



## **Appendix A: Members of Steering Committee**

Below is a list of East Stroudsburg University representatives who served on the Master Plan Steering Committee, in addition to representatives from H2L2 Architects/Planners, Synterra Ltd., and Brinjac Engineers.

*Richard Staneski, Chair*  
*Ken Borland*  
*John Bloshinski II*  
*Joseph Cavanaugh*  
*Bob D'Aversa*

*Teresa Fritsche*  
*Tom Goglio*  
*Peter Hawkes*  
*Robert Kelley*  
*Mark Kilker*  
*Caroline Kuchinski*  
*Christine Langlois*  
*Fred Moses*  
*William Pierson*

*Mary Frances Postupack*  
*David Rheinheimer*  
*John Ross*  
*L. Patrick Ross*  
*Victoria Sanders*

*Doug Smith*  
*Robert Smith*  
*Michael Southwell*  
*Joann Stryker*  
*Chris Tierney*  
*Doreen Tobin*  
*Alla Wilson*  
*Syed Zaidi*

*VP of Finance/Admin*  
*Provost, Acting President*  
*Campus Architect*  
*Math Department*  
*Director Computing & Communication Services*  
*Director Human Resource Management*  
*Athletic Director*  
*Dean of Arts & Sciences / Interim Provost*  
*Major Gifts Officer / Planned Giving*  
*Dean of School of Health Sciences*  
*Physical Education Teacher Cert*  
*Project Manager*  
*Executive Director of SAA*  
*Assistant Director, Planning and Engineering*  
*VP Research & Economic Dev.*  
*Director Tutorial Services*  
*Interim VP for Advancement*  
*Council of Trustees*  
*Asst. to President & Assoc. VP for Inclusion and Equity*  
*Director, University Relations*  
*Director of Card Center*  
*Asst. VP, Inst. Support & Outreach*  
*Institutional Advancement*  
*Student*  
*VP Student Affairs*  
*Dean of School of Business Management*  
*Director Facilities Management*

## **Appendix B: H2L2 Interview Summary**

Intensive campus interviews are being conducted during this first phase of the planning process. Administration, faculty, students, and staff are being asked to voice their opinions, needs, and visions of the College. These interviews are summarized on the next several pages. **Please note that the statements made below directly reflect those made during the interview process and do not necessarily represent findings or viewpoints of the consultant, the Steering Committee or the College as a whole.**

### **I. General**

1. Cell phone usage is high and reception is good due to towers on several campus buildings.
2. Competition for students is keen at ESU. Students are dictating how they want to be communicated with: face book, pod casting, my space, blogging, etc. Applicants communicate with other students who have been to the university.
3. The Noel Levitz study was completed 7 years ago. The university is considering doing it again as part of a study examining marketing and student retention. We need to stay current with today's trends and student needs.
4. The previous Noel Levitz study showed students loved the fact that this area is highly recreational.
5. Several buildings lack proper elevator service. These include: Laurel Hall (dumbwaiter only), Shawnee Hall

(freight elevator only), Hawthorne Hall (1 very small elevator), and University Apartments (no elevator).

6. Each year the university adds many temporary offices. Monroe Hall has temporary offices on the ground floor due to work being completed in Stroud Hall. 120 sf is required for faculty.
7. Can the DGS field office be removed?
8. A number of projects are currently underway: the Science and Technology Center, Stormwater and Pedestrian Safety Project (including closing Knapp Street and installing traffic calming on Normal Street), Dansbury steam line upgrade, completing the final punch list for the Alumni Center, replacing the Field House fascia, and the Energy Savings Project. The Energy Savings Project includes water conservation (changing toilets in the residence halls), lighting in major buildings, energy management systems in 5-6 buildings, installing new unit vents in the Fine Arts Center, and for Stroud Hall changing from a two pipe to a four pipe system, installing new unit vents and replacing the chiller and roof.
9. Building furnishings are important; several departments have much of their furniture from previous spaces that have been handed down.
10. Stroud Hall model works well for handling office space with proximity of classrooms and lab space, the co-located spaces if efficient.
11. There are currently no mid-range meeting spaces. There are also no spaces suitable for Greek rituals that provide secrecy.

12. The University has brought on 57 new faculty members with the desire to engage in research and not ample space.
13. There are no disability services. Many parking and technology needs along with security systems and communications.
14. There is a lack of activities on campus, such as, coffee house or movie houses.
15. After a concert or during a conference the community needs places for coffee, movies, dry cleaning or more bookstores.
16. Student records and faculty information are open to confidentiality issues.
17. A major conference center is needed. Millersville, Shippensburg and West Chester are acceptable case studies for such a space.
18. Improvements to the universities living environment and accommodations are in need of improvement.
19. The campus library is “dysfunctional”. The front end of the campus, the circle, should be “high tech”.
19. Expectations for fundraising are the following:
  - Library of today
  - Technology
  - Academic, College of Business
  - College education

20. The plan does not include residential halls or student support services.
21. The campus lacks scientists and mathematicians.
22. There should be separate buildings solely for College of Business Management and Economics as well as College of Education.
23. The number of projected students at 8500 is considered conservative. Last fall the FTE for campus was 7013. It is the opinion of the provost that it would not be a stretch to get to 8500 within five years, likewise in 20 years the campus could double in size to 15,000. The institution has not stated that “this is our goal”. The university was at 5996 in the fall of 2001 and 7013 at the fall of 2006.
24. The surrounding area is the fastest growing population in Pennsylvania.
25. The university has accepted more applications than ever and has in turn has denied more applications that before.
26. The university is seeing much larger numbers of transfer students than before.
27. ESU has many matriculation agreements with community colleges.
28. With the university’s smaller class size they value the faculty/student engagement.
29. ESU cannot keep up with the day-to-day maintenance of the physical plant.

30. ESU discusses distance education for their campus, yet has no history with it to think they will ever be a powerhouse. Weekend and evening education will probably always be stronger than the distance education.
31. "The spaces we have are oriented toward teaching, not learning."
32. ESU has a need to cross discipline their knowledge and provide an interdisciplinary platform.

## **II. Image**

1. The university is working hard to market itself as the rigorous academic institution that it is.
2. The university and Stroudsburg are beginning to work together to get achieve the concept of a university town. Preliminary meetings have begun. Concepts include increasing the number of interns and community service projects downtown. There are other possibilities for expanding beyond Stroudsburg into adjacent communities.
3. ESU has significant economic impact on the downtown (\$16M est.) and on the county (\$200M est.).
4. ESU has historically been a teaching institution, younger faculty are joining with the expectation of engaging in research.
5. It was stated that people do not want to give money for buildings and that because this is a state institution the buildings are of low interest to donors. Additionally funding

would be “misguided” and would be better spent on scholarships or faculty.

6. Older alumni relate to the front of campus, now it lacks energy it once had.
7. The days of ESU being a small liberal arts college are over.
8. The campus needs to feel like a small town.
9. ESU is a rural community on the cutting edge of urbanization.
10. The Business school will grow exponentially.
11. For many students East Stroudsburg is the biggest place they have been in their lives.
12. An option for growth of support for the surrounding areas of the city would be to develop 3-4 blocks of nice restaurants and faculty housing along Prospect Street. ESU suffers that it does not have faculty housing.
13. ESU considers their campus as provoked learning. Also an active learning space that develops critical thinking and communications. The theory is to not sit still so we can instill.

### **III. Student Life**

#### **A. Residence Halls**

1. There is not enough housing on campus. University Ridge is beyond the budget of many students.

2. There are approximately 530 beds at University Ridge.
3. The campus needs additional open lounges.
4. Shawnee Hall is an older residence hall. It has problems with moisture, plumbing, brick/plaster, and the roof.
5. Residence halls have no public space other than the first floor lounge areas. There are currently 240 temporary triple units with poor furnishings that are mostly used by the freshmen and sophomore students which incurs a higher percentage of bad behavior.
6. There are no provisions to house transfer students. The housing available off campus is “not ideal” for students.
7. An additional 1500 spaces for beds is needed to meet the needs of the university today. The campus has leased hotel rooms in the past.

