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Planning for Student Union Functions Study

Ludmilla Pavlova-Gillham

University of Massachusetts - Amherst, lpavlova@cp.umass.edu

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Planning for Campus Union Functions Study

Prepared for: Vice Chancellor – Student Affairs and Campus Life

By: Campus Planning

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STUDENT UNION

ACKNOWLEDGEMENTS

Student Life Committee Members

Adam Baldarelli, Student Government Association, Legal Studies and School of Management

Carol Barr, Vice Provost Undergraduate and Continuing Education

Michelle Bergeron, Student Government Association, History and Philosophy

Erin Donally Drake, Assoc. Director Student Activities & Involvement

Ben Johnson, Student Government Association, Political Science and Resource Economics

Pam Monn, Assistant Director, Buildings & Grounds

Ludmilla Pavlova - Gillham, Senior Facilities Planner

Pamela Rooney, Assist. Director, Space & Asset Management

Meredith Schmidt, Director, Campus Center/ Student Union

Garth Schwellenbach, Graduate Students Senate, Architecture

Annemarie Seifert, Associate Vic Chancellor for Student Development

Dennis Swinford, Director for Campus Planning

Project Team

Dennis Swinford

Ludmilla Pavlova – Gillham

Annemarie Seifert

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Student Life Vision and Goals for the Study

In the fall of 2011 Campus Planning initiated a Study of Campus Union Functions for the Vice Chancellor for Student Affairs and Campus life and a committee that included representatives from the Undergraduate and Graduate Student Senates, the Center for Student Development (“CSD”), Auxiliary Services, Facilities Planning, Physical Plant and the Provost’s Office.

Vision

The vision for the study was to create a plan through an inclusive process that identifies the needs of current and future co-curricular activities on campus and develops creative solutions to help meet these needs.

Goals

1. Establish a comprehensive inventory of existing activities
2. Identify potential future activities
3. Suggest the most appropriate locations for the current and future activities
4. Develop a preliminary campus-wide space program for campus activities
5. Create a document that can be used by the Vice Chancellor to discuss the space needs of student life and identify strategies that can be used to accommodate these needs.

Study Process

One important goal of the study was to establish a comprehensive inventory of existing activities and the Campus Planning team conducted 35 meetings and met with over 85 stakeholders, including the Student Life Committee, focus groups, department heads, and student organization advisors. The focus groups included: the University Programming council, Center for Student Development (CSD) Staff, Southwest Area Government, Graduate Student Senate, Student Businesses, the Southwest Resident Hall Association and Facilities & Campus Services. A review of departments within the Center of Student Development included the Office of Student Activities & Involvement, Center for Student Businesses, Center for Multicultural Advancement and Student Success, Office of Fraternities & Sororities, Student Legal Services, Stonewall Center, Religious & Spiritual Life, Student Union Craft Center, Student Union Art Gallery, Center for Educational Policy Advocacy, Student Bridges, WMUA Radio, the Daily Collegian and Union Video Center UVC TV19. In addition to personal interviews, we analyzed information on building space and location from Facilities Planning (Horizon database), data on events scheduled in academic buildings from the Provost’s R25 database, summary meeting data from Conference Services, and information on student organizations and events from CSD’s Campus Pulse database.

As evident from the list of participants in focus groups, student life activities are supported by most campus organizational units. Below is a diagram of the university organizational structure that outlines the four major units that together support the logistics of student life functions on campus: Student Affairs and Campus Life, the Provost, Administration & Finance, and Athletics.



Student Life Organizational Unit Partners

The Student Union Functions – Before and Now

When it was first built in 1957, the 105,000 GSF Student Union served a community of 4,516 undergraduate and 353 graduate students. The capital costs of the building was paid for by the proceed from a \$10 Student Union Tax to pay for a bond issue and relied on additional revenue from the operation of a University Store, Food Service, Games area and other activities to contribute toward the bond repayment and the costs of one full time administrator.

On the lower ground floor, the original building featured a University Store, a Union coffee shop with tables that spilled out to Metawampe Lawn, a barber shop, game rooms for billiards, ping pong, bowling and a sports lounge; on the upper 1st floor it had a main lobby atrium with a lounge on the north and a reading room on the south, ticket sales and retail merchandize shop, a browsing library, a listening room, a record playing room, a piano room, two ballrooms with coat and dressing rooms, a kitchen with six private dining rooms for catered parties, and two meeting rooms; and on the 2nd floor it had a

lounge in the southwest corner, a meeting room, a variety of offices for administrative and clerical staff and student organizations, as well as offices for the Collegian that included a sound booth, the Student Senate, a chaplain, and 3 general meeting rooms. The building hosted a variety of events and was able to accommodate commencement exercises and reunions in the Student Union Ballroom. ¹



Student Union in 1957, Louis Warren Ross, Architect

The current Student Union has retained the majority of these features, but as the student body, student activities and the campus expanded in the 1970's, and with the construction of the adjacent and connected Lincoln Campus Center ("LCC"), some activities migrated to its lower and concourse levels and found additional accommodation in locations across the campus. The Center for Student Development, which today has approximately 84 full time and 360 student employees and assists students with the majority of their campus activities, is currently housed in 14 buildings and occupies approximately 53,200 NASF of space (total proportional GSF of 87,200). The fast growth of the student body also resulted in changes and further specialization within the campus organizational structure, so that in addition to CSD, the space of the current union is currently managed by Auxiliary Services, who maintain the building and schedule the use of the Cape Cod Lounge, the two general meeting rooms on the 1st floor, and the Hatch and related storage areas formerly designated for bowling. The University Store is now located in the LCC and is under private management. The Campus Center meeting rooms and auditorium, the Mullins Center and many academic and athletic buildings are also available to serve student life and campus life functions as needed.

¹ This information is based on the original floor plans and finish schedule available from the Facilities Planning archives.

Buildings		Total NASF
6	CHADBOURNE HOUSE	1,362
9	MIDDLESEX HOUSE	266
30	THATCHER HOUSE	800
85	WORCESTER DINING HAL	804
125	PHOTO LABORATORY	874
131	STUDENT UNION	30,825
169	WILDER HALL	6,227
292	COLD STORAGE BLDG	614
331	DICKINSON HOUSE	104
380	CRAMPTON HOUSE	1,344
382	HAMPDEN DINING HALL	852
399	BERKSHIRE DNG HALL	1,923
413	LINCOLN CAMPUS CTR	7,170
414	C C PARKING GARAGE	120
	<i>Total NASF</i>	53,285
	Total Proportional GSF	87,400

50% of Student Union NASF

83% of Student Union GSF

The activities and functions of the Student Union today can be considered to fall in three categories: student leadership/ administrative areas, functional campus life space and event venues.

Student Leadership/ Administrative Functions

The student leadership and administrative functions of CSD comprise of staff and student organization offices, reception areas, copy/mail rooms, meeting rooms, file storage, equipment storage, and information desk functions. These are needed to support approximately 84 full time employees and about 360 other student employees. Today these functions are distributed in multiple buildings on campus, including the Student Union, Lincoln Campus Center (“LCC”), Wilder, Crampton and Middlesex. Student Leadership/ Administrative Functions currently constitute about 56% of total CSD space.

Functional Campus Life Space

The Student Union has minimal lounge space available in the building atrium, and the Cape Cod Lounge is often used for campus community meetings. In support of general student and campus life activities, the Center for Student Development currently works with Auxiliary Services (“AS”), the Registrar and other campus departments to provide general meeting and assembly rooms for student organizations.

In the Student Union food service and a retail food market is provided by student businesses established in the 1970’s such as the Earth Foods Café and the People’s Market, and is also provided by AS weekdays from 11:00am – 3:00pm at the Hatch. Additional food services options are available in the LCC weekdays from 9:00am – 11:00pm at the Blue Wall, Market Place, Bento Box, and French Meadow and Freshens Cafés, and weekends from 8:00am – 9:00pm in the Blue Wall. Greeno Sub Shop, Sweets ‘N More and Sylvan Snack Bar have facilities that serve their associated residential populations.

The Five College Credit Union has a bank retail space in the student union and additional banking stations are available in the LCC. Student businesses such as the Bike Coop and Campus Design & Copy are

also accommodated at the Student Union, as are special use facilities for the Craft Center, Art Gallery and UVC-TV 19. WMUA Radio and the Daily Collegian are accommodated in the LCC, as is the University Bookstore, which is currently managed by Follet and the efollet.com network. Spiritual events occur in multiple locations on and off campus and recreational activities are accommodated in spaces and fields both on campus and through off-campus relationships with other organizations. Functional campus life space currently constitutes 44% of total CSD space.

Event Venues

UMass currently has approximately 400 organizations, about 200 of which are Registered Student Organizations. Based on self-reporting from student leaders, these organizations have a total of approximately 11,000 student members. CSD currently does not have any assembly rooms within its inventory and the activities associated with these organizations are accommodated in space across the campus that is negotiated with Auxiliary Services, Mullins Center, Physical Plant, Athletics, Registrar and other academic departments. The scheduling and negotiation process for student meetings and events is often complex and takes up significant staff and student time.

Campus Planning conducted program analysis that included interviews with advisors, review of multiple data sets and application of space planning methodologies in order to quantify existing need and develop a preliminary program of event-related space need. CSD maintains organization and event information in its Campus Pulse application, which utilizes self-reporting conventions for student organization leaders to manage information about membership, meetings and event requests.

A majority of events are scheduled in academic space, and Campus Planning analyzed data from CSD to study existing patterns of use. Starting with fall of 2008 – fall of 2011, there was a total of approximately 1,300 events held in academic buildings, averaging 426 events per year. About half of those events occur on weekends (Friday evening – Sunday) and almost 40% of the events utilize auditoria. Analysis of the data on the basis of event category and capacity indicate that rehearsals and auditions, performances and movies pose the greatest need for event accommodation – both in terms of the number of events and the large capacity of participants. On the basis of 640 contact hours per year (8 hrs./day * 5 days * 32wks * 50% utilization), current space utilization by CSD of space in academic buildings would account for 1 20-40 seat classroom, 1 40–60 seat classroom and 4 140-160 seat auditoria (or 10,800 NSF). In addition, reservations by CSD of Auxiliary Services space in the Campus Center and Student Union account for 28% of all reservations (or 12,700 proportional NSF).

Type of Invent	Total Invited	total RSVP Yes	Marked Attended	Total Estimated Attended
Campus Only	535	34	7	2,920
Invitation Only	57	23	0	185
Organization Only	130	23	3	1,265
Public	10,563	656	82	99,534
Grand Total	11,285	736	92	103,904

Campus Pulse: Example of Student Organization Events 7/21/2010 - 6/22/2011

Organization Category	# of Org's	Membership
Academic	47	2,063
Arts & Media	30	690
Center for Multicultural Advancement and Student Success	3	38
CSD Departments & Offices	13	474
Cultural	25	1,051
Fraternities	22	369
Governmental	14	363
Graduate Student Organizations	29	311
Honor Society	5	369
Political	23	560
Religious and Spiritual Life	16	312
Residence Hall Association (RHA)	23	198
Residence Life	8	202
Service	20	989
Sororities	18	396
Sports and Recreation	61	2,419
Student Affairs and Campus Life	1	74
Student Businesses	8	130
Total	397	11,008

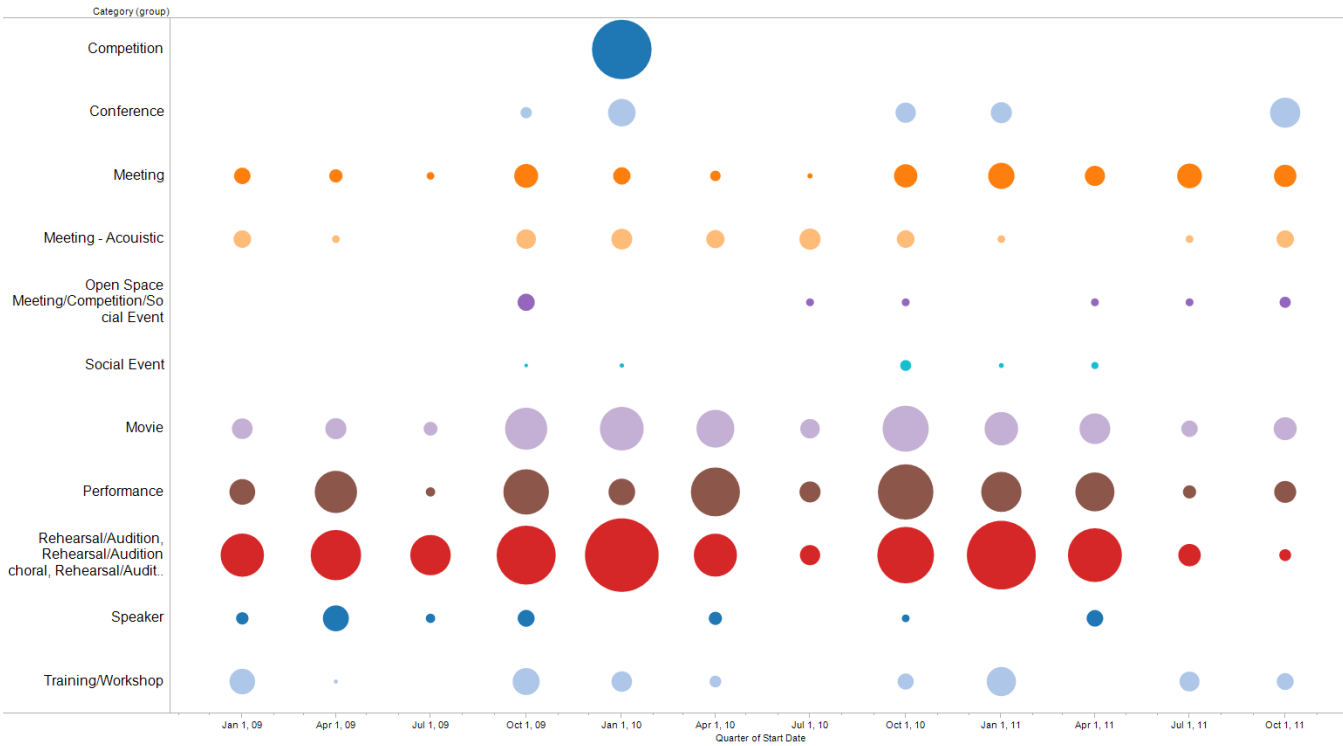
Campus Pulse Information on Student Membership according to Organizational Categories



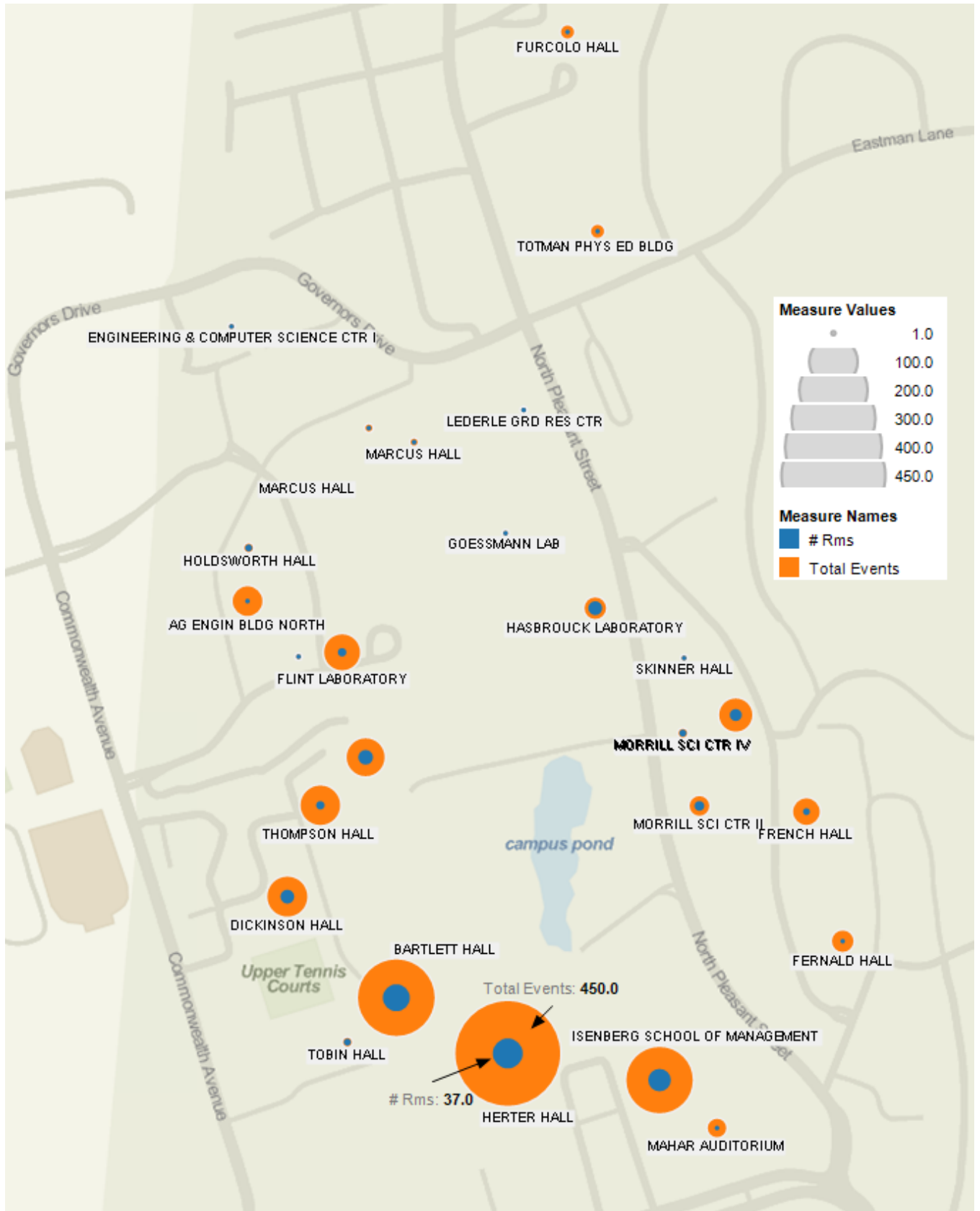
Types of Student Life Events
Competitions
Conferences
Meetings (including music and/or amplified sound)
Movies
Performances (including music, dance and theatrical)
Rehearsals /Auditions
Social Events
Speakers
Training/ Workshops



