

**SPACE ALLOCATION & OPTIMIZATION COMMITTEE MINUTES**  
**MONDAY, DECEMBER 15, 2025**  
**THIRD MONDAY QUARTERLY FROM 2:00 TO 3:00 P.M.**

<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"/> Rachel Schanz, Accounting 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
<input type="checkbox"/> Braeden Gadaire, Student Representative	

*Table 1: Space Allocation and Optimization Committee*

**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:**

**Agenda**

Review Minutes

Welcome student Braeden Gadaire and Instructor Rachel Schanz

**Subcommittee Reports – progress and project completion.**

- **Facility Use Policy Review – Christy Stergar**
  - Policy 600.7 was last updated in 2017, and the posted policy was no longer relevant.
  - The revised policy is split into sections:
    - Statement of Priority of Use
    - Appendices A-E
      - A: Internal Events
        - Entertainment form for internal groups.
      - B: External Events
      - C: Alcohol on Campus
        - Alcohol Use form for external groups.
      - Public Health or Safety Emergency
  - There is a \$50 charge for external groups who bring food to cover clean up.
  - Next steps – send to Cabinet, Campus Coordinating Committee, campus 15-day review, then 5-day review.
  - Update: Policy revised and the final version was posted on March 11, 2026
- **Data Analysis, Usage & Occupancy Rates – Jessie Pate/Cari Schwen**
  - Data from Event Management System (EMS) is hard to collect because of the software. Totals over the semester within a date range are easier to collect compared to a week-to-week analysis. It can provide both internal and external use.
  - Data from Banner is easier to collect for classroom usage.
  - The built space map is outdated.
    - The room numbers and labeling are not consistent.
    - Capacity numbers provided in the built space map compared to the numbers built into EMS do not match.

- Future Assessment:
  - Standardize inventory size, capacity, and label.
  - Determine what questions the data needs to address.
    - Example: Are the classrooms being used to full capacity?
  - There is an assumption on campus that some rooms are only for a certain program/group and cannot be reserved for other events. i.e., DON122 is thought to be only for the IT program classes.
- Wayfinding and room signage will help standardize the inventory.
- **Shared Spaces, Improvements, Community Use – Katelynn Eberhardt**
  - It is important to gather more information on how the internal users use the spaces and what they would like to change.
    - Student survey to see how the students would like to use the spaces.
    - Faculty/Staff survey to see how the college could use the spaces better.
  - Ideas:
    - Reconfigure or remodel the DON Student Center
    - Add more collaborative spaces
    - Provide more tech in spaces to work with online students
    - Smartboard in the ASHC area for connections
    - Spaces to allow students to record themselves to practice presentations.
  - LLH has quiet study and an available moveable Smartboard in the LLH.
    - Consider taller dividers for group study.
  - Classroom schedules are posted, and students can use the open hours so students can study.
    - Sometimes students are pushed out if a meeting is scheduled in the room.
    - Students are a priority.
    - Students need to know if they can use the classroom.
    - Need smarter rooms, like the Fishbowl, not necessarily a Smartboard. Change DON130 to a smart room.
- **Robyn Kiesling, Mel Ewing, Marika Adamek – Institutional Scheduling**
  - Identified points in each.
    - Event Management System (EMS) and Banner are redundant systems.
    - Develop a logical plan and back-up training. Christy and Marika do all the scheduling.
    - Currently, it takes a lot of man hours to input the classes and courses.
    - *Courseleaf* will be able to provide a solution in the future.
      - The first phase, an online catalog, has been implemented.
      - The second phase is the curriculum, (dependent on funding)
      - The third phase is smart scheduling. (dependent on funding)
  - Mapping process and manuals.
    - Need processes that are sharable.
    - Develop priorities for scheduling.
    - How are staffing needs addressed.

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Meeting Calendar:

Dec. 15, 2025

March 16, 2026

June 15, 2026

Sept. 14, 2026 (invite not extended to this date)