

From Henry Kirchner

Christie -

This is the "back-
up" documentation to the
E.S.G. Evaluations

Thanks,
Hank

EMPIRE STATE GAMES

EVALUATION

It is important to spend some time giving serious thought to the campus' involvement in the Empire State Games now that they are over but while they are still fresh in our minds. To assist the campus in its assessment of our role and of the possibility of becoming involved in the Games at some future date, I would ask that each of you work with appropriate members of your staff to assess your departments role in the Games. I would especially be interested in your responses in the following areas:

- A. **Planning:** Was the time and energy spent in planning well used? How could this be done better?
- B. **Communication:** Comments on the timeliness and accuracy of communication from ESG, and between our units would be helpful. How could this area be improved?
- C. **Staffing:** Was the staffing and structure adequate to the task? How could this be improved on campus?
- D. **Value to the University:** What indications do you have that this was of value to the campus? In what ways was it valuable? How might it have caused problem to the campus? How could we make it more valuable and what could reduce the problems it caused?
- E. **Would you support doing this event again if the campus was requested to do so?**
- F. **What things would you do differently?**
- G. **What general comments and observations beyond those given to the questions above would you like to make relative to the Games and our involvement in them?**
- H. **Data summary and analysis by unit:**
 1. **Residential Life and Housing:**
Number housed per day, linen issued, comments on check in and check-out, damage assessments, problem areas, vandalism, budget analysis
 2. **Food Service/UAS:**
Numbers fed per meal per day, non resident meals, box lunches per day, missed meal factor, damages, hours of operation, vending, satellite operations, receptions, bookstore activity, budget analysis
 3. **Traffic and parking:**
Numbers, problem areas, budget analysis
 4. **Facilities (Track, Physical Education Building, other outside venues, Campus Center, Art Gallery, etc.; do an analysis by type of event if that makes sense)**
Numbers, damages, signage, problems, budget analysis
 5. **Communications:**
Service for ESG and participants, inquiry traffic, cellular phones, budget analysis

6. **Contract:**
Budget assumptions, degree of specificity, adequacy of provisions, general procedure for developing the contract, procedures for administering funds, add-ons procedures
7. **Campus Disruption factor:**
General campus activities which were affected, specific incidents of conflict with University programs, examples of academic program impacts
8. **Tours**
Numbers, general observations, specific incidents or reactions, budget analysis
9. **Medical arrangements:**
Facilities, X-ray, staffing needs, overtime, on-call, coordination with ESG, ambulance coverage and other issues, budget analysis
10. **Media and public relations:**
Campus benefit in the media, identification of the University with the Games, degree to which we capitalized on the presence of the Games on campus, campus publications, budget analysis
11. **Transportation system:**
Adequacy of preparation, directions, efficiency of drop-off and pick-up sites, shuttle system, VIP reception shuttle, budget analysis
12. **Campus signage and directions:**
Adequacy of activity, other needs, budget analysis
13. **VIP Reception:**
General reactions and comments, suggestions, numbers, budget analysis
14. **Reception for volunteers Wednesday night:**
General reactions, suggestions and comments, numbers, budget analysis
15. **Volunteers Picnic Sunday:**
General reactions, suggestions and comments, numbers, budget analysis
16. **Student Association and WCDB activities:**
General reactions to the activities by Games participants and spectators, success of selling T-shirts, other suggestions for improvement of the program
17. **Volunteers:**
Numbers, system issues, communications, etc.
18. **Miscellaneous:**
Staff passes, any other matters not covered elsewhere

Thank you for your effort and enthusiasm in support of the Games and for your time in this review process.

Mitchel D. Livingston
Vice President for Student Affairs



UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

MEMORANDUM
September 11, 1991

TO: Dr. John A. Martone
Vice President for Residential Life and Housing

FROM: Steve Galime *SG*
Assistant Director of Residential Life

RE: Empire State Games - Evaluation

Attached please find evaluative input regarding the Empire State Games program. Additionally, I have included the financial/budget analysis related to the Empire State Games which I provided to you earlier.

Overall, I believe the project was a huge success related to Residential Life and Housing operations. For the most part, staff did an exceptional job preparing for and implementing this project. Difficulties or problems that did arise were inconsequential, and often due to poor preparation and communication on the part of Empire State Games staff. In any case, staff quickly resolved problem situations.

As you are aware, the Empire State Games project was an extremely time consuming endeavor. It required ongoing follow up and planning throughout the academic year. To say the least, this project required close attention to detail and regular communication with NYS Parks and Recreation staffs.

On a more positive note, I believe that the Empire State Games program was an excellent opportunity for our Department and the Campus as a whole, in terms of visibility, recognition and "conference" experience. It gave staff a chance to interact with different offices and people on campus. I personally enjoyed planning this project, working with a number of students, having the opportunity to interact with various professionals and departments on campus and having leadership responsibility for a major campus project.

Please feel free to see me if you have any questions or desire additional information.

Thank you.

5ESGEV
Attachment

EMPIRE STATE GAMES - EVALUATION

AREAS FOR IMPROVEMENT/SUGGESTIONS:

RESIDENTIAL LIFE SPECIFIC:

- Improved coordination of time sheets (CQED's)
- Use of Staff T-shirts (build into budget)
- Check all keys in advance
- Closer supervision of student help
- Have 4 hiring days; seek assistance from Human Resources (e.g. I-9 processing)
- Assign additional professional staff prior to June

CAMPUS SPECIFIC:

- Availability of garbage cans on all floors (Plant)
- Need for traffic control when buses arrive (UPD)
- Need for evening/daytime activities (e.g., a dance, vendors on campus, etc.)
- Need for contract to be "signed" in a timely fashion
- Use of information booths on campus to distribute ESG information, maps, schedules, campus publications, etc.
- Perhaps make the campus ESG publication more attractive (e.g. use of color) or more informational (e.g. campus history, traditions, etc.)
- Need to secure passes for campus staff (e.g. All Residential Life Staff) involved in the project

PARKS AND RECREATION SPECIFIC:

