

A Progress Report to Faculty-Student Association

MOHAWK PROPERTY DEVELOPMENT

SUNY at Albany

March, 1966



## P R E F A C E

In viewing the Mohawk property and its development, one should keep in mind that the philosophy and principles of development and use must inherently reflect the original purposes to which this acquisition was dedicated. In order that the Mohawk property may assume to the fullest measure its proper stature as an educational, social, cultural, and recreational venture, it is imperative that the creative energies of those connected both directly and indirectly with its development be utilized to the greatest possible degree.

Although it is essential that the many sub-parts of our University family -- faculty, students, and administration -- become deeply and intimately involved, not only with the philosophy of development, but also with the implementation of development, it was deemed appropriate by this staff to move forward immediately upon workable occupancy of the property in July, 1965, with a very basic plan for immediate development which would ready the property for skeletal use as a picnic and off-campus social, cultural, recreational area. It is our contention that provision of this rather basic concept of facilities will encourage members of our University family to begin using the property and, through this initial affiliation, thereby join more fully in planning creatively for its ultimate destiny. As others become acquainted with the Mohawk property and its potential, a growing enthusiasm for this project will logically follow.

This staff has many ideas for initial low-cost programs of an educational nature which will hopefully be implemented during the coming spring and summer months. Programs such as art exhibits, student-faculty outings, a jazz festival, and outdoor theatre are among those ideas presently under consideration. We feel confident that many programs of an educational, social, cultural and recreational nature -- both formal and informal -- will be possible prior to September 1966.

On the following pages, you will find an extensive report from Mr. Hollis Blodgett, Assistant Director of Student Activities and Coordinator of Facilities Development for this staff. I feel that Mr. Blodgett's report will be of significant value in acquainting the Faculty-Student Association with the current status of progress on the Mohawk property and with our projected means for implementing the development of this property.

The members of this staff join with me in extending to the Faculty-Student Association considerable praise for its concern for the welfare of the University family and in the forward thinking action which caused the Association to commit itself to the acquisition and development of a facility which will most certainly strengthen the University's range of educational opportunity.

Neil C. Brown  
Director of Student Activities  
and of the  
Campus Center



## MOHAWK DEVELOPMENT

At the time of occupancy of the Mohawk Campus in July 1965, a prospectus for the development of the property was drafted. This prospectus has been modified and refined, and at the present time it represents the intended sequence of events in the development of the property.

### PROSPECTUS

The development of this new property is sub-divided into two phases:

- I. Immediate Development defined as that necessary to make the area usable by students, faculty and staff; provision for certain needed services and a minimum of interesting activities in order that the area may start to serve the University.
- II. Long-Range Development (The Master Plan) defined as the plan necessary for the continuing development of facilities and program to meet the academic, cultural, recreational and social needs of the University community. It is important that this be developed through the combined efforts of students, faculty and administration.

#### Phase I Immediate Development

To achieve the goal of immediate development certain decisions on developmental priorities, out of necessity, must be established at the administrative level. It seems important and feasible to take the following steps to achieve operational status.

- Step #1--Designate the Charrette House overlooking Waker's Pond (The Lagoon) as the Mohawk Activities Center.
- Step #2--Establish the sections of property to be developed into picnic sites and connecting trails.
- Step #3--Clear the picnic areas and trails of underbrush, small trees and other unwanted vegetation.
- Step #4--Construct fireplaces and erect picnic tables in desired locations.



Step #5--Plan and implement renovation of the Charrette House to include the following:

- (a) Installation of a Food Service area--a Snack Bar installation to serve hot dogs, hamburgers, sandwiches, french fries, ice cream, soft drinks, milk shakes, etc.
- (b) Installation of bathroom facilities and the accompanying septic system to serve both men and women. The septic system to be installed is to accommodate groups up to five hundred in number.
- (c) Other renovations such as repair to roof, floor, exterior of building, etc.
- (d) Interior furnishing and painting as needed to establish desired decor.

Step #6--Establish certain activity areas:

- (a) Softball field
- (b) Volleyball court
- (c) Golf driving range
- (d) Archery range
- (e) Canoe and boat docks and racks
- (f) Parking lot

NOTE: Included in the implementation of these steps is the purchase of equipment, preparation of plans and estimates, hiring of personnel and contractors and other supportive necessities.