Sheet 2



Analysis of CSD Events in Academic Space by Event Category and Seating Capacity from 1/1/09 - 10/1/11



CSD Events in Academic Buildings

Student Union Facility Condition

The Student Union building has undergone changes in configuration and some modernization of building systems, but it has not had a building-wide modernization since it was built in 1957. The building has a new roof and fire suppression system and has had partial modernizations such as electrical updates to the Hatch, renovations of the ballroom to meet the requirements of the night club law, introduction of air conditioning in the Cape Cod Lounge, and other upgrades. However, there are still a number of facility issues that underscore the overall poor condition of the building and its inability to adequately support the needs of CSD as follows:

- Lack of on-demand general meeting rooms equipped with modern technology (wireless or AV)
- Minimal acoustical properties of available event space
- Lack of on-demand, flexible, configurable multi-purpose rooms
- Outdated finishes and lack of modern signage and amenities
- Poor building ventilation
- Inadequate electricity, internet access and IT capabilities
- Plumbing issues; lack of sprinkler system (except in the ballroom)
- Main food concourse is in the Campus Center
- Fragmentation of functional units (example: Earth Foods)

In addition to facility condition issues, the building has become increasingly unable to keep up with changes in building code requirements as follows:

- The building egress configuration, structure and HVAC systems are grandfathered, but modernization will require significant upgrades depending on budget and scope thresholds.
- A number of spaces on the lower and 2nd level do not have adequate ventilation and fans are placed in corridor walls with no fire or smoke dampers.
- A number of fire separation walls do not extend to the underside of the floor deck above and some partitions are of non-compliant construction materials
- There are multiple egress concerns on the lower level and a dead end corridor terminating at the former bowling alley

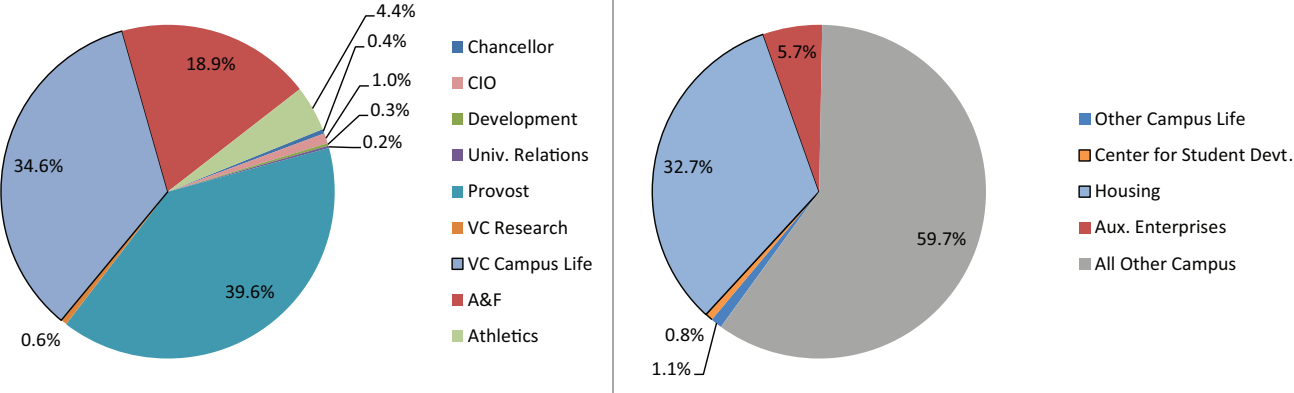
Phased modernization of the Student Union is difficult to achieve as there are a number of thresholds that require system-wide improvements and only Level 1 Alterations can be conducted without triggering system repairs. Below is a summary of current requirements, which is provided for informational purposes only:

- Level I Alterations - no changes to doors, windows or partitions - permit work that does not require building systems upgrades

- Level II Alterations - value of work greater than \$100K over 3 years and less than 50% of floor area, but under 1/3 of replacement value (or \$10.5M) that includes installation of new equipment or reconfiguration of space or systems - will require that building ventilation meet current building code and that there is code compliant means of egress, including stairs, from work area to the public way
- Level III Alterations (work greater than 50% of floor area and under \$10.5M) will require all of the above as well as fire alarm & detection throughout the building, automatic sprinklers in all work areas and evaluation of structural adequacy
- Work budget greater than \$10.5M requires whole building accessibility and similar Level II and Level III requirements based on the total area thresholds for the scope of work
- Any interior reconfiguration of space is likely to result in a project cost of \$2M or greater affecting the majority of the occupants on a floor

Critical Needs

Student Life accommodation on campus faces a number of difficulties at present, many of which center around the condition of the Student Life Building and the extensive need to negotiate event space from multiple campus organizational units. Student Life activities are largely accommodated in space that is not directly controlled by Student Affairs, resulting in scheduling difficulties and increased workloads for student leaders and staff. When compared to the total campus space distribution, the Vice Chancellor of Campus Life controls approximately 39.6% of total campus space, currently totaling about \$10.8 million gross square feet. However, most of that space is comprised of housing. The space for student life managed by the Center of Student development accounts for less than 1% of the total campus spae.



The Student Union has not had a building-wide modernization since it was built in 1957. There is a lack of general meeting rooms equipped with AV/projecting capabilities and on-demand scheduling is constrained. The available event spaces in the Cape Cod Lounge, Student Union Ballroom and meeting rooms in the LCC have minimal acoustical properties and cause conflict with adjacent uses. The building’s finishes lack modern signage, restroom accommodations for diverse populations and digital display options. The building systems are reaching the end of their useful life and, despite recent upgrades, some areas have poor ventilation. Existing functions are hampered from expansion by inadequate electricity, internet access and IT capabilities. Food service provided by The Earth Foods

Café and The Hatch are only available in the early part of the day, the Earth Foods kitchen is not directly connected to the serving area.

We have identified the following list of critical functional needs that challenge Student Life at present:

- Practice/ rehearsal spaces for group physical movement with open space plan and acoustic treatment (1/3 of all events scheduled in academic buildings)
- Large 350 seat auditorium with stage for theatrical rehearsal, multi-media performance events and senate meetings
- Physical configuration that supports event security
- Visible, day-lit student lounge space/ campus living room with late night food venue
- Information desk and electronic display of events
- General Meeting space controlled by CSD and equipped with technology
- Dedicated Spiritual Space
- Signature “usable” outdoor space
- Gender-neutral restrooms, footbath and lactation areas
- Recreational fields to support variety of student teams
- Training Room for student organizations leadership training
- Storage for student organization files and equipment
- Cooking/serving facility for cultural programs
- Graduate Students Community Center and expanded housing options near campus
- Student Business incubator space to support entrepreneurship

Space Needs Summary

Student Leadership/ Administrative support space is generally sufficient for accommodating staff and student organization offices; however there is a need for student organization file and equipment storage and for a building information kiosk that provides up-to-date information on upcoming events and access to information on student organizations. For master planning purposes there is a need for approximately 20% of additional administrative space.

Functional space needs include general meeting rooms for student government bodies and organizations, larger lounge spaces and better configuration and systems operation of existing functional areas. The scope of the study did not permit a thorough program development of specialized spaces, but for master planning purposes there is a need for approximately 30% additional space for specialized functions.

CSD currently does not have event functions space and is primarily utilizing space managed by Auxiliary Services and the Provost, which can be estimated to be approximately 39,200 GSF Total – 18,000 GSF in the Campus Center and Student Union (28% of meeting and assembly areas) and 18,000 GSF in academic buildings (on basis of classroom utilization analysis). There is still a significant need for cultural/performance space for activities that pose acoustical challenges and for the ability to schedule space consistently. On the basis of the list of critical needs and for master planning purposes there is a need for approximately 37,300 GSF of additional space for student event functions.

New Space Program	# Rooms	NSF	GSF
Rehearsal/ Practice	2	4,000	
Performance Auditorium	1	3,400	
Ticket Booth/Check Room	1	300	
Campus Living Room	1	2,000	
Multi-Cultural Food Prep	1	600	
Information Desk	1	300	
General Meeting/ Video	2	1,200	
General Meeting/ Video	8	9,600	
Spiritual Space	1	1,000	
Subtotal NASF		22,400	37,300

A master plan level summary of the total CSD space need requirements shows 67,800 GSF of unmet need and approximately 194,400 GSF of total space, required for modernized CSD functions if shared management of event space were to be discontinued.

Functional Need	Existing CSD GSF	Existing Other GSF	CSD Unmet Need GSF	Total CSD Need GSF
Student Leadership/ Administrative Space	49,300	0	13,300	62,600
Functional Space	38,100	0	17,200	55,300
Event & Meeting Space (proportional Campus Center+ Academic space)	0	39,200	37,300	76,500
Total GSF	87,400	39,200	67,800	194,400

For detailed analysis of space needs see the tables included in Appendix I.

Future Direction

The Student Life Committee developed recommendations for near-term and long-term approaches to addressing the identified needs of student organizations. These recommendations could be characterized as management-type solutions, use of potential backfill opportunities and plans for the development of new and/or renovated facilities.

Management solutions that could be developed in the short term include request scheduling priority for students in all space in the Student Union and negotiating pre-approved blocks of time for functions

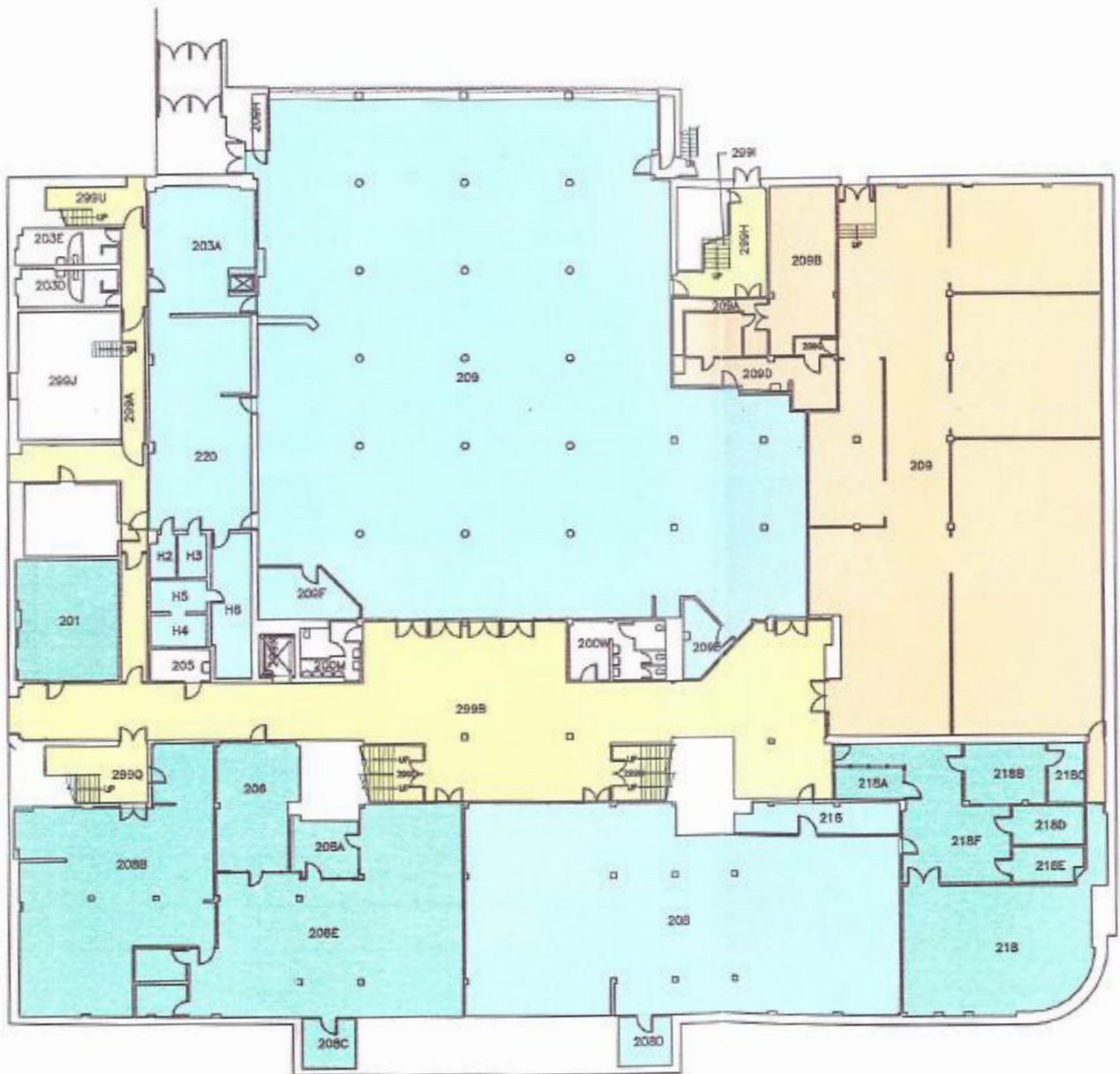
in buildings and fields that are managed by Auxiliary services, Provost, Marching Band, Athletics, Physical Plant and Housing. Technology-related recommendations suggest the development of fields in its Campus Pulse database that allow the documentation of unmet need and common names for buildings and assembly spaces, as well as using a common scheduling platform that aligns with the Provost and Auxiliary Services databases. Recommended campus-level management solutions include developing a culture in which buildings are considered a campus resource; identifying underutilized common spaces in existing buildings (conference rooms, computer labs, lounge spaces, departmental classrooms and food venues) that can be harvested for shared use with student organizations; and planning renovations of existing and construction of new buildings in a manner that accommodates shared use of event rooms.

There are a number of existing facilities that have underutilized space that could be renovated in the near or long term to accommodate student activities in a manner that serves the entire campus community. Hampden DC is located in the SW Residential area and could become a great place for practice and cultural performance venues. In addition, as projects on the capital plan get accomplished in service of required needs by other units, opportunities will open up to consider the introduction of a coffee house or meeting/event space in buildings such as Flint, Curry Hicks and the Chapel.

On the basis of the facility condition inadequacies and depending on the degree to which backfill opportunities have been developed, the Student Life committee recommends plans for the full building renovation of the Student Union (and the construction of a building addition if required) in a manner that addresses current facility condition issues, meets CSD space needs, provides a modernized facility for all student life functions and accommodates new desired functions.

Campus Planning is continuing to work with Student Life stakeholders to facilitate the implementation of some of the management-based near-term recommendations.