- Need for consistency between regions (e.g., damage inspection process)
- Improved supervision for Long Island Region
- Improved communication between ESG Coordinator and Regional staffs
- Need for printouts in alpha and room order - not only by sport
- Need for tickets at check-in for unassigned participants, substitutes and lost tickets
- Contract timeliness
- Better coordination/communication of room switches
- Need for more accurate, up-to-date labels; ID's were often incorrect
- Avoidance of last minute information, ESG has done this for years, there should be minimal changes
- Regional security needs to be more visible and consistent between regions

THINGS THAT WENT WELL:

- Check-in
- Use of manuals
- Use of RCR's
- Check-in envelope
- Lanyard/rope for ID cards
- Student help
- Quad offices being open 24 hours
- Pre-packages of meal cards and keys
- Not having to distribute linen
- Garbage bags

5ESGEV

3/6/91

EMPIRE STATE GAMES
Activity Summary

ENABLE D3
Esgacts.ssf

RESIDENTIAL LIFE AND HOUSING

ITEM:	RATE:	SUBTOTAL:	NOTES:
Guaranteed Bednights	\$11/Bdngt	\$198,000	18,000 Bednights Actual Bednights=14893
Freedom Quad Bednights Prior to 7/24	\$14/Bdngt	\$3,164	226 Bednights
Lost Keys	-	\$1,100	
Lost Towels	\$2.85/twl	\$379	133 Lost Towels
ADD ON: Lock Changes	\$24/each	\$72	3 Changes
ADD ON: Linen	-	\$90	18 sets for Ham Radio Operators
Damages	-	-	To be determined by Physical Plant
TOTAL:		\$202,805	

8/7/91

EMPIRE STATE GAMES
Budget Analysis
Budgeted vs Actual Expenses

Enable D3
ESGBUDA.SSF

RESIDENTIAL LIFE AND HOUSING

ITEM:	ORIGINAL BUDGET @ \$9.88/BDNGT:	ACTUAL EXPENSES:	NOTES:
10-Month Extensions	\$29,324.00	\$25,315.00	Fringes @ 28.96%
Student Staff	\$53,200.00	\$39,743.00	Based on Time Sheets
Staff On-Line	\$31,392.00	\$31,392.00	Directly to DIFR
Guest Room Rentals	\$54,000.00	\$54,000.00	To IFR 900951
Soap	\$2,360.00	\$707.00	
Door Garbage Bags	\$3,000.00	\$1,136.00	
Printing	\$1,400.00	\$766.00	
Miscellaneous	\$3,200.00	\$209.00	Vinyl Craft Rope
		\$2,695.00	Sheets & Towels Rental
		\$1,163.00	Staff Meals
		\$247.00	Lost Sheets (26 @ \$9.50/sheet)
		\$379.00	Lost Towels (133 @ \$2.85/towel)
		\$258.00	Miscellaneous
		\$46.00	Pens, markers, ...etc.
TOTAL:	\$177,876.00	\$158,056.00	
	DIFFERENCE:	\$19,820.00	



UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

TO: Vice President Livingston
FROM: James Van Voorst
DATE: September 6, 1991
SUBJECT: Empire State Games Evaluation

Following are my comments on the 1990-91 Empire State Games. I hope my comments will be useful in your analysis. An accounting of costs and reimbursements will be provided to you upon completion of the billing and payment process with PARKS and the LOC.

Question A

I believe the time and energy spent by the Committee was well used. I think the discussions were necessary and aired various aspects of the Games which helped the University to carry out its functions properly. I would suggest that for future projects, specific areas such as opening ceremonies, food, special events, parking, traffic flow, etc. be assigned to smaller subcommittees for a very detailed review and presented by those subcommittees to the main committee for comments, evaluations, etc. I believe this would allow for deeper penetration of issues and provide adequate time for persons ultimately responsible for those areas to fully air their plans and potential problem areas.

Question B

I believe any breakdowns or lack of communication could be due to the unique fiscal atmosphere which surrounded the program. Clearer information, however, regarding the Local Organizing Committee, its function and role, especially in relation to the opening ceremonies, needs improvement. I do believe, however, that as information became available, it was disseminated quickly and to the appropriate personnel.

Question C - Staffing

Based on all reports, it appears as if all staffing was adequate, however, the individual areas would be better able to evaluate this item.

Question D - Value to the University

I believe the Games' value to the University may have been diminished somewhat because of the current fiscal difficulties. However, additional publicity and perhaps an earlier call for use of University personnel on a volunteer or paid basis to support the Games would have a larger impact upon the University. However, I believe that carrying out such a project, involving the various operations of the University (including Student Associations report), is beneficial and enables the University to be more experienced to bring in other large groups or conventions.

Question E

I strongly support doing this event again.

Question F

More publicity, tighter agreements earlier in the planning process with both the Games personnel, as well as Local Organizing Committee staff, and a clearer identification of what areas or programs the University wishes to highlight.

Question G

I have no additional comments or observations.

Question H-6

Regarding the Empire State Games main contract, it appears to me that the contract was adequate and will suffice for all payments. In relation to the Local Organizing Committee, however, I believe a more formal arrangement should be developed for the future setting forth time periods, etc. for payments.

Question H-7

I personally saw very little disruption of University operations because of the Games. However, I do believe more tours or recruitment type of activities could be carried out.

Question H-10

Additional identification of the University with the Games is necessary if the University wishes to be identified as such. I also believe it would be essential to house the media personnel on campus to gain maximum benefit of media exposure.

Question H-16

It was pleasing to see the Student Association step forward and provide a lending hand to the University's hosting of the Games. It also appeared they were willing to do as much as needed to ensure the Games were successful.

Question H-18 - Miscellaneous

Although it does not appear the University will incur a deficit because of hosting the Games, I believe certain areas could be expanded upon to make the Games more beneficial in a monetary way:

- a. Charges for parking.
- b. Additional sale of University emblmed items (whether this be done through the bookstore or through a separate agreement) should be discussed.
- c. Additional involvement of University personnel as volunteers or paid individuals.