**B. Student Center**

1. Some agree that the Student Center is not successful. It is not viewed as warm or welcoming. The location of the information desk is not in a good location. The building is in a great location with no room for growth. The dining within does not “hop” anymore.



- C. Student Support Services: Health Care / Counseling,  
Advising, Academic Enrichment, Career Center, Writing  
Center, Academic Discovery Program
  - 1. The tutoring program, multicultural affairs, the GLBT, the Woman's center and other departments related to diversity should be co-located.
  - 2. The United Christian Ministry has a house with cooking facilities. Cooking is a missing piece of the cultural experience.
  - 3. Disability Services that is run by paid students not faculty provides equipment to disabled, a lack of secured storage is a problem.
  - 4. Peer counselors have no space to meet with students in the lobby at one L-shaped desk. 2-4 counselors meet 30-40 students each week. Act 101 has peer counselors as well.
- D. General
  - 1. There is a lack of connection to the greater university "silo's" to the graduate programs with no space for socializing. The grad students complain about the library hours.
  - 2. Reinforce opportunities for social integration with lounges; those currently in the Library are limited by the hours.

3. There was a graduate student forum at the end of last spring where they discussed housing, GA position tied to housing and international programs.
4. Overall the campus has insufficient meeting spaces and the speaker rooms are at complete capacity today.
5. There are minimal spaces for interest groups and no new spaces for commuting students, which make up 60% of campus.
6. A flexible space with indoor/outdoor capability that is multi-faceted for entertainment is needed. The postgraduate reception cannot be accommodated by current campus needs.
7. The campus has a need for late night programs (Thu, Fr, Sat). The recreation center normally houses these events but not enough for capacity and does not lend itself to decent or easy events.
8. There are huge field space issues, i.e., club sports, band, inter collegiate and gender equity Title IX. The university center is “non-functional” with no room for growth.
9. There are no spaces for work-studies, there are 3 total, 3 graduate assistants and 1 technologist.
10. There are no provisions for serving the transfer students on campus.
11. The campus needs to be aware of classroom capacity, typically 49 seats and there are several instances where this number is exceeded.

12. 1/3<sup>rd</sup> of the students are heading toward K-12 career path.

#### **IV. Faculty Life**

1. The campus needs more computer labs for teaching.
2. The state is pushing for more credits per faculty. The funding is siphoned off if they do not meet the criteria.

#### **V. Administration**

##### **A. General**

1. Reporting departments to be closer together. Multicultural, Diversity, Faculty Search Coordinator, Filing all need co-located space. University relations should not be in the basement.
2. The registrar schedules classes in most buildings on campus, they have just purchased Schedule 25 software and are working to get it set up.

##### **B. President's Office**

1. The Presidents office is involved in a lot of things that are new but staff has been the same since 4000 enrollments.
2. The Presidents office currently has 2 staff members now and is trying to increase the president's clerical space/staff

with one public greeter, a worker for backup and one worker for backup.

3. Some of the events held in the Presidents house have issues and consideration for relocation is in need.
4. The President and the Provost need to be together.

C. AFSCME (American Federation of State County Municipal Employees)

1. The Federation is now sharing a space with Upward Bound at 285 Normal Street.
2. The clerical staff would like more privatized space or their own office space to avoid distractions from visitors to other departments sharing the building. A possibility would be to share meeting space with ABSCUF if they were co-located.
3. AFSCME hold meetings every 2 weeks for their executives in Rosenkrans Campus Tutoring Center.

D. Admissions/Enrollment

1. Growth of the institution is new, provisions for additional space in: Event Planning, Speech Writing and Clerical Support. One additional support person and one additional professional are needed.
2. An up-to-date medial space that would provide a “wow” space in an admissions office should be provided.
3. Enrollment services has 3 offices: Admissions, Graduate School and Zimbar.

4. There are 10 offices in Admissions: 4 clerical, 5 professionals and 1 associate provost. Also there are 30 student workers, 10 at once and 2-3 temp workers.
5. The space is too small for them now with no room for growth. They have a need for 2-3 more offices and a meeting space for groups and an admissions meeting space for 50 with PowerPoint and video conference capabilities.
6. Zimbar enrollment services currently staff 18 members with support and professionals, 16 student workers and 4 graduate assistants. This department handles financial aid, student records and billing.
7. Storage is a big issue, academic records are kept forever and there is no central storage or archive room for the campus.
8. The new student orientation is now in academic affairs in Flagler Metzger with 20 student orientation staff students, one professional staff member and one administrative staff member, all are temporarily relocating to Zimbar.

## **VI. Instruction**

- A. Classrooms and Laboratories
- B. School of Arts and Sciences

1. The classes in the Fine Arts Center (rooms 100 and 101) have a pillar in the center, are too cold, and smell musty.

C. School of Business

D. Graduate Programs

1. There is a new graduate program in computer security.

## **VII. Technology**

1. The campus needs more spaces for technology and more opportunities for wireless access.
2. Currently there are 33 people and growing, 18 student workers, 3-administration computing and 2 helpdesk.
3. The concern in Stroud Hall room #303 [Information Technology Office] is that it is cramped and has a lot of student traffic. There are now 15 people in there now, and need to accommodate 20+, which it cannot. Relocating it out of Stroud would free up much needed space.
4. The information technology department needs a dedicated are for set up and repair of computers. Enough to that one entire lab of computers could be set up at once prior to delivery, one lab is estimated at 30-40 computers at a time. So a flex space for loading and assembly is required for efficiency.

## **VIII. Arts and Sciences**

1. There are 35 departments on campus, 18 for Arts and Sciences.

2. The furniture for the faculty is from the 1950's
3. INIS has 3 faculty with part time secretaries.
4. Philosophy is currently happy with their spaces.
5. Foreign Language is growing some; they now have Chinese, Japanese and Arabic.
6. Foreign language is now on the 2<sup>nd</sup> floor of Stroud Hall near Secondary Education, it needs to be convenient for students, and is now one floor away from English.
7. Biology has no problems with space that ranks with other departments.
8. Social Sciences and Geography are ok where they are.
9. Multicultural Affairs used to be outside of the tutoring center and was noisy. The lobby of Monroe is used for classes in the evenings
10. Privatized group rooms are needed for videotaping and role-play; right now there are no closed spaces for these functions in Sociology.
11. Chemistry uses classrooms in Stroud Hall, they lack demonstration spaces. Today Gessner only has labs with no classrooms. Chemistry would prefer that labs and science classrooms are nearby one another for demonstration; a prep room would be ideal.

12. More “smart classrooms” are desired, with a designated language classroom, in addition a mixture of small and lecture size classroom.
13. English has 18 faculty plus 2-3 temporary faculty.
14. English Composition classes would like to have a lab and lecture area in the same room. The lack of small seminar space that are set up as computer labs or “smart classrooms” are needed for teaching classes. Some of the 2 credit classes disturb the scheduling grid.
15. There are 3 proposed new programs, Athletic Training, Computer Sec. and Masters in Spanish that will need space.
16. There are University Wide Programs that currently need space, they are; Honors, Civic Activities, Writing Studio, International Studies, American Democracy Project and the Women’s Center.
17. Arts and Sciences are continuing to grow, it is currently the largest school and houses 180-185 faculty member and 15 clerical persons in 18 departments.

**Sociology Department**

18. Sociology has never been together in the same space, they are currently in search of an associate Dean and expect that person to have clerical support as well. This addition will further cramp the area and compromise privacy of phone conversations.
19. Sociology is looking at future programs: BA in Social Work and a collaborative Master at Kutztown.



20. Sociology department would prefer spaces for counseling that are insulated for sound, currently they are not, and currently personal counseling sessions can easily be overheard. The field experience groups of 3/5/8 are experiencing confidentiality issues with sound attenuation.

21. Sociology has 9 member on the tenure track, 1 secretary, 3 full time temps and 1 (1/2) time temporary employees.

**Political Science Department**

22. Political Science is currently on the 4<sup>th</sup> floor of Stroud and shares a space with History with six small offices and a secretary.

23. Room 419 A&B are occupied by Sociology and Political Science would like to take one of those rooms for them once Sociology moves and History would like the other.