Step #7--Establish the operational plan and procedures--personnel, scheduling (operational hours), transportation, supervision and regulations pertinent to the area.

#### Phase II Long-Range Development (The Master Plan)

The development of The Master Plan--Five-Year Plan--is a task to be undertaken by all facets of the University community. The total needs of the Community must be assessed and a plan devised to include a broad range of activities



and supporting facilities. It is most important as the University grows and we begin to serve individuals from varied social-economic, cultural and ethnic backgrounds, that we provide outlets for these varied interests and indeed the opportunity to grow, to become educated through contact and involvement in the varied aspects of our society. More specifically, as an example, the individual from a recreation-orientated background should have the opportunity to pursue this interest; but at the same time, to be exposed to the cultural aspects of life. Similarly, the person involved in a current theatrical production deserves parallel opportunity for exposure to participation in recreational activities and outdoor education.

To achieve this over-all goal, this breadth of program and facilities on the Mohawk Campus, the following developmental program is recommended.

- Step #1--Complete an accurate deed compilation and property survey. To include topographical maps and markings of boundary lines.
- Step #2--The Mohawk Workshop--Hold a two-day Workshop consisting of faculty, students and administration to determine the uses of the property and to establish priorities in development.
- Step #3--Workshop Evaluation--The Workshop steering committee to evaluate the results and compile the data to be used in drafting a development proposal.
- Step #4--Proposal--Write a proposal (The Master Plan) based on the Workshop data. The proposal should include financial plans with estimates of cost. The estimates to be approximations submitted by the Student Activities Staff. The proposal should be written in a manner which will distinguish those projects which will require professional architectural assistance from those that can be accomplished by the Student Activities Staff with the aid of the Mohawk Campus personnel.
- Step #5--Faculty-Student Association Board of Directors should review this development proposal and make



some commitment to either part or all of the plan, including financial support.

Step #6--Revision of Plan based on Faculty-Student Association Board designs and commitments. This should include the provision for acquiring professional architectural service to aid in site planning, architectural design, specifications, firm financial estimates and blue prints, etc.

Step #7--Re-submit proposal to the Board of Directors of Faculty-Student Association for final decisions.

Step #8--Implementation by Student Activities Staff of development according to the Master Plan.

(a) Bids

(b) Contracts

(c) Building and Development

#### STATUS REPORT

Since our occupancy of the Mehawk Campus in July 1965, we have been committed to the task of "immediate development" as outlined above in the Prospectus. Due to the untiring efforts of Mr. Russell Bedford, Superintendent of Buildings and Grounds, who has served as engineer, supervisor and workman as the occasion demanded, this immediate development phase is nearing completion. Steps #1 through #5 (b) are nearly complete. Step #3 will require the on-going attention of a groundsman, and Step #4 needs additional fireplaces and picnic tables erected and placed.

To this date (March 4, 1966), the total appropriations in support of "immediate development" of the Mehawk Campus have been \$17,747.75 with the expenditures amounting to a total of \$10,107.39. An itemized accounting of appropriations, expenditures and balance appears below.



Mohawk Development  
 "Immediate Development"  
 Accounting to March 4, 1966

<u>Account</u>	<u>Appropriation</u>	<u>Expenditures</u>	<u>Balance</u>
Administration	\$ 100.00	---	\$ 100.00
Equipment and Materials	2,675.00	\$ 2,400.21	274.79
Personnel	3,093.75	2,220.50	873.25
Food Service	3,429.00*	2,791.68	637.32
Septic System and Renovation	5,450.00*	2,695.00	2,755.00
Snow Removal	500.00	---	500.00
Property Survey	<u>2,500.00</u>	<u>---</u>	<u>2,500.00</u>
TOTALS	\$17,747.75	\$10,107.39	\$7,640.36**

\* The Septic System and Renovation account was set up with monies from three appropriations: \$4,000.00 for Septic System appropriated January 5, 1966; \$550.00 for floor installation appropriated January 5, 1966; and \$900.00 transferred from the Food Service appropriation which was originally intended to install a less adequate septic system.

