

SPACE ALLOCATION & OPTIMIZATION COMMITTEE MINUTES
MONDAY, MARCH 16, 2026
THIRD MONDAY OF THE MONTH FROM 2:00 TO 3:00 P.M.
DON 209 OR MS TEAMS

<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"/> Tommi Haikka, Asst. Director of Facilities	<input checked="" type="checkbox"/> Christy Stergar, CEC Program Manager
<input checked="" type="checkbox"/> Stephanie Hunthausen, Exec. Director of CTE & DE	<input checked="" type="checkbox"/> Robyn Kiesling, Exec. Director of Gen Ed & Transfer
<input checked="" type="checkbox"/> Mel Ewing, CIO	<input checked="" type="checkbox"/> Marika Adamek, Asst. Registrar
<input checked="" type="checkbox"/> Jessie Pate, Director of IR & Effectiveness	<input checked="" type="checkbox"/> Katelynn Eberhardt, Director of Student Wellbeing
<input type="checkbox"/> Braeden Gadaire, Student Representative	<input checked="" type="checkbox"/> Paige Payne, Exec. Asst. to the Dean/CEO
<input type="checkbox"/> Rachel Schanz, Instructor	

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

Minute Review Discussion:

Kelley Turner: How do you pick the rooms for instruction or community education courses after 5 p.m.?

- Marika Adamek creates the classroom schedule each semester and sends it to IT.
- Christy Stergar schedules community education courses, usually on the main level.
- Classroom scheduling preferences after 5 p.m.
 - Depends on size, teacher preference, and availability. Some faculty request the upper level because they feel safer after 5 p.m. At times, random people walk in to their classroom if they are on the main level.
 - Another issue is that at times, the hallway lights are often off after 6 p.m. Should be off at closing time. Fridays are an exception.
 - Functionality of the room including set-up and technology.
 - Note: some instructors are changing the settings on the SMART Boards, which affects the next instructor in certain rooms.
- In the future, consider service hours for non-traditional students after 5 p.m.

Review Quarterly Update Notes

- Part of the scope of the signage project is to renumber the offices, rooms, and classrooms on both campuses.
- The Facility Use Policy was finalized and posted on the website on March 11, 2026.
- Room Capacity Discussion:
 - Inconsistent room capacity in spreadsheet versus what is in the Event Management System. (EMS)
 - EMS has been updated to indicate the actual room size and capacity.
 - New furniture changes the data. Need a final authority on the default set up.
 - Action: This summer, create a default room set up diagram that will be posted in each room/classroom.
 - Determine the maximum capacity limited by fire code and use capacity for courses and meetings which are two different numbers.
 - DON208 is offline because it will become Michaela’s office.
 - DON130 will come back online in the fall as a classroom.

- Donaldson Student Center Needs
 - Rolling SMART Board for meetings. ASHC purchase?
 - Spaces to record presentations.
 - Students can reserve a room 24 hours before it is needed and students can use an empty room unless someone walks in for a meeting.
 - Katelynn will include this information in the student newsletter.
 - Rolling white boards. ASHC could purchase them. Provide markers and erasers.
 - Collaborative stand up areas.

Define New Committee Project:

- Post-Graduation Work Group: Survey learning spaces to confirm: area size, Smart/Non-Smart, max capacity, optimal learning capacity including number of tables and chairs
 - Lead: Facilities Maintenance
 - Supporting: Kristy Stergar
 - Validation approval board: Robyn Kiesling, Stephanie Hunthausen, Mel Ewing

Meeting Calendar:

June 15, 2026

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