

**FOOD BANK OF THE SOUTHERN TIER
FACILITIES COMMITTEE MEETING
June 17, 2022 11:30 am – 1 pm**

AGENDA

TOPIC	FACILITATOR	ACTION	TIME
1. Welcome	Mary Pat Dolan		2
2. Opening Prayer/Poem/Positivity	Dave Patterson		2
3. Approve May 17, 2022, Minutes	Mary Pat Dolan	Approve	2
4. Check-in			5
5. Follow-up Items		Discuss	25
a) Estimate for furnishings	Dan Kazmark		
b) 2 nd floor additional costs	Dan Kazmark		
c) Cornell Space Requirements	Travis Virgadamo		
d) Site Survey	Kimberly/Erica/Dave		
6. BOD Feedback	Mary Pat Dolan	Discuss	15
7. Next Steps	Mary Pat Dolan	Decide	10
a) Schedule August Meeting			
b) Review assignments			
8. Wrap-up/Adjourn	Mary Pat Dolan		2

Next Meeting

Friday, July 22, 2022, 8:30 – 10 am
Prayer/Poem/Positivity – Erica Loomis
RSVP to Lynn Dates Lynn.Dates@foodbankst.org

Food Bank of the Southern Tier

Facilities Committee Meeting

Tuesday, May 17, 2022

3:15 – 4:45 pm

Member Name	In Attendance	Unable to Attend
Mary Pat Dolan (Chair)	X	
Peter Dugo	X	
Dan Kazmark	X	
Kimberly O'Connor	X	
Joe Thomas	X	
Travis Virgadamo		X
<i>Ex-Officio</i>		
Natasha Thompson	X	
<i>Staff</i>		
Dave Patterson		X
Erica Loomis	X	
Lynn Dates	X	

- Welcome & Introductions** – Mary Pat Dolan called the meeting to order at 3:15 pm
- Opening Prayer/Poem/Positivity** – Natasha asked the group to share a moment of silence
- Approve April 15, 2022, Minutes**
*Mary Pat Dolan made a motion to approve the April minutes.
Kimberly O'Connor seconded. All were in favor. None opposed.*
- Check-in** - All attendees provided updates on their personal & professional lives.
- Follow-up Items**
 - Estimates for 2nd story construction** – Dan Kazmark shared \$4.2M as an estimated cost for adding a second floor to the current office space. He pointed out that there are no furnishing contingencies added to that amount but do take into consideration the following: elevator, elevator shaft, and \$459k in design contingencies. He offered to provide an estimate for furnishings for 8k sf.
 - Set-back & height limits** – Natasha reported that Dave Patterson researched requirements for building setback from the road and height of building and found none. Mary Pat noted that building plans without variance would be submitted to the planning board.
 - Pros & Cons of leasing space** – Natasha reviewed Pros and Cons of a Decentralized Warehouse & Office Structure with the group. The group discussed the following: Preference of having staff at one location; Staff is not in favor of decentralizing; Unpredictable upfront costs in leasing (landlord acts as a bank for construction, remodel, etc. recouping costs by increasing rent); Arnot Mall; how quickly could you turn over current space; Co-located with another direct service organization.
- High Level Test Fit** – Kimberly O'Connor reviewed a high-level test fit of building updates/construction on the current property, adding that she would like to see past site plans – a hard line drawing. Dan noted the possibility of Jamie Gensel (Fagan Engineers) having access to old files. Kimberly noted that as we plan, we should consider envisioning future growth of the organization.
- Executive Committee Feedback** – Mary Pat provided feedback from the Executive Committee, noting the following:
 - Having toured the facility it became evident to her that the work life for staff has declined over time and that this space should demonstrate the regard that the BOD has for staff,
 - The BOD Chair, Joe Thomas, considered how people collaborate well when they are near each other,
 - There is no rush,
 - May 19, presentation to the BOD.

The group determined that they were ready to rule out certain options at this time, and all agreed that they are against any proposal that decreases warehouse space (HOLT). Peter added that location and height of neighboring buildings should support any plans for adding a second story.

8. Next Steps –

- **Confirm summer meeting dates**
 - Friday, June 17, 11:30 am – 1 pm
 - Friday, July 22, 8:30 – 10 am
 - Invite Meghan Parsons to the summer meetings
- **Review Assignments -** See below

9. Wrap-up/Adjourn

The meeting adjourned at 12:12 pm

Minutes respectfully submitted by,
Lynn Dates, *Executive Assistant to*
Natasha Thompson, *President & CEO*

Action Items	Responsible	Due Date
Share BOD pkg with this committee	Natasha	now
Estimate expenses for furnishings	Dan	June 17
Follow up with Dan	Natasha	Before 6/17/22
Review office space guidelines at next meeting	Travis	June 17
Hard line doc to Kimberly	Erica	Before 6/17/22
Create site layout samples	Kimberly	June 17
BOD Presentation	Mary Pat/Natasha	May 19
Summarize info from BOD	Mary Pat/Natasha	June 17
June meeting		June 17, 11:30 am – 1 pm
July meeting		July 22, 8:30 – 10 am



Cornell University

Office Space Guidelines

Approved by the Space Use Advisory Committee; January 19, 2017

INTENT

These guidelines were developed to help all units of the University, exclusive of Weill Cornell Medicine, plan for and allocate office space in accordance with the Cornell University Space Management Principles¹ approved by the Capital Funding & Priorities Committee on April 24, 2012.