24. Political Science would like 2 more classrooms.

25. Enrollment for majors in Political Science is hovering around 40 unless they are capped at 15-25.

26. Political Science and History is using a broom closet for an office and is still growing.

**Fine Arts/Communications Department**

27. The Fine Arts and Performing Arts Center has severe sound problems in the building.

28. The building also has mold in many areas, namely in room 215.

29. The roof of the building has been recently (3years ago) replaced, yet there is still a leak in the men's room on the top floor.
30. Room 210 houses expensive pianos that are threatened by the moisture issues in the building.
31. There is virtually no storage available in the building. Room 303 is a storage room for 4 departments.
32. There is one multi-purpose classroom shared by 3 departments in G-06 where a lot of general education courses are held.
33. The only building the registrar schedules classes in is Stroud Hall. The Recital Hall is used as a classroom often. The Band room is used but there are no desks and students must bring chairs. There are no computer labs whatsoever for Music.
34. They currently have ensembles 4 nights a week with the Concert Band, Choir, Orchestra and Jazz Band. These take place primarily in the Recital Hall.
35. The art room on the 1<sup>st</sup> floor has a kiln, and when it uses "you can taste it" on the 2<sup>nd</sup> floor due to the poor ventilation. Drum lessons can be heard from the recital hall and voice lessons in surrounding offices as well.
36. The pedestrian walk and bridge entry to the building is very dangerous; many visitors are senior citizens there is only one accessible entryway to the building.
37. Art Music and Theater is fine if Communication Studies moves.

38. Communication studies plan to come to Stroud Hall after renovation. They currently have 10 faculty with secretaries.
39. Theater and Art could use more office type space; these staff members have a very limited office space. Communication studies in the art music theater would like to move down but want a nice space.

**Psychology Department**

40. There are currently 320-350 majors in Psychology and 100 minors. The department is now housed in the 1<sup>st</sup> floor of Stroud Hall with 10 faculty members.
41. The masters level has only 30-40 students.
42. Psychology uses rooms 210, 116 and 118 for teaching spaces. The current mice lab is cramped but appropriately ventilated. They view themselves as growing in concert with the Business school and no market for PHD program.
43. Marywood has a tremendous building for graduate programs.
44. Psychology is growing and is currently maxed out of space.

**IX. Business College**

1. Currently there are 1200 students enrolled in the Business School.

2. Business is now in 2 houses with no dedicated computer space or classrooms. They will be splitting the departments into Economics and Business Management and will add 5 faculties in 08' for Business.
3. Business could move to Stroud Hall after the Science and Technology building is finished. There are now 500 students enrolled in Business, with 40 students typical per class, the faculty would prefer to cap some of the classes at 25 and teach mostly in Stroud.
4. The Business School has no conference room. Student study spaces also, or "collaboratories".
5. There is an interest in the Business School to maintain the percentage of Green Space on campus, with Wall Street West arriving ESU must ask, "what do we want to be known for?"
6. A tiered lecture hall is needed, as current occupancy loads max out at 49 in many situations, and scheduling coordination in other spaces is difficult.
7. Additional conference rooms for Business College.
8. Business Managements could use a multi-use space where 100 seats are available and the room could split into two 50-seat classrooms.
9. A dedicated computer lab is needed for Business; there are currently no spaces for demonstration.
10. Smart classrooms within Business with occupancy of 15-40 are needed, along with spaces for projects.

11. There is a need for larger classrooms in Business that can occasionally handle occupancy of 100 seats.

**X. Graduate Programs**

1. There are now 23 graduate programs – degrees and certificates, 40% of which are straight from undergrad programs. There is a 50/50 ratio from part time to full time with a total enrollment of 900 or 700 FTE.
2. The model is projected to grow to 1000 FTE's by 2013 based on previous growth rates and demographics, this number is considered conservative. The population that is on campus now is more professional and are considered significant competition for these students.
3. ESU has hired a graduate recruiter for the graduate program. Teachers Education programs have grown the most. Biology has grown the most in the sciences.
4. Health Sciences has the greatest need for space such as Science and Speech, these programs are costly by growing.
5. The major areas of growth are Masters of Education, Biology-Environmental Sciences, and Computer Sciences.
6. It would be beneficial if the following programs were together: Honors, service Learning, VISTA Volunteer, Sociology faculty, American Democracy Program, Secondary Ed Faculty, Writing Studio, International Studies and the Frederick Douglas Institute.

7. There is no dedicated facility for graduate faculty, and not a lot of high occupancy buildings on the circle.
8. There are 3 proposed new programs, Athletic Training, Computer Sec. and Masters in Spanish that will need space.

#### **XI. Athletics / Intramurals / Athletic Facilities**

1. Artificial turf is needed. The campus is 3-4 fields short now. In addition, the athletics and recreation fields need time to “rest”.
2. At least one of the fields should be relocated. The core of the campus cannot support them there. Consider moving baseball and add more parking in its place. The baseball field is oriented the wrong way for the sun and right field is 20 feet up the hill. The previous MP discussed moving the entire athletic complex.
3. The Recreation Center needs to be enlarged. The weight room is too small and it needs a lap pool.
4. Meeting locations are needed for fitness center to accommodate 20-40 students that are available at a looser schedule. Abeloff and Keystone Room are booked 1yr in advance.
5. The network managers should be relocated to the Card Center, currently 4 of the 5 are in the computer center. 2-4 more front counter terminal spaces for staff are needed.

6. Faculty office and smart classrooms of 15-40 students are needed for Sports Management.
7. With regards to the fitness center, it is at capacity and does not allow for expansion that would include alternative sports such as rock climbing, lacrosse, field hockey and indoor soccer.
8. There is now one studio in the fitness center. More are needed for fitness, martial arts and other clubs.
9. The fitness center would like to add space for spinning, 20-30 bikes.
10. The fitness centers free weight and cardio rooms are small for their usage, as well as supporting locker rooms. Today there are 4 showers, 4 stalls, 20 lockers for men and 25 for women. They would like to add 2 showers each and ample storage throughout. The current “U” shaped locker rooms limit the number of people able to change at one time.
11. The location of the playing fields on the west side of campus offer no lighting, restrooms or equipment storage and one must travel through less than desirable areas to reach them carrying all necessary equipment.
12. An additional gymnasium space is needed and the ones used for concerts now need improved lighting for those special functions.
13. The fitness-testing program is growing.

14. Sport Management will be adding 1 more position to total 9 including the secretary. Recreation has a need for 1 temp next year for one course for 1 year.
15. There is no communication with the sports fields, nor is there ample parking or bleachers at these fields. Notre Dame uses these fields and can conflict with university use.
16. The campus quad is now overused and is not to be used for organized sport, instead for general recreation instead.
17. The club sports fields have different lines. The playing fields cannot co-exist as the fields cannot rotate the direction of play.
18. Concessions and bathrooms are problems at Mary Street and White Knight. There is now low utilization under the bleachers.
19. Separate locker rooms for faculty and men and women's officials' locker room are all needed.
20. Sports are in desperate need of office space in Koehler, they are now also using the house across the street at 216 Smith St.
21. Team practices from 6am to 8am and again from 4pm to 11pm. There are now 21 team sports and 550+ athletes with very minimal practice facility accommodations. Many of the fields are shared and additional areas that facilitate practices are needed.
22. There are multiple football practices and not enough fields to accommodate and other sports as well.



23. The locker rooms are messy and not useful. The athletic trainers would prefer to be adjacent the locker rooms.
24. The weight training facility right now is not ideal; they are using multiple rooms to house the equipment.
25. The team room concept is not thought of in their facilities today. The locker room and supporting spaces do not easily accommodate home or visiting teams when storage is concerned. Players must prepare for games and then bring all of their gear to the playing area due to the lack of adequate storage for both.
26. There are now seven team sports that require a practice and playing fields: Men and Women's Soccer, Field Hockey, Lacrosse, Softball, Baseball and Football.
27. There are 4 football games at home, 6 soccer home games and a number of lacrosse games, the field here is consider to be exceptionally nice. If field turf were installed it would open up fields for club sports.
28. It would be preferred if there were dugouts for softball.
29. Koehler Field House has a conflict between athletic activities and classroom and is busting at the seams.
30. A new press box on the stadium needs to be added. The current press box has no plumbing or elevator.
31. The campus currently is concerned with compliance of Title IX or lack there of.