Appendix I: Student Union Floor Plans

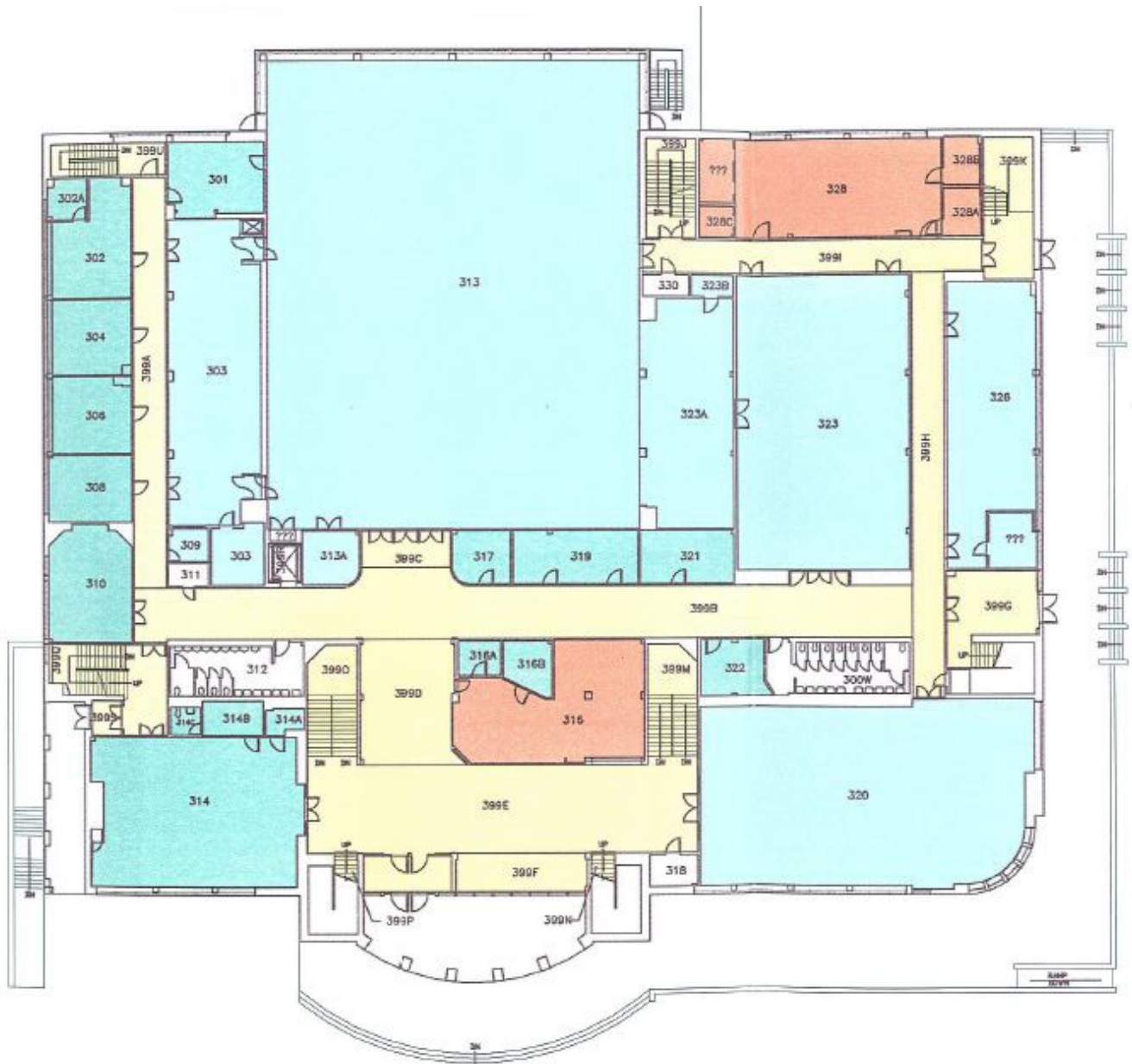


Student Union Lower Level (Floor 02)

Legend

- Assembly
- Business
- Mercantile
- Storage
- Circulation
- General Support

Floor Plans according to Student Union Building Evaluation Study, Nov. 2007 by Timothy Murphy Architects

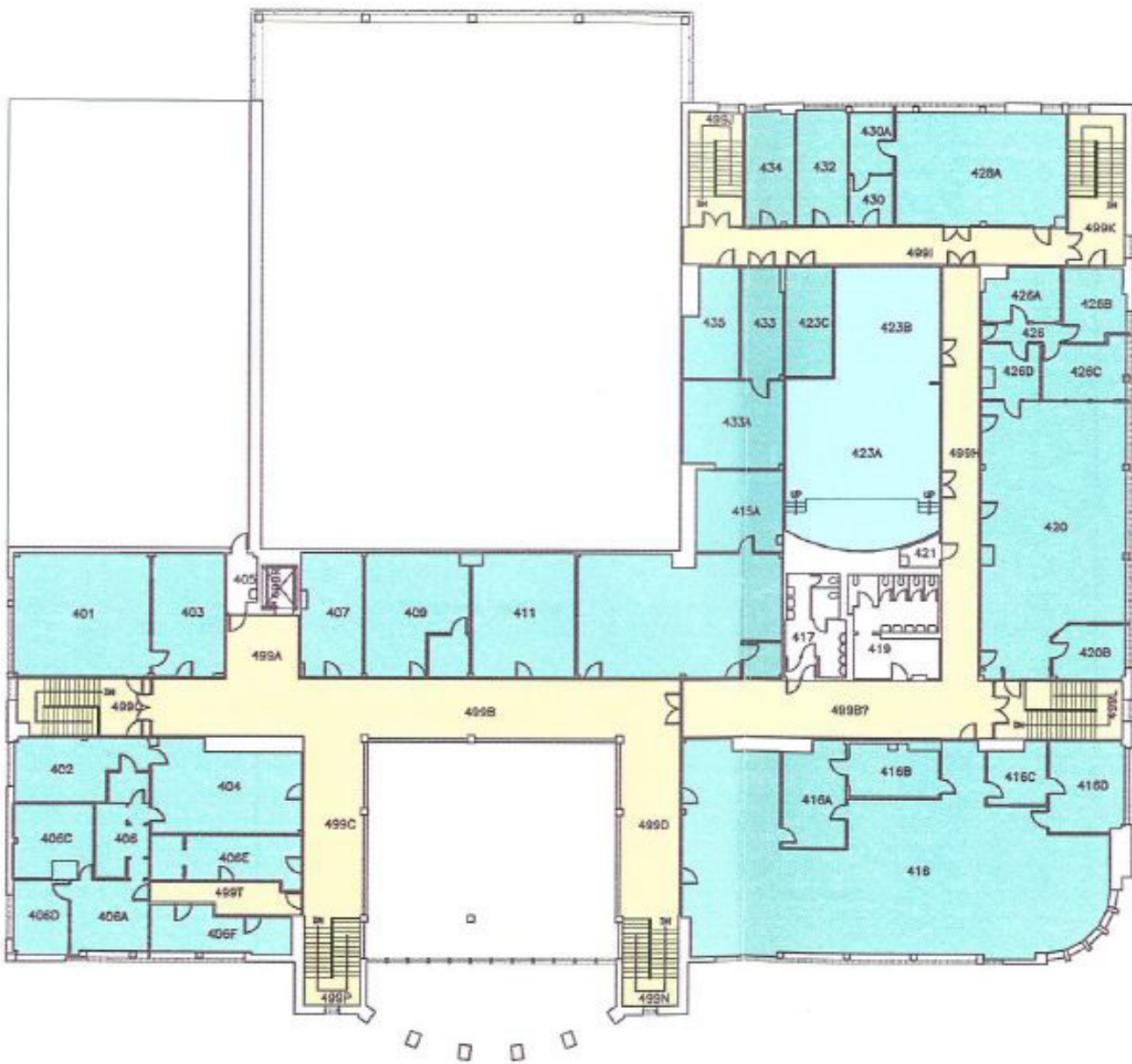


Student Union Main Level (Floor 03)

Legend

- Assembly
- Business
- Mercantile
- Storage
- Circulation
- General Support

Floor Plans according to Student Union Building Evaluation Study, Nov. 2007 by Timothy Murphy Architects



Student Union Upper Level (Floor 04)

Legend

- Assembly
- Business
- Mercantile
- Storage
- Circulation
- General Support

Appendix II: Background Analysis

Campus Pulse Student Organization Analysis

Total Event Requests 9/2009 - 11/2001 by Organization

(information provided by CSD from Campus Pulse)

Name of Student Organization	Total Events
African Student Association	13
Alive With Dance	8
Alliance for Community Transformation	1
Alpha Chi Omega	8
Alpha Epsilon Phi	5
Alpha Kappa Alpha Sorority, Incorporated	5
Alpha Phi Alpha Fraternity Incorporated; Alpha Kappa Chapter	9
Alpha Phi Omega	11
American Cancer Society Colleges Against Cancer	5
American Hotel and Lodging Association	2
American Institute of Architecture Students	14
American Red Cross Club of UMass Amherst	5
American Society of Landscape Architects	1
Amherst Community Kitchen	1
Anime & Manga Club	18
Anthropology Club	41
Arab Students Club	8
Archery Club	3
Art History Society of UMass	5
Asian American Students Association	20
Association for Diversity in Sport	12
Athletics	20
Baha'i Club of The University of Massachusetts	4
Ballroom Dance	5
Belly Dancing Club	1
Best Buddies	11
Bicycle Racing Club	7
Black Mass Communication Project	8
Black Student Union	13
Board of Student Businesses	3
Body Responsible for Advancement of Interest in Neuroscience	1
Boltwood Project	4
Boricuas Unidos	21
Brett/Brooks House Council	4
Brothers and Sisters in Christ	37
Brown House Council	2
Buddhist Philosophy Association	2

Name of Student Organization	Total Events
Cambodian Students Association	6
Campus Crusade for Christ	23
Campus Design and Copy	3
Campus Emergency Response and Medical Reserve Corps	1
Cance House Council	1
Cannabis Reform Coalition	14
Cape Verdean Student Alliance	18
Career Services	16
Casa Dominicana	28
Center for Education Policy & Advocacy	8
Center for Multicultural Advancement and Student Success	53
Center for Student Businesses	12
Center for Student Development	79
Central Area Government	3
Chemistry Club	1
Chess Club	5
Chi Alpha Christian Fellowship	12
Chinese Student Association	1
Club Field Hockey	7
Club Soccer	6
Commuter Area Government	1
Coolidge House Council	1
Cornerstone Christian Fellowship	2
Craft Center	11
Crew Club (M)	11
CSD Departments & Offices	1
Dance Club	1
Dance Team	1
Debate Team	2
Delta Chi Fraternity	4
Delta Sigma Theta Sorority Incorporated	6
Delta Xi Phi Multicultural Sorority	20
Dhadak Fusion Dance Team	1
DIY UMass	33
Dynamics	3
Earthfoods Cafe	9
Emergency Medical Services	3
Engineers Without Borders	1
Epic Movement at UMass	6
Face AIDS UMass	1
Fencing Club	8

Name of Student Organization	Total Events
Figure Skating Club	2
First Year Intelligence Passport	17
Food Science Club	4
Freshmen Achieving More for Undergraduate Success	13
Game Hobbyists League	4
Gardenshare	2
Geoscience Club	3
Ghana ACT	3
Golden Key Honor Society	7
Gospel Choir	6
Graduate Student Senate	2
Greeno Sub Shop	4
Habitat for Humanity	1
Haitian American Student Association	33
Health Services	30
Hermandad de Sigma Iota Alpha, Inc.	3
Hip-Hop Culture Organization	1
History Club	8
Ice Hockey Club (W)	5
Independent Film Production Club	3
Insanely Prestigious Step Team	3
Interfraternity Council	2
International Relations Club	15
International Socialist Organization	5
Iota Gamma Upsilon	2
Irish Dancing	4
Japanese Culture Club	3
JATRA: Bengali Students Association	2
Jewish Affairs	9
Jewish Student Union	10
John Quincy Adams House Council	1
Juggling Club	1
Kappa Alpha Psi	3
Kappa Phi Lambda Sorority Inc.	8
Kinesiology Club	3
Korean Students Association	12
Lacrosse Club (M)	1
Lacrosse Club (W)	13
Latin American Cultural Center	7
Latinos Unidos	3
Leach/Hamlin/Dwight House Council	2

Name of Student Organization	Total Events
Let's Go Design Club	4
Lions Club	7
Malcolm X Cultural Center	14
Mass Games	5
Mass PIRG	32
Mass Winds	7
McNamara House Council	2
MERCYHouse Nights	1
Military Community Resource Center	1
Mock Trial Team	11
MOTIF	1
Motorsport Club	10
Mullins Center	1
Multicultural Greek Council	10
Muslim Public Affairs Council	11
Muslim Students Association	26
National Pan-Hellenic Council	12
National Residence Hall Honorary (NRHH)	2
National Society of Black Engineers	10
National Society of Collegiate Scholars	8
National Society of Leadership and Success	21
National Society of Minorities in Hospitality	1
National Student Speech Language Hearing Association	2
Native American Student Association	6
Native American Student Services	4
New Students Orientation	1
Newman Student Association	1
North Area Government	3
Northeast Area Government	2
Northeast/Sylvan/North Leadership Ambassadors	1
Nutrition Association	4
Off Campus Student Center	6
Office of Fraternities and Sororities	46
Omni Cultural & Ethnic Association	3
Orchard Hill Area Government	10
Outing Club	6
Panhellenic Council	25
Phi Beta Sigma Fraternity Incorporated	13
Phi Iota Alpha	4
Phi Sigma Kappa	1
Phi Sigma Pi	25

Name of Student Organization	Total Events
Philosophy and Open Thought	4
Pi Delta Psi Fraternity, Inc.	4
Pi Kappa Phi Fraternity	19
Pi Sigma Alpha, Delta Lambda Chapter	1
Pierpont/Moore House Council	2
Polo Club (W)	1
Pre Vet & Animal Science	1
Pre-Dental Society	2
Pre-Medical Society	17
Pride Alliance	16
Public Health Sciences Club	2
Quidditch Club	5
Radical Student Union	2
Real Music Xposed	3
Redeemed Campus Fellowship	1
Religious and Spiritual Life	9
Republican Club	12
Residence Hall Association (RHA)	6
Residence Life	20
Roller Hockey Club (M)	1
Rotaract Club of UMass Amherst	10
Rugby Club (M)	10
Rugby Club (W)	9
Sailing Team	37
SAMBA	4
Sammies Awards	1
Science Outreach Club	1
SGA Outreach and Education Coordinator	6
SGA Student Trustee	1
SGA Ways and Means Committee	5
SHARE	2
Short Cuts	1
Shotokan Karate Club	9
Sigma Delta Tau	4
Sigma Gamma Rho Sorority, Incorporated	32
Sigma Kappa	3
Sigma Lambda Beta International Fraternity, Inc.	6
Sigma Lambda Gamma National Sorority Inc.	23
Sigma Lambda Upsilon	1
Sigma Lambda Upsilon/Señoritas Latinas Unidas Sorority, Inc.	22
Sigma Phi Epsilon	7

Name of Student Organization	Total Events
Sigma Psi Zeta Sorority Inc.	4
Sisters on the Runway	2
SoCA	3
Society of Hispanic Professional Engineers	2
Softball Club (W)	2
Soul TV	6
South Asian Students Association	14
Southwest Area Government	14
Spirals	8
STAND: Student Anti-Genocide Coalition	12
Stockbridge Senate	4
Stonewall Center	72
Student Activities & Involvement Center	71
Student Alliance for Israel	38
Student Alumni Association	1
Student Bridges	3
Student Government Association	31
Student Labor Action Project	1
Student Legal Services Office	58
Student Nurses	8
Student Officials Association	1
Student Parents on Campus	4
Student Sports Managers	1
Student Union Art Gallery	27
Student Valley Productions	31
Students Against Lack of Education	8
Students for a Free Tibet	3
Students for Life	8
Students United for Progress	1
Sweets and More	19
Sylvan Area Government	8
Sylvan Snackbar	5
Table Tennis Club	2
Tae Kwon Do	2
Taiwanese and Chinese Students Association	19
Tennis Club	7
Theta Chi	6
Toastmasters	5
Training Group	6
Triathlon Club	10
Turf Club	2

Name of Student Organization	Total Events
UMass Ski & Board Club	28
UMASS Sport Parachuting Club	7
UMass Theatre Guild	30
University Democrats	11
University Programming Council	141
UVC-TV 19	22
Veterans and Service Members Association	6
Vietnamese Students Association	13
Vocal Suspects	16
VOX: Students for Choice	36
Washington House Council	1
Water Polo Club (M)	4
Webster/Dickinson House Council	7
Western Riding Team	5
Wicked Pitch A Cappella	6
Wildlife Society	4
WMUA Radio Station	18
Women of Color Leadership Network	5
Women's Club Soccer	3
Wrestling Club	1
Yuri Kochiyama Cultural Center	10
Zeta Phi Beta Sorority Inc.	34
Zoo Disc Ultimate Frisbee Team	3
Zoo Disc Women	1
Grand Total	2,644

Student Organizations According to Category

Student Organization Category	No. of Org's	Membership
Academic	47	2,063
Arts & Media	30	690
Center for Multicultural Advancement and Student Success	3	38
CSD Departments & Offices	13	474
Cultural	25	1,051
Fraternities	22	369
Governmental	14	363
Graduate Student Organizations	29	311
Honor Society	5	369
Political	23	560
Religious and Spiritual Life	16	312
Residence Hall Association (RHA)	23	198
Residence Life	8	202