Actual allocations of existing space within a unit's overall allocation will ultimately be based on many considerations, including overall building context, adjacencies, design features unique to the structure, and roles and responsibilities of individuals.

For renovations and new construction projects, project managers in Facilities and Campus Services and the units will refer to this document when working with project stakeholders and architects during the design phase. For renovations of existing space, building constraints may require adaptation of these guidelines. Exceptions to the guidelines, for whatever reason, will require approval through the project approval process. That is, all signatories on Project Approval Requests will need to support the exceptions. In New York State facilities, SUNY space guidelines, available through project management, must also be considered.

These guidelines can also be used to measure existing allocations of space through analyses that compare assigned space to models based on headcounts and position classifications. An illustration of the model is included in Appendix A.

Academic and administrative units should ensure that any unit-specific space policies or guidelines align with the information provided in this document.

SPACE-PER-PERSON

Space-per-person guidelines identify the maximum assignable square footage² (ASF) allocation per person in a specific role. The Cornell guidelines are included in Appendix B, Table 1 (for staff and union positions), Appendix C, Table 2 (for faculty and academic non-faculty positions), and Appendix D, Table 3 (for student and temporary positions).

Guideline allocations are targets. They are not a guarantee that an employee or affiliate of the University will receive a specific office type or amount of square footage. In fact, the square footage

¹ These Principles can be found on the Space Planning Resources page at <http://dbp.cornell.edu/home/offices/space-planning/resources/>.

² Assignable square footage is that within building walls that is usable by people or programs. The net assignable area (measured as Net Assignable Square Feet, NASF) is the sum of the assignable spaces in a building or program area.

numbers are rarely used when making individual or limited decisions regarding office allocations. These numbers are most typically used when planning or modeling a space for an entire unit or group, in which case the individual allocations are summed to determine a unit space footprint.

Furthermore, the targets (both square footage and office type) are often difficult to achieve in existing spaces that are not under renovation, as historical allocations and existing structural layouts constrain the ability to optimize allocations. Targets become easier to achieve during renovations and through new construction, although all such projects are a series of compromises between scope and budget and may not always result in fully achieving the guidelines. The goal of office space allocation and reallocation efforts is to align with the guidelines as closely as possible within external constraints of structure and budget, to inform decision-making, and to attempt to achieve equity across similar positions within the University.

ACHIEVING OFFICE ALLOCATIONS THROUGH A VARIETY OF SPACE TYPES

During any reallocation of existing office space, or opportunity to renovate or build new, the need for open plan and/or forms of shared office space versus private office space must be critically evaluated by the project team, including functional unit leadership. It is always an option for unit leadership to decide to allocate more shared and/or more open space and less private space than suggested in the guidelines. Discussion and decisions regarding the type(s) of space to provide should occur before space programs are developed.

The provision of private office space, defined as having one primary occupant, is generally determined by the role, as noted in the allocation tables in the appendices. Private space is generally considered that with hard walls that extend from floor to ceiling.

Shared offices are spaces that will meet the needs of up to four individuals. For positions assigned to shared space, the allocations in the Tables represent the amount of office space that should be provided to one of the positions in the shared space, not the actual size of the shared office. For example, two individuals in technical support roles (allocated at 80 square feet per person of shared space, see Appendix B) might be assigned to share one 160 square feet office space.

Open plan offices are those that are designed to meet the needs of five or more individuals and/or to serve the reception needs of a unit. These spaces are commonly identified as suites; the suite may contain other functions besides individual desk space, such as office support space and reception. In open plan office space, the actual workstation size may be smaller than the office guideline allocation, given that some of the space need is met in the circulation and other amenities within the suite area.

Provision of open plan offices and shared offices is an efficient use of space if planned well in terms of the layout and fit of furniture and when the need to accommodate meetings, in-person collaborations, and private conversations can be met through shared access to small meeting rooms (also known as team rooms, huddle rooms, etc.). Allocations per role may remain the same within shared or open plan space or may decrease with a compensatory increase in office support space. That is, unit leadership may decide to move square footage allocations from individual workstation spaces to shared meeting and other support spaces.

Workstations in shared and open plan offices are provided through furniture solutions that may or may not include panels, commonly referred to as cubicle walls. Panels can be purchased in a range of heights and can be stacked, so that cubicle walls can be formed that extend above average height people. Generally, most office designs will have better aesthetics and functionality if panel systems are

kept below 48-52". Panels should not be provided to give the appearance of privacy to individuals and roles for which open and shared offices are recommended.

Shared workstations are used in situations where several to many individuals need a desk to complete a task of the same type and with the same equipment as others performing the same role. Shared workstations may be used in situations where the individual's time at the desk is limited, or where more than one person serves in the same function within an office area. Examples include police officers sharing a dispatch workstation, building care employees sharing a computer workstation, or students sharing a supervisor role in an Athletics facility.

