
Updated 25-Jun-26

Space Allocation & Optimization Committee Fourth Quarter Minutes

Date: June 19, 2026

Submitted by: K.M. Turner, Chair SAOC, Executive Director of Operations

Mission Statement:

The campus learning environment is a critical- and finite college-owned resource. The Space Allocation and Optimization Committee (SAOC) is responsible for supporting optimal and sustainable use of campus space to advance Helena College's strategic priorities and operational needs. Through evaluation, data-informed decision-making, and continuous improvement, the committee seeks to ensure that campus spaces are used efficiently and adaptively to support student success, employee productivity, and long-term institutional viability.

Opening & Administrative Updates

- Kelley reviewed/reaffirmed the Mission Statement.
 - Roll: All members present except Jessie Pate.
 - Approval of [March 16, 2026 Minutes](#):
 - Edit: In the future, consider service hours for non-traditional students after 5 p.m.
 - Marika moved to approve as edited, Katelynn seconded. Approved.
 - [Policy 600.7](#) Implementation Update: Policy is posted on the website. All appliances in offices were tagged and asked to pay an annual fee for electricity costs.
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Data & Space Inventory (Subcommittee Report)

- Space Renumbering Project: A Big Sky vendor has been approved.
 - Room Capacity Standardization: Facilities and Christy will start to validate the room sizes and determine fire code numbers.
 - Default Room Setups: Will be determined.
 - Suggestion: Add standardized set up as part of the signage vendor project. Gen Ed and CTE will help determine class sizes for each classroom.
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Strategic Projects & Surveys: Did not discuss.

- User Feedback Surveys:
 - Post-Graduation Work Group:
 - Defining Low-Volume Periods:
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Shared Spaces & Technology Improvements

- Donaldson (DON) Student Center: Discuss specific improvement ideas, including:
 - Procurement of rolling SMART boards and whiteboards (potentially via ASHC).
 - ASHC did not pursue the idea; no further action required.
 - Reconfiguration of collaborative stand-up areas and presentation recording spaces.
 - This year's ASHC group may be motivated to pursue this.
- Instructional Technology: Discuss the feasibility of upgrading DON 130 and adding a smartboard.
 - [Deferred](#). It will be used as a classroom but not as a smart room. DON 130 will be part of a long-range project for art.

- OTA Update:
 - DON 209 is the OTA lecture classroom. OTA 205 & 206 will be combined and the rooms are under construction and will be the OTA lab. The room will be designated DON205. Finish date is August. Equipment lab will be added.
 - DON 208 will be Michaela's office and a student meeting space. She will move the beginning of August.
 - Melinda and part time instructors will be located into the OTA office space in DON 103 in August.
- Art Update
 - Vision: Expand the art classrooms in 2 phases. First phase is moving ABE out of DON 121 into DON 130. DON 121 would be use as a painting classroom.
 - Both DON 120 and DON 121 will need lighting, water, and furniture. Funded by fee pots.
 - Second phase: Remodel DON 123 to add ceramics. Upgrades include bringing water, drainage to the room (large expense and project), pottery wheels, and a kiln. This would be a **capital donation project**.

Institutional Scheduling

- System Integration: Review the continued parallel use of EMS and Banner and the funding status for CourseLeaf Phase 2 and 3 (curriculum management and smart scheduling).
 - This is scheduled to be implemented in FY'28. The data from the classroom set up and capacity will be beneficial for smart scheduling.
 - External event scheduling needs to be included in the equation for a wholistic view of smart scheduling.
 - UM uses Courseleaf Curriculum Integration Management (CIM), and EMS to schedule.
 - Research how does UM integrate and use the two together.
 - Degree Works will be implemented in December 2026.
- After-Hours Use:
 - Follow up on safety concerns regarding hallway lights after 6 p.m. and faculty preferences for scheduling late-night courses on the main level versus upper floors.
- After 5 p.m. problems:
 - Who is on call in the evenings if there is a problem? How do we make it more welcoming in the evening?
 - Survey the campus about evening classes and coverage on Donaldson.

New Business & Closing

- Identifying Future Needs:
 - Discuss potential long-term impacts of the Helena High School expansion on campus traffic and parking.
 - External groups will be limited to 20 when the construction starts at Helena High School on school days. Fridays and weekends can handle more people. Internal groups and career fairs not be limited.
- Think about furniture for different sizes and needs to make more accessible. Higher couches, wider chairs, etc.
- Redefining Campus Hours: Extend the current schedule to be more Open for Business with a larger presence by staff and business operations.

- Next Meeting: Confirm the date for the next session, currently projected for September 14, 2026.

SAOC Committee Membership (AY 2025–2026)

Table: Committee Membership 1

Name	Role	Department	Subcommittee
Kelley Turner	Exec. Dir. of Operations	Chair	Oversee all
Vacant	Exec Dir of IT & Banner Administration	Member-Administration	Review Institutional Scheduling and Facilities
Beau Howard	Asst. Dir of Fiscal Serv.	Member-Administration	Data Analysis, Usage & Occupancy Rates
Robyn Kiesling	Exec. Dir. Exec. Director of Gen Ed & Transfer	Member-Administration	Review Institutional Scheduling and Facilities
Stephanie Hunthausen	Exec. Dir. of CTE & DE	Member-Administration	Draft, Edit Facility Use Policy
Jesse Pate	Dir. of IR & Effectiveness	Member-Administration	Data Analysis, Usage & Occupancy Rates
Katelynn Eberhardt	Dir. of Student Wellbeing	Member-Administration	Shared Spaces, Improvements, Community Use
Tommi Haikka	Dir. of Facilities Maintenance	Member-Administration	Draft, Edit Facility Use Policy
Rachel Schanz	Inst. Accounting	Member-Faculty	Shared Spaces, Improvements, Community Use
Paige Payne	Exec. Asst. to the Dean/CEO	Member-Administration	Draft, Edit Facility Use Policy
Christy Stergar	CEC Prog. Mgr.	Member-Staff	Data Analysis, Usage & Occupancy Rates/ Draft, Edit Facility Use Policy
Marika Adamek	Asst. Registrar	Member-Staff	Review Institutional Scheduling and Facilities