Student Organization Category	No. of Org's	Membership
Service	20	989
Sororities	18	396
Sports and Recreation	61	2,419
Student Affairs and Campus Life	1	74
Student Businesses	8	130
Total	397	11,008

Student Organization Events 7/21/2010 - 6/22/2011

Name of Organization	Events	Invited	RSVP	Attended	Est. Attend
African Student Association	4	642	6	0	500
Alive With Dance	6	25	6	0	
Alliance for Community Transformation		0	0	0	
Alpha Chi Omega	6	0	0	0	260
Alpha Epsilon Phi		0	0	0	
Alpha Kappa Alpha Sorority, Incorporated	5	0	0	0	80
Alpha Phi Alpha Fraternity Incorporated; Alpha Kappa Chapter	4	1	1	0	1,100
Alpha Phi Omega	4	0	0	0	150
American Cancer Society Colleges Against Cancer	1	32	3	0	
American Hotel and Lodging Association		84	4	0	
American Institute of Architecture Students	8	1	1	0	
American Red Cross Club of UMass Amherst		0	0	0	
American Society of Landscape Architects		0	0	0	
Amherst Community Kitchen	1	0	0	1	0
Anime & Manga Club	6	0	0	0	245
Anthropology Club		152	21	0	
Arab Students Club	1	60	7	0	
Archery Club		1	1	0	
Art History Society of UMass	5	0	0	0	
Asian American Students Association	9	2	2	0	465
Association for Diversity in Sport	5	7	7	0	
Athletics	20	48	0	0	
Baha'i Club of The University of Massachusetts		0	0	0	
Ballroom Dance	3	0	0	0	100
Belly Dancing Club	1	0	0	0	
Best Buddies	5	3	3	0	
Bicycle Racing Club	1	0	0	0	
Black Mass Communication Project		3	3	0	
Black Student Union	4	339	1	0	
Board of Student Businesses	1	0	0	0	

Name of Organization	Events	Invited	RSVP	Attended	Est. Attend
Body Responsible for Advancement of Interest in Neuroscience		0	0	0	
Boltwood Project	1	1	1	0	
Boricuas Unidos	3	25	5	0	
Brett/Brooks House Council	2	0	0	0	
Brothers and Sisters in Christ	23	13	3	0	41,417
Brown House Council	1	1	1	0	
Buddhist Philosophy Association		0	0	0	
Cambodian Students Association	2	0	0	0	
Campus Crusade for Christ	5	2	2	0	50
Campus Design and Copy	1	0	0	0	
Campus Emergency Response and Medical Reserve Corps		0	0	0	
Cance House Council		0	0	0	
Cannabis Reform Coalition	3	900	10	0	500
Cape Verdean Student Alliance	7	60	5	0	
Career Services	16	0	0	0	
Casa Dominicana	2	361	22	0	
Center for Education Policy & Advocacy	4	7	1	0	150
Center for Multicultural Advancement and Student Success	32	1,032	22	1	0
Center for Student Businesses	1	1	1	0	
Center for Student Development	42	611	41	0	1,800
Central Area Government		0	0	0	
Chemistry Club		0	0	0	
Chess Club	1	0	0	0	
Chi Alpha Christian Fellowship	2	0	0	0	20
Chinese Student Association		0	0	0	
Club Field Hockey	3	15	3	0	150
Club Soccer	5	0	0	0	130
Commuter Area Government		0	0	0	
Coolidge House Council	1	0	0	0	
Cornerstone Christian Fellowship	2	0	0	0	320
Craft Center	2	21	5	0	
Crew Club (M)		1	1	0	
CSD Departments & Offices		0	0	0	
Dance Club		0	0	0	
Dance Team		0	0	0	
Debate Team		0	0	0	
Delta Chi Fraternity		11	0	0	
Delta Sigma Theta Sorority Incorporated	3	1	1	0	25
Delta Xi Phi Multicultural Sorority	9	0	0	0	40

Name of Organization	Events	Invited	RSVP	Attended	Est. Attend
Dhadak Fusion Dance Team	1	0	0	0	25
DIY UMass	7	14	4	0	
Dynamics		0	0	0	
Earthfoods Cafe	3	0	0	0	25
Emergency Medical Services	1	0	0	0	
Engineers Without Borders	1	0	0	0	
Epic Movement at UMass	6	0	0	0	200
Face AIDS UMass		0	0	0	
Fencing Club	5	0	0	0	
Figure Skating Club		13	3	0	
First Year Intelligence Passport	17	4	3	0	
Food Science Club	4	0	0	0	
Freshmen Achieving More for Undergraduate Success	1	69	5	0	
Game Hobbyists League	1	0	0	0	
Gardenshare	1	1	1	0	
Geoscience Club		0	0	0	
Ghana ACT	3	0	0	0	
Golden Key Honor Society	2	43	14	0	150
Gospel Choir	3	199	2	0	0
Graduate Student Senate	2	0	0	0	100
Greeno Sub Shop		1	1	0	
Habitat for Humanity	1	0	0	0	150
Haitian American Student Association	12	367	13	0	125
Health Services	30	0	0	0	
Hermandad de Sigma Iota Alpha, Inc.	1	97	5	0	
Hip-Hop Culture Organization	1	0	0	0	
History Club		62	11	0	
Ice Hockey Club (W)		0	0	0	
Independent Film Production Club	2	52	1	0	
Insanely Prestigious Step Team	1	0	0	0	
Interfraternity Council	2	0	0	0	100
International Relations Club	3	10	9	0	55
International Socialist Organization	4	12	4	1	0
Iota Gamma Upsilon		307	16	0	
Irish Dancing		0	0	0	
Japanese Culture Club	3	0	0	0	40
JATRA: Bengali Students Association	2	1	0	0	0
Jewish Affairs		1	0	0	
Jewish Student Union	3	0	0	0	0
John Quincy Adams House Council		0	0	0	

Name of Organization	Events	Invited	RSVP	Attended	Est. Attend
Juggling Club	1	0	0	0	
Kappa Alpha Psi		0	0	0	
Kappa Phi Lambda Sorority Inc.	4	0	0	0	0
Kinesiology Club	2	1	1	0	
Korean Students Association	1	0	0	0	40
Lacrosse Club (M)	1	0	0	1	
Lacrosse Club (W)	2	70	10	0	50
Latin American Cultural Center	1	60	3	0	
Latinos Unidos	3	1	0	0	85
Leach/Hamlin/Dwight House Council		0	0	0	
Let's Go Design Club	4	0	0	0	
Lions Club	5	0	0	0	
Malcolm X Cultural Center	2	0	0	0	0
Mass Games	2	37	16	7	
Mass PIRG	8	1	1	0	440
Mass Winds	2	16	5	0	
McNamara House Council		2	1	0	
MERCYHouse Nights		0	0	0	
Military Community Resource Center		0	0	0	
Mock Trial Team	1	18	6	0	
MOTIF		0	0	0	
Motorsport Club	3	0	0	0	2,000
Mullins Center	1	0	0	0	
Multicultural Greek Council	3	2	2	1	115
Muslim Public Affairs Council	3	0	0	0	
Muslim Students Association	9	33	3	0	40
National Pan-Hellenic Council	3	0	0	0	65
National Residence Hall Honorary (NRHH)	1	0	0	0	
National Society of Black Engineers	2	85	3	0	75
National Society of Collegiate Scholars	6	0	0	0	100
National Society of Leadership and Success	2	14	4	0	
National Society of Minorities in Hospitality		1	1	0	
National Student Speech Language Hearing Association		0	0	0	
Native American Student Association		0	0	0	
Native American Student Services		0	0	0	
New Students Orientation	1	0	0	0	
Newman Student Association	1	0	0	0	
North Area Government	1	0	0	0	
Northeast Area Government	1	6	1	0	
Northeast/Sylvan/North Leadership Ambassadors		0	0	0	

Name of Organization	Events	Invited	RSVP	Attended	Est. Attend
Nutrition Association	1	0	0	0	300
Off Campus Student Center	6	34	2	0	
Office of Fraternities and Sororities	16	6	5	0	140
Omni Cultural & Ethnic Association		30	3	0	
Orchard Hill Area Government	4	17	6	0	
Outing Club	2	72	16	0	300
Panhellenic Council	8	4	4	0	100
Phi Beta Sigma Fraternity Incorporated	7	3	2	0	800
Phi Iota Alpha	3	0	0	0	
Phi Sigma Kappa	1	0	0	0	
Phi Sigma Pi	13	2	2	0	200
Philosophy and Open Thought	2	13	0	0	
Pi Delta Psi Fraternity, Inc.	1	71	17	0	
Pi Kappa Phi Fraternity	7	0	0	0	0
Pi Sigma Alpha, Delta Lambda Chapter		0	0	0	
Pierpont/Moore House Council	2	0	0	0	
Polo Club (W)		0	0	0	
Pre Vet & Animal Science	1	0	0	0	
Pre-Dental Society		0	0	0	
Pre-Medical Society	9	3	1	1	490
Pride Alliance	3	151	17	0	0
Public Health Sciences Club	1	0	0	0	
Quidditch Club	2	50	16	0	150
Radical Student Union		0	0	0	
Real Music Xposed	3	5	3	0	30
Redeemed Campus Fellowship		0	0	0	
Religious and Spiritual Life	9	1	1	1	
Republican Club	4	9	2	0	100
Residence Hall Association (RHA)	1	16	0	0	
Residence Life	5	218	26	0	
Roller Hockey Club (M)		0	0	0	
Rotary Club of UMass Amherst	4	41	5	1	
Rugby Club (M)	10	0	0	0	200
Rugby Club (W)	5	0	0	0	
Sailing Team		0	0	0	
SAMBA	1	3	2	0	30
Sammies Awards		1	1	0	
Science Outreach Club		0	0	0	
SGA Outreach and Education Coordinator		0	0	0	
SGA Student Trustee		0	0	0	
SGA Ways and Means Committee		6	6	0	

Name of Organization	Events	Invited	RSVP	Attended	Est. Attend
SHARE		0	0	0	
Short Cuts		0	0	0	
Shotokan Karate Club	4	0	0	0	
Sigma Delta Tau	1	1	1	0	
Sigma Gamma Rho Sorority, Incorporated	12	3	3	3	42,002
Sigma Kappa	1	0	0	0	
Sigma Lambda Beta International Fraternity, Inc.	1	4	0	3	
Sigma Lambda Gamma National Sorority Inc.	10	1	1	0	
Sigma Lambda Upsilon		0	0	0	
Sigma Lambda Upsilon/Senoritas Latinas Unidas Sorority, Inc.	1	3	2	0	
Sigma Phi Epsilon	4	1	1	0	750
Sigma Psi Zeta Sorority Inc.	1	0	0	0	30
Sisters on the Runway	2	0	0	0	20
SoCA	3	108	2	0	
Society of Hispanic Professional Engineers		0	0	0	
Softball Club (W)		7	0	0	
Soul TV	1	96	5	69	
South Asian Students Association	3	0	0	0	100
Southwest Area Government	6	22	7	0	
Spirals	2	30	8	0	
STAND: Student Anti-Genocide Coalition	4	2	2	0	70
Stockbridge Senate	1	1	1	0	
Stonewall Center	18	426	14	0	
Student Activities & Involvement Center	11	42	35	0	
Student Alliance for Israel	15	38	3	0	320
Student Alumni Association		0	0	0	
Student Bridges	3	0	0	0	150
Student Government Association	20	2	1	0	180
Student Labor Action Project	1	0	0	0	
Student Legal Services Office	20	3	3	0	
Student Nurses	3	54	12	0	50
Student Officials Association		0	0	0	
Student Parents on Campus		0	0	0	
Student Sports Managers		0	0	0	
Student Union Art Gallery	1	1	1	0	
Student Valley Productions	17	3	2	0	410
Students Against Lack of Education	1	885	6	0	
Students for a Free Tibet		1	1	0	
Students for Life	3	6	3	0	35
Students United for Progress	1	0	0	0	

Name of Organization	Events	Invited	RSVP	Attended	Est. Attend
Sweets and More		0	0	0	
Sylvan Area Government		0	0	0	
Sylvan Snack bar		0	0	0	
Table Tennis Club		32	1	0	
Tae Kwon Do		0	0	0	
Taiwanese and Chinese Students Association	3	0	0	0	250
Tennis Club	2	27	6	1	70
Theta Chi	2	1	1	0	
Toastmasters	4	7	5	0	
Training Group	2	0	0	0	
Triathlon Club		9	2	0	
Turf Club		0	0	0	
UMass Ski & Board Club	6	8	3	0	530
UMASS Sport Parachuting Club	2	1	1	0	
UMass Theatre Guild	8	60	14	0	420
University Democrats	6	13	0	0	540
University Programming Council	57	253	27	1	2,390
UVC-TV 19	7	2,133	66	0	
Veterans and Service Members Association	3	130	1	0	
Vietnamese Students Association	6	20	2	0	
Vocal Suspects	5	0	0	0	300
VOX: Students for Choice	8	2	2	0	485
Washington House Council		2	2	0	
Water Polo Club (M)	1	0	0	0	
Webster/Dickinson House Council	5	0	0	0	
Western Riding Team	2	0	0	0	
Wicked Pitch A Cappella		1	0	0	
Wildlife Society		16	4	0	
WMUA Radio Station	11	2	2	0	
Women of Color Leadership Network		4	2	0	
Women's Club Soccer	2	0	0	0	80
Wrestling Club	1	0	0	0	
Yuri Kochiyama Cultural Center	6	2	2	0	
Zeta Phi Beta Sorority Inc.	10	2	2	0	0
Zoo Disc Ultimate Frisbee Team	2	1	1	0	
Zoo Disc Women	1	0	0	0	400
Grand Total	936	11,285	736	92	103,904

Student Organization Events 7/21/2010 - 6/22/2011

Type of Invent	Total Invited	total RSVP Yes	Marked Attended	Total Estimated Attended
Campus Only	535	34	7	2,920
Invitation Only	57	23	0	185
Organization Only	130	23	3	1,265
Public	10,563	656	82	99,534
Grand Total	11,285	736	92	103,904

Auxiliary Services Space Request Analysis

Summary of Auxiliary Services Assembly Space in the Lincoln Campus Center and Student Union
(from Space Management Database)

Room Use Type and Room Number	Total NASF
ASSEMBLY	15,139
0161	7,370
0313	7,769
ASSEMBLY SRV	1,488
0161B	194
0313A	140
0313B	14
0323A	940
0435	200
LOUNGE	8,811
0141B	291
0205	3,215
0209D	2,026
0320	2,657
0810	144
1007A	478
LOUNGE SRV	143
0141D	70
0209F	73
MEETING ROOM	17,468
0101	1,912
0162	757
0163	2,302
0165	755
0168	396
0169	400
0170	360
0172	467
0174	482
0175	399
0176	662
0177	359
0178	344
0301	315
0310	425

Room Use Type and Room Number	Total NASF
0801	276
0802	288
0803	555
0804	399
0805	281
0808	461
0809	280
0811	281
0815	282
0901	276
0902	288
0903	556
0904	395
0905	281
0908	461
0909	280
0911	281
0915	283
0917	929
<i>MEETING ROOM SRV</i>	<i>2,311</i>
0101A	90
0158	462
0160	240
0160A	8
0162A	96
0163A	45
0163B	146
0168A	51
0169A	64
0175A	65
0176A	90
0179	397
0179A	263
0183	58
0806	14
0808B	84
0901A	9
0902A	10
0903A	4

Room Use Type and Room Number	Total NASF
0903B	4
0906	14
0908A	15
0908B	82
Grand Total	45,360

CSD Events in Auxiliary Services Space (on basis of 28% of total event requests)

Auxiliary Services	Total NASF	Total GSF
Total Assembly, Lounges and Meeting Rooms (incl. SVC)	45,360	75,600
CSD 28% of total	12,701	21,200

Academic Space Request Analysis

Student Organizations Space Request Analysis (from CSD Registrar data)

Room Utilization Assumptions:

Contact Hrs/yr

Meeting Rooms: 9am - 5pm = 8 hrs * 5 days * 32wks * 50% util. = 640.0

Assembly: 4pm - midnight = 8 hrs. * 5 days * 32 wks * 50% util. = 640.0

The total estimated room use is calculated by multiplying the total number of events recorded in the R25 database for each type of event by the average contact hours of the event duration and then dividing by 640 contact hrs/year.