In some cases, the guidelines extrapolate to more space than is required to fulfill the limited office needs of the unit, for example, where a few workstations or computers in a community center can meet the needs of many employees. In such cases, as in all space allocations, judgement should be used in right-sizing the space solution to the true needs of the workforce.

SUPPORT SPACE

Office space considerations must always include the need for conference and meeting rooms as well as space for office service functions, such as kitchenette and break areas, copier and equipment space, supply storage and file space. The allocation tables in appendices B, C and D include the guidelines for assignable square footage of support space per role. This space, as with the office space itself, is allocated to roles and then aggregated for all roles within a shared work area or unit.

Support space may be shared between units within a building. Teams for renovation projects within buildings with shared support spaces should evaluate the adequacy of building-wide support spaces when applying these guidelines.

EMERITUS FACULTY OFFICES

An emeritus faculty member actively engaged in teaching or research may retain a private office at the discretion of the unit, if space is available. Emeritus faculty who remain engaged in unit activities but not to the extent of specific teaching or research responsibilities may be provided shared or open plan office space if space is available within a unit. These shared offices are intended to allow an individual to maintain contact with the unit, discipline, and colleagues.

MULTIPLE OFFICES

Individuals should not be assigned more than one office space unless there is a demonstrated need. Faculty with executive or senior administrative duties, faculty with joint appointments, and individuals with responsibilities in more than one building, especially when located at a distance, may be assigned a secondary workspace, provided it is not located within the same building as the primary office.

EXTENDED USES OF OFFICES

In general, except at the most senior levels of administration, offices should not serve as conference and meeting rooms for groups of more than 3-4 people. Meeting spaces and other functions, such as dry lab space, should be separately partitioned from office workspace in order to accommodate utilization by others when the primary occupant is absent.

USE OF UNOCCUPIED OFFICES

When offices are left unoccupied for significant periods of time, due to sabbaticals, other leaves, or changing workspace requirements, units should consider other uses for these spaces, especially to relieve space pressures or to provide for extra small group meeting space.

UPDATES AND PERIODIC REVIEW

The HR Subject Specialist in Human Resources and Space Planning will coordinate keeping the appendices of this document as current as reasonable.

On a periodic basis, the Director of Space Planning will be responsible for consulting with stakeholders and recommending to the Space Use Advisory Committee any revisions to this document.

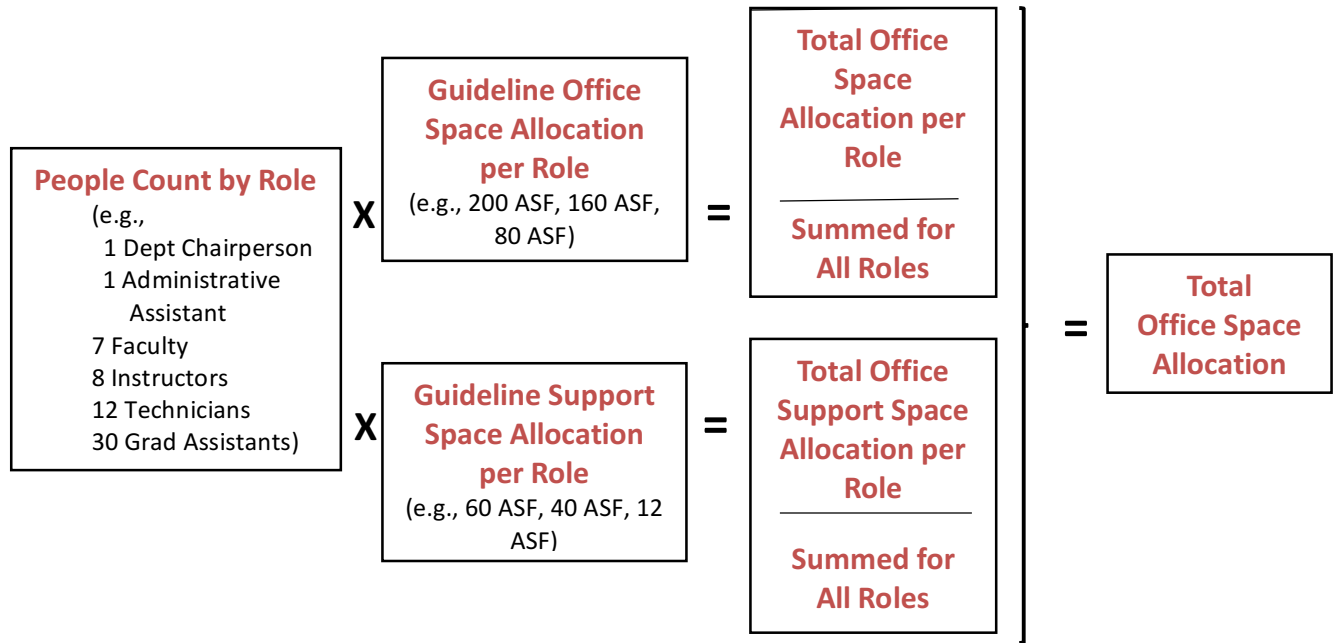
CONTACT

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Revision Tracking

February 2022: Clarify applicability

Appendix A. The model for determining office space allocation for a unit.