\*\* Much of the \$7,640.36 shown as balance of appropriations has been committed to Accounts Payable. We are bound by contract for a balance of \$2,568.25 to Lapham & Son, Inc. for the septic system and renovation. The \$500.00 for snow removal equipment will be paid as soon as bills are received. The \$274.29 in our equipment line will be used for purchase of a new water pump. The bill for electrical installations in connection with the feed service equipment will be in excess of the \$637.32 balance in that account. The \$100 administration appropriation will be used to provide more adequate office space and a control station in the Mohawk Activities Center when we begin operations. The balance of \$873.25 in the personnel account will be used for hiring of personnel as required in support of necessary projects. The property survey appropriation will be committed as soon as bids are in and a contract awarded.

As we undertake the completion of the "immediate development" and move from this phase into operational status, it becomes necessary to establish a more flexible maintenance and operations account as outlined in the following request.



REQUEST:

In accordance with the prospectus, we wish to complete steps #5c, #5d, #6, and #7 within the next few weeks with the thought in mind of becoming operational in April, 1966. In keeping with this desire, the following justification and requests are made:

Steps #5c and #5d:

For the adequate completion of these steps, there is the need to accomplish varied tasks. Among these tasks is the repair of the roof on the back portion of the Mohawk Activities Center (Charette House). The porch railings, flooring, supports and underpinning also need repair; and the house should be painted this spring. In addition, there is need for purchase of such items as paint; furniture such as occasional chairs, end tables, lamps, scatter rugs, pictures, fireplace equipment and screening, ashtrays; curtains and drapes; and housecleaning equipment such as a vacuum cleaner, mops, brooms, waxes, etc. Bathroom furnishings will need to include paper towel dispensers, soap dispensers, and the paper and soap products. There is also the continuous need for maintenance and repair of the buildings located on the property and, more important, as we become operational, to assume this responsibility for payment of electricity, telephone, fuel and other on-going operational expenses of the Mohawk Campus.

Since there are many different kinds of expenditures to be made in the near future, and since they range from rather inexpensive, though necessary, purchases (such as ash trays) to major repair, it is requested that a Maintenance and Operations Account be established to be expended by the Vice President for Student Affairs or his designated representative. It would seem that the establishment of this kind of account would preclude the necessity for a Board of Directors meeting for each and every item and/or project. It is evident that the items mentioned above such as furnishings, maintenance equipment, general maintenance, repair and operational expenses are necessities for the on-going "operation" of the Mohawk facilities since the Student Activities Staff and the Faculty-Student Association have declared a commitment to the concept of an operating Activities Center on the Mohawk property.

It is requested that the Maintenance and Operations Account be established by an original appropriation of \$3500.00 with further approval being given to the commitment of a monthly appropriation of \$250.00 beginning April 1, 1966. This request is outlined below:

	<u>PURPOSE</u>	<u>APPROPRIATION</u>
1.	Completion of Step #5c	\$1700.00
2.	Completion of Step #5d	\$1500.00
3.	Supplies as Needed	300.00
4.	Establish on-going Monthly Maintenance and Operations Account. Commitment of \$250.00 per month.	250.00 ***

\*\*\*The amount of the monthly appropriation to the Maintenance and Operations Account would be adjusted once average monthly expenses are established.



Step #6:

The Completion of Step #6 will require the preparation of ground areas (grading, rolling, seeding, mowing); fabrication of back-steps, fences, docks, boat and canoe racks; surfacing for parking lot and purchase of equipment in support of the recommended initial activities. It is requested that an appropriation of \$6123.50 be made for the above purposes. This request is outlined below.

<u>PURPOSE</u>	<u>APPROPRIATION</u>
1. Preparation of Ground areas (Gravel, sand, grass seed, lime, top-soil, grading)	\$ 300.00
2. Fabrication of backstops, fences docks, racks (lumber and materials)	\$2500.00
3. Surface of Parking Lot (gravel, crushed stone, grading, etc.)	\$1000.00
4. Activities Equipment -	
4 Rowboats and oars @ \$199.	796.00
4 Canoes and paddles @ \$225	900.00
3 Sets of Horseshoes @ \$6.50	19.50
24 Golf Clubs (#2 Woods) @ \$7.00	168.00
24 Dozen Golf Balls @ \$3.00	72.00
2 Volleyball Nets @ \$12.00	24.00
4 Volleyballs @ \$6.00	24.00
2 Badminton Nets @ \$2.00	4.00
12 Badminton Rackets @ \$3.00	36.00
4 Dozen Badminton Birds @ \$6.00/doz.	24.00
4 Archery Targets @ \$15.00	60.00
4 Archery Target Covers @ \$4.00	16.00
12 Archery Bows @ \$10.00	120.00
12 Dozen Target Arrows @ \$7.00/doz.	84.00
	<u>\$2323.50</u>