In summary, I believe the Committee and the various units did an outstanding job regarding hosting of the Games in such a difficult year. I believe the meetings were essential to ensure that all University aspects of the hosting were identified, discussed and carried out in a way consistent with the University's desires. In that regard, I particularly note Hank's and your direction throughout the many months leading up to the Games as being extremely useful and a key element for the success of the University's hosting of the Games.

Thank you for allowing me to partake in the Committee and to comment upon the University's hosting of the Games.

If you wish to discuss any of these items further, please contact me.

JVV:ch

cc: J. Hartigan
L. Neveu

(a-182)



UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

August 7, 1991

MEMORANDUM

TO: Henry Kirchner
FROM: Gary Pelton 
SUBJECT: Empire State Games

The Empire State Games was an exciting event for the Telephone Systems Office. I am looking forward to the opportunity to be involved in the games in the future. As you requested, I have prepared comments in response to the questions you have suggested.

A. Planning: I am a firm believer that the time spent in planning is directly reflected in the quality of the product produced. Our planning sessions were an important part of the outcome of the success we enjoyed. In hind sight, it may have been beneficial to be more formally organized. A suggestion would be to use some form of a Gant Chart allowing for the delineation of activities, responsibilities and time frames.

I would also like to see an initial meeting with the ESG staff to review their plan in detail (inclusive of the dates they have set for themselves). The Gant Chart would facilitate the action plan development coordination with the ESG staff.

B. Communication: I am truly amazed at the absence of a "check list" from ESG. With as many years of experience as they have had I would have expected them to know specifically and in detail what they needed. As we have now experienced, ESG made many last minute changes, indicating their lack of commitment to a specific way of conducting the games. This flexibility carries both a beneficial and detrimental impact.

C. Staffing: I think the staffing was adequate.

D. Campus Value: From my perspective, the value associated with the games was in the opportunity to interact with outside vendors to accomplish tasks of mutual interest, thereby promoting the University at Albany, while allowing the contributor to also gain recognition. Hopefully there will be a residual and valuable effect for the University and the vendor through this development resulting in a win win situation.

With respect to my area of responsibility, I do not expect there will be any negative implication.

As I mentioned above, I look forward to the future opportunity to engage in the development of more exciting telecommunications technologies. Hopefully there will be a residual effect for the University through this development.

- E. Repeat Performance: I am clearly in support of hosting the games again.
- F. Doing Things Different: The benefit of our experience leads me to think that the financial agreement presented the single item of greatest controversy. The resolution of the discrepancy was clarification or modification of the contraction description. With this in mind, I think a careful and through review of the contract early in the planning cycle would resolve issues on a more timely basis. This might best be facilitated via a contract reading during a combined committee meeting of University representatives and ESG representatives.
- G. General Comment: The telecommunications requirements set by the Empire State Games organizations were bare bones at best. They addressed only the minimal level of telephone communications needs for their staff, and the press core. As a result of their decision to locate the press activity away from the campus, the demands on the campus were plain vanilla.

I believe there is an opportunity to significantly enhance the telecommunications support of the games, taking advantage of current technology and external contributions of technology and funds. These enhancements may allow the University at Albany to be more prominently involved, offering exciting, attention getting services.

Clearly, any event occurring the second time will be easier to manage than the first time. Notwithstanding this reality, I believe the University's hosting the games was a stellar success.

- H. Data Summary

Communications: Inquires from the general public received at the campus telephone switchboard were significantly below the level that I anticipated. No additional staff time or switchboard coverage was needed nor was any used. The normal after hour tape message was modified to announce the telephone number that people should call for information (a non University telephone). This action plus good publicity by the ESG may have prevented the potentially high level of calls.

The use of cellular telephones was very light, but the comfort of having immediate communications ability was acknowledged as important.

Expenses, as of the time of this commentary have not yet been received.

Please let me know if you would like to discuss any of these items further.



UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

MEMORANDUM

TO: Mitch Livingston
FROM: Bill Moore *Bill*
DATE: August 15, 1991
SUBJECT: Empire Games Evaluation

Response to Specific Areas

A. Planning

The period of time, spring, 1990 to late fall, 1990 seemed to be without sufficient direction. The trip to Syracuse by Student Affairs personnel was informative, however. Had the Office of the Empire State Games been more actively involved with the campus, it would have been helpful.

Once the Wednesday meetings began, the task became more clearly defined. The inclusion of Brendan McCann in the one Wednesday meeting seemed counter-productive. Later, when reports of discussions between McCann and Livingston/Kirchner were made in the weekly meetings, things began to come together.

B. Communications

The next time around, there should be a calendar of meetings, July to July, involving ESG office and Student Affairs Office and from these meetings the campus committee could be given progress reports.

C. Staffing

Seemed to be right on target. Identification of events to be held on campus at an earlier date would assist staff.

D. Value to the University

Excellent publicity. Focus on University as site of Opening Ceremonies. Am not aware of any problems in PEAR.

E. Support Event

The Department of Physical Education, Athletics and Recreation certainly would support the return of the Games to our campus.

F. What to do Differently

Funding in place with or without state support. Promote the Games throughout the University during the academic year preceding the Games.

G. General Comments

As was reported by officials at Buffalo and Ithaca, the Games must have the support of a Vice-President on the host campus. Further, the active involvement of the Vice-President is essential. It is much to ask that this be done on top of all other administrative responsibilities. Still, having succeeded in 1991, it is unlikely that future Games would be handled differently.

G. Observations

As reported in the post-Games luncheon, all campus units responded magnificently. This can certainly be counted on in the future because of the high degree of professionalism in each unit.

Note - Coming onto campus the early evening of Opening Ceremonies one saw evidence of the several units responding so well, whether it was Public Safety, UAS, Plant, Residential Life, etc. It all came together with a bang and the next four days moved along at the same clip. The outcome had to be up to all expectations.

Data Summary - PEAR

Venues - All were in superb order for the Games and held up well for all events.