32. The field house is in need of updating to facilitate student needs for future endeavors and the capability of sports programs.

#### **IX. Specific Facilities**

1. The university is planning to demolish 433 and 407 Normal Street, and 157 Marguarette.
2. The university is purchasing 145 Ridgeway (on the corner of Ridgeway and Prospect Streets) across from the University Circle entrance. It will be used for faculty offices.
3. Monroe is occupied on the ground and second floors.
4. The Facilities staff needs a conference room. Currently they use the break room for meetings.
5. The MP should consider moving the mail room and warehouse further out from the center of campus.
6. Mail has to reach 97 delivery points, including the residence halls, within two hours.
7. The Facilities Department needs to add two more project managers, however, there is no place to put them.
8. The central store room needs to be enlarged. Custodial services utilizes most of the 8200 square feet.
9. There is one Carpenter/Paint/Locks department supervisor now. One more shop supervisor will be added. The Carpenter Shop and Paint areas are located in the

Facilities Management Annex. There is no storage and staff must run to town for supplies.

10. The Grounds Department is located in the Building 18 behind the Facilities Management Complex. They receive a lot of traffic from Dansbury students and trucks. Additional storage and garage bays are needed. It would be better if they were relocated. They have 13 staff.
11. The Plumbing/HVAC Department is located in the Facilities Management Complex. The Boiler Plant uses 6000 gallons of heating oil per day during the winter.
12. General Services is housed at 162 Margurite Street.
13. Housekeeping offices is located in the Facilities Management Complex (manager), Hemlock Hall (supervisor), Linden Hall (2 supervisors) and Stroud Hall (night supervisor). It is acceptable to be in satellite locations. Supplies come from the Warehouse. Linden has enough storage.
14. The Electrical Department is located in the basement of the Facilities Management Complex.
15. Currently, there are 5 staff members in the Boiler Plant. Two will be retiring soon. The steam system needs work. A Titusville Boiler from the 1960's is used as a back up. There are 36 manholes – many have water intrusion problems. Utility lines are direct buried. The Fine Arts Center is on a steam line.
16. The university needs more irrigation areas; we have two now and use a water wheel on two others. The stadium uses a rain train.

17. The MP should address the need for consolidation of the Physical Plant staff in a location away from the center of campus. In addition better locker rooms, a larger break room and an improved loading dock and dry basement are needed. Bloomsburg's warehouse could be considered as a model. Everyone is together there.
18. Most Facilities Management staff park in Lot B or next to the building they work in.
19. The surface condition of the parking lots is deteriorating. When designing parking lots for the MP, please leave adequate areas for snow removal piles.
20. Monroe would be a good building for Sociology. It is currently slated for speech pathology and audio logy, intercultural and interdisciplinary studies department.
21. Faculty in Stroud Hall use their offices for research, files, books.
22. Intercultural and Inter disciplinary department with three members have no assigned space in Monroe Hall.
23. Remove extra curricular activity in Stroud Hall and focus on academic functions. The Fraternity and Sorority groups use the spaces in the evening and periodically use candles that require cleanup the following day.
24. The Advancement office claims to have outgrown the Alumni Center prior to initial occupancy. They also state that they have lost the ability to utilize volunteer, the needs are 3-5 additional offices and a workroom.

25. A multi-purpose conference room approx 24x32 for the Phone-A-Thon us needed that would allow for catering and 24 phones.
26. An additional conference room for 18-20 people or perhaps 20-25 people is needed. The space is needed for alumni board and board committees, foundation board meetings, breakfasts with the president and reunion meetings.
27. An additional space for larger events for 150-200 people to house alumni events, homecoming and president's gala is needed. These events are now held in the Alumni Center and Keystone with the addition of exterior tents over patios to allow for catering food stations, bands, bar and any additional service spaces.
28. Additional storage in the Alumni Center is needed; currently the archives area is the main storage area.
29. A backup server room in the Alumni Center and room for the archives and giveaways.
30. The lobby space in the Alumni Center is used primarily as a gallery or event space and does not have seating available for student usage, groups to sit or room for chairs.
31. It was suggested that the red barn be outside the Alumni Center demolished and a meeting space created with ample storage for their facility. There is a known issue with the bird and bat dwellings in this structure.

32. The board room in the alumni center is not a good location for events with food involved and should host more legislative events.
33. Alumni complaints are the following; parking, add a president's box and designed press box to football stadium.
34. The storm water management in front of Koehler has failed, during a recent rainstorm 2 cars were under water.
35. Koehler is considered a security risk and a dysfunctional building. There are no systems in place to keep non-university personnel from entering the building, as there is no supervision of entryways. It is understood that many have access to the master key for Koehler.
36. Koehler is the only large facility for convocations and is not air-conditioned; with the size of student body today there are 2 commencements per year for 6000 attendees. The Keystone room is not a flexible enough space to be utilized for functions.
37. The Health Center Building is one of the worst buildings for communication systems.
38. In Judicial Services there are no private meeting rooms.
39. The Heath Care Center currently houses their document storage campus wide.
40. The Counseling Center is probably ok in regards to meeting spaces.

41. The front end of campus, the circle, is not utilized though it is nice and fosters community.
42. Child care uses the gym in the rear of Zimbar, one consideration would be to relocate the child care facility.
43. The campus could consider separate libraries, with the opportunity to recreate the campus as part of this master plan. Each department could host their own portion of the library, ex. Heath, Sciences, Art, Education ect.

#### **X. Signage / Entrance**

1. The East Stroudsburg Community Alliance has erected banners mixed with ESU banners along the municipal roadways.
2. Staff would like a message board on campus.

#### **XI. Vehicular Circulation / Parking / Transportation**

1. Center Street is one way. It is difficult to turn left out onto Prospect Street. Ideally, there would be another street that would tie into Brown Street.
2. The Borough plans to install a traffic light at Prospect and Normal Street. This light will be synchronized with other lights. At peak times the traffic backs up to the Police Station for cars exiting onto Prospect Street.
3. Parking needs to be planned for peak times.

4. Center Street needs a turn around – visitors get lost.
5. Lack of adequate parking is a problem for the campus.
6. The Early Childhood Center needs a better drop off area. The existing one is close to the road.
7. The next phase of parking improvements needs to reduce congestion on campus, reorganize who parks where, and increase enforcement.
8. The stadium has 150-200 parking spaces. This is not enough for a home game; in addition, there is no parking for baseball / softball.
9. Lots A and B have pedestrian-vehicle accidents. Visibility is low in the am hours.
10. If a student has more than 60 credits, he or she is eligible for a parking permit on campus. Last year 3000 permits were issued for 2400 spaces, however, this includes some students who require two permits for two vehicles.
11. Thursday is the busiest day on campus. The academic buildings are not well supported by parking.
12. Every parking lot is open in the evenings and weekends. In addition, all roads are open all of the time.
13. Fencing in selected parking lots would likely reduce some of the vandalism in certain locations.
14. The condition of the roadway surfaces is poor.



15. Parking is too close to the buildings. It encourages everyone to try to get the closest spaces. In order for parking garages to be successful/used, eliminate the close parking spaces and encourage walking.
16. Expand the parking behind Lenape Hall.
17. A survey of the attendees at the Student Senate meeting indicated 5 of 25 students do not have a car.
18. Stormwater eventually goes to the river. Flooding often occurs on Smith Street in front of the Field House and by the triangle parking lot. This condition should be improved after the stormwater project this summer.
19. Normal and Smith Streets are Borough roads.
20. Center, Knapp and Isabelle Streets are ESU owned.
21. Mary Street used to connect to Smith Street.
22. There is no parking today for any sports function at the fields. The school was fantastic for what it was designed for, but has since tripled in size.
23. Parking is very bad, inadequate and dangerous and students repeatedly get ticketed.
24. Parking on campus is a huge issue. People used to leave at about 10 past the hour when spots typically open up. It is very difficult to pull into Rosenkrans. The borough currently has a plan to put sidewalks on Normal St.