Step # 7:

In Step #7, the implementation of the operational plan, will require support for personnel (Maintenance, Supervisory, Food Service) and transportation of students to and from the Mohawk site. It is requested that funds be appropriated for the above purpose. These requests with supportive information are outlined below:

I. Personnel

A. Operational Personnel: It is anticipated that Phase I of the Mohawk development will be sufficiently completed to operate according to the following weekly schedule beginning on or about April 6, 1966, to June 18, 1966 (Graduation June 19, 1966)

<u>DAY</u>	<u>HOURS</u>	<u>WEEKLY HOURS</u>
Wednesday & Thursday	2:00 -- 8:30 p.m.	13
Friday	2:00 -- 10 p.m.	8
Saturday	11 a.m. - 10 p.m.	11
Sunday	12:30 -- 8:30 p.m.	8
	<b>TOTAL</b>	<b>40/wk.</b>



To operate the facility for the anticipated 40 hours per week will require supervisory personnel in addition to Mr. Bedford. It is expected that Mr. Bedford would be on-site and assume the duties of supervisor from 2:00 to 6:00 p.m. Wednesday, Thursday and Friday, a total of 12 hours per week. (Even if Mr. Bedford were housed on the property, he should not be asked to assume direct supervision beyond the end of his working day.) Additional supervision will be required for the remaining 28 hours of operation, at least one assistant supervisor and a program aid. Figured on an hourly wage basis (\$1.50 per hour) it would cost \$924.00 to cover the man-hours for the eleven-week period. The following is recommended and requested:

1. That the position of "Assistant Supervisor" be created to pay \$300.00 plus room and kitchen privileges for the eleven-week period commencing on or about April 6, 1966 (Graduate Student).
  2. That priority be immediately established for negotiations on the Brookley property in order to place Mr. Bedford on the property early this spring.
  3. That the position of "Program Aid" be created to pay \$200.00 plus room and kitchen privileges for the eleven-week period. This person would assist the Supervisor in the details of equipment usage, area safety, and policing.
- B. Maintenance Personnel: Once the site becomes operational, Mr. Bedford should have a full-time helper to assist him with on-going maintenance, repair and minor site installation and development. This person will serve as a general repairman, groundkeeper, carpenter, and general handyman. It is estimated that a person of this nature should receive a minimum of \$2.00 per hour, and to attract a responsible person of reasonable ability, the wage of \$2.50 per hour is highly desirable. In keeping with this, the following is recommended and requested:
1. That the position of "Caretaker" be created to pay a minimum of \$4160 per year, with all Faculty-Student Association benefits and privileges afforded. In addition, that housing in the second floor apartment of the LePage House be used as added incentive, if necessary. The position to be effective on or about April 6, 1966.
  2. That necessary action be initiated to assure vacancy of the LePage property by May 1, 1966, if practical, or as soon thereafter as possible.



C. Food Service Personnel: The snack bar in the Activities Center should be operated by a person approved jointly by the Food Service Office and the Student Activities Office and placed on the Food Service payroll. This person should report to the Vice President for Student Affairs, or his representative, for day to day "operating" instructions. The snack bar operating hours will not necessarily coincide with the open operating hours and will be subject to some adjustment. A projection would indicate about 20-25 operating hours per week. For this reason, it seems advisable to pay this person on an hourly basis at a rate commensurate with current Food Service pay scales. In connection with this, the following is recommended and requested:

1. That the Food Service Office of the Faculty-Student Association make available a person to operate the Mohawk site snack bar. That this person be paid commensurate with current "Food Service" wage scales, with added incentive for travel if any is involved. The projected cost would be approximately \$400.00 for the eleven-week operating period.