There were no problems in the building. Some traffic flow changes might be considered, however. Accessing the main gymnasium by a single door (West end of gym) should be changed. There is a potential hazard if spectators come and go through this one door while a game is in progress.



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M E M O R A N D U M

DATE: September 3, 1991
TO: Mitch Livingston
FROM: E. Norbert Zahm
RE: Empire State Games

The following information is in response to your request for an evaluation of our experience with the ESG.

The planning process that began early in the semester proved to be confusing because of the uncertainty of the New York State budget supporting the ESG. This created an atmosphere that the Games were scheduled, but most likely would not be held; thus, a lack of enthusiasm to seriously participate. In a "normal" year, and with one year of experience, the planning process should begin about April 1.

Communication was generally adequate, but could be improved at the level of the operating managers. On several occasions, UAS managers were unable to make contact with Games employees. Also, the planners and the managers need an improved communication link so that planners don't promise more than services can provide. This would also apply to pricing of services and products.

The staff and structure of UAS operations met the challenge with no serious problems. For us, five days in July were very similar to normal operations in mid-October.

The value of the Games to the university probably cannot be accurately assessed. However, the general opinion of the press, participants, coaches, attendees and honored guests was very complimentary. UAS, in particular, received many personal and written compliments especially regarding residence hall food services, the VIP reception and several catered events. Civic, business and political leaders certainly have a thorough understanding of the campus's ability to conduct a quality event that was responsive to participants and spectators.

On the list of things to do differently is the creation of a more cooperative and understanding atmosphere with the Local Organizing Committee. The planning process for several on-campus events was marred by the insistence of LOC members that they had exclusive rights to make final decisions regarding location, service and product served.

Relative to UAS operations, the Games organizers and staff provided a pre-Games analysis of the numbers of participants and the types of products and services to be provided by UAS. In most cases, the actual numbers were below those anticipated.

Meal "contracts" sold were approximated 4,600 which was about 600 below expectations. Commuter meal plans totalled about 200 per day and meal plans for special participants were 25 per day.

Box lunches reached almost 7,000 which was higher than expected. On one day in particular, 2,200 box lunches were packed and shipped, which was about 500 more than in previous years. This was impacted by the last minute decision of other involved campuses not to provide box lunches. If the ESG are to be held again at Albany, a new charge and delivery system for box lunches will need to be addressed.

The Campus Center food operations sold about \$400 per day more than in a regular July. They catered for 1500 (800 were invited) at the opening night social event after the opening ceremony, for 325 in the Art Gallery reception and for 300 at the closing picnic. The four food and beverage locations at the opening night ceremony produced almost \$6,000 in sales.

Vending sales were slightly below a normal day in October. Unfortunately, several vending machines were damaged in one quad on Wednesday night. However, this was the extent of damage in all UAS locations.

~~Bookstore sales were almost \$6,000 above normal and were mainly in the categories of clothing and gift items.~~

The bowling lanes produced about \$330 in sales which was derived from recreational bowlers, not competitors seeking a place to practice.

Hours in all the above operations were on target and would not be changed for a repeat of the ESG.

The provision of cellular phones for food service managers was an excellent benefit and such service would be requested in the future.

The volunteer reception on Wednesday should have been at a location not accessible to the student participants. It was impossible to stop them from consuming beverages and food available for coaches, trainers and volunteers. In fact, many coaches commented that it was uncomfortable to have student participants mingling with them. This apparently was not done in previous years. Also, the LOC should contract with UAS to cater the entire event. The LOC plan to support the event on food donations was not workable and resulted in many problems.

The volunteers picnic on Sunday was very successful and needs no substantial changes.

The system of staff passes and special motor vehicle permits needs to be reviewed. If it were not for casual enforcement of admission checks, many UAS catered events and vending areas would have experienced a shortage of employees and products.

Thanks for the opportunity to comment on the UAS experience. For us it was a rewarding and fun experience and we look forward to another ESG on campus.




E. Norbert Zahm
General Manager



UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

TO: Henry Kirchner

FROM:  James R. Williams

DATE: August 16, 1991

SUBJECT: **EMPIRE STATE GAMES EVALUATION**

I think that security and police coverage was more than needed. This, in part, was due to the smaller than anticipated crowd(our estimate was under 10,000 including athletes). If, however, the Games were to return, I would plan on the same number of personnel simply because a much larger crowd may attend Opening Ceremonies. I would support their return.

The University at Albany hosts the New York State Police Olympics, the Correction Olympics, and has hosted the Special Olympics. I would suggest that should we become the permanent host of the Empire State Games, we capitalize on being an amateur athletic center.

Traffic and parking went smoothly. That was because less than 3,500 cars were parked. If we had to initiate the shuttle system and close our campus, there would have been some confusion along Washington Avenue. We will need to arrange better directions next time.

Because we were able to use 27 recruits and their instructors from the Basic School, the overall security overtime budget was considerably less than planned. This was because those 27 officers were not paid overtime, but given compensatory time instead. This may not be possible in future years.

UNIVERSITY AT
ALBANY
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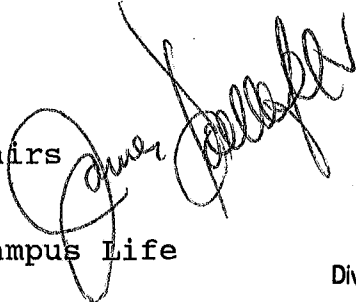
Department of Campus Life
518 442-5566

TO: Dr. Mitchel D. Livingston
Vice President for Student Affairs

FROM: James P. Doellefeld
Assistant Vice President for Campus Life

DATE: August 5, 1991

SUBJECT: Empire State Games Evaluation



Division of Student Affairs
Campus Center 130
Albany, New York
12222

Per your request of August 1 noted below are evaluative comments I offer regarding the Empire State Games from the perspective of working on volunteers and as a member of the planning committee:

- 151 persons participated in the tour program managed by Mary Schimley. There were 20 tours offered during the period July 25-28. The preponderance of tour participants appeared to be athletes and their parents, in addition to the regular tour traffic. The tour program will cost approximately \$650,000. All tours were conducted by Mary Schimley's Orientation student assistants. This special tour program did generate sufficient participants, to result in a favorable cost benefit ratio.
- On the evening of July 24 during the Opening Ceremonies I worked with volunteers on matters relating to parking and traffic. The parking/traffic arrangements were highly satisfactory. That arrangement could be replicated with success at future Empire State Games Opening Ceremonies. UPD was highly effective.
- The reception for volunteers on Wednesday evening needs to be more tightly controlled in terms of access. Approximately 30-40% of those in attendance were not invited and consumed food intended for volunteers. While this is not a major issue it is a problem that requires attention at any future receptions.
- The decision to move the media and computing centers out of the Campus Center and into the Washington Inn was unfortunate for us and probably for Empire State Games. At future games the Campus Center would hope to host the media center.