The example below illustrates how the model above might be applied to a very lean sample academic department. The office space and office support space guidelines per position category are included in this summary table based on the reference Assignable Square Feet associated with each role found in the tables in Appendices B, C and D. The office space allocation guideline for this sample department is 5936 ASF.

Number of Personnel	Position Type	Office ASF	Office Support ASF	Total Role ASF
1	Dept Chairpersons, Directors	200	60	260
1	Administrative Support	80	12	92
7	Professorial	160	40	1,400
8	Instructors, Research Associates, Scholars, Fellows, Scientists	120	40	1,280
12	Technical Support	80	12	1,104
30	Graduate Student Positions	60	0	1,800

Total Office Space Guideline (Assignable Square Feet): 5936

Appendix B. Office space guidelines for staff and union positions at Cornell. Job titles, listed below the table, roll up to the position types used to determine office space guidelines.

Position Type	Space Type ¹	Office ASF	Support ² ASF
University Executives	Private	280	60
Senior Directors, Directors (Large Units), Associate Vice Presidents	Private	200	60
Directors (Small Units), Supervisors	Private	160	60
Managers, Associate Directors	Private	120	40
Individual Contributors, Professionals	Private or Shared	120	40
Technical Support	Shared or Open Plan	80	12
Sales Support	Shared or Open Plan	80	12
Administrative Support	Shared or Open Plan	80	12
Laborers	Shared Workstation	30	0
Craftspersons	Shared Workstation	30	0
Servicepersons	Shared Workstation	20	0

Table 1. Cornell office space guidelines for staff and union positions.

University Executives

Assoc VP/Controller
 Assoc VP/Univ Treasurer
 Chief Investment Officer
 Controller
 Executive Vice President/CFO
 Library Univ
 Sr Vice Pres
 Treasurer
 University Auditor
 University Counsel
 Vice President

Senior Directors, Directors (Large Units), Associate Vice Presidents

AAD Program Director I-II
 Administrator VII
 Assoc Vice President, Sr Assoc Vice President
 Assoc VP/Chief Cornell Police
 Associate Vice Provost-Enrollment Bursar
 Dean of Students
 Directors: Athletics, Auxiliary Services, Budget, Development, Health Svcs, Museum, Payroll, Real Estate, Dining Services, Facilities, Financial Aid

Senior Directors: CTL, Admissions, Facilities, Financial Aid
 University Registrar

Directors (Small Units), Supervisors

Administrator IV-VI
 Assistant Vice President
 Assoc Bursar
 Assoc Controller
 Assoc Dean-Continuing Ed
 Assoc Dir Psych Svcs
 Assoc Dir Real Estate
 Associate Dir Athletics II
 Associate Director Residential Life
 Audit Director
 Chief Cornell Police
 College Registrar
 Communication Mgr II
 Deputy Chief Cornell Police
 Deputy Univ Counsel
 Dining Assoc IV
 Directors: Alumni Affairs, Cash Mgmt, Cornell Business Svcs, Environ Health, External Affairs, Financial Research Admin, Govt Relations, Relations II, Info Tech, Operations, OSP, Plan/Research, Procurement,

Professional Ed Prog, Program, Psych Svcs, Research Assurance, Risk Management, Univ Press, WDELQ, Admissions, CARE, Student Career Services, Student Services
 Engineer/Architect Manager
 Environ Health Spec III
 Facilities Director Projects
 Head Coach I
 HR Director, College/Unit, I-II – Subj Spec
 Info Tech Assoc Dir, Info Tech Asst Dir II
 IT Service Center Director
 Judicial Admin
 Managing Dir-Statler
 Mgr Finance III
 Ombudsman
 Public Affairs Officer VI
 Senior Administrator, Office of the President
 Superintendent
 TEC Director
 Treasurer Assistant

¹ Space type is based on traditional models of space allocation. See “Achieving Office Allocations through a Variety of Space Types” in the text for a discussion of the need for project teams to consider more open plan and/or other forms of shared office space when reallocating or renovating existing space or building new.

² Support space includes conference and meeting room space, reception space, and office service space (mail, break areas, photocopying, supplies, student desks, etc.). This space is summed across all individuals and roles in the unit to create a total square footage that is then allocated according to functional needs.