Type of Performance	Avg. Hrs. Duration
Competition	10.0
Competition -- Open space needed	10.0
Conference	12.0
Meeting	1.5
Meeting	1.5
Meeting -- Acoustic Music	3.0
Meeting -- Amplified Sound	3.0
Meeting -- Amplified Sound	3.0
Meeting -- Amplified Sound + open space needed	3.0
Meeting -- Large	4.0
Meeting -- Open space needed	4.0
Movie	4.0
Performance	6.0
Performance	6.0
Performance -- Music/Dance	6.0
Performance -- Music/Dance	6.0
Performance -- Music/Dance -- Open space needed	6.0
Performance -- Music/Dance	6.0
Performance -- Theatrical	6.0
Rehearsal/Audition	4.0
Rehearsal/Audition choral	4.0
Rehearsal/Audition -- Open space needed	4.0
Social Event	4.0
Social Event -- need open space	4.0
Speaker	3.0
Training/Workshop	4.0

Estimated Event Contact Hours Used on Basis of Number of Previously Booked Events

Estimated Academic Room Use in 2009

Room Capacity	Event Category	Total Events	Equivalent Contact Hrs	Room Use
0-19	Meeting	1	2	
	Rehearsal/Audition	3	12	
	Training/Workshop	10	40	
<i>0-19</i>	<i>Total</i>	<i>14</i>	<i>54</i>	<i>0.1</i>
20-39	Conference	2	24	
	Meeting	4	6	
	Meeting -- Large	1	4	
	Rehearsal/Audition	5	20	
	Rehearsal/Audition choral	1	4	
	Social Event	1	4	
	Training/Workshop	27	108	
<i>20-39</i>	<i>Total</i>	<i>41</i>	<i>170</i>	<i>0.3</i>
40-59	Meeting	10	15	
	Meeting	1	2	
	Meeting -- Amplified Sound + open space needed	3	9	
	Rehearsal/Audition	19	76	
	Speaker	1	3	
	Training/Workshop	8	32	
<i>40-59</i>	<i>Total</i>	<i>42</i>	<i>137</i>	<i>0.2</i>
60-79	Meeting	1	2	
	Meeting -- Amplified Sound + open space needed	1	3	
	Movie	1	4	
	Rehearsal/Audition	2	8	
<i>60-79</i>	<i>Total</i>	<i>5</i>	<i>17</i>	<i>0.0</i>
80-99	Meeting -- Large	1	4	
<i>80-99</i>	<i>Total</i>	<i>1</i>	<i>4</i>	<i>0.0</i>
100-119	Meeting	1	2	
	Meeting -- Amplified Sound	1	3	
	Meeting -- Amplified Sound	2	6	
	Meeting -- Large	1	4	
	Performance	1	6	
	Rehearsal/Audition	3	12	
	Speaker	3	9	
	Training/Workshop	1	4	

Room Capacity	Event Category	Total Events	Equivalent Contact Hrs	Room Use
100-119	<i>Total</i>	13	46	0.1
120-139	Meeting -- Amplified Sound	1	3	
120-139	<i>Total</i>	1	3	0.0
140-159	Conference	1	12	
	Meeting -- Amplified Sound	1	3	
	Meeting -- Amplified Sound + open space needed	1	3	
	Meeting -- Large	1	4	
	Performance	1	6	
	Performance -- Music/Dance	5	30	
	Performance -- Music/Dance	2	12	
	Performance -- Theatrical	2	12	
	Rehearsal/Audition	19	76	
	Speaker	3	9	
140-159	<i>Total</i>	36	167	0.3
200-219	Performance -- Music/Dance	1	6	
	Rehearsal/Audition	7	28	
200-219	<i>Total</i>	8	34	0.1
220-239	Meeting	1	2	
	Meeting -- Large	2	8	
	Movie	5	20	
	Performance	2	12	
	Performance -- Music/Dance	1	6	
	Performance -- Music/Dance	1	6	
	Performance -- Theatrical	1	6	
	Rehearsal/Audition	1	4	
	Speaker	4	12	
	Training/Workshop	4	16	
220-239	<i>Total</i>	22	92	0.1
260-279	Movie	11	44	
	Performance -- Music/Dance -- Open space needed	1	6	
	Rehearsal/Audition	3	12	
260-279	<i>Total</i>	15	62	0.1
300-319	Performance -- Music/Dance	3	18	
	Rehearsal/Audition choral	4	16	
300-319	<i>Total</i>	7	34	0.1
320-339	Meeting -- Amplified Sound + open space needed	1	3	

Room Capacity	Event Category	Total Events	Equivalent Contact Hrs	Room Use
	Movie	2	8	
	Performance	1	6	
	Performance	1	6	
	Performance -- Music/Dance	1	6	
	Performance -- Theatrical	1	6	
	Rehearsal/Audition	14	56	
	Rehearsal/Audition -- Open space needed	1	4	
	Speaker	1	3	
<i>320-339</i>	<i>Total</i>	<i>23</i>	<i>98</i>	<i>0.2</i>
460-479	Performance	1	6	
	Performance -- Music/Dance -- Open space needed	2	12	
	Performance -- Music/Dance	2	12	
<i>460-479</i>	<i>Total</i>	<i>5</i>	<i>30</i>	<i>0.0</i>
480-500	Competition -- Open space needed	1	10	
	Rehearsal/Audition -- Open space needed	6	24	
<i>480-500</i>	<i>Total</i>	<i>7</i>	<i>34</i>	<i>0.1</i>
Grand Total		240	980	

Estimated Academic Room Use in 2010

Room Capacity	Event Category	Total Events	Equivalent Contact Hrs	Room Use
0-19	Competition	33	330	
	Meeting	3	5	
	Rehearsal/Audition	11	44	
<i>0-19</i>	<i>Total</i>	<i>47</i>	<i>379</i>	<i>0.6</i>
20-39	Competition	90	900	
	Conference	18	216	
	Meeting	4	6	
	Meeting	1	2	
	Movie	1	4	
	Rehearsal/Audition	17	68	
	Rehearsal/Audition choral	29	116	
	Social Event	1	4	
	Training/Workshop	21	84	
<i>20-39</i>	<i>Total</i>	<i>182</i>	<i>1,400</i>	<i>2.2</i>
40-59	Competition	25	250	

Room Capacity	Event Category	Total Events	Equivalent Contact Hrs	Room Use
	Conference	13	156	
	Meeting	14	21	
	Rehearsal/Audition	86	344	
	Rehearsal/Audition choral	3	12	
	Social Event	2	8	
	Training/Workshop	10	40	
40-59		153	831	1.3
60-79	Rehearsal/Audition	3	12	
	Rehearsal/Audition -- Open space needed	1	4	
	Training/Workshop	3	12	
60-79	Total	7	28	0.0
80-99	Rehearsal/Audition	2	8	
	Training/Workshop	1	4	
80-99	Total	3	12	0.0
100-119	Meeting	2	3	
	Meeting -- Amplified Sound	5	15	
	Meeting -- Amplified Sound + open space needed	9	27	
	Meeting -- Large	1	4	
	Movie	6	24	
	Performance -- Music/Dance	1	6	
	Performance -- Music/Dance -- Open space needed	8	48	
	Performance -- Theatrical	4	24	
	Rehearsal/Audition	9	36	
	Rehearsal/Audition -- Open space needed	1	4	
	Social Event	1	4	
	Social Event -- need open space	2	8	
	Speaker	1	3	
100-119	Total	50	206	0.3
120-139	Meeting	1	2	
	Meeting -- Amplified Sound	1	3	
	Meeting -- Amplified Sound + open space needed	1	3	
	Movie	1	4	
120-139	Total	4	12	0.0
140-159	Conference	1	12	
	Meeting -- Amplified Sound	1	3	

Room Capacity	Event Category	Total Events	Equivalent Contact Hrs	Room Use
	Meeting -- Amplified Sound + open space needed	1	3	
	Movie	2	8	
	Performance	1	6	
	Performance -- Music/Dance	4	24	
	Performance -- Theatrical	36	216	
	Rehearsal/Audition	37	148	
<i>140-159</i>	<i>Total</i>	<i>83</i>	<i>420</i>	<i>12.5</i>
200-219	Performance -- Music/Dance	1	6	
<i>200-219</i>	<i>Total</i>	<i>1</i>	<i>6</i>	<i>0.0</i>
220-239	Conference	3	36	
	Meeting -- Large	2	8	
	Movie	20	80	
	Performance	1	6	
	Performance -- Music/Dance	2	12	
	Performance -- Theatrical	1	6	
	Rehearsal/Audition	7	28	
<i>220-239</i>	<i>Total</i>	<i>36</i>	<i>176</i>	<i>0.3</i>
260-279	Meeting -- Acoustic Music	2	6	
	Movie	12	48	
	Rehearsal/Audition	1	4	
<i>260-279</i>	<i>Total</i>	<i>15</i>	<i>58</i>	<i>0.1</i>
300-319	Performance -- Music/Dance	1	6	
	Performance -- Theatrical	1	6	
	Rehearsal/Audition	3	12	
	Speaker	1	3	
<i>300-319</i>	<i>Total</i>	<i>6</i>	<i>27</i>	<i>0.0</i>
320-339	Competition	5	50	
	Movie	2	8	
	Performance -- Theatrical	3	18	
	Rehearsal/Audition	4	16	
	Rehearsal/Audition -- Open space needed	1	4	
<i>320-339</i>	<i>Total</i>	<i>15</i>	<i>96</i>	<i>0.2</i>
460-479	Movie	1	4	
	Performance -- Music/Dance	2	12	
	Rehearsal/Audition choral	1	4	
	Rehearsal/Audition -- Open space needed	1	4	
<i>460-479</i>	<i>Total</i>	<i>5</i>	<i>24</i>	<i>0.0</i>

Room Capacity	Event Category	Total Events	Equivalent Contact Hrs	Room Use
Grand Total		607	7,347	

Estimated Academic Room Use in 2010

Room Capacity	Event Category	Total Events	Equivalent Contact Hrs	Room Use
0-19	Conference	3	36	
	Meeting	10	15	
	Meeting -- Large	1	4	
	Performance	1	6	
	Training/Workshop	12	48	
<i>0-19</i>	<i>Total</i>	<i>27</i>	<i>109</i>	<i>0.2</i>
20-39	Conference	24	288	
	Meeting	21	32	
	Meeting	1	2	
	Meeting -- Amplified Sound	1	3	
	Movie	1	4	
	Rehearsal/Audition	25	100	
	Rehearsal/Audition choral	7	28	
	Training/Workshop	19	76	
<i>20-39</i>	<i>Total</i>	<i>99</i>	<i>532</i>	<i>0.8</i>
40-59	Conference	12	144	
	Meeting	26	39	
	Rehearsal/Audition	34	136	
	Rehearsal/Audition choral	20	80	
	Social Event	3	12	
	Training/Workshop	6	24	
<i>40-59</i>	<i>Total</i>	<i>101</i>	<i>435</i>	<i>0.7</i>
60-79	Meeting	1	2	
	Meeting	1	2	
	Meeting -- Large	1	4	
	Rehearsal/Audition	3	12	
	Training/Workshop	1	4	
<i>60-79</i>	<i>Total</i>	<i>7</i>	<i>23</i>	<i>0.0</i>
80-99	Meeting -- Large	1	4	
	Training/Workshop	1	4	
<i>80-99</i>	<i>Total</i>	<i>2</i>	<i>8</i>	<i>0.0</i>
100-119	Competition -- Open space needed	1	10	

Room Capacity	Event Category	Total Events	Equivalent Contact Hrs	Room Use
	Conference	3	36	
	Meeting	2	3	
	Meeting -- Amplified Sound	2	6	
	Meeting -- Open space needed	3	12	
	Movie	1	4	
	Performance -- Music/Dance -- Open space needed	6	36	
	Rehearsal/Audition	2	8	
	Training/Workshop	1	4	
<i>100-119</i>	<i>Total</i>	<i>21</i>	<i>119</i>	<i>0.2</i>
120-139	Conference	1	12	
	Movie	5	20	
<i>120-139</i>	<i>Total</i>	<i>6</i>	<i>32</i>	<i>0.1</i>
140-159	Conference	2	24	
	Meeting	1	2	
	Meeting -- Amplified Sound	1	3	
	Movie	1	4	
	Performance	1	6	
	Performance -- Theatrical	23	138	
	Rehearsal/Audition	27	108	
	Training/Workshop	3	12	
<i>140-159</i>	<i>Total</i>	<i>59</i>	<i>297</i>	<i>0.5</i>
180-199	Movie	1	4	
<i>180-199</i>	<i>Total</i>	<i>1</i>	<i>4</i>	<i>0.0</i>
200-219	Training/Workshop	1	4	
<i>200-219</i>	<i>Total</i>	<i>1</i>	<i>4</i>	<i>0.0</i>
220-239	Conference	1	12	
	Meeting	1	2	
	Meeting -- Large	1	4	
	Movie	10	40	
	Performance -- Music/Dance	1	6	
<i>220-239</i>	<i>Total</i>	<i>14</i>	<i>64</i>	<i>0.1</i>
300-319	Meeting -- Large	1	4	
	Movie	4	16	
	Rehearsal/Audition	2	8	
	Training/Workshop	1	4	
<i>300-319</i>	<i>Total</i>	<i>8</i>	<i>32</i>	<i>0.1</i>
320-339	Meeting -- Amplified Sound	1	3	
	Meeting -- Large	1	4	

Room Capacity	Event Category	Total Events	Equivalent Contact Hrs	Room Use
	Movie	1	4	
	Performance -- Theatrical	3	18	
	Rehearsal/Audition	16	64	
	Training/Workshop	1	4	
<i>320-339</i>	<i>Total</i>	<i>23</i>	<i>97</i>	<i>0.2</i>
460-479	Performance	1	6	
	Performance -- Music/Dance	1	6	
	Speaker	1	3	
<i>460-479</i>	<i>Total</i>	<i>3</i>	<i>15</i>	<i>0.0</i>
Grand Total		372	1,770	

Summary of Academic Room Use per Room Capacity per Year

Room Capacity	2008	2009	2010	2011	Avg 09-11
0-19		0.1	0.6	0.2	0.3
20-39	0.0	0.3	2.2	0.8	1.1
40-59	0.0	0.2	1.3	0.7	0.7
60-79	0.0	0.0	0.0	0.0	0.0
80-99		0.0	0.0	0.0	0.0
100-119	0.0	0.1	0.3	0.2	0.2
120-139	0.0	0.0	0.0	0.1	0.0
140-159	0.1	0.3	12.5	0.5	4.4
160-179					
180-199	0.0			0.0	0.0
200-219	0.0	0.1	0.0	0.0	0.0
220-239	0.0	0.1	0.275	0.1	0.2
240-259					
260-279	0.1	0.1	0.1		0.1
280-299					
300-319	0.0	0.1	0.0	0.1	0.0
320-339	0.0	0.2	0.2	0.2	0.2
340-359					
360-379					
380-399					
400-419					
420-439					
440-459					
460-479	0.0	0	0.0	0.0	0.0
480-500		0.1			0.1

CSD Academic Room Use Summary by Location

Bldg. Code	Bldg. Name	Number of Rooms	Number of Events
94	AG ENGIN BLDG NORTH	1	36
107	BARTLETT HALL	30	241
101	CHENOWETH LABORATORY	1	1
132	DICKINSON HALL	8	66
651	ENGINEERING & COMPUTER SCIENCE CTR I	1	1
97	FERNALD HALL	1	19
100	FLINT LABORATORY	3	53
104	FRENCH HALL	2	29
81	GOESSMANN LAB	1	1
124	HASBROUCK LABORATORY	8	19
406	HERTER HALL	37	450
296	HOLDSWORTH HALL	2	3
412	LEDERLE GRD RES CTR	1	1
111	MACHMER HALL	9	59
329	MAHAR AUDITORIUM	1	14
343	MARCUS HALL	1	2
289	FURCOLO HALL	1	7
92	MARSTON HALL	1	2
126	MORRILL SCI CTR I	6	45
127	MORRILL SCI CTR II	4	16
290	MORRILL SCI CTR III	1	3
347	MORRILL SCI CTR IV	2	3
128	SKINNER HALL	1	1
317	ISENBERG SCHOOL OF MANAGEMENT	21	181
405	THOMPSON HALL	3	64
415	TOBIN HALL	2	3
123	TOTMAN PHYS ED BLDG	1	7
	Total	150	1,327

Projected CSE Event Space Use in Academic Space

Academic Space	NSF/seat	Seats	Total NSF	# Rooms	Total NSF	Total GSF
40-seat classrooms	18	40	720	1	720	
60-seat classrooms	18	60	1,080	1	1,080	
150-seat classrooms	15	150	2,250	4	9,000	
Total Academic space					10,800	18,000

Center for Student Development Space Needs Analysis

CSD Right Size Space Need Analysis

LVL5CODE G0200, G0230, G0260, G0270 DEPTCODE 7131, 5990, 6000, 6010

Populatio 276

24 Professional	23 Temporary	Corrections on the basis of input from Annemarie Seifert
2 43 Week Professional	1 Other	
11 Classified	189 Student	
26 Graduate Employee		