- The last minute change of the Weightlifting venue to the Ballroom occurred without a hitch. While there was initial concern regarding adequacy of the floor covering, Dennis Stevens' people did a first-rate job responding to the issue and the floor was not damaged.

- There remains a fundamental misunderstanding between the Empire Games executive staff and the University regarding each other's role. Empire Games saw the University as just another State park to be utilized without regard to existing programs and facility management protocols. The University did not recognize early enough that the Empire State Games is not merely a conference but rather a major public relations opportunity. The public relations component was handled weakly, beginning with our absence in a public way at the '90 Games in Syracuse. By that I mean the University president and the mayor of Albany should have hosted a reception/press conference in Syracuse last Summer, for example.

- ~~- The Empire State Games occurred at a significant investment from staff, particularly Physical Plant and Residential Life. I wonder if that tremendous investment was worth it for a non-University program; given the public relations, financial, and staffing issues the University faces at this time.~~

JPD:kar

SPORTS

THE TIMES UNION

Wednesday,
December 11, 1991



GAMES

Continued from D-1

Albany gets '92 Empire Games

By Roger Brigham

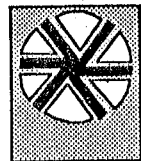
Executive sports editor

ALBANY — Figuring he knows a bargain when he sees one, Gov. Mario Cuomo announced Tuesday that the Empire State Games will return to the Capital District in 1992 for a repeat performance.

In choosing Albany over Syracuse, which has held the Games 10 times, the governor accepted the recommendation of the Department of Parks and Recreation, which supported Albany largely because it's the cheapest site.

"I think when it came down to fit any budget we could possibly expect, Albany was the only choice," said Games spokesman Fred Smith.

"We're delighted that we will be able to host



EMPIRE STATE
GAMES

the Games two years in a row and thank the governor for his confidence in our performance," Albany Mayor Thomas M. Whalen III said. "According to the coaches and officials and participants in last year's Games, we had the most successful Games ever and hope to build on that."

Said Fred Gula, director of the Adirondack region: "I'm ecstatic. I thought Albany did a super job last year. It's such a saving and it went so smoothly, I can see why the governor leaned that way."

"This is a nice Christmas present."

Whalen said he's already contacted members of the 1991 organizing committee and hopes to have the 1992 committee announced by the first of the year. The membership is not expected to change substantially. Whalen said local businessman Al Lawrence wants to serve again, but not as chairman.

Whalen had said at the end of the '91 Games that although he hoped the Games would return to Albany someday, he thought an immediate return might be too much of a burden on local organizers.

Tuesday he was whistling a cheerier tune.

"I think we can pretty well discount any logistical problems we thought we might have had," Whalen said. "There's a high level of interest and people are looking forward to it."

Brendan McCann, the executive director of the Games, said the committee will face the immediate task of closing the \$500,000 gap between the \$1.6 million operational costs and an expected \$1.1 state allocation. That gap will have to be filled by merchandising efforts, ticket sales and about \$300,000 in local fund-raising.

A year ago it had been expected that Syracuse would get the 1992 Games. But

McCann said the state saved about \$150,000 in travel-related expenses by holding the 1991 Games in the Capital District, where most of the parks and recreation staff members are located. That became a critical factor in the site decision as the state budget continued to tighten.

Gula said completed work on Siena's new sports facility and the University at Albany's fieldhouse could help reduce costs even more. "That may help us consolidate some activities," Gula said.

The Empire State Games, the largest annual amateur sporting event in the country, draw about 7,000 athletes from across the state for regional competition in 29 sports, plus another 2,000 masters athletes. Estimates place the economic benefit to an area holding the Games at anywhere from \$2 million to \$6 million.

See GAMES / D-6

The '92 Games will be held Wednesday, July 22, through Sunday, July 26. In the calendar of amateur sports, that puts it in conflict with the July 25 opening of the Summer Olympics. And, as was the case last year, the Games conflict in the local sports calendar with the opening week of the thoroughbred racing season at Saratoga. But whereas a year ago that conflict had Games organizers worried, this time it wasn't even an afterthought.

"We realize we're always going to run into something," Smith said, "but we felt last year neither we nor the track suffered."

Smith said the dates were chosen because they were late enough to allow qualifying meets to be held and programs to be printed, but early enough to allow college basketball coaches to attend and scout potential recruits. Last year was the first time the Games were held at a time coaches were allowed by NCAA rules to attend and a flock of Big East coaches turned out.

July 31, 1991

To the Editor:

As the liaison from the host campus, the University at Albany, to the 1991 Empire State Games, I must take issue with an article by Nekesa Mumbi Moody on the Games that appeared in your Saturday, July 27, 1991 edition.

Ms. Moody described our campus as "remote," and wrote, "if you want to go and grab something from McDonalds, go out shopping, or hit some of the local nightspots, you can't do it on foot." Had she researched her story, she would have discovered a plethora of gourmet and fast-food restaurants, stores and nightspots within a five or ten minute walk from the Campus Center on Western and Washington avenues, or on Fuller Road at Stuyvesant Plaza.