## **XII. Pedestrian Circulation**

1. Secure access to existing buildings could be improved. There is no sidewalk from University Ridge apartments to the campus.

## **XIII. Streetscape / Landscape**

2. For the 100 year anniversary, 100 trees were planted throughout campus eliminating a lot of open play space.
3. The water drainage at the fields does not work properly which causes delays and cancellations.
4. 4 of the 7 tennis courts are unusable and in need of repair/replacement.
5. The Science and technology building looks to be the test case for e-card swipe program.

## **XIV. Security**

1. The Campus Police Station should be in a central location. The current location is good.
2. Campus Police has approximately 20 staff, not including students. Approximately 20 students answer phones and are the first point of contact for people dialing the police.
3. The police station was renovated approximately 2-3 years ago. The equipment is generally adequate.
4. The campus police do a number of non-police functions, including unlocking/opening doors. This takes time away from police duties.

5. All residence halls have their own video monitoring system. None are actively monitored; they are used for recording purposes only.
6. The university has 14 additional cameras located in computer labs, cashiers' office, and several exterior locations.
7. The university is phasing in its installation of blue light phones throughout the campus as part of a pedestrian safety plan. 16 additional phones will be added in the near future.
8. University Ridge has a dedicated police officer located there 4 nights per week, giving that area a very good response time.
9. The student escort services are not heavily used.
10. The Disaster Recovery University Report is currently being prepared and will be available at the end of 2008.

G:/proj/6189/Communs/Minutes/6189 – East Stroudsburg University Interview Summary.doc

## **Appendix C: East Stroudsburg University Library Space Planning**

*Jay K. Lucker, Consultant*

This report provides a summary of existing space utilization at East Stroudsburg University's Kemp Library and outlines long- and short-term program requirements. It is based on a series of meetings in May and September of 2007 with campus and library representatives and is part of a campus master-planning project being conducted by H2L2 Architects.

### **Existing Building**

Kemp Library includes many of the features found in other public college and university libraries built in the later 1960's and early 1970's. The ground floor is built on a concrete slab and would be capable of supporting compact shelving. The ground floor space is dominated by a large Technical Services area and by the Curriculum Materials Center. It also houses the Cohn Collection of jazz materials and the Vintage Radio Collection. There are book stacks and reading facilities as well. The main (entry) floor includes the circulation and reference desks, reference collection, staff offices and workrooms, and current and bound periodicals. The second floor is devoted to space for collections and readers.

The library is located at one end of the campus, about a five-minute walk from the Student Center and somewhat distant from the main academic traffic flow although it is near to several dormitories and to parking lots. A major shortcoming of the facility is the lack of handicapped access through the main entrance. There is wheelchair access through a delivery door at the lower level but this leads into the Technical Services area and requires a staff person to open the door. Neither the circulation nor the reference desk has a section at wheelchair height and there is a general lack of handicapped-accessible computer workstations and reading furniture. Stack aisles, however, appear to meet the 36" wide current ADA requirements. The main floor is fairly open and there is good circulation space around the circulation and reference desks. The reference collection is on full height shelving reducing the amount of incoming light from windows on one side of the floor. The ground floor is partially below grade but there are clearstory windows that provide outside light for staff offices and public areas. There are 40 public computer workstations on the main floor and the Library has 40 laptops available for checkout at the Circulation Desk. There is no computer lab in the building so students do not have access to "productivity software" like Microsoft Office.

### Recent Changes

There have been a number of recent changes in the building, many of them immediately apparent as one enters the building. The changes include:

- Lounge seating in the current periodicals reading area.
- Bookcases for faculty publications.
- A “new books” shelving area.
- A “leisure reading” section for popular materials.
- Conversion of the former interlibrary loan space on the main floor to a Writing Center where students can receive help.
- Relocation of interlibrary loan to a room behind the circulation desk.
- Creating more shelving capacity through weeding and compaction.

On the second floor, the Faculty Emeriti room has been renovated and now has two desks that are being used by retired faculty.

The Library has also been retrofitted with more energy-efficient lighting as part of a campus energy management programs. This was one of several recommendations made by Dr. Larry Nesbit, former library director at Mansfield University, one of the 14 PASSHE schools, who conducted a building assessment a year or so ago. His study and subsequent discussions have created a list of possible changes that could be made within the existing building envelope, although there is not a clear consensus of which of these should be undertaken or in what order of priority.

- Creating a more welcoming exterior and entrance including changes to the lobby, the security gates, and signage.
- Installing a computer lab.
- Creating one or more group study rooms.
- Providing space for food and beverages.
- Reconfiguring the space behind the circulation desk; one goal of which would be to provide better space for Interlibrary Loan.
- Moving the reference function for government documents to the main reference desk.
- Finding more appropriate space for the Cohn Jazz and Vintage Radio Collections.
- Removing the old card catalogs and using that space for collections and readers.

Statistical and Survey Data

The ESU Library has a relatively low level of acquisition of new books as compared to the other 13 campuses of the PASSHE system and compared to what is happening throughout the country. ESU has a much better standing with regard to serial expenditures. The 2004-2005 comparative statistics showed that:

- ESU is third lowest in dollars spent per student FTE on new books. The highest is Cheyney at \$108; the lowest is Lock Haven at \$4; the average is \$37. ESU spent \$19 per student during the period covered.
- ESU is at the median for dollars spent per student on serial subscriptions at \$70. The highest is West Chester at \$111; the lowest is California at \$21.
- ESU (\$72) is just below the median (\$78) for dollars spent per student FTE on serials and "other" resources. West Chester is highest at \$118; California is lowest at \$40.

From 2004 to 2007 the total collection at ESU grew from 456,593 to 465,365 volumes. The library added 1,845 new monographs in FY05, 2,215 in FY06, and 2,780 in FY07. In the same three years the library withdrew 637, 613, and 477 items. The library also contained 105,055 bound periodical volumes as of June 30, 2007. In 2006 and 2007, the book additions represented .06% of the existing collection. The generally accepted level of monographic acquisition for peer institutions is in the range of 3-4% exclusive of withdrawn items. The rate of growth for bound periodicals at ESU is around 1% per year for FY 2005 through 2007. This is consistent with most other libraries given the vast number of serials available electronically. The other formats that are growing include microfiche and government documents.

The following table shows collection growth for the past four academic years.

	FY2004	FY2005	FY2006	FY2007
Total volumes	456,593	459,226	461,942	465,395
Books	355,164	356,372	357,974	360,277
Added		1,845	2,215	2,780
Withdrawn		637	613	477
Periodicals	101,429	102,854	103,968	105,055
Added		1,425	1,136	1,067
Microcards	10,501	10,501	10,501	10,501
Microprint	293,297	293,297	293,297	293,297
Microfiche	1,068,278	1,073,818	1,076,248	1,079,655
Microfilm reels	25,783	26,037	26,304	26,543
Gov. Docs. (U.S. & PA)	86,028	87,536	88,783	89,599
Added		2,244	1,102	1,650
Withdrawn		436	155	834
Curriculum Materials	6,344	6,344	6,277	6,277
Films	5,727	5,727	5,727	5,730
DVD	37	38	38	44
Recordings	6,640	6,640	6,640	6,645

The ESU participated in 2006 in a statistical study of library user satisfaction based on user expectations. The study tool, LibQUAL+, was developed by the Association of Research Libraries and has been used by many college and university libraries. Overall the library marginally met user expectations although faculty and graduate students were generally unhappier than undergraduates. Graduate students were critical of the physical aspects of the building.

### Long Term Space Planning Issues

There are a number of important changes in the wider world of libraries, publishing, and information technology that will affect space planning for academic libraries over the next two decades:

- The continued growth of information in all formats including books.
- An exponential growth in the amount of electronic information available.
- The lower per unit cost of electronic information storage.
- A diversity of formats that comprise academic and research library collections including traditional books, print journals, and microforms as well as newer forms.
- The availability of relatively low cost equipment and devices for institutional and personal use.
- An increased emphasis, in academic libraries, on remote access and document delivery.
- An increased role for the library in academic programs.
- The need for more librarian/patron interaction.
- The evolution of library organizational structures to meet the changing nature of information access and collection management.
- The proliferation of wired campuses and wireless access.
- Increased enrollments in distance education and off-campus programs.
- A growing focus on collaborative and problem-based learning and teaching.
- The desirability of partnerships with academic computing, media services, and student support programs.

