

## Space Allocation Committee

### Meeting Minutes

October 20, 2009 2pm-3pm

#### Attendees:

**Babette Varano**, Assistant VP Institutional Effectiveness & Planning  
**Evin Lederman**, Associate Director of Facilities (Committee Chair)  
**George Tabback**, Assoc VP/CIO-Academic Affairs, ITS Common Services  
**Joseph Cataliotti**, Assoc Prof/Neuropsychology, SSHS  
**Judith Jeney**, Assoc VP Academic Affairs, Employee Relations  
**Melissa Van Der Wall**, Dir/Campus Judicial Affairs-sub for Judith Green

**Charlie Rigoloso**, Crew Supervisor Building Maintenance Programs. Non-voting attendee that takes notes during the meetings. He also does schematic drawings, measurements and site inspections.

#### Absent:

**Maria Krupin**, Assoc VP Budget & Fiscal Plan, Budget Office  
**Philip Anderson**, Prof/ Physics, TAS  
**Ronald Kase**, Assoc VP IA & Dir Grants Admin  
**Steven Perry**, Dean/Contemporary Arts, Contemporary Arts

#### Guest:

**Lisa Saita-Gonsisko**, Assistant Director Residence Life  
**Mike Ricciardi**, Director of Athletics

#### Conversation with Lisa Saita-Gonsisko, Assistant Director Residence Life

Lisa stated that the "Packing-Mailroom" that is adjacent to Residence Life is run by students and relies on help and supervision from Residence Life staff at times. The mailroom handles approximately 300 to 500 packages a week and would not work if they were moved into the Lodge – due to that their current location is centrally located.

The Committee accepts that Residence Life prefers that the mailroom stay in C-wing.

Residence Life's concerns with moving the Print Shop and Events & Conferences to the Lodge would be an increase of traffic along with a privacy issue for the students. This could be minimized by installing another exterior door for Events & Conferences and the Print shop. Due to the current low traffic volume at the Lodge and Resident Activity Center (Fitness Center) the Committee feels that a minor increase in traffic should not be a problem – this can be revisited if need be.

The Committee feels that as long as the privacy and traffic issues don't materially affect Residence Life, new doors are not necessary. Residence Life would prefer a separate entrance for other administrative functions

located in the Lodge. Residence Life is also concerned about parking at this location affecting use of the basketball courts.

**Conversation with Mike Ricciardi, Director of Athletics**

Mike stated that two storage trailers have been ordered and will free up some of the storage in the Auxiliary Gym – but they will still need the space for storage. He doesn't believe that that area should be used for any other function also due to noise, lighting, heating and cooling issues.

**Lodge use for the Print Shop and Events & Conferences**

Residence Life is willing to further discuss that with accommodations the Print Shop can fit into the existing Lodge mail room, without any significant interruption to Residence Life services. This item was not voted on by the Committee – more review is needed with Events and Conferences and the Print Shop at that location. Also, Events & Conferences could possibly use Facilities storage room #123 for an office and divide the CPA conference room into a reception area and an office, if necessary. The Committee agrees to look into and possibly find a separate entrance, if that becomes necessary due to traffic over time.

**Auxiliary Gym Storage Space**

Using the Auxiliary Gym Storage for Events & Conferences or the Print Shop was discussed with Athletics. Athletics was clear that this storage is important to their program, and having less space would be an imposition. They noted that the track and field items would be moved to a cargo container near the new track when it is delivered (shortly). Another option for Events & Conferences would be to section off part of the Bradley Center lounge (discussed without Mike Ricciardi).

**Reviewed**

- Make moving the Print Shop a priority. Review the following locations:
  - D-103
  - Lodge Mailroom
  - Auxiliary Gym
- Review the Bradley center lounge area for Events and Conferences.
- Determine how many offices are needed for Teacher Education
- Discuss with Dean Langer that G-421 is the vacant office

**These meeting minutes were drafted for documentation and transparency purposes. If there are edits, errors or omissions, please forward changes within a week of distribution to Evin Lederman.**