Ms. Moody noted that the athletes relied on buses and the University was providing buses to downtown Albany and other venues every few minutes. In the next sentence, she wrote that athletes were not using this service because, in the words of one athlete, "the buses are confusing." Is the University at Albany the issue athletes high school age or older become confused regarding what bus to take to various sites?

The first Empire State Games held in the Capital Region were, by all accounts, a tremendous success. Much of the credit is due to the staff, facilities and resources that the host campus, the University at Albany, provided. Credit is also due to the region's other outstanding institutions of higher education (Siena, St. Rose, Union, Rensselaer) and local governments which joined us in providing venues for the Games.

There are, no doubt, some grounds for criticism and there are procedural "bugs" that need to be worked out if the Games are held here again. But many, many individuals and institutions worked very hard indeed to make the Empire State Games a success. These efforts should not be belittled.

Sincerely,

Mitchel D. Livingston
Vice President for Student Affairs

November 13, 1991

MEMORANDUM

**TO: James Van Voorst
University Accountant**

SUBJECT: Empire State Games Expenses - UAS

The attached bills represent campus expenses for Empire State Games activities. They should be paid from the campus "surplus" funds as soon as the account with Parks and Recreation is settled. If funds are not available to cover any or all of the items, please let me know and I will seek relief from Norb Zahm as their contribution to the campus in recognition of how successful this event was for UAS.

Thanks.

**Mitchel D. Livingston
Vice President for Student Affairs**

October 30, 1991

Honorable Thomas M. Whalen III
Mayor
City of Albany
City Hall
Albany, New York 12207

Dear Mayor Whalen:

After briefly visiting with you Saturday at the Citizens Laureate Program I thought I would write a brief note to share some thoughts on the start of the academic year and on our most interesting and productive experience with the Empire State Games.

The fall semester has gotten off to a far better start from my perspective than did 1990. We certainly are seeing and hearing significantly fewer complaints about student behavior from their neighbors in the City. While I know we will always have some level of tension I believe that we will have in place some systems which work and many people across the board committed to improving this relationship. We will keep working at it.

The campus certainly enjoyed hosting the Empire State Games. I found working with you and the rest of the Local Organizing Committee delightful! It was a truly fine cooperative effort by all in spite of the terrible budget impasse. I thank you for your many acts of support for the University and for me.

From the great cooperation extended by the City Police to your offer to allow us to use the historic trolley, every effort was made to have the games the "the finest ever."

Once again, thank you.

Sincerely,

Mitchel D. Livingston
Vice President for Student Affairs



UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

September 10, 1991

MEMORANDUM

TO: Empire State Games Campus Committee

SUBJECT: Evaluation Reports - Reminder

Busy as I know each of you must be, I must ask for your prompt response to my earlier request for formal evaluation statements regarding your role in executing the Empire State Games.

It is also my understanding that some bills are still incomplete and that Jim Van Voorst is lacking some documentation needed to recover our expenses. This is critically important and must be resolved as soon as possible.

Thanks for your continued attention to wrapping up the remaining loose ends.

Mitchel D. Livingston
Vice President for Student Affairs

August 1, 1991

MEMORANDUM

TO: President Swygert

SUBJECT: News Article Regarding Empire State Games

Joel Blumenthal shared a Gazette article with me regarding the Empire State Games that attributed a statement to me about the University "gaining \$400,000." (I assume this means profit). I have **no** idea where this number came from. Our total budget for the Games was approximately \$600,000. I certainly would not anticipate \$400,000 in profit.

By the way, the number \$400,000 appears erroneously in another article in the Times Union that I have attached for you. It appears that when the media is wrong quoting figures about the Games, they are consistently wrong.

Mitchel D. Livingston
Vice President for Student Affairs

Attachment

Albany opener goes smoothly

By Al Hart

Staff writer

T-11
7-25-91

ALBANY — Pomp, pizzazz and a heartwarming parade of athletes marked the Opening Ceremonies of the 14th annual Empire State Games at University at Albany's football and track complex Wednesday night.

With close to 20,000 persons — counting spectators, athletes, masters athletes and officials — watching and listening, Gov. Mario Cuomo officially proclaimed this four-day Olympiad-style state amateur competition open. Mike Brown, an athlete from the Central region, and Richelle Depold, an Adirondack region swimmer from Scotia and past Games medalist, ran the traditional lap around the track with the torch to the delight of the spectators and athletes, then Brown lit the flame.

These Games, because of the state's financial straits, were an endangered species much of the spring and early summer. But the Legislature passed a budget July 4, which freed up enough funds to allow the Games to be held in the Capital District for the first time with a budget of about \$1.1 million. That contrasts with the estimated \$1.4 million used to put on the Games last year in Syracuse.

But all of that worrying and waiting by the athletes and organizers was forgotten, or at least forgiven, on this weather-perfect July evening. Athletes from each of the six regions competing here today through Sunday marched proudly onto the complex to the accompaniment of cheers and music.

It was obvious that the many

athletes enjoyed the attention being given them. They laughed, smiled and waved to friends and relatives who cheered them.

Some of the athletes showed their own special pride at having qualified to be participants in these Games. A contingent of Adirondack girls shouted "We're Number One!" in unison as they passed the main grandstand.

The West region's women's field hockey team members all wore custom-made T-shirts which said "Go for the Gold... or go home" and made it a point to make sure every obliging photographer in attendance noticed them.

Adirondack boys basketball coach Ron Cicchinelli, grinning widely, like many other coaches and athletes, waved proudly to friends who called his name.

They were repeatedly lauded by the string of speakers who stepped to the podium.

Albany Mayor Thomas M. Whalen III, who is a single sculls competitor for the Adirondack master's rowing team, let his pride show.

"We are so proud to hold the 14th annual Empire State Games," said Whalen, who had campaigned actively in recent years for his city to have the chance to act as host for the Games. "For the next four days, we will lift the torch higher than it has ever been lifted before in the history of the Games. We lift it for you — the Empire State Games athletes and Olympic hopefuls."