There are also a number of questions and issues specific to East Stroudsburg University that need to be part of a library space planning process:

- What will be the future rate of growth of printed materials (books, government documents, bound journals, curriculum collection) and non-print materials (microforms, DVDs, recordings.)
- What will be the library's program for weeding? How will this affect collection growth?
- What is the future in terms of space and facilities (and perhaps location) for the Vintage Radio and Cohn Jazz collections?
- What kinds of reader spaces make the most sense for ESU?
- What are the most effective relationships between service points and staff work areas?
- Are there other functions and spaces that should be in the building?
- Should there be one reference desk including government documents?



- What happens with the card catalog?
- How much will enrollment grow over the next ten years? Current enrollment is c. 7,000 FTE. The program uses 8,500 as a planning target.
- The existing building has a total of 92,810 gross square feet.
- The Business School is expected to grow to meet the requirements for ACSB accreditation.
- If the existing building is to serve as the future library it will need an addition to the front to provide ADA compliance.
- Are there other campus functions that could go into an expanded or new library building?

A second set of issues evolves around the questions of (1) what would make the library a “go to” space, and (2) how could existing library space be better configured to accomplish this goal?

The kinds of “new things” that have been discussed in the library and with consultants include:

Coffee shop or Internet café.

An Information Commons or Learning Commons.

One or more computer labs.

A variety of reading spaces both for individuals and groups including group studies, lounge areas, perhaps a “grand” reading room.

Appropriate library instruction spaces: at least two rooms (one for 40 and one for 20-25 with hands-on capability.)

Assignable space for graduate students.

Expanding and reconfiguring the Curriculum Materials Collections to include instructional space, a student work area, computer access, and a better staff work area.

### Short-Term Space Plan

The recent changes on the main floor of Kemp Library that are listed above have clearly made the library a more inviting and welcoming space. Pending the development of a long-term solution to the library's space needs – a major renovation and addition or a new building – there are some short-term changes that could further enhance the effectiveness and service-orientation of the library.

#### Goals:

- To create an Information Commons on the main floor with a large computer cluster, a help desk and printing/scanning/copying center, a food area, and group study space with close adjacency to the reference desk and print reference collection. All or most of the computers should have productivity software thus creating a “computer lab” environment.
- To construct a number of additional group study rooms.
- To create a library instruction room with laptop accessibility.

These changes would not address many of the library's other space related needs including handicapped access through the main entrance, quiet study space, a greater variety of reading and studying spaces, space for collection growth, and appropriate space for the Curriculum Materials Collection, the Cohn Collection, and university archives.

#### Major changes required:

- Relocate all bound periodicals from the main floor to the lower level. Replace existing fixed shelving on the lower level with movable compact shelving for all bound periodicals. Weed the bound periodicals collection of items that are available in full text online in “secure” systems like JSTOR.
- Reduce the size of the print reference collection on the main floor by (1) weeding out of date materials; (2) weeding materials available full text online; (3) moving low-use materials to compact shelving on the lower level. In addition, the index tables should be removed and the volumes located thereon should be transferred either to the first floor collection, to the lower level, or withdrawn.
- The computer workstations currently behind the reference desk should be incorporated into the new “Information Commons”.
- Move the Periodicals office to the Technical Services area on the lower level.

- Move government documents reference to the main reference desk. Move government documents processing to Technical Services.
- Move all of the microforms on the first and second floors to the lower level and combine with the ERIC files that are there now to create a single microform area for the building. Locate readers and reader-printers there as well.
- Consolidate and re-design the space behind the Circulation Desk by using open workstations and office landscaping. This would include appropriate space for interlibrary lending and borrowing.
- Create group studies on the second floor from where the microforms will be moved, and the lower level where the government documents work area is located.
- Use the existing periodicals office as a library instruction room.

The current periodicals and newspapers area on the main floor to the immediate right of the entrance can remain there.

### Long-Range Space Plan

The following pages outline the long-term space needs for the ESU library based on a series of meetings with the university's administration and with the library director and his staff. The program requirements follow generally accepted standards for planning academic and research library buildings. (See "Building Blocks for Library Space: Functional Guidelines", American Library Association, 1995, and "Planning Academic and Research Library Buildings", ALA, 1996.)

Provost Borland provided the consultants' with a set of guidelines and directions in thinking about an expanded/new library:

- It should be a learning space with group, collaborative, and individual study spaces.
- The building should include computer labs, library instruction space, and a space for international students.
- The building might well include student support services beyond the Writing Center.
- The building should be able to serve members of the local community including high school students.
- The University should explore the option of having small satellite reading rooms in each of the four schools. [These might contain curriculum materials, computer workstations, and a small reference collection.]
- Archives should be included in the building.
- There are no doctoral programs being planned other than an existing cooperative program with Indiana University of Pennsylvania.
- The library's current location is appropriate if one accepts that most traffic comes from either the parking lots or from a dormitory rather than from academic buildings. As the master plan develops new proposals and directions for the campus, relocation may make sense should there be a compelling plan for a new library location.

## **PROGRAM ELEMENTS**

The following pages summarize the long-term space requirements for library space based on the information outlined above.

### **Lobby/Entrance**

**1,500 sq.ft.**

Weather vestibule.

Outer lobby with book return (empties into enclosed space with two-hour walls); directory or information kiosk; exhibit cases (free standing and wall mounted.)

Inner lobby with security panels; four stand-up computer workstations for quick access (one of these should be wheelchair-accessible.)

### **Access Services**

**1,000**

- Includes circulation, reserves, interlibrary loan, and stack maintenance.
- A single circulation desk with open work area behind.
- Book drop in desk opens into depressible-top book truck.
- Assumes that all mail will be received and sorted in Technical Services and delivered from there.
- It would be desirable to have a Dutch door or window opening into public area for patron access to Interlibrary Loan.

#### **Circulation Desk**

Desk with two workstations at desk; student workstations directly behind desk; space for six book trucks; shelving for reserves and ILL (6 DFS); two carts for laptop storage and charging. (300 sq.ft.)

#### **Offices and workroom**

Office for Head of Access Services. (120)

Circulation and ILL workroom: Circulation – two staff workstations, one with scanner for reserves; typewriter on stand. Interlibrary Loan – three staff workstations; ARIEL computer/scanner/printer station; photocopier; counter for packing, with storage above and below; 10 student lockers @ 5 sq.ft. each. (580)

**Reference and Government Documents**

**2,920**

- Locate desk near Information Commons.
- Librarian offices located behind desk with glass walls.
- Combines general reference function with government documents reference.

Reference Desk: two librarian workstations; ready reference collection on low bookcases behind desk. (120)

Reference collection: 8,000 v. on low (three high) shelves = 60 DFS. (1,200)

Five librarian offices: two reference librarians; instructional technology librarian; documents librarian; database librarian (office to be shared with part-timers.) (600)

Readers: 40 seats at four and six person tables. (1,000)

**Collections**

**33,890**

- Library will expand its subscription coverage in JSTOR collection of full text of journals online.
- Library has not undertaken to date a full scale weeding of the book collection. This could involve about 20% of the collection that, if withdrawn, could provide growth space for incoming new acquisitions.
- Older reference materials could be weeded from the current collection of c.20,000 v. This includes a large collection of abstracting and indexing services that are available online. A working collection of c. 8,000 v. would be consistent with what is being planned for similar libraries. Weeded materials could be withdrawn or shelved in compact shelving on lower level.
- No future growth is projected for bound periodicals as volumes added to the collection will be offset by volumes that are withdrawn because they are available online.
- Zero growth is planned for government documents reflecting the decreasing number of items being published in print format and a systematic weeding program.
- Periodicals on microfilm will be shelved with bound periodicals in compact shelving.
- All shelving capacities listed below are at "working capacity"; that is 85% of full shelves.