Managers, Associate Directors

Assoc Directors: Athletics I, IT
Audit, OSP, Plan/Research,
Payroll
Asst Superintendent
Bursar
Chef I
Chief Veterinarian
Communication Mgr I
Customer Service Supervisor
Dining Assoc II-III
Dir Sales Mktg
Head Coach II,
Strength/Conditioning
Head Pharmacist
HR Manager-College/Unit
Info Tech Area Mgr I-II
Info Tech Asst Dir I
Library Administrator II-III
Lieutenant Cornell Police
Managing Director, Investment
Managing Editor
Managers: Admissions, Facilities I-
II, Farm I-II, Finance I-II,
Financial Aid, PE I-II, Program,
Program II, Real Estate, Retail
I-II, Student Career Services
Nurse Practitioner Supervisor
Phys Therapy Supv
Purchasing Agent V
Sergeant Cornell Police
Supv Facilities
Vet Tech Section Supervisor

**Individual Contributors,
Professionals**

Administrator II-III
Admissions Associate I-IV
Advising Associate I-III
Alumni Engagement Ofcr I-IV
Annual Fund Officer I-V
Applications Programmer II-IV
Applications Sys Analyst II-IV
Assistant Coach I-II,
Strength/Conditioning
Assistant Registrar
Assoc Dir Govt Relations
Assoc Dir Investment
Assoc Judicial Admin
Assoc, Asst Ombudsperson
Assoc Secretary of the Corp
Assoc Univ Counsel
Associate Univ Registrar
Asst Bursar
Asst Coach I-II
Asst Golf Course Supt
Asst Univ Counsel
Athletic Operations Admin I-II

Athletic Trainer
Audit Manager
Biosafety Assoc
Biosafety Spec I-II
Business Intelligence Eng III-V
Cataloger
Chef II-III
Chief Preparator
Collections Specialist II
College Grant/Cont Ofcr
Communication Spec II-III
Compliance Investigator
Conservation Spec
Consultant/Advisor II-III, Lead,
Princ, Sr
Coord Conference II
Coord Program I-III
Corporation-Foundation Ofcr II-V
Counselor Therapist I-II
Data Analyst II
Database Administrator III-IV
Development Support Ofcr I-IV
Directors: Adv Technology
Assessment, Space Planning,
Univ Ministries
Diversity/Inclusion Spec II-IV
Editor II-IV
Emergency Svcs/Mgmt Assoc, Spec
I-II
Engineer Architect I-II
Environ Engineering & Compliance
Assoc, Spec I-II
Environ Health Spec I-II
Estimator
Exec Staff Asst I-IV
Extension Supp Spec I-IV
Facilities Coord Projects II-III
Facilities Designer I-II
Facilities Mgr Projects I-II
Farrier
Finance Specialist I-IV
Financial Aid Associate I-III
Fire, Safety & Emergency Assoc,
Spec I-II
Gift Associate I-II
Gift Planning Ofcr III-V
Golf Course Supt
Governmental Assoc
Grant Contract Assoc, Ofcr I-III
Graphic Designer II-III
Hazardous Material Technician,
Assoc, Spec I-II
Head Athletic Trainer
Head Golf Pro
Health Educator I-II
HR Generalist II-IV
HR Subject Specialist II-IV
Instructional Tech Spec II-IV

Instructor PE, Wellness Fitness
Investment Analyst, Sr
Investment Officer, Sr
IT Audit Principal
IT Business Analyst III-V
IT Operations Mgr I-II, Supv
IT Project Manager III-V
IT Security Engineer III-V
IT Support Assoc II-III
IT Technical Writer II-III
Landscape Architect I-II
Lead Estimator
Major Gifts Ofcr I-V
Mgr Publ I-II
Multimedia Associate, Editor,
Producer, Exec Producer,
Senior Producer
Museum Assoc I-II
Network Engineer II-III, Lead, Spec,
Sr
Nurse Practitioner
Nurse Supv I-II
Occup Health & Lab Safety - Indust
Hygiene Assoc, Indust Hygiene
Spec I-II
Payroll Assoc III
Pharmacist
Photo Specialist
Physical Therapist, Assistant
Physician, Physician Assistant
Plan/ Research Assoc I-II
Principal Gifts Ofcr
Principal Investment Analyst
Print Prod Assoc II
Prog Analyst II-III, Lead, Spec, Sr
Project Associate I-II
Project Manager
Prospect Research Ofcr II-III
Psychiatrist
Public Affairs Officer III-IV
Radiation Safety Assoc, Spec I-II
Real Estate Assoc II-III
Reference Spec
Res Hall Assoc I-II
Research Support Spec I-IV
Risk Management Specialist II-III
Senior Auditor
Senior Consultant to President
Senior Project Manager
Software Engineer IV
Special Events Mgr-Pres Ofc
Speech Writer-President
Staff Nurse
Staff Writer I
Stewardship Ofcr I-IV
Student Career Services Associate I-
III
Student Svc Assoc I-IV, IV-FinAid

Supv Farm
Systems Administrator II-IV
Systems Engineer III-V
Teaching Supp Spec I-V
TEC Manager, Professional,
Specialist
Tech Svcs Supv I-II
Theatre Manager
UAW Benefits Liaison
UAW Peer Counselor
UAW President
User Interface/Exp Spec II-IV
Veterinarian
Web Designer II-IV