H. Patrick Swygert, president of the host University at Albany, added, "I am proud and honored to be with

See OPENING/D-2

The Empire Games begin

It's always a stirring sight: Young athletes marching into an arena as one of them leads the way with a blazing torch. Perhaps it's the images of ancient Greece that this ritual evokes, or the spirit of friendly competition they symbolize, that quickens the pulse. Whatever the reason, the opening procession for this year's Empire State Games, held at State University of Albany, was an impressive one.

We welcome the athletes and we salute their dedication and self discipline at a time when state budget cutters threatened to snuff out this week's competition in a pound-foolish approach to cutting the cost of government.

The games never should have been in jeopardy in the first place. Their cost to taxpayers — \$400,000 — was modest compared to the special interest projects that state lawmakers routinely approve for their home districts. This year alone, lawmakers approved \$78 million in such projects, a gross waste of taxpayer funds.

More to the point, the athletes had trained on the good-faith assumption that New York state would keep its

promise of financial support. There was no justification for breaking that promise so late in the year — not after the athletes had devoted so much time to preparing for competition.

Having escaped the budget ax this year, the Empire Games are by no means assured of future support. Indeed, their prospects likely rest on the ability of organizers to arrange financing from many of the same corporations and benefactors that now support the Olympic Games.

Now that the games have begun, however, it's time to fix attention on the playing field rather than the checkbook. A remarkable array of competitive skills is on display in Albany this week — all of it well worth broad public support.



T-11
7-25-91

OPENING

Continued from D-1

you in sharing in the joy and the triumphs of the days to come."

Brendan McCann, executive director of the Games who had sounded optimistic notes even on the darkest days of financial uncertainty which clouded the Games' chances this spring and summer, listened attentively while he playfully held his young grandson, Brendan Love.

McCann, young Love, and all others in attendance heard Albert Lawrence, head of the local organizing committee, and Robert Macfarland, chief executive officer of Norstar Bank (which sponsored the Opening Ceremonies), also praise the athletes while preceding keynote speaker Jeff Blatnick and Cuomo to the podium.

The emotional highlight of the ceremonies might have been the athletes' animated reaction on the football field to the playing of the Frank Sinatra rendition of "New York, New York."

Just a few bars into the song, some female athletes from the Central region began an impromptu arm-locked, leg-kicking Rockettes dance that was quickly mimicked by groups of girls from other regions. Other athletes simply did their own thing, singing along and waving the small yellow Games pennants that were passed out at all gates.

Adirondack region director Fred Gula rocked from side to side, energetically clapping his hands in time to the song. Beside him, Nancy McKenna, assistant Adirondack director, sang along loud enough to be heard by some of the patrons standing along the fence encircling the field.

Also inspiring the athletes and fans was the sight of Depold and Brown making their run around the track with the torch while the theme song from the motion picture "Rocky" played loudly over the public address system.

A slick multi-media slide show and a fireworks display provided the final touches to a well-orchestrated, fast-moving program that had begun in late afternoon with music from a dixieland jazz band, appearances by clowns, jugglers and trampoline artists, the launching of hot air balloons and the presentation of colors by Scottish bagpipe music from the Albany Police Pipe and Drum corps.

Empire State Games' pros and cons

SUNYA officials expect university to benefit by playing host to athletes

By ROGER GABOURY
Gazette Reporter 7/23/91

ALBANY — The Empire State Games are expected to be an economic boon to the Capital Region, and the State University of New York at Albany — the host of many events including the opening ceremony — expects to be a big winner.

The university expects to gain about \$400,000 for housing some of the 7,000-plus athletes in the games

and possibly similar numbers for food concessions on the campus during the four-day event, said Mitchel D. Livingston, vice president for student affairs.

The added revenue will not cut into the tuition increase university students will have to pay this fall, but may help stave off some future fee hikes, Livingston said.

"It won't be overwhelming but will

See SUNYA, Page B9

SUNYA expects to benefit

Continued from Page B1

be a significant shot in the arm," he said.

The university should also gain in visibility with thousands of athletes and spectators around the campus.

"These games will have a profound impact on the university," Livingston said.

The 14th annual Empire State Games — hosted for the first time in Albany this year — start with an opening ceremony at 7 p.m. tomorrow at the university. The games will continue with sporting competitions from archery to wrestling at various sites across the Capital Region.

Organizers expect the area's economy to gain millions of dollars with the influx of people from across the state for the games.

More than 7,000 athletes and up to

20,000 spectators are expected.

Livingston said the university could never get the same kind of exposure in such a small time-frame. The university looks to take advantage of that exposure by offering campus tours and information about the university.

And with a number of out-of-towners may come a glut of memorabilia shopping through the university's stores.

Livingston didn't know the total net effect the games will have but said every extra dollar will help.

The money generated during the games will stay within the programs that generate it, he said.

Also, the university may benefit by having a crop of young athletes thinking of where they want to go to college.

EMPIRE STATE GAMES

VIP RECEPTION - July 24, 1991

Information Sheet - for those taking RSVP calls

- Time:** Reception: 5-6:30 PM Opening Ceremony: 7:00 PM
- Date:** July 24, 1991
- Location:** Art Gallery - Fine Arts Building
- Directions:** **From the South and West:** Follow New York State Thruway to Exit 24 and Interstate 90 East to Exit 2. Proceed across Washington Avenue onto the campus.
- From the North:** Follow the Northway (I-87) South to Exit 1 and Interstate 90 East to Exit 2. Proceed across Washington Avenue onto the campus.
- From the East:** Follow Interstate 90 East to Exit 2. Turn left onto Fuller Road and left onto Washington Avenue. At traffic light, turn right onto the campus.
- Once on Campus:** Follow signs to President's Reception.
- Parking:** Reserved parking will be available -- follow signs.
- Transportation:** Bus transportation to and from the opening ceremony will be provided.
- Tickets:** To Opening Ceremony is **NOT** required for those attending the VIP reception.
- Opening Ceremony**
- Seating:** Bleacher seating will be reserved for those attending the VIP Reception. Please obtain information regarding special/disabled seating needs.
- Cancellations:** Please call if you will **NOT** attend.
- Weather:** All events are rain or shine
- Spouse/Guest:** Are welcome - get total number (children not encouraged)
- Schedule of Events for the entire evening - attached