Buildings	Total NASF	Prop. GSF	Notes
6 CHADBOURNE HOUSE	1,362		
9 MIDDLESEX HOUSE	266		
30 THATCHER HOUSE	800		
85 WORCESTER DINING HAL	804		
125 PHOTO LABORATORY	874		
131 STUDENT UNION	30,825		Room 208 AND 208d, 3208 nsf have been transferred to CSD
169 WILDER HALL	6,227		
292 COLD STORAGE BLDG	614		
331 DICKINSON HOUSE	104		
380 CRAMPTON HOUSE	1,344		
382 HAMPDEN DINING HALL	852		
399 BERKSHIRE DNG HALL	1,923		
413 LINCOLN CAMPUS CTR	7,170		
414 C C PARKING GARAGE	120		
Total NASF	53,285	87,400	83%

Area - Existing

	COUNT	STATIONS	NSF	COMMENTS/ PROPORTIONAL GSF
<i>Office Facilities - Personnel</i>				
310 OFFICE	67	235	23,731	
312 GRAD STUDENT OFFICE	1	2	159	
315 OFFICE SRV	31	8	1,850	
<i>Sub-Total</i>	99	245	25,740	
<i>Other Administrative/ Office Facilities</i>				
316 INTERVIEW	1	2	80	
330 STUDENT ORG	15	29	2,700	
350 CONFERENCE ROOM	4	47	832	
731 DEPT STORAGE	2	0	713	
<i>Sub-Total</i>	22	78	4,325	
Total Admin Existing	121	323	30,065	49,300
			56%	
<i>Learning Environments (Classroom, Lab and Study Facilities)</i>				
240 COMPUTER LAB	2	28	1,006	
410 STUDY	1	8	1,365	
420 STACK	1	10	410	
455 STUDY SRV	4	0	182	
<i>Sub-Total</i>	8	46	2,963	
<i>Special Use Facilities</i>				
530 MEDIA PRODUCTION	6	10	2,016	
535 MEDIA PRODUCTION SRV	7	2	992	
<i>Sub-Total</i>	13	12	3,008	

General Use Facilities

620	EXHIBITION	1	2	1,017	
625	EXHIBITION SRV	1	0	117	
630	FOOD FACILITY	1	75	2,319	
635	FOOD FACILITY SRV	2	82	1,407	
660	MERCHANDISE	3	8	1,360	
665	MERCHANDISE SRV	4	0	351	
670	RECREATION	3	30	5,175	Room 208 and 208D, 3208 nsf have been transferred to CSD
675	RECREATION SRV	4	0	833	
680	MEETING ROOM	5	57	4,524	
685	MEETING ROOM SRV	1	0	146	
<i>Sub-Total</i>		25	254	17,249	
Total Non-Admin Areas				23,220	38,100
				44%	
Total-Existing		167	635	53,285	87,400

<i>Area - Right Size</i>	<i>COUNT</i>	<i>AREA</i>	<i>NSF</i>		
Personnel - HR List As of Feburary 2011					
310 Office					
Assoc. Vice Chancellor	1 @	300	=	300 Assoc. Vice Chancellor	
Directors	8 @	250	=	2,000 Directors	
Assist/Assoc. Directors	13 @	200	=	2,600 Assist/Assoc. Directors	
General Manager	1 @	120	=	120 General Manager	
Counselors	2 @	120	=	240 Counselors	
Professional Staff/ Dept. Am	18 @	120	=	2,160 Professional Staff/ Dept. Amin	
Coaches	17 @	30	=	510 Graduate Student Undergrad Student (Group Officer)	
Graduate Student	23 @	60	=	1,380 Officer)	
Undergrad Student (Group C	1 @	60	=	60	
Other Student Employees	360 @	15		5,400	
<i>Sub-Total</i>		444		14,770	24,700
Student Organization Space					
310 Office					
Registered Stud. Org's	240 @	39	=	9,360 storage cabinet 3'x3'x6' + 1/2 of a work station	
Student Org's - Other	160 @	9	=	1,440 storage cabinet 3'x3'x6' high	
				10,800	18,000
Admiistrative Support					
	<i>Count/Rm</i>	<i>Area/Sta</i>		<i>NSF</i>	Proportional GSF
315 OfficSrv-File storage small dc	13 @	100	=	1,300	
315 OfficSrv-Break Room	13 @	100	=	1,300	
315 OfficSrv-Reception med	13 @	150	=	1,950	
315 OfficSrv-Copier/ mail	13 @	160	=	2,080	
350 Conf-medium	13 @	360	=	4,680	
350 Conf-large (Computer Trainii	1 @	700	=	700	
<i>Sub-Total</i>				12,010	
Total Admin. Right Size				37,580	62,600
Total Admin. Difference				-7,515	
Total Functional Areas (as is)				23,220	38,100
Total Funct. Areas (30% increase)				33,171	55,300
					30%

CSD Critical Needs New Space Program

New Space Program	# Rooms	NSF	GSF
Rehearsal/ Practice	2	4,000	
Performance Auditorium	1	3,400	
Ticket Booth/Check Room	1	300	
Campus Living Room	1	2,000	
Multi-Cultural Food Prep	1	600	
Information Desk	1	300	
General Meeting/ Video	2	1,200	
General Meeting/ Video	8	9,600	
Spiritual Space	1	1,000	
Subtotal NASF		22,400	37,300

CSD Master Plan Level Summary of Total Need

Functional Need	Existing CSD GSF	Existing Other GSF	CSD Unmet Need GSF	Total CSD Need GSF
Student Leadership/ Ad- ministrative Space	49,300	0	13,300	62,600
Functional Space	38,100	0	17,200	55,300
Event & Meeting Space (proportional Campus Center+ Academic space)	0	39,200	37,300	76,500
Total GSF	87,400	39,200	67,800	194,400

Appendix III: Department Interviews

Student Development Finance & Business

MEETING AGENDA

Project: Student Life

Subject: Administrative Space Review – CSD Finance & Business

Meeting Date and Time: February 8, 2012, Wed. at 10:30 am to 11:30 am

Attendees: Allen Brainerd – Student Union 416

Items Discussed:

1. Confirm current location and that the space inventory information is accurate and complete.

For the most part space is correct

2. What is the total number of employees?

- a. Faculty
- b. Professional – 3 1 Director – doesn't have private office
- c. Classified - 4
- d. Graduate Student
- e. Student – 20 hours/week ½ pos.
- f. Temporary - 1
- g. Other

3. What are staffing needs projected for the next 5 years? 10 years?

Plus 1 position (temporary permanent)

4. What about your space works well and should be included in any future planning?

Central location within the Student Union building works well. Student Union location is a plus and accessibility to students is very important. Have more 1:1 with students, particularly with credit card use. RSO's can get 18 departmental cards they and they need to be monitored closely.

5. What spaces not within your department's inventory do you need most and for what functions?

Open floor plan at SAI doesn't work – noise is an issue. The department works directly with student groups and required a training room with work stations for student leader training. Personnel officer moved to a more private space in 428A – would like to bring her back to a private office. In general need 2 private offices. Have the same issues as Erin around conference room and need for a team conference room for 4 with telephone. Their peak occurs at orientation.

Need a training room for student leaders with about 20 seats to handle peak training requirements (200 students/semester) and to serve the rest of the staff and on-going student training needs throughout the year (traditionally book Library and OIT computer labs, but many do not have software that is needed, such as Summit, and a lot of work is involved with OIT lab set-up).

6. What groups do you work closely with who might be a critical adjacency for you?

- Student Activities - Critical
- RSO Resource Room - Critical
- Student Government - Critical
- Auxiliary Services/Banking function is critical for RSO's who collect and deposit cash.
- Work with all other CSD Units – central geographic location to students and staff is important.
- Work with many others (Goodell and Whitmore), but not critical

7. What new initiatives and/or new directions are on the horizon for your program?

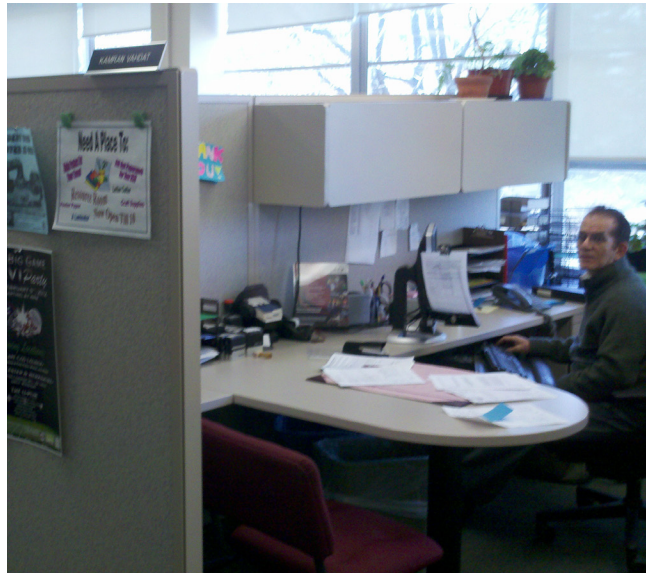
- Want to get revenue collection online (dues, payments)
- Move from cash to UCard
- More IT applications and a student kiosk station in the Business Office, where they can work in accounting and business bureaucracy and training module
- Training issue continues to be essential.



CSD Student Workstation



CSD Lobby



CSD Office



CSD Office



CSD Meeting Room
campus planning

Office of Student Activities and Involvement (1)

MEETING AGENDA

Project: Student Life

Subject: Administrative Space Review – CSD Student Activities & Involvement Ctr.

Meeting Date and Time: February 8, 2012, Wed. at 9:30 am to 10:30 am

Attendees: Erin Donnally Drake – Student Union 416

Items Discussed:

1. Confirm current location and that the space inventory information is accurate and complete.

Same changes – see notes on floor plans

2. What is the total number of employees?

a. Faculty

b. Professional - 6

c. Classified - 1

d. Graduate Student - 3

e. Student - 12 for SAI; 20 in SGA; 5 in UPC - total of 37 students

f. Temporary – 8 (crew coaches) only 1 needs office

g. Other

3. What are staffing needs projected for the next 5 years? 10 years?

May add 1-2 professional and 1 classified

4. What about your space works well and should be included in any future planning?

Current Conference room works, though it is too small and was furnished using old furniture). Adjacency with ISD/Business students, SGA and UPC/Resource Center works well, but requires noise control.

5. What spaces not within your department's inventory do you need most and for what functions?

Need 1 more 4-seat Conference room for 1:1 meetings with phone hook-up (unit has no private space).

Separate space for Business versus SAI – loud versus quiet work (like connection, but need separation into 2 suites due to different ways of conducting business).

Office of Fraternities and Sororities would be best adjacent or together with SAI.

What doesn't work? - no privacy. They like openness, but could use doors (not separate offices). There are too many people in one open space. There is a newly created conference room, but the unit lacks meeting/collaboration space. Need better technology in space and conference room with projector and white boards. Cubicle tightly fits 4.

Need storage within office – kept office supply in kitchen – need 1-2 storage rooms for files.

6. What groups do you work closely with who might be a critical adjacency for you?

- CSD/Business Staff
- Fraternities and Sororities Close Adjacency
- Religious & Spiritual Life
- Resource Center – SGA and UPC – close adjacency is needed.
- RSO's don't have to be immediately adjacent – can be separate from main office.

7. What new initiatives and/or new directions are on the horizon for your program?

Leadership and Community Service Programs are likely to be added (including new staff) – with a co-curricular focus.



Student Union Atrium

Office of Student Activities and Involvement (2)

MEETING AGENDA

Project: Student Life

Subject: Administrative Space Review – CSD Student Activities & Involvement Ctr.

Meeting Date and Time: February 8, 2012, Wed. at 1:30 pm to 2:30 pm

Attendees: Lloyd Henley – Student Union 416

Items Discussed:

1. Confirm current location and that the space inventory information is accurate and complete.

* Same position as Erin's so no need to duplicate administrative information

2. What is the total number of employees?

- a. Faculty
- b. Professional
- c. Classified
- d. Graduate Student
- e. Student –
- f. Temporary –
- g. Other

3. What are staffing needs projected for the next 5 years? 10 years?

4. What about your space works well and should be included in any future planning?

5. What spaces not within your department's inventory do you need most and for what functions?

Need: Information board and dedicated reception area to welcome and inform visitors. Need a lounge for waiting and hanging out. They lost their lounge – it became a reception area and office of the Associate Vice Chancellor.

Need a better Student Union that allows all CSD units to be in the same building and for them to have greater visibility. Need better information via digital screens highlighting upcoming events and news of student life activities.

6. What groups do you work closely with who might be a critical adjacency for you?

Same as Erin.

7. What new initiatives and/or new directions are on the horizon for your program?

Leadership and Community Services – hope to get staff to expand programs

Upward Bound Program – huge program in summer of 2012 that includes

Outreach to High School students (didn't get grant)

More staff and space (same as notes from Shelly)

Plus 1-2 people to work in the summer program



Student Union Atrium looking North



Student Union Atrium looking West



Student Union Atrium Lounge



Cape Cod Lounge



Student Union Events Promotion



Off Campus Student Center



Off Campus Student Center



Student Organization Office



Student Organization Storage



Student Organizations Meeting Room



Student Organization Office



Resource Room



Student Organization Office

Center for Student Businesses (1)

MEETING AGENDA

Project: Student Life

Subject: Administrative Space Review – **Center for Student Business**

Meeting Date and Time: February 16, 2012, Thursday at 3:00 pm to 4:00 pm

Attendees: Rosemary Schmidt, Student Union 406

Items Discussed:

1. Confirm current location and that the space inventory information is accurate and complete.

Yes.

2. What is the total number of employees?

a. Faculty

b. Professional - 1

c. Classified - 1

d. Graduate Student - 2

e. Students – 10 80 students on Friday 9 pm – 10 pm

50 – 80 Monday through Thursday

Have about 140 students using 1 workstation for about 1-2 hrs each, using bookkeeping, payroll, advertising and accounting software to complete business tasks

f. Temporary

g. Other

3. What are staffing needs projected for the next 5 years? 10 years?

Won't change

4. What about your space works well and should be included in any future planning?

Having 11 stations is important, but could use more. They use Student Affairs IT to support student leaders, but network connection is slow. Being in a suite (but too small); working with co-managers at Isenberg School of Management, but not having enough room.

5. What spaces not within your department's inventory do you need most and for what functions?

- Would like to have a conference room for larger meetings (9-14 people weekly, currently go to Duke's room, but have difficulties scheduling informally; have requested a time block.
- Several times/semester do a training session, but these are scheduled in multiple rooms and take a lot of time to set up software. Library doesn't leave their software.
- Need more privacy for professionals and less noise for students/workers to concentrate. The conference room does not have IT, electricity, projector or telephone.
- Need incubator space for new student businesses (students are told to find space first before submitting business proposals, which is very discouraging)

6. What groups do you work closely with who might be a critical adjacency for you?

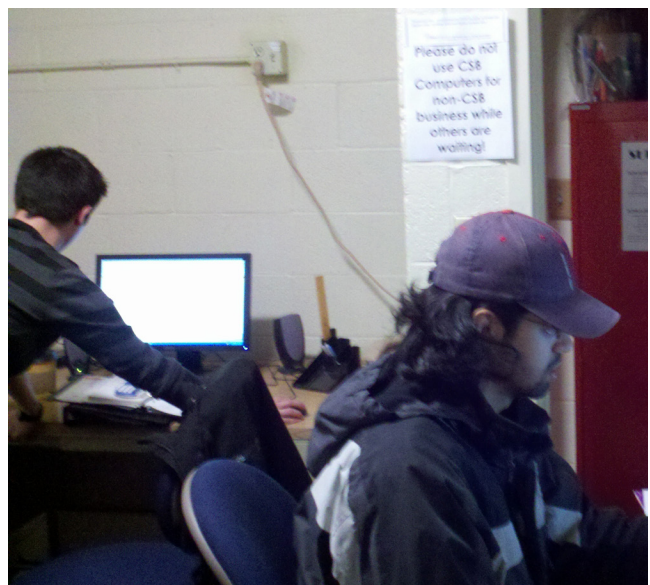
Business Office and CSD are a critical adjacency. Also work with Isenberg School of Management to coach students.

7. What new initiatives and/or new directions are on the horizon for your program?

- They would like to find student business incubator space (3-5 students/year request business that can't have space and are turned away).
- TIX was discontinued (they rented/ran tables in the Campus Center) and they would like to revive it.