Technical Support

Animal Tech I-IV
Applications Sys Assistant
Certified Medical Assistant
Computer Prod Control II-IV
Drafter II-III
Extension Aide I-II
Fire, Safety Technician
Fire, Safety, Emergency Technician
Graphics Asst II-III
Illustrator II
Instructional Tech Asst
Investigator Cornell Police
IT Support Asst II-IV
Licensed Practical Nurse
Media Assistant C03
Medical Technologist I-II, Asst
Multi Media Asst III-V
Network Tech II-IV
Pharmacy Asst
Pharmacy Technician II-III
Photographer
Physical Therapy Aide
Program Aide I-III
Publications Assistant V
Radiographer, Radiographer Supv
Research Aide I-IV, C04
Safety Technician
Supv Animal Care
Systems Operator I-II
Technician I-V
Veterinary Tech, Tech Team Leader
Veterinary Asst Statutory

Sales Support

Box Office Coordinator I-II
Guest/Client Supv
Guest/Client Svcs Agent I-II
Mgr Sales Mktg
Purchasing Agent II-IV
Purchasing Assistant
Retail Associate
Sales Asst II-IV

Administrative Support

AAD Program Assistant, AAD
Program Assistant II
Accounts Rep II-V, C03-C04
Administrative Assistant I-V, C02-04
Applications Systems Assistant II
Bldg Coord II-III, CO2
Bldg/Facil Coord IV-V
Collections Asst I-V, C02
Communications Assistant II-V
Coord Conference I
Data Reporting Coordinator
Diversity/Inclusion Asst V
Facilities Coord Projects I
Gallery Preparator I-II
Gift Processing Assistant II-IV
Human Resources Asst III-V
Mail Preparation Assistant IV-VI
Mail Processor I-IV
Museum Security/Coordinator
Office Asst
Preservation Asst I-V
Print Prod Assoc I
Program Assistant I-II
Prospect Development Associate
Public Svcs Asst I-V, C04
Publications Asst II-IV
Real Estate Asst
ROTC Support Staff
Stockkeeper II-III
Student Services Asst III-V
Technical Svcs Asst I-V
Transportation Service Rep 1-3
Visual/Hearing Impaired Intrpr
Web Design Assistant

Laborers

Animal Attendant S04-S08
Crew Leader S10-S11
Dairy Worker S04-S08
Field Assistant I-III, S04-S10
Field Coordinator
Gardener S06-S11
Greenhouse Worker, Grower S07,
Hd S08-S11
Groundsworker, Grounds Worker
S04-S08
Laboratory Attd S01-S05
Material Handler S03-S10
Milk Plant Worker S04-S09
Orchard Worker S07, Hd S08-S10
Print Machine Operator

Craftspersons

ACRefrig Mech/Elect, Apprentice,
Foreperson, GenForeper
ACRefrig Mech/Plumb, Apprentice,
Foreperson, Gen

Association Facilities Coordinator I
Asst Boiler Operator
Boat Rigger S07- S09
Boil Op Wtr Plnt Treatmt Tech,
Boiler Operator WTP Tech,
WTP Tech Relief, Trainee
Carpenter Apprentice, Foreperson,
General Foreperson, REG
CHP Asst Machine Operator
CHP Sr Plant Operator 7-8, Relief
Operator
Control Person-EMCS Apprentice
Control Tech/Elect, Apprentice,
Foreperson, Gen Foreper
Control Tech/Plumber, Apprentice,
Foreperson, GenForeper
Digital Copy Operator S06-S08
Dupl Mach Oper S07
Electrician, Apprentice, Foreperson,
General Foreperson
Equip Oper S06-S11
Equipment Tech I-V
Genrl PM Mechanic
I&C Mechanic
Maintenance Assistant
Mason, Apprentice, Foreperson,
General Foreperson
Mech Maint S03-S11, Sr
Mech Vehicle S04-S11
Mech Vendng S06
Mechanic Welder
Multi-Trade Technician I-V
Painter, Apprentice, Foreperson,
General Foreperson
Plumber, Apprentice, Foreperson,
General Foreperson
Print Machine Operator S09-S10
Sheet Metal Worker, Apprentice,
Foreperson, Gen Foreperson
Sr CHP WTP Operator
Sr I&C Environmental Technician
Sr I&C Mechanic Environ Tech
Sr I&C Tech
Sr Mech CWP Maint Mech & Oper
Sr Mechanic, Genrl PM Mechanic,
Plant Relief Oper, Welder,
WFP Tech & Oper, WTP Tech &
Oper
Sr Telecommunications Coord
Steamfitter
Tinner
Trade Shop Asst, Foreperson,
General Foreperson
Utility Operator I-II, II U02, III, III
U03
Vehicle Mechanic I-III
WFP Plant Operator, Trainee
WTP Operator

Servicepersons

Accreditation Officer

Baker 1-3

Bell Captain, Bell Person

Building Security I-II

Clinic Aide S03-S04

Cook S04-S09, Short Order

Crime Prev Ofcr Cornell Police

Custodian Head S04-S06

Custodian I, S02-S04

Dish Machine Operator S02

Dispatcher S07-S08

Driver CU Bus S07-S08

Driver Delivery S04-S07

Food Service Worker S01-S06

Greenhouse Grower S05

Lead Arborist

Lifeguard

Motor Coach Operator

Patrol Ofcr Cornell Police

Restaurant Svc Coord I-II

Rink Asst

Sr Field Coord

Telecomm Ofcr Cornell Police

Waitperson

Appendix C. Office space guidelines for faculty and academic non-faculty positions at Cornell. Job titles, listed below the table, roll up to the position types used to determine office space guidelines.