## II. Transportation

Some of the students using the facility will have their own cars and transportation to and from the site will not be a problem. However, it is felt that to provide maximum service to the students and get maximum usage of the facility that bus service should be provided. A schedule will be drawn at a later date. The following is recommended and requested:

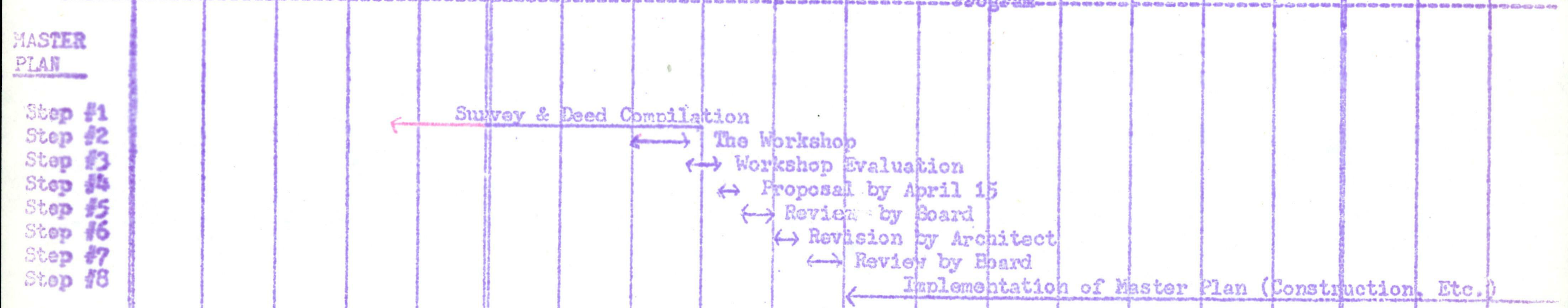
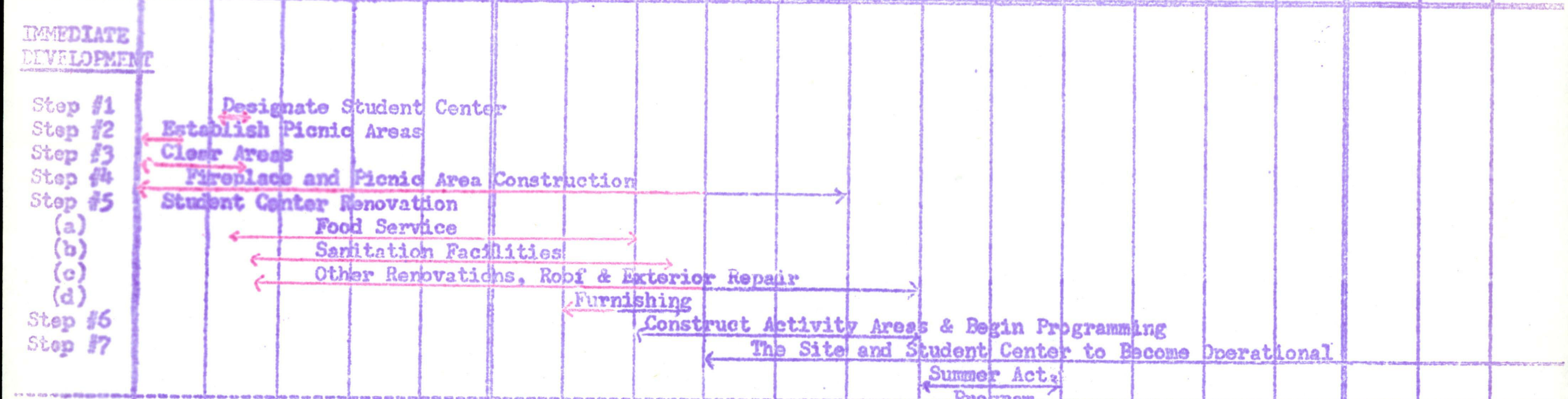
- A. That approval be given to the concept of bus service for students to the Mohawk Campus. The schedule and cost estimates to be submitted at a later date.



YEAR 1965 1966 1967

MONTH Aug. Sept. Oct. Nov. Dec. Jan. Feb. March Apr. May June July Aug. Sept. Oct. Nov. Dec. Jan. Feb. March

DATE



Red Indicates Progress on Completion of Project