

**Space Enhancement and Design Allocation Committee
Minutes of the Meeting
January 5, 2007**

Opening:

The regular meeting of the SEDA was called to order at 1:05 pm by Thomas Frisbie-Fulton in The Alumni Center Board Room.

Present:

Mary Brennan, Ryan Carrillo, Paul DePace, Thomas Frisbie-Fulton (chair), Cynthia Faria, Ann Morrissey, Lynn Pasquerella, Jerry Sidio, Ken Sission, Leon Theim, Chip Yensan.

Absent:

James Kowalski, Vern Wyman

A. Approval of the Minutes

The minutes from the December 1, 2006 were reviewed

ACTION:

Lynn Pasquerella motioned to approve, Chip Yensan seconded. Unanimous decision to approve the minutes of the December 1, 2006 meeting.

B. Current Issues

Leon Theim requested that the floor plans for the binders be color coded per department use in the future.

1. Business Services Relocation to 210 Flagg Road

a. The Business Services unit has requested to move to 210 Flagg Road. The office presently consists of 3 employees, and there is a need to be located closer to the departments under their direct supervision (the facilities sector). Some discussion was held regarding the availability of surge classroom space if Business Services relocates to a class room on the 2nd floor of 210 Surge. Ryan Carrillo explained the orchestration of the moves, and that the surge classroom factor was taken into account when this option was discussed. There should be adequate number of classrooms on campus for any contingencies. Classroom space in Tyler and Davis will be made available if all 10 moves in the following item 2. Steps to Clear Lippitt (listed below) occur.

b. It was also explained that a new Vice Provost for Research has been hired and this new position will work closely with the accounting and the research and grant

accounting departments, as well as the VP for Administration. It would be ideal for this new hire to move into Carlotti. As a result of item 1a rooms 118 & 119 Carlotti will be made available for the new Vice Provost. Discussion was held regarding updating the classroom study. Some committee members expressed concern about the lack of long term surge space for classrooms. Others spoke about the long term plan for the Surge Building was to house administrative offices, part of the goal of making the quadrangle and surrounding areas more academic and student centered, with support on the periphery of campus. Ryan assured the committee that with the CBL building online in 2010 additional classrooms will be available on campus if necessary.

Some discussion ensued regarding funding of any renovations to convert the classroom space to offices.

ACTION:

Chip Yensan made a motion that The Business Services group move from Carlotti to room 208 in the Surge Building. The new Vice Provost for Research will move into 118 & 119 Carlotti. This motion was seconded by Lynn Pasquerella. The motion was amended to include that Room 203 in the Surge Building be assigned as a General Purpose classroom. A Unanimous decision went forth to approve these two steps.

2. Steps to clear Lippitt

Ryan Carrillo gave a review and slide presentation of a complicated 10 step process that will result in Lippitt Hall being vacated for planned Spring 07 renovation. The series of moves are as follows:

1. Relocate Nicolai Petro from 212 Edwards Hall to 002A Washburn Hall.
2. Relocate SLOAA from 3rd floor Lippitt Hall to 2nd floor Edwards Hall.
3. Relocate Alumni Calling Center from 009 Roosevelt Hall to 006W CPRC.
4. Relocate janitorial storage & office area from 002A Roosevelt to 010A & 010B Roosevelt (across corridor).
5. Relocate Summer Programs from 1st floor Davis Hall to 002A Roosevelt Hall. (current space to be subdivided)
6. Relocate Union office from first floor Davis to Roosevelt 002A (adjacent to Local 528) (current space to be subdivided).
7. Relocate Internal Audit from 1st floor Davis to 2nd Floor Carlotti. (Room 213 that was vacated under item 1a)
8. Relocate Communications Studies professor from 108 Davis to original location in 407 Davis.
9. Relocate Davis Hall first floor classrooms to Tyler Hall first floor.
10. Relocate Honors Program from 2nd floor Lippitt to 1st floor Davis.

Ryan explained that he was able to meet with several of the department heads that will be affected by these series of moves. He has made numerous attempts to meet with the others but has not yet made contact due to scheduling problems.

ACTION:

Paul DePace motioned to approve all of the moves in item C, noting that these moves should take place by the end of the spring semester. Jerry Sidio seconded the motion with the caveat that Ryan addresses what is necessary to be done to achieve department head approval from departments that Ryan was unable to contact. If obstacles arise then Ryan would need to come back to the committee with revisions. The motion received unanimous approval.

D. Revised plan for new Pharmacy hire

Ryan reported that Ranger Room 14 (a lab space) is presently inactive, and has been inactive for quite some time. Ryan spoke with the CELS (Ranger 14 is currently assigned to CELS), and they have no future plans for its use. However, CELS was not willing to give up the space at that time.

Ryan would like the approval of the SEDA committee to approve the assignment of this space to Pharmacy.

There was discussion on whether the SEDA committee should re-assign space that is not being used by a department without the “blessing” of the department. After much discussion it was decided that the committee shall reassign space that is vacant and has no immediate plans for reuse and that this space should revert back to the University inventory. The committee should always look to benefiting the University as a whole.
note that since this meeting CELS has agreed to vacate 014 Ranger

ACTION:

A motion was made by Ann Morrissey and seconded by Leon Theim that Ranger room 14 be assigned to the new Pharmacy hire. Lynn Pasquerella is to be consulted if any roadblocks are encountered with this reassignment of space.

A motion made to adjourn at 2:42 pm by Jerry Sidio, seconded by Ryan Carrillo. Unanimous approval to adjourn