Position Type	Space Type ¹	Office ASF	Support ² ASF
President	Private	400	80
Provost, Deans	Private	320	80
Senior Vice Provosts	Private	300	80
Vice Provosts	Private	280	60
Department Chairpersons, Directors	Private	200	60
Assistant Directors, Associate Chairpersons	Private	160	60
Professorial	Private	160	40
Instructors, Research Associates, Scholars, Fellows, Scientists	Private or Shared	120	40
Emeriti	Private or Shared	80	12
Librarians, Archivists	Shared or Open Plan	80	12
Postdocs, Residents	Shared or Open Plan	80	12

Table 2. Cornell office space guidelines for faculty and academic non-faculty positions.

President

President

Provost, Deans

Dean, Acting Dean
Deputy Provost
Fellow Provost
Provost
Sr Vice Provost
Vice Pres Acad

Vice Provosts

Dean Academic
Dean Assoc
Dean Grad School
Deputy Dean
Vice Provost, Vice Provost Assoc

Dept Chairpersons & Directors

Dept Chairperson, Dept Chairperson Acting
Director, Dir Acad, Dir Assistant Acad, Dir Assoc, Dir Acting
House Dean
Senior University Advisor

Assistant Directors, Associate Chairpersons

Dept Chairperson Assoc
Dir Assoc Acad, Acting

Dir Asst

Professorial

Andrew D. White Prof-At-Large
Clinical Professor, Assoc Clinician Sr
Endowed Professorship
Professor
Professor Acting, Adjunct, Assistant, Associate, Courtesy, Leading
Professor of Practice Assoc, Asst
Research Professor Assoc, Asst

Instructors, Research Associates, Scholars, Fellows, Scientists

Academic Non-Professorial
Assistant Clinical Professor, Clinical Prof Visiting, Assoc, Asst
Extension Associate, Ext Assoc Sr
Fellow, Sr, Visiting
Instructor, Courtesy, Visiting
Lecturer, Lecturer Sr, Courtesy, Courtesy Sr, Visiting, Visiting Sr
Principal Research Scientist
Prof Visiting, Assoc, Asst, of Practice
Research Associate, Res Assoc Sr
Research Scientist
Scholar Sr, Visiting, Visiting Sr

Scientist Sr, Visiting, Visiting Sr
Teach Assoc

Emeriti

Dean Emerita, Emeritus
President Emeritus
Prof Emerita, Emeritus
Provost Emeritus
Senior Vice President Emeritus
Senior Vice Provost Emeritus
Sr Clinician Emeritus
Staff Emeritus
Vice President Emeritus
Vice Provost Emeritus

Librarians, Archivists

Archivist I-III, Assoc I-II, Asst, Sr Asst
Critic Visiting
Librarian I-II, Assistant, Sr Assistant
Library Acting Univ
Library Assistant Univ
Library Assoc I, Univ
Library III Asst Dir

Postdocs, Residents

Gannett Resident
Postdoc Assoc, Postdoc Fellow
Sr Vet Resident
Vet Intern
Vet Resident

¹ Space type is based on traditional models of space allocation. See "Achieving Office Allocations through a Variety of Space Types" in the text for a discussion of the need for project teams to consider more open plan and/or other forms of shared office space when reallocating or renovating existing space or building new.

² Support space includes conference and meeting room space, reception space, and office service space (mail, break areas, photocopying, supplies, student desks, etc.). This space is summed across all individuals and roles in the unit to create a total square footage that is then allocated according to functional needs.

Appendix D. Office space guidelines for student and temporary positions at Cornell. Job titles, listed below the table, roll up to the position types used to determine office space guidelines.

Position Type	Space Type ¹	Office ASF	Support ² ASF
Graduate Student Positions	Shared or Open Plan	60	0
Other Student Workers (office space required)	Shared Workstation	20	0

Table 3. Cornell office space guidelines for student and temporary positions.

Grad Students

Graduate Assistant
 GRA - Resident Advisor
 Grad Teach/RsrchSpec
 Graduate Research Assistant
 Graduate Student Lecturer
 Research Assistant Grad
 Research Intern
 Teaching Assistant Grad

Temp Serv Prof
 Temp Serv Prof Exempt
 Temp Serv Sales
 Temp Serv Svc
 Temp Serv Tech
 Temp Sheet Metal Worker 112
 Temp Telecomm Officer CPU
 Temp UAW Campus Life Seasonal
 Temp UAW Summer Scheduling
 Temp Univ Service Officer CPU

Other Student Workers

Student Acad Serv Asst I-IV
 Student Admin Asst I-IV
 Student Art/Ent Asst I-IV
 Student Athletic Coach
 Student Athletic Instructor
 Student Athletic Serv Asst I-IV
 Student Athletic Trainer
 Student Commun Serv Asst I-IV
 Student Computer Asst I-III
 Student Food/Hosp Asst I-IV
 Student Labor/Facil Asst I-IV
 Student Library Asst I-IV
 Student Research/Field/Lab Asst IV
 Student Research/Lab Asst I-III

No Space Guideline

Intern
 Resident Advisor-UnderGrad
 Student Waitstaff/Bellman
 Summer Student
 Temp Carpenter 603
 Temp Electrician 241
 Temp Laborer 589
 Temp Mason 008
 Temp Painter 178
 Temp Patrol Officer CPU
 Temp Plumber 267
 Temp Serv Academic
 Temp Serv Clerk
 Temp Serv Labor
 Temp Serv Oper

¹ Space type is based on traditional models of space allocation. See “Achieving Office Allocations through a Variety of Space Types” in the text for a discussion of the need for project teams to consider more open plan and/or other forms of shared office space when reallocating or renovating existing space or building new.

