

SPACE ALLOCATION & OPTIMIZATION COMMITTEE MINUTES
MONDAY, SEPTEMBER 15, 2025
THIRD MONDAY OF THE MONTH FROM 2:00 TO 3:00 P.M.
DON209 OR MS TEAMS

Table 1: Space Allocation and Optimization Committee

<input checked="" type="checkbox"/> Kelley Turner, Exec. Director of Operations (Chair)	<input checked="" type="checkbox"/> Cari Schwen, Exec. Director of Fiscal Services
<input checked="" type="checkbox"/> Mary Bengtson, Nursing Instructor	<input checked="" type="checkbox"/> Christy Stergar, CEC Program Manager
<input checked="" type="checkbox"/> Tommi Haikka, Asst. Director of Facilities	<input checked="" type="checkbox"/> Robyn Kiesling, Exec. Director of Gen Ed & Transfer
<input checked="" type="checkbox"/> Stephanie Hunthausen, Exec. Director of CTE & DE	<input checked="" type="checkbox"/> Marika Adamek, Asst. Registrar
<input checked="" type="checkbox"/> Mel Ewing, CIO	<input checked="" type="checkbox"/> Katelynn Eberhardt, Director of Student Wellbeing
<input checked="" type="checkbox"/> Jessie Pate, Director of IR & Effectiveness	<input checked="" type="checkbox"/> Paige Payne, Exec. Asst. to the Dean/CEO

Mission Statement: *The campus learning environment represents a critical college-owned scarce resource and is subject to allocation, evaluation, and reallocation to meet the overall needs of Helena College, University of Montana. SAOC will provide optimal and sustainable space use to achieve strategic and personnel goals. The committee will ensure space is used efficiently and adaptively to support student success, employee productivity, and long-term institutional viability*

Mastermind Discussion:

Welcome Statement by Kelley Turner.

- Kelley reviewed the mission statement.
 - An example of energy and man-power savings is the decision to take the second floor offline during the summer.
 - Priorities
 - Create an accurate index of the spaces and capacities.
 - Critically review how rooms are scheduled.
 - Evaluate the use of HC's shared spaces by community partners

Committee Goals

- Goals shared by the committee members:
 - Looking for consistent scheduling for courses, community, and ABE.
 - Looking at the big picture first will be beneficial.
 - Space usage has changed due to online courses.
 - Each room needs to have a Smartboard and leading-edge technology.
 - Dedicated healthcare classroom/lab for dual enrollment students. (CNA, CPR, Ski Patrol, etc.)
 - Start to include custodial manpower into the usage equation.
 - Space functionality; how the classroom is set up,
 - Consider the ripple effect when rooms are taken offline.
 - Facility rental fee discussions. Currently, state entities and non-profits receive a 25% discount when they rent space.
 - Investigate the footprint that will be affected when Helena High School expands. Traffic, routes, and parking.

- Schedule more events at the APC, increase awareness of the available space, add more enrollment, financial aid, and business office support services. Consider ways to provide coverage at the APC after 4 p.m. so groups can use the APC.
- Forecast the financial impact when rooms change function. Long-term planning impacts.
- Use data to understand room usage.
- Project the cost of installing Smart Boards in DON130, DON Student Center, DON203, DON 09, plus replace the old Smart Boards and technology.

Improvements & Future Projects:

- Current improvements
 - Breakroom remodel
 - DON122 Cosmetology classroom
 - APC water damage repair
- Future:
 - Licensed massage room in DON130
 - Future: OTA build out.

Discuss three subcommittees:

1. Data gathering & usage/occupancy rates.
 - a. Square footage verified and recommended occupancy rate and actual occupancy rate.
 - b. Review Policy 600.7 – Facility Use Policy
2. Review institutional scheduling for efficient use (collaborate with Facilities Maintenance)
 - a. The use fluctuates over the year. Look at trends.
 - b. Classes, community, continuing education, and meetings.
3. Shared spaces, community use, improvements/renovations
 - a. How to improve shared spaces.
 - b. Aesthetics

A description of each subcommittee in the Resource folder. Please sign up for one subcommittee. Report out at the next meeting in 3 months.