Books: 400,000 v. @ 8v/LF (seven shelves high) = 50,000 LF = 1190 DFS. (23,800)

Bound periodicals: 105,000 v. @ 5v/LF (six shelves) = 21,000 LF = 583 DFS.  
(5,830)

Microcards: 10,500 = 1 file cabinet. (18)

Microprint: 293,300 = 12 file cabinets. (216)  
Microfiche: 1,080,000 + 3,500/yr. x 20 years = 1,150,000 = 10 file cabinets. (180)  
Microfilm reels: 26,500 + 250/yr. x 20 years = 31,500 = 33 file cabinets. (600)  
Government documents: 90,000 @ 20/LF (seven shelves) = 4,500 LF = 107 DFS. (2,140)  
Film collection: 5,700 @ 12/sq.ft. (475)  
Recordings: 6,700 @ 66/sq.ft. (100) (includes Vintage Radio Collection)  
DVD collection: 50 growing to 5,000 @ 30/sq.ft. (170)  
Government documents microforms: 20 file cabinets. (360)

[see separate listings for collection space requirements for archives and rare books, current periodicals and newspapers, curriculum materials, and the Cohn Collection.]

**Current Periodicals and Newspapers and Browsing Area** **1,260**

900 current journal titles in slotted shelving; three titles/shelf,  
11 shelves per section = 27 DFS. (540)  
Three DFS for newspapers. (90)  
Four DFS for McNaughton titles, new books, and faculty publications. (80)  
10 lounge seats with small tables interspersed. (350)  
Eight seats at tables for four. (200)

**Archives and Rare Books** **1,340**

- Cohn Collection has separate space.
- Assumes library will be responsible for University archives but that Records Management Program will have space elsewhere.
- Collection includes original copies of theses.

**Reading Room and stacks:**

500 rare books in wall shelving around perimeter of reading room. (20)  
Table with four chairs. (120)  
Closed stack with compact shelving for 3,000 LF of archives and theses. (1,200)

**Writing Center**

**1,000**

[assume space equivalent to existing space.]

**Curriculum Materials Center**

**4,770**

- Collection as well as open seating and computers should be open to patrons when the rest of the CMC (classroom, workrooms, and office) is closed.
- Children's collection is adjacent to the CMC in open stacks along with seating and story hour space.
- Need adjacent toilet appropriate for small children.
- Need wall display space and portable display panels.

Classroom: 40 seats at tables for four and six; motorized screen; overhead projection; portable podium; smart boards along one wall; wireless; laptop access. (800)

Computer area: 12 workstations; printer. (450)

Student workroom: large table (3' x 8') with six chairs; two lettering machines; computer and scanner; counter with storage cabinets above and below, 10' long. (250)

Staff workroom: large table (3' x 8'); laminator; staff workstation; supply cabinet; glass walls look out into reading room and student workroom. (350)

Librarian office. (120)

Reading room: 70 DFS for curriculum collection, including 12 DFS of 18" deep shelving for portfolios and models and 10 DFS of archival shelving, 14" deep. Floor space for plan files, display cases, picture files. (1,500)

Children's Collection and Reading Area: 45 DFS @ five shelves high; 10 DFS for picture books at three shelves high; four (child-size) tables for four persons each; carpeted area for story hour; two computers. (1,300)

**Reader Spaces**

**27,510**

- Program includes total of 1,012 seats representing 12% of the projected FTE enrollment of 8,500.
- Seat count does not include seats in classrooms, offices, workrooms, conference rooms, and the Writing Center. Total does include seats at computers and in group study rooms.
- There is a need for quiet study space; consider a "grand reading room."



- Four carrels on each floor except for the main floor should be set up as public computer workstations, ideally at the same place on each floor.

Seats counted elsewhere in program:

Current periodicals and newspapers	18
Archives	4
Curriculum Materials Center	58
Reference	40
Cohn Collection	10
Total	130

#### Library Instruction Rooms

40 person classroom with table seating; laptop access; podium; overhead projection; motorized screen; wireless; smart boards on one wall. (800)

20 person classroom/seminar room with movable furniture; computer furniture around perimeter with large tables in center; overhead projection; pull down screen. (400)

#### Information Commons

60 workstations in a variety of configurations (some with space for 2-3 at one computer); central service area with help desk, printers, copier, and scanner. (2,100)

#### Internet Café

40 seats at a mix of booths, small tables, and lounge furniture; coffee cart; vending machines. (1,200)

#### General Seating

300 individual carrels. (9,000)

250 seats at tables for two, four, and six (some of these could comprise a large reading room.) (6,250)

100 lounge seats with interspersed small tables. (3,500)  
Faculty Research Room with six workstations; table and four chairs in center of room. Replaces Faculty Emeriti room. (250)  
Graduate Student Research Room: 20 carrels; perimeter wall shelving. (700)  
Six microfilm/microfiche readers or reader/printers. (210)  
100 seats in group studies: 10 rooms for six persons each at 150 sq.ft.; four rooms for 10 persons each at 200 sq.ft. (3,100)

**Public Copiers**

**150**

One copier/scanner/printer cluster on each floor (three @ 50 sq.ft.)

**Technical Services**

**2,860**

- Loading dock and receiving room are immediately adjacent to this space.
- Central mail area within Technical Services.
- One large space divided by bookshelves, furniture, equipment and panels.
- Three definable work areas: acquisitions, cataloging and processing, and periodicals; common areas for copier, shelving, and supplies.
- In the short-term plan need to erect a partition along the elevator wall leading from the handicapped door; not floor to ceiling; inside of the partition to be lined with bookshelves.

Loading Dock; leads into receiving area with wall shelving and open floor space. (500)

Mail Area: large (3' x 8') table; mailboxes; paper cutter; floor space for trash bins and book trucks. (200)

Acquisitions: Librarian office; two library assistant workstations.

Cataloging: Librarian office; three library assistant workstations.

Periodicals: Librarian office; three library assistant workstations; one student workstation. (1,040)

Two large tables (3' x 8') for Periodicals and Cataloging. (200)

End processing station for Cataloging with desk, computer, and large table. (200)

Government Documents processing: one library assistant workstation; two student workstations. (200)

Two counters each 10' long with cabinets above and below for cataloging and for repair;  
Sink. (100)

Shelving: 12 DFS. (240)

Shelf List: four 50-drawer units. (80)

Floor space for 12 book trucks. (100)

**Cohn Collection**

**1,000**

- Assume funding will be made available for including this in the program.
- Provides secure storage for recordings, sheet music, and other materials including objects; requires appropriate temperature and humidity controls.

Reading Room: two carrels for listening and viewing; open wall shelving for books, reference materials, and recordings; eight seats at two tables for four. (500)

Curatorial Office (with glass wall into reading room.) (120)

Workroom (with glass wall into reading room); includes equipment for converting cassettes to CDs and videos to DVDs. (280).

Adjacent exhibit space. (100)

**Administration**

**870**

Staff Lounge for 12 staff at small tables and lounge seats; kitchen with sink, microwave, refrigerator, and stove. (400)

Director's Office. (150)

Administrative Assistant/Reception area. (120)

Conference Room for 10. (200)

Program Summary

<u>Area</u>	<u>Square Feet</u>
Lobby/Entrance	1,500
Access Services	1,000
Reference	2,920
Collections	33,890
Current Periodicals	1,260
Archives and Rare Books	1,340
Writing Center	1,000
Curriculum Materials Center	4,770
Readers	27,510
Public Copiers	150
Technical Services	2,860
Cohn Collection	1,000
Administration	870
Sub-total	80,070 net square feet (1)
At 65% net to gross	123,000 gross square feet (2)

- (1) Does not include additional academic support services; assistive technology space; or international students room.
- (2) Net to gross includes mechanical space, corridors and hallways, stairs, elevators, telecommunications and wiring enclosures, elevators, janitorial space, toilets, water fountains, and wall thickness.

