (including workroom and storage) into closer physical proximity with the Systems and Network Teams/Application Development Teams than is possible in the library at present. The Lucinda’s kitchen area is located on a first floor and has sufficient space to accommodate ITS offices on a single level. It has a dedicated loading dock and ample storage space in the Colman basement, accessible by a nearby elevator. While being at an edge of campus is not ideal, no other area with enough space that meets equipment storage and moving specifications appears to exist on the main part of campus.
**Phase Two:**

(1) **Create a Learning Commons in Mudd Library.**

Once ITS and the Career Center are re-located out of the library, Student Academic Services and the CTL can move from Briggs to the library to create a Learning Commons. Any additional available space in the library will help with library needs for small group and individual study space, collections, and expanded archive space.

*Rationale:* This accomplishes the goal of bringing academic resources and academic support together in the Library. Study skills support and content tutoring will benefit from increased visibility and will be physically and symbolically tied to the academic heart of campus.

(2) **Move Development Offices to Wilson House.**

*Rationale:* This move will bring Development into close proximity with the Alumni and Constituency Engagement office, offers easy parking for donors/guests, and can be accomplished with little or no renovation. The move opens the remainder of Landis-Peabody for student residential space.

**Phase Three:**

(1) **Re-assign vacant space on first floor of Briggs for academic space.**

*Rationale:* The Briggs first-floor spaces previously occupied by Student Academic Services and the CTL can now become academic spaces. Such a use is consistent with the rest of this academic building and should require minor renovation.

(2) **Convert the rest of Landis-Peabody to student residential space.**

*Rationale:* The Sasaki Plan calls for the “academic necklace” of campus to be surrounded on the edges by student residential space, and the conversion of the remainder of Landis-Peabody to student residential space is consistent with that imperative. The recent renovation of the former health and counseling center has given us experience converting a very similar space to residential use and suggests that the current Development Office area could be easily reconfigured for student residential use.

Note: For the near future, the lower two floors of Brokaw would continue to house administrative offices. Brokaw 3rd and 4th floors can continue to be used for student housing overflow and December break housing. Long-term decisions about the use of Brokaw should be part of the campus master planning process. The campus master plan should also address future student residential needs and whether or not the ITS location in Colman is a long-term solution.
Additional Facilities Needs Not Directly Addressed in the Strategic Plan
(* indicates needs that may be partially addressed in the Strategic Plan)

**ACADEMIC NEEDS**

- Conservatory
  - Practice rooms*
  - Classrooms
  - Offices
  - Studios
  - Recital spaces
  - Space for large ensembles, including gamelan*

- Studio art
  - Studios for art majors*
  - Drawing & painting studio
  - Sculpture studio
  - Small photography & video studio for documenting works of art*
  - Student art gallery

- Theater
  - Renovate and improve existing spaces
  - Addition of new performance and rehearsal spaces*
  - Dedicated classroom space

- Faculty office spaces

- Classroom space
  - Additional classroom (similar to SH 202 and/or seminar room) needed in either Steitz Hall or Briggs

- Laboratory space
  - Additional laboratory space

- Library
  - Small group study space
  - Teaching space for reference librarians
  - Carrels/offices for senior projects
  - Collections space needs
  - Expansion of archives space

- Interarts/Interdisciplinary Center
  - Electronic music
  - New media
  - Interdisciplinary courses (Physics of music, chemistry of art, psychology of color)

- Innovation and Entrepreneurship Center (temporary need: 2-3 years)
  - Work space for student teams
  - Resource room
ADMINISTRATIVE NEEDS
- Consolidate separate administrative offices
  - Development & Alumni, Communications, Central Services, Research Administration, Conferences, Admissions, Financial Aid, Financial Services, Human Resources, Registrar

STUDENT LIFE NEEDS
- Increase total # of beds in order to lower occupancy rate*
  - This need pre-exists the current housing pressure resulting from the larger-than-expected incoming freshman class
  - Renovation and refurbishment of Plantz and Trever will result in a net loss of beds
- Address fire safety issues in older residential facilities, especially small houses (e.g. sprinkler systems, fire alarms), determining cost effectiveness of upgrading vs. replacement construction

OTHER NEEDS
- Lawrence Academy space needs
- Parking
- Project Bridges has requested assistance in addressing space needs
- Seminar room lost due to relocation of Health Center and Counseling Services
- Consider renovation of 1st floor general computer room and basement lab in Steitz Hall

IDENTIFIED NEEDS TO BE ADDRESSED THROUGH A CAMPUS MASTER PLAN

Athletic Facilities: Integrate Athletic Department plans with Campus Master Plan.
Brokaw Hall: Consider the long-term use of this currently mixed use facility.
Colman: Determine use of Lucinda’s and consider additional student residence spaces in this building.
Conservatory: Con West is less than ideal due to off-campus location. Consider other alternatives to address space and facility needs of the Conservatory.
ITS: Suggest a feasible long-term location for this department
Library: Creation of a Learning Commons