Office of Student Businesses



Office of Student Businesses

Center for Student Businesses (2)

MEETING AGENDA

Project: Student Life

Subject: Administrative Space Review – **Student Businesses**

Meeting Date and Time: February 29, 2012, Wednesday at 6:00 pm

Attendees: Business Students – Commonwealth Room

Kristen Peters – Consultant for CDAC
Veronica Sartana – Co-Manager at People’s Market
Drew Considine – Consultant – Sweets & More
George Delle – Co-manager at Sylvan Snack Bar
Craig Holland – co-manager at Earthfoods
Melissa Mohlenhoff – Co-manager at Earthfoods
Hannah Chamberlain – Co-manager at Earthfoods
Alexandra Smychkovich – co-manager at People’s Market
Melanie Custodio – Co-manager at Greeno Sub Shop
Amanda Santos – Co-Manager at Campus Design and Copy
Jessica Capri – Co-manager at Campus Design and Copy
Alyssa Stychewicz – Co-manager at Campus Design and Copy
Tim Scafuro – Co-manager at Bike Coop

Items Discussed:

1. Confirm current location and that the space inventory information is accurate and complete.

Yes, though student businesses in the residential areas are in space managed by housing.

2. What is the total number of employees?

- Faculty
- Professional
- Classified
- Graduate Student
- Student Bike Coop – Bike Coop: 11, Design & Copy: 18, Greenough Sub: 23, People’s Market: 23, Earth Foods: 20, Sylvan Snack Bar: 12, Sweets & More: 9,
- Temporary
- Other

3. What are staffing needs projected for the next 5 years? 10 years?

See item 5.

4. What about your space works well and should be included in any future planning?

See item 5.

5. What spaces not within your department's inventory do you need most and for what functions?

- All of the student business are cooperatively managed and have been in existence since the 70's. The business group believes that there is a natural maximum of about 20 students per business that is warranted by the management dynamics of the cooperative model of business practice.
- **Bike Co-op** – Space too small. Need more storage space in shop and 2nd storage area. They have off-campus suppliers and about 11 students.
- **Design & Copy** – offer a variety of services: they print off academic packets; work with RSO's on flyers and bulletin board installation; make table tents for Dining Concessions; work with many on-campus departments. Their space is comfortable for a staff of about 18 people total. Lobby works well, they like daylight and advertise on their window. It is hard to keep up with technology – internet wireless is slow and their biggest challenge is they have minimal electrical outlets. UMass network router is unstable and OIT support is slow.
- **Greenough Sub** shop – is open 5:00 pm to 11 pm, Sunday to Thursday and is located on the west side of Greenough on the basement level (there is a delivery service entrance as well) About 23 students provide subs, sandwiches, take-out, YCMP and work with Residential Life to get improvements, such as adding arcade games in the lounge with great success. They would like to get a swing space with a kitchen so that they can support expansion into a new business
- **People's Market** – Have a tight space to operate, but manage OK. A critical issue is that they don't have a 3-basin sink and have to wash in the Earth Food kitchen because they don't have a good prep area and sink. They need more outlets for refrigerators and have no meeting space in their office where as many as 23 students are co-managers. They have one loading dock fridge, on a very circuitous route via public corridors, and could use one more as well as a unified storage space. They have an auxiliary storage space by the entrance to Cape Cod lounge, but the route to it is also circuitous. Would like dry storage and freezer storage for more produce. They receive 6 deliveries per week and bring up items from the loading dock fridge about twice a day. They would like a seating area to improve customer service and like being next to Earth Foods, which functions as a seating lounge and they work well with EF staff and patrons. The People's Market business could expand to other locations with kiosks if they had space assignments.
- **Earth Foods** – has 20 co-managers. The most critical need is for a connection between their kitchen and the Commonwealth Room where they serve. They would also like daylight and views. The kitchen works well, they have a walk-in refrigerator and a new steamer, only 1 working steam kettle, a 3-bay sink, 2 smaller sinks, prep space and 1 small refrigerator. There is no room to add more spices or a warming cabinet for food. Their office is a good size. Communication is hard due to fragmentation of space. Kitchen is open 7 am – 7 pm and they share the same loading dock, compost and trash with People's Market. Get supplies 3 times per day from the loading dock. Their relationship with Facilities Services is important for equipment and other support. Perfect location for Earth Foods is in the Student Union – they get a steady community of customers who are graduate students, staff and others. The Commonwealth Room serves a community of people who make the 11am – 3 pm lunch a vibrant campus life space and is subsequently open for other informal uses. Earth Foods teamed up People's Market and the Stonewall Center for an Open

Mike evening. They like the fact that the space is used by others from RSO's, though relationship is sometimes difficult. In the event of a building renovation, they believe they can't afford to close for a year, as they see the continuity of their business as essential.

- **Sylvan Snack Bar** – has 12 co-managers. It provides a great food option for Sylvan students. The work with the Student Farm and will add veggies and revamp menu, like Greenough. They mostly cater to Sylvan and North Apts. And are open from 6 pm to midnight. They use the McNamara loading dock.
- **Sweets & More** – has 9 co-managers and are on the lower level of Fields Dorm, where they have a seating lounge and serve Orchard Hill. They are open Sunday – Thursday, 8 pm to midnight and their service delivery is from the main door of Fields. The business does catering for RSO events including milkshakes, ice cream and a variety of cookies. Their board thrives through cooperative cooperation and communication.
- All of the co-managers at the meeting supported growing the number and diversity of cooperatively managed student businesses. SW Residential Area is not represented in the Student Business group and to date have not expressed a desire to do a cooperative model of business practice. Sweets & More wanted to use space in Hampden, but got objections from the Gallery and Auxiliary Services. In the future they would be willing to back the establishment of a student business in SW.

6. What groups do you work closely with who might be a critical adjacency for you?

CSD, Business group, RSO's, Facilities Services and Residential Facilities groups

7. What new initiatives and/or new directions are on the horizon for your program?

See item 5.



Student Businesses Managers



Bike Coop



Design Copy Vestibule



Greenough Sub



Greenough Sub Lounge



People's Market



People's Market Food Storage



Earth Foods/ Commonwealth Room



Earth Foods Kitchen



Sylvan Snack Bar Kitchen



Sylvan Snak Bar



Sweets & More



Sweets & More

Center for Multi-Cultural Advancement and Student Success

MEETING AGENDA

Project: Student Life

Subject: Administrative Space Review – **Ctr. for Multicultural Advancement and Student Success**

Meeting Date and Time: February 6, Monday at 3:15 pm to 4:15 pm

Attendees: Shelly Perdomo, Wilder Hall – Room 103A

Items Discussed:

1. Confirm current location and that the space inventory information is accurate and complete.

The Center has been housed in Wilder for the last 1.5 years. There are many changes to the inventory due to recent interior alterations. The cultural centers do not have public access due to building configuration and require Graduate Student supervision and are only open 5pm – 10 pm due to staffing hours.

2. What is the total number of employees?

- a. Faculty
- b. Professional - 8
- c. Classified – 1 (office manager)
- d. Graduate Student - 3 plus 4 GS in charge of Cultural Centers (work 10 hours per week total)
- e. Student – 12-15 Undergraduate student employees –hours and 4 undergraduates at Cultural Centers
- f. Temporary
- g. Other

3. What are staffing needs projected for the next 5 years? 10 years?

Time will tell

4. What about your space works well and should be included in any future planning?

Meeting room on 2nd floor needs to be bigger and it functions as a computer lab. The Center appreciates being together in one building – it is good for morale and efficiency. The disadvantage is that they are far from campus the center of campus, CSD and the Student Union. On the positive side, they provide a hangout space for students at the periphery of the campus, but they regret not having wireless internet support.

5. What spaces not within your department's inventory do you need most and for what functions?

Center offices need more privacy and a larger meeting room for staff and students. Existing Cultural Centers are too small – have old PC's, are in old dormitories and need condition improvements and more space. The roof of the Latin American Cultural Center space leaks. The distributed location for Cultural Centers doesn't always work – location in SW area, which is considered primarily as 1st year dormitories may affect attendance because juniors and seniors are more likely to attend the centers.

6. What groups do you work closely with who might be a critical adjacency for you?

- CSD
- Bottom Line - a Non-Profit in Boston and NYC – work with high school students. Use space on 2nd floor/twice a month for 2 days. (But space is not accessible).
- SBS – Pilot mentoring program – plus CNS (Biology and Psychology).
- Admissions – Financial Aide – Student Bridges (retention Sundays) – School of Education – Residential Life for training – RSO's

7. What new initiatives and/or new directions are on the horizon for your program?

- Creating an Ambassadors Program for CMASS Volunteer Presentation work
- Inter-disciplinary outreach and collaboration of Academic Departments and multiple Academic Institutions (Holyoke and other community colleges) on issues of Diversity
- Admissions and Financial Aid collaboration will increase
- Develop pipeline projects, upward bound writing grants for Summer Programs.



Wilder Hall, Center for Multi-cultural Advancement and Student Success



Room 101 Reception



Room 204 Offices



Room 102 Meeting room



Room 204 Student Workstations



Room 201 Meeting Room

Office of Fraternities and Sororities

MEETING AGENDA

Project: Student Life

Subject: Administrative Space Review – **Fraternities and Sororities**

Meeting Date and Time: February 16, 2012, Thursday at 2:00 pm to 3:00 pm

Attendees: Michael D. Wiseman – Student Union 302

Items Discussed:

1. Confirm current location and that the space inventory information is accurate and complete.

Yes.

2. What is the total number of employees?

- a. Faculty
- b. Professional - 1
- c. Classified -
- d. Graduate Student - 3
- e. Student
- f. Temporary
- g. Other

3. What are staffing needs projected for the next 5 years? 10 years?

The office is exploring 1 more full-time professional position and 1 more graduate student (one or the other).

4. What about your space works well and should be included in any future planning?

Suite works well with dedicated work stations for each graduate student. Having a table for small meetings is good and necessary. Being in Student Union is also great. Though they use the Suffolk and Duke's meeting rooms when needed, they are hard to reserve, given that they are much in demand.

5. What spaces not within your department's inventory do you need most and for what functions?

- No privacy – they need private space for confidential conversations

- Need a shared conference room for group discussions with 10-12 people and would use it at least 5-7 times per week
- Need storage closet for recreation equipment for student groups and for storing larger objects for fraternities and sororities, as well as display cases for objects of pride and identity
- Would like dedicated space (cubicles or a larger suite) for the 4 governing councils, the Honor Societies and for the Service Programs (6 organizations)

6. What groups do you work closely with who might be a critical adjacency for you?

- Oversee 37 Fraternity and Sorority Chapters. 4 governing councils, honor society and a service program. (6 RSO's).
- Work with the Student Activities Office
- Would like adjacency with the Resource Room and other CSD departments, business, etc.

7. What new initiatives and/or new directions are on the horizon for your program?

- Expanding the service component and leadership initiatives (related to additional personnel).
- Need access to performance space for programming, also need to developing relationships with other campus agencies/communities, such as Fine Arts Center, Bowker, etc. or Recreation Center or Athletics.
- Note: they try to have an environmentally healthy space – i.e. space for recycling containers so people don't trip over them and are part of the design of the office space and would like to improve the indoor comfort of the space (i.e. address the fact that the heater is on all the time and over-heats, there is little room to hang-up coats, etc.)
- Would like to get dedicated lounge space (represent over 1,000 students) and a reception station with welcoming area, since their work is about people coming together

Student Legal Services

MEETING AGENDA

Project: Student Life

Subject: Administrative Space Review – **Student Legal Services**

Meeting Date and Time: February 1, 2012, Wednesday at 11:00 am to 12:00 pm

Attendees: Charles DiMare – Campus Center, Room 922

Items Discussed:

1. Confirm current location and that the space inventory information is accurate and complete.

No significant changes to space information. Note: Graduate Student Senate is across the Hall and not tracked under CSD space.

2. What is the total number of employees?

a. Faculty –

b. Professional – 3 Prof. lawyers also serve as Adjunct Faculty (budgeted 5); 3 law clerks/ yr at 30 hrs

c. Classified - 2

d. Graduate Student – 0

e. Student – work-study (3) 10 – 20 hrs./wk mostly at reception

f. Temporary – 3 law clerks/yr - 20 hours

g. Other – Undergraduate/pre-law Interns 6 – 7 per semester 32 hrs./week

3. What are staffing needs projected for the next 5 years? 10 years?

Future: Add a suite to handle anticipated student growth and hire two more 2 lawyers for about 12-13 interns total per semester (currently have a lawyer/intern ratio of 1:2.5)

4. What about your space works well and should be included in any future planning?

The group appreciates their current location, which provides some degree of confidentiality. They located at the Campus Center intentionally to be somewhat out of the public path. Being together in a suite is a great benefit to group dynamics; the library is arranged to serve as break room. Use 901-902 as Conference Room. Use Conference Services for Conference Room (no charge/barter).

5. What spaces not within your department's inventory do you need most and for what functions?

Need Conference Room – the group functions as a legal office and the currently library is small for their conference needs. The fact that their space is in adjacent suites works well. Interns do academic work and the office has extensive academic contacts. They also work closely with Student

Affairs. The office provides training for Disability Services and others (75-100 trainings and presentations per year serving the Graduate Student Senate and over 300 Registered Student Organizations) and use space in the library and throughout campus. The department hopes to expand into CC Rooms 920, 919, 917B, 919A – the latter suite is currently occupied by the Graduate Student Center.

The SGA needs a Senate Chamber seating approximately 125. The Faculty, Undergraduate and Graduate Senate could all benefit from a mock court-room for disciplinary hearings. A mini-administration court-room for trial advocacy has been built in the Student Union at the University of Michigan, Ann Arbor.

6. What groups do you work closely with who might be a critical adjacency for you?

The group needs some distance for security and remoteness helps with confidentiality. If a new Student Union is planned, they would like to be on a top floor and out of the general bustle and circulation.

7. What new initiatives and/or new directions are on the horizon for your program?

Legal Studies plans to grow to meet the demands of the planned student population growth. They have initiative to improve their information technology so as to transition to a more paperless office. They see themselves as leaders in Student Affairs/Co-curricular programs. Key staff lecture nationally and internationally on integration between Student Affairs/Academic Affairs, Assessment, Grading, Co-curricular Transcripts and the fact that 50% of learning happens outside of the classroom. Administration engagement is important to student development.



Student Legal Services Workstations



Student Legal Services Library

Stonewall Center

MEETING AGENDA

Project: Student Life

Subject: Administrative Space Review – **Stonewall Center**

Meeting Date and Time: February 2, 2012, Thursday at 10:00 am to 11:00 am

Attendees: Genny Beemyn – 1st Floor of Crampton House SW

Items Discussed:

1. Confirm current location and that the space inventory information is accurate and complete.

Yes

2. What is the total number of employees?

- a. Faculty
- b. Professional – 1
- c. Classified
- d. Graduate Student - 1
- e. Student –7 work-study about 10-12 hours/week
- f. Temporary – 4 Interns (hours vary)
- g. Other – 2 Volunteers and others not in office

3. What are staffing needs projected for the next 5 years? 10 years?

Looking to hire an Assistant Director

4. What about your space works well and should be included in any future planning?

The space is now wheelchair accessible and can seat approximately 20 people, which is critical. Recent renovation to the center were also done, which make it a much more inviting space. Unfortunately, many events have to happen elsewhere because of the seating limitation. Having a safe space for events and for informal gathering/hang-out space is important for the Center. An accessible, gender-neutral bathroom is also essential.

5. What spaces not within your department's inventory do you need most and for what functions?

LGBT Center at UConn is 4 times the size of ours. The Stonewall Center would like to have a multi-purpose space that can accommodate up to 60 people, allow an expanded Library, and serve as a comfortable lounge. Currently they average about an event per week during the school year, includ-

ing several events each semester that draw hundreds of students. The open-house every year draws 150 plus students and spills out onto the terrace. Configurable furniture is best with couches on wheels, and a projector for movies is deployed on the East Wall.

6. What groups do you work closely with who might be a critical adjacency for you?

The Stonewall Center suffers from not being on main campus in terms of foot traffic. They would prefer to be in a newly constructed Student Union, assuming that they could have at least as much space as they have now. A central location would help them to be more active and accessible. They work closely with EWC, Religious and Spiritual Life, SLSO, and other CSD offices, as well as groups at other colleges and in the community.

7. What new initiatives and/or new directions are on the horizon for your program?

- Revised ally trainings using technology (clickers and video vignettes)
- Lead in developing a 5-College Queer and Sexuality Program online in the fall.
- Will be doing more academic programming, faculty talks, etc.



Stonewall Center Lounge



Stonewall Center Reception

Religious and Spiritual Life

MEETING AGENDA

Project: Student Life

Subject: Administrative Space Review – **Religious & Spiritual Life**

Meeting Date and Time: February 2, 2012, Thursday at 11:00 am to 12:00 pm

Attendees: Larry Goldbaum, Middlesex House, Room 229

Items Discussed:

1. Confirm current location and that the space inventory information is accurate and complete.

Yes. They plan to relocate to the Student Union room 308.