October 29, 2007

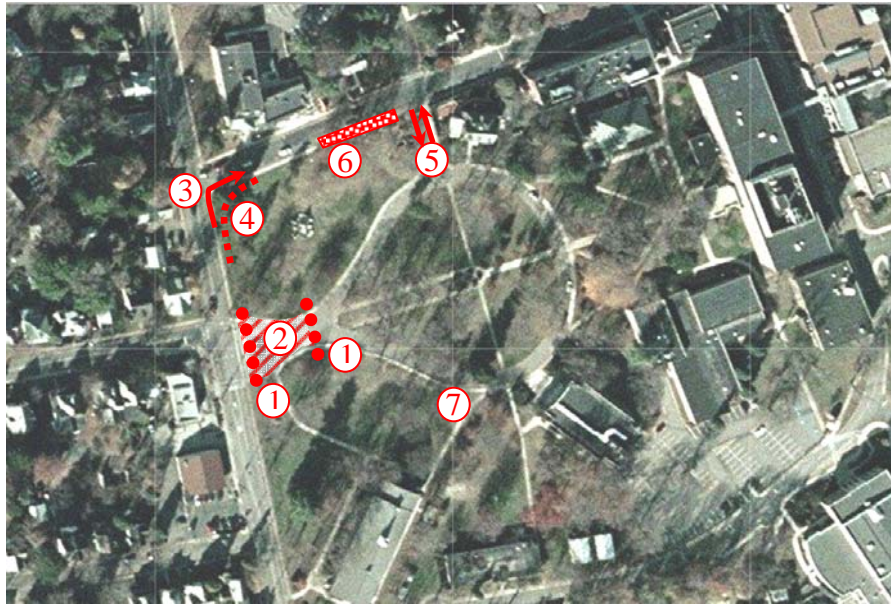
## **Appendix D: Existing / Original Campus Entry**

The existing original campus entry allows access from Prospect Street into the older and more historic area of campus. The drive directs traffic between two stone pylons, entry walls, and a ceremonial entry garden then leads visitors around a roadway known as “Campus Circle” with older buildings and mature trees and vegetation. Although this entry presents a picturesque snapshot of the campus and is a very pleasant introduction to the university for the first time visitor, visitor parking spaces are not located within the circle. An additional problem with access to this entry is that the entrance drive does not align with the road (Ridgeway Street) immediately across from it. The traffic light at this intersection makes it difficult to jog and enter campus from Ridgeway Street.

### **Recommendation:**

Several options for improvement to the College Circle entry area were studied. The University’s preferred option is depicted in the graphic illustration to the left. The proposal indicates the original campus entry will be closed, marked by ornamental bollards, and access to Campus Circle will be directly from Normal Street. Existing vehicle access within Campus Circle will remain and first-time visitors will still be able to experience the ceremonial area. While the stone pylon could remain, it is envisioned that the existing asphalt paving will be replaced with pavers to form an outdoor programming space for students. Ideally, a right-turn only lane will be added on Prospect Street for those cars making a right turn onto Normal Street. A low, decorative garden wall is planned for this corner area.

The Normal Street exit from College Circle will be converted to a two way exit. To increase visibility when turning left from this exit onto Normal Street, it is suggested that some of the existing on-street parking be removed. As these spaces are metered, their removal will require Borough discussion and approval.



- ① Close Vehicle Entrance from Prospect Street to College Circle with ornamental bollards
- ② Replace entrance asphalt with pavers to form outdoor programming space for students
- ③ Add right turn only lane from Prospect Street to Normal Street with new sidewalk
- ④ Add low decorative garden wall at new right turn only lane
- ⑤ Convert Normal Street exit from College Circle to two way exit
- ⑥ Remove on-street parking to improve visibility for left hand turns onto Normal Street

Existing parking on College Circle remains

**Appendix E: Pertinent Zoning Information for East Stroudsburg Borough and Smithfield Township**

**East Stroudsburg Borough**

**§ 157-31. Districts Established.**

J. I-U Institutional University District (University): area best suited for university activities.

M. I-UA Institutional University District A (University): area best suited for the administrative purposes, cultural facilities and educational purposes of the university, such as offices, an alumni center and an arts or music center, but specifically excluding student housing, food services and active recreational facilities such as a gymnasium or outdoor swimming pool.

**§ 157-42. Nonconforming Uses.**

A. In all I-M, I-U, C and M Districts, expansion or enlargement of existing residential structures is permitted if the area requirements of the R-2 Zoning District are met.

**§ 157-54.1. Outdoor recreation facilities.**

A. Institutional University District. All popular recreational facilities are permitted in the Institutional University District, provided that they do not cause more than 65dB of sound level between 9:00 p.m. and 7:00 a.m. at the property boundary of any residential lot.

**§ 157-55. Pedestrian skywalks.**

A. General provisions. The purpose of this section is to permit pedestrian skywalks in the I-M, I-U, and C-1A Districts as a conditional use where, in the opinion of the Council of the Borough of East Stroudsburg, pedestrian skywalks are necessary to segregate pedestrians from vehicular traffic thereby improving the flow of both people and automobiles.

**§ 157-56. Parking structures.**

A. General provisions. The purpose of this section is to permit parking structures in the I-M, I-U, C-1, C-1A and C-2 Districts as a permitted use.

**§ 157-64. Off-street parking.**

C. Regulations for off-street parking spaces shall be as follows:

<u>Type of Use</u>	<u>Number of Parking Spaces Required</u>
Colleges, universities, and commercial schools	1 for every 5 classroom seats

**§ 157-100. Sidewalk regulations.**

Sidewalks, according to the specifications contained in Chapter 140, Subdivision of Land, shall be required along public streets in any land development.

ARTICLE VI—Aquifer Protection Overlay Zone

**§ 157-104. Use regulations.**

D. Wellhead Zones: W1, W2, and W3.

(1) Land use of any type and storage or use of herbicides and pesticides is prohibited within a two-hundred-foot radius of a supply well, with the exception of construction of a well house and access road.

**§157: A5**

Regulations governing the size of lots, yards, and buildings for permitted uses only:

Type of Regulation	I-U	I-UA*
Minimum Lot Size Area	10,000 square feet	10,000 square feet
Minimum Lot Dimensions		
Width (feet)	75	75
Depth (feet)	125	125
Minimum Yards (feet)		
Front	25	25
Rear	25	25
Each Side Yard	10	25
Usable open space per dwelling unit (square feet)	N/A	N/A
Maximum building height for the principal building		
Number of stories	N/A	3
Height (feet)	100	45
Maximum building coverage (percent)	30%	30%

\* Where any yard abuts a residential zone, the minimum yard shall be at a ratio of one foot per every one foot of building height. In no case shall any yard be less than 25 feet, including off-street parking areas. These requirements apply to principal and accessory uses.



### Smithfield Township Zoning Code

Chapter 27, page 352

#### **R-2 Moderate Density Residential District:**

This district comprises areas of the Township that are basically rural in character and that are or may be used for permanent or seasonal residences at moderate densities as well as for other purposes in keeping with the rural nature of the area. Many of these areas are served with central sewage and water.

*Principal Permitted Uses:* conservation subdivisions; one-family detached dwellings (1 per lot); two-family dwellings; commercial seasonal camps; communications towers on municipal property; forestry and forest reserves, wildlife refuges; membership clubs, camps, and associations; municipal buildings and uses; outdoor recreation and entertainment facilities on lots of 5 or more acres in land area.

*Conditional Uses:* agriculture; assisted living and personal care facilities; bed and breakfasts; campgrounds; cemeteries; day care facilities (home care only); family care facilities; federal, state, and county buildings and uses; inns; mobile home parks; multi-family dwellings; continuing care or life care facilities; places of worship, parish houses and parsonages; planned residential developments; planned unit developments on 10+ acres; professional or home occupations; public utility structures; residential conversions; resorts; **schools, colleges and education facilities**; senior housing; skilled nursing facility.

Chapter 27, page 352

**C-1 Commercial District:**

This district is intended to permit the logical development of land for general business uses to meet the daily needs of both residents and visitors.

*Principal Permitted Uses:* Assembling and finishing operations; automotive services; **business services (including offices)**; communications towers on municipal property; forestry and forest reserves, wildlife refuges; inns; minimal impact uses; mortuary and funeral homes; municipal buildings and uses; personal services; repair services; retail businesses.