² Support space includes conference and meeting room space, reception space, and office service space (mail, break areas, photocopying, supplies, student desks, etc.). This space is summed across all individuals and roles in the unit to create a total square footage that is then allocated according to functional needs.

What information does the BOD need to make a decision re: facility?

1. It would be good to know the high-level need and why we are exploring this in the first place. (Some new BOD members have no background on the original of this project.)
2. What kind of financing structure are we considering? Will we need to raise funds in order to move forward? Use reserves? Get a loan?
3. How is the current building serving our needs?
4. Should we invest in and consider moving to a lower resourced community, like downtown Elmira?
5. What are our projections for future growth of staff?
6. If we renovate or build on to the existing building, will we be creating a facility that would be desirable to a future buyer or just for us?
7. Please provide examples of how a new building will positively impact the community.
8. How does this proposed facility project support the Food Bank's overall future strategy?

UPDATE FROM AD-HOC FACILITIES COMMITTEE
May 12, 2022

Committee Composition and Talents

We have a very talented, and experienced group of individuals. Each one is making multiple contributions.

- **Kimberly O'Connor**, of Corning Inc., has already provided several rough schematics.
- **Peter Dugo**, President of Arnot Realty, has provided a very thorough look at rent/buy warehouse transactions over our 6- county area
- **Dan Kazmark**, of Welliver, has provided rough order construction numbers and
- **Travis Vergadamo**, of Cornell University, has provided information on Cornell's space guidelines.
- The Food Bank's **Dave Patterson & Erica Loomis** have been on-point and terrific.

Activities to Date

We've looked at the issues with the HOLT proposal.

- Costs high given that we won't gain any square ft.
- No room for future growth.
- Larger break room/event space/demo kitchen needed but NOT at the expense of warehouse space which plan proposes.
- Plan does not include current warehouse offices and possible opportunities.
- Front offices are very small.
- Plan does not include any restrooms in front office space
- Plan does not address lack of access to natural light for a significant number of staff.
- Plan does not address any noise buffering in existing spaces.

We've learned the following about leasing or buying additional - or entirely new space in our service area:

- **Industrial rents** average \$4.45/SF/Yr and most deals are NNN which means on top of rent, the tenant would pay for some or all of operating expenses (tases, insurance, utilities, maintenance etc.)
- **Building sales** are from \$30/SF (Median) to \$37/SF (Average)
- **Office rents** on average are \$16.52/SF/Yr. Most deals are Modified Gross or Gross rent which would include most of the operating expenses listed above.
- **Office Building sales** ranges from \$53/SF (Median) to \$78/SF (Average)

We've learned that the following is a rough order estimate for *construction only* 5000 SF of additional office space:

Single story Office expansion w/ New MEP (mechanical, electrical, plumbing) - **Per SQ ft \$300 - Total cost \$2,096,325** including a 10% design contingency of \$165,000; a 5% Escalation Contingency of \$90,750 (which Dan is not sure would be enough in the current environment and a 10% Construction Contingency of \$190,575.

Next steps

1. Requesting a “formal” opinion from the committee regarding proceeding, or not with the Holt proposal in its current or an amended form.

From both our FB staff and committee members, it seems most likely that the committee does not recommend proceeding at this time. FBST is a distribution and program entity. It is difficult to discern any significant positives with a plan which requires us to give up over 1500 sq.ft. of warehouse space. Additionally, it does not address the quality of the workspace for a large portion of our staff, e.g., lack of natural light, no noise abatement, no or upgrade to warehouse staff office space.

2. Obtain enough information for the committee to examine whether and under what conditions leasing additional space in any location might be a recommended option.

Natasha and her key staff are weighing the +/- considerations of having some of our operations in another location and perhaps even a rough order estimate of what such a move would add to our operational expenses. I expect they will have additional information on that front at our next meeting.

3. Delve further into the option of constructing new space on our current site.

We have received several “quick fit” schematics from Kimberly O’Connor that seem quite attractive to Natasha and Dave. Dave has done some research regarding current codes for our site and what kind of expansion would and would not require variances from the Planning Board. Dan Kazmark may be bringing some additional info re: construction costs to our next meeting.

Questions for the Board

- What is your reaction to the planned next steps?
- Are there questions or additional information that would be key to your comfort level with the committee’s process?
- Are there spaces you feel we should be aware of and examine?
- Anything else the Committee should consider?