2. What is the total number of employees?

- a. Faculty
- b. Professional – 1
- c. Classified
- d. Graduate Student - 1
- e. Student –1 work-study about 10 hours/week
- f. Plus 3 undergraduate non-work study for programs
- g. Evening work on research – project-based, no office need
- h. Temporary –
- i. Other –

3. What are staffing needs projected for the next 5 years? 10 years?

Yes, evolving mission and expect to grow, but not certain yet how.

4. What about your space works well and should be included in any future planning?

Adjacent and shared Room 224 serves them well for meetings of 10-12 students.

Privacy works. Room 308 will be new office (16' x 16') – but will have no private office or space. When meeting with chaplains there will be a need for a confidential space for consultation. Current location precludes from informal and casual interaction with students and colleagues.

5. What spaces not within your department's inventory do you need most and for what functions?

Need a space for spiritual and religious observance that includes ecstatic worship as well as quiet contemplation and meditation, and is flexible, with comfortable furniture and finishes that allow sitting on the floor yet can still function as a chapel. Currently use only ballroom or Cape Cod Lounge or Earth Foods. Reading rooms in the Campus Center carry a cost that is prohibitive. On occasion sit on the floor of the Campus Center 903 for Guided Meditation, but that is against CC policies.

Muslim observance requires a prostration space and foot bath. MSA has an office in the Student Union that is open for student prayer and requires dedicated time management plus inter-faith work.

Have several evangelical Christian groups (15-40 people) that meet once a week and need to have the opportunity to include amplified music to sing loudly, which is a problem in the Student Union in terms of acoustics.

On occasion they use the Commuter Lounge after 8 pm or the Cape Cod Lounge, as well Earth Foods/Commonwealth room and CC Reading Room. Hillel House leads large services in the Student Union Ballroom.

Need a space to support students casually praying together TOGETHER in a way that fosters interfaith understanding. Currently there are only disparate locations.

6. What groups do you work closely with who might be a critical adjacency for you?

Work most closely with CSD and business staff as well as student groups. Mission is to promote religious diversity and inter-faith cooperation. Important for minority religious group to have a shared religious space that supports the mission.

7. What new initiatives and/or new directions are on the horizon for your program?

- Inter-faith community service program in partnership with Habitat. Monthly volunteer activity 8-10 students to site, 1 full day for Humanity. President's Inter-faith Community Service Campus Challenge and UMass Habitat for Humanity.
- 14th Annual Freedom Seder – multi-cultural and interfaith event. The vent will be held in April on the 11th Floor of the Campus Center. Food prepared by HTM-Great Academic opportunity for HTM catering.
- Based on feedback from New Student Orientation, will be providing Yoga classes and a guided meditation group. When it was first held in CC 903 it was very well attended – there were 60 people in the room and others were turned away. Now it is a weekly group.

Union Video Center UVC TV19

MEETING AGENDA

Project: Student Life

Subject: Administrative Space Review – UVC

Meeting Date and Time: March 28, Wednesday at 3:00 pm to 4:00 pm

Attendees: Darol Bishop– Student Union 216

Items Discussed:

1. Confirm current location and that the space inventory information is accurate and complete.

Suite is labeled 216 – should be 218 – marked on plans.

2. What is the total number of employees?

- a. Faculty
- b. Professional - 2
- c. Classified
- d. Graduate Student
- e. Student - 18
- f. Temporary
- g. Other

3. What are staffing needs projected for the next 5 years? 10 years?

They are looking to hire 1 position that is currently vacant. Number of employees stays in flux.

4. What about your space works well and should be included in any future planning?

Size of the studio is good, as is the common space/218F.

5. What spaces not within your department's inventory do you need most and for what functions?

- Need more storage space for equipment, editing and media production. Have 5-6 large cameras and a camcorders, but need to expand the number of smaller digital cameras, microphone/sound or voice-over booth.
- Need a Library for archives.
- Don't have space for a new edit station; and tech area should be separate from edit for repairs.

6. What groups do you work closely with who might be a critical adjacency for you?

Work primarily with WMUA and the Collegian; collaborate with Craft Center. Need close access to Business group for logistics (or vacuum tubes/equipment maintenance and parts orders). They like to do outreach to RSO's and to maintain contact with student body. They cover all SGA events and meetings and need direct adjacency and/or close access to the future SGA senate room (now cover meetings in the CC 101). The 5-College Credit Union is a great amenity (personal).

7. What new initiatives and/or new directions are on the horizon for your program?

- They are planning to add a new edit station.
- Will continue to adjust programming to address changes in media delivery and consumption.
- Are looking to Internet streaming, reliable wireless access and high definition uploading; providing on-demand streaming. and need a new HD feed from Housing Services Cable



UVC TV 19 Staff Area



UVC TV19 Staff Room



UVC TV19 Office



UVC Recording Studio

Student Union Craft Center/ Student Union Art Gallery

MEETING AGENDA

Project: Student Life

Subject: Administrative Space Review – **Student Union Craft Center**

Meeting Date and Time: February 17, 2012, Friday at 2:00 pm to 3:00 pm

Attendees: Paula Hodecker – Student Union 206

Items Discussed:

1. Confirm current location and that the space inventory information is accurate and complete.

Yes.

2. What is the total number of employees?

- a. Faculty
- b. Professional - 1
- c. Classified
- d. Graduate Student - 1 Assistant Director
- e. Student – 14 Area Coordinators
- f. Temporary
- g. Other

3. What are staffing needs projected for the next 5 years? 10 years?

Maintain same number of staff – limited for space

4. What about your space works well and should be included in any future planning?

- Being in existence is a great service to students: the Craft Center and the Art Gallery are run as true non-profit Arts and Crafts organizations. 11-17 exhibits/year. Open Mike poetry and students get hired consistently after graduation due to experience. (Lori Anderson was a performer in the Student Union Art Gallery)
- Being in the Student Union and visibility is great – people come from multiple areas of campus.
- They earn funds from sale of materials, workshops and fundraisers that help to pay for facility upgrades and craft materials. The centers are subsidized by GSS and SGA for undergraduate, graduate students and staff and receive grants from CSP/ELSA, UMass Grants Council and others. Have open studio hours.

5. What spaces not within your department's inventory do you need most and for what functions?

- Need more separation of activities with work areas closer to the work tables.
- Bigger display area and storage with shelves and closets for materials.
- More work tables for groups (RSO's, GSO's come together to use materials) and for classes (taught paper marbling and bookmaking for an English class).
- Need better ventilation and single point exhaust at craftwork areas
- Student enrollment is growing, but there also needs to be an increase in space to meet co-curricular need

6. What groups do you work closely with who might be a critical adjacency for you?

RSO's, GSO's Univ. and Acad. Depts. (not the public)

Have 5-College members

CSD, Student Businesses

7. What new initiatives and/or new directions are on the horizon for your program?

- They would like to reactivate the ceramic area with non-hazardous materials, as it is in high demand and currently not functional due to space and ventilation issues.
- Paper Arts Studio (taking place of Ceramics) is growing – added bookmaking and will be adding paper making and paper casting.



Student Craft Center



Student Art Gallery

Center for Educational Policy Advocacy

MEETING AGENDA

Project: Student Life

Subject: Administrative Space Review – **CEPA, Formerly SCERA, Student Center for Educational Policy Advocacy** – established in early 1990

Meeting Date and Time: February 15, 2012, Wed. at 9:00 am to 10:00 am

Attendees: Cameron Russell– Student Union 432

Items Discussed:

1. Confirm current location and that the space inventory information is accurate and complete.

Changes as noted on floor plans per conversation with Erin notes. Room 432 has 2 work stations.

2. What is the total number of employees?

- a. Faculty
- b. Professional
- c. Classified
- d. Graduate Student - 1
- e. Student – 7 Undergraduates and 27 interns
- f. Temporary
- g. Other

3. What are staffing needs projected for the next 5 years? 10 years?

The group hopes to add 7-10 student interns. There were 2 full-time staff members.

4. What about your space works well and should be included in any future planning?

- Ample seating is important: have 6-10 students in the room most of the time and use the ancillary space for student leader meetings. 4 groups meet during the week for 2 hours a week. Cameron meets with leaders every day.
- Being in the Student Union is good, particularly next to SGA.

5. What spaces not within your department's inventory do you need most and for what functions?

CEPA needs archival storage for organization files (since 1990) and need pin-up space for planning work. Need storage space for posters, presentations, archives. They also need a shared conference room for team meetings, which is tough to schedule based on student's schedules.

6. What groups do you work closely with who might be a critical adjacency for you?

Work primarily with SGA. They also have an Advisory Board with representatives from CMASS, Stonewall Center, Everywoman's Center, Center for Health Promotion and Student Legal Services.

7. What new initiatives and/or new directions are on the horizon for your program?

They hope to add one more core team in future. Have 4 Focus Core Teams currently:

- Access and Affordability
- Campus Culture (events for Black History Month)
- Gender Equity – events on rights of students
- Labor Rights (Student Labor Action Project)

They also work with National Organization and Chapters and hope to get 3 more student staff members

- Organizing Coordinator
- Policy Specialist
- Outreach Coordinator



CEPA Main Office



CEPA Meeting Area

Student Bridges

MEETING AGENDA

Project: Student Life

Subject: Administrative Space Review – **Stud. Bridges - MACC/Americorps VISTA Volunteers**

Meeting Date and Time: February 13, 2012, Monday at 1:30 pm to 2:30 pm

Attendees: Rose DeLorme – Student Union 306

Items Discussed:

1. Confirm current location and that the space inventory information is accurate and complete.

Yes. 306 – 4 stations and table for 6

2. What is the total number of employees?

a. Faculty – 1 (in Furcolo) 35 volunteers/class and a flow of students

b. Professional

c. Classified

d. Graduate Student - 3

e. Student - 19

f. Temporary - 1

g. Other

3. What are staffing needs projected for the next 5 years? 10 years?

- Envision expanding staff by 1 more full-time graduate student
- Plus 1 more undergraduate coordinator
- Plus Volunteers to reach 50-60
- Work with 1 high school and provide tours of 10-60 students each; they stop at office to see how a Student-run Agency functions.

4. What about your space works well and should be included in any future planning?

The office suite at a central location in the Student Union works well. People come to socialize, read, have lunch and chat. The table in the middle is central. Crowding is both good and bad.

5. What spaces not within your department's inventory do you need most and for what functions?

Would like a space like the Resource Room; need a space for 1:1 private meetings for 4-6 people. Hold 1 weekly meeting of 6 people (2 hours long) and 1:1 mentoring meetings 2-3/week for 1 hour – 30 minutes.

6. What groups do you work closely with who might be a critical adjacency for you?

SOE/Faculty Admission

CSD, CMASS, Admissions (for tours)

Office of Community Service, Learning and Engagement who are in Goodell.

7. What new initiatives and/or new directions are on the horizon for your program?

Maintain program, grow some more.

Build structures to maintain institutional knowledge and continue to develop volunteer capacities and leadership.



Student Bridges Common Area



Student Bridges Office

WMUA Radio

MEETING AGENDA

Project: Student Life

Subject: Administrative Space Review – **WMUA Radio 91.1 FM**

Meeting Date and Time: February 1, 2012, Wednesday at 12:30 am to 1:30 pm

Attendees: Glenn Siegel – Campus Center, Room 105 (Works 1/4 time for FAC – Jazz Concerts)

Items Discussed:

1. Confirm current location and that the space inventory information is accurate and complete.

There have been some space swaps between Collegian and WMUA. The inventory does not indicate the space on Observatory Way that supports the cell phone tower. Dan visits often to maintain functionality of the antenna and equipment at the foot of the tower that includes the transmitter and backup transmitter.

2. What is the total number of employees?

- a. Faculty
- b. Professional – 2 Administrative Advisors and Dan Ferreira – ½ time total 1.4 FTE
- c. Classified – Volunteers and CS0 Business Office/process administrative work
- d. Graduate Student
- e. Student – 18 Undergraduates – part-time -18 hours/week
- f. Temporary – 1 freelance/retainer, weekly on-call
- g. Other

3. What are staffing needs projected for the next 5 years? 10 years?

Can envision a new studio – would like to have a small performance space (120 seats)

4. What about your space works well and should be included in any future planning?

The one open administrative space is good in terms of a collaborative and collegial environment, but is small and gets cluttered. 105B functions as main administrative space for study and meetings for 2-3 people. Used to do Country and Bluegrass concerts in 101 – but have not been able to use the space in many in years.

5. What spaces not within your department's inventory do you need most and for what functions?

Need one more Control/Production room; a small performance space for live broadcasts with 125 seats; a Black Box Theater for Radio Play or concerts.

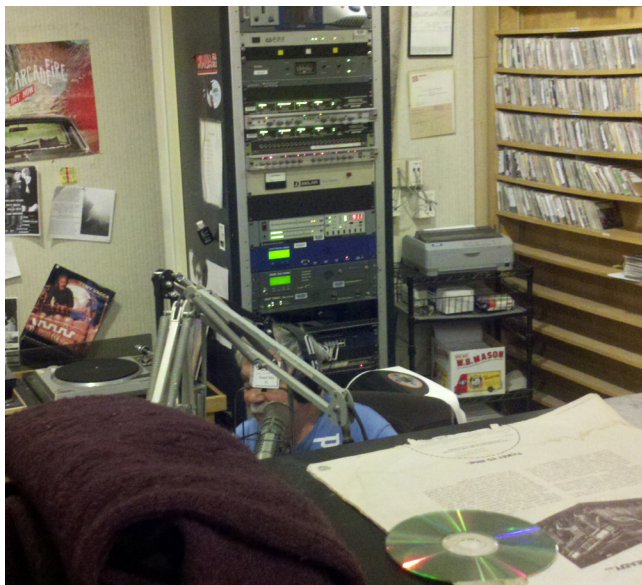
WMUA Radio have had drummers and individuals for live interviews in the past in 107. Radio station was originally in the Engineering quad, but was later moved to the Campus Center. 101 is the largest meeting room, but was originally designed to be contiguous to the studio and to serve as a performance space, which it no longer does.

6. What groups do you work closely with who might be a critical adjacency for you?

WMUA works with the Collegian, CSD Administrative staff and the Business group and UVC. Nancy Cohen's course also uses studio. Former VC Mike Gargano envisioned greater visibility for UMUA Radio, which might increase interest if it is located in a more visible location or part of a Student Union.

7. What new initiatives and/or new directions are on the horizon for your program?

- Buying new control boards and redesigning control studio
- Collaborating with Collegian & UVC to develop program if share resources.
- New equipment (hardware and software) to edit sound.



WMUA Newsroom



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Daily Collegian

MEETING AGENDA

Project: Student Life

Subject: Administrative Space Review – **Daily Collegian**

Meeting Date and Time: May 14, 2012, Monday at 11:00 am

Attendees: Ozi Sander

Items Discussed:

1. Confirm current location and that the space inventory information is accurate and complete.

Yes, though actual rooms are not labeled and some room doors are inaccurately drawn.

The Collegian is the largest student-run daily paper in New England with a print of 11,000 copies per day. They have annual revenues of about \$250,000; payroll and printing is their largest expense. Their revenue comes from approximately 60% on-campus and 40% off-campus advertising.

2. What is the total number of employees?

- a. Faculty
- b. Professional
- c. Classified
- d. Graduate Student
- e. Student, Undergraduate – 12 in business room, 40 in newsroom, 3 graphics and 8 distribution for a total of 63
- f. Temporary
- g. Other

3. What are staffing needs projected for the next 5 years? 10 years?

No change.

4. What about your space works well and should be included in any future planning?

The Collegian offices need to together and particularly business office (room 112) and the newsroom (room 113) need to be directly adjacent to each other. The overhead reception window works well for the visiting traffic (payment for advertising, paper pick up and general inquiries.) They also need access to a loading dock for the daily paper print delivery.

5. What spaces not within your department's inventory do you need most and for what functions?

They would like a more central and visible location. In addition, they need would like more IT infrastructure - more graphics and computer stations with a more reliable Wi-Fi connection. Production in newsroom and in graphics is done on Adobe InDesign. The paper final design is completed by 2am and sent to the printers in Palmer, MA, who then deliver it by 7am to the loading dock for distribution both on- and off-campus.

6. What groups do you work closely with who might be a critical adjacency for you?

CSD Business Group.

7. What new initiatives and/or new directions are on the horizon for your program?

Revenue building & developing student leadership are their most important initiatives.



Room 112 Collegian Business Office



Room 103 Graphic Design & Archives



Room 113 Collegian Newsroom



Room 113A Meeting Room