EMPIRE STATE GAMES

OPENING CEREMONY (Tentative Program)

WEDNESDAY, JULY 24, 1991

5:30 PM	Gates Open
5:30-6:45	Prelude: Clowns and Jugglers Entertaining
6:30-6:50	Entertainment on Field - Hot Air Balloons/ Trampoline
7:00	Ceremonies Officially Begin: Introduction of Reviewing Board
7:05	F16 Fly-over
7:07	Parade of Athletes led by Pipe & Bugle Band Hudson Valley, Long Island, New York City, Western, Central, Adirondack regions, Medical Staff, Ham Radio Operators, Empire State Games Banner
8:05	Mayor Thomas Whalen Welcome H. Patrick Swygert and Al Lawrence speak
8:12	Presentation of Colors and National Anthem
8:17	Invocation by Rabbi
8:19	Governor Cuomo/Commissioner Lehman speak
8:25	Main Speaker
8:30	Athletes' Oath, Officials' Oath
8:33	"New York, New York" by
8:37	Arrival of Torch and Lighting of Torch
8:42	Slide Show
8:52	Fireworks
9:00	End of Ceremony

EMPIRE STATE GAMES
JULY 24-28, 1991



Proudly Sponsored by:



EMPIRE STATE GAMES
33 Elk Street
Albany, NY 12207

MASTER PASS



WHAT'S THE BEST WAY
TO GET TO THE GAMES?

1 9 9 1
EMPIRE STATE GAMES
ALBANY, NEW YORK
JULY 24 - 28

The Empire State Games Master Pass One Ticket to 28 Sports and over 100 events!

You and your family can watch New York's finest amateur athletes go for the gold. Purchase your Empire State Games Master Pass and save!

It all starts with the opening ceremonies at the University at Albany on Wednesday night, July 24th at 6:30, featuring breathtaking fireworks, hot air balloons, the parade of athletes, the lighting of the torch, and much much more!

Enjoy New York's top competition in sports —

- archery
- baseball
- basketball
- bowling
- boxing
- canoe/kayaking
- cycling
- diving
- fencing
- field hockey
- gymnastics
- ice hockey
- judo
- lacrosse
- rowing
- sailing
- shooting
- soccer
- softball
- swimming
- synchronized swimming
- team handball
- tennis
- water polo
- track & field
- volleyball
- weightlifting
- wrestling



The Master Pass is available for one low price.

\$11 for adults
\$5 for children 6-12

Enjoy the Spectacle! The Fun! The Excitement of the Empire State Games! Return the attached form with a check or money order to get your tickets and a complete schedule of events.

Empire State Games Master Passes are also available at selected branches of Norstar Bank.

YES! Send me my ticket(s)!
I have enclosed a check made payable to
Empire State Games
totaling \$_____ for _____ Adult Master Passes (at \$11 each)
and _____ Children 6-12's Master Passes (at \$5 each).

Please send me my Master Passes and complete schedule of events right away.

Name: _____
Address: _____
City: _____ State _____ Zip Code _____
Phone: _____

Return to: **EMPIRE STATE GAMES**
33 Elk Street
Albany, NY 12207





1991 EMPIRE STATE GAMES JULY 24 - 28 ALBANY, NEW YORK

Thomas M. Whalen, III - Mayor, City of Albany
Albert W. Lawrence - Chairman,
Local Organizing Committee

The Empire State Games, America's first and finest State Games, began in 1978 to provide New York's best amateur athletes opportunities to compete, develop and be seen in Olympic style competition. The New York Empire State Games served as the prototype for all subsequent State Games, which now number forty-four. For the first time in its history, this year's Games will be hosted by the City of Albany.

Nearly 7,500 athletes will gather for the excitement of the opening ceremonies on **JULY 24 AT THE UNIVERSITY AT ALBANY**, and then compete in 28 sports over the course of the next four days in venues throughout the Capital District.

EMPIRE STATE GAMES ALUMNI

Mike Tyson Heavyweight Champion
Chris Mullin NBA All Star
Jeff Blatnick Olympic Gold Medalist - Wrestling
Andy VanSlyke All Star Baseball Player
Lisa Zeis NCAA Gymnastics Champion
 And many more!

Be a Part of the Excitement!
Join the Fun! Experience the Thrill!

For ticket information, call
(518) 426-7054 or (518) 426-7055.

Proudly Sponsored by the State of New York and:



July 15, 1991

Mr. Brendan McCann
Executive Director
Empire State Games
Agency Building #1
Empire State Plaza
Albany, New York

Re: Agreement for 1991 Games

Dear Brendan:

I am pleased to forward to you for appropriate action three (3) copies of the agreement between Parks and the University.

It is a relief to finally have this document in place to permit the campus to proceed with its key role in making the 1991 Games a success. The process of arriving at this agreement was a lengthy one and would have been difficult without the budget situation which confronts us all in New York State this year. With the terrible budget climate this agreement became significantly more problematic. It is a credit to all concerned that it is finally done.

Best wishes for the finest Games ever. I stand ready to provide whatever support and assistance is needed.

Sincerely,

Mitchel D. Livingston
Vice President for Student Affairs

c. President Swygert



UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

July 16, 1991

TO: Deans, Department Chairs and Directors

From July 24-28, the University at Albany will serve as Host Campus for the Empire State Games, the largest United States amateur athletic competition other than the Olympic Games. More than 7,500 athletes will participate in the Games -- and more than 6,000 of those athletes will be living in our residence halls and eating at our dining facilities. The opening and closing ceremonies will take place on our campus, as will much of the competition.

We are delighted to host the first Empire State Games to be held in the Capital Region, and for the opportunity to showcase the University to thousands of New York State athletes and their families. Campus representatives have been involved in planning this event for more than a year seeking to minimize problems between the Games and regular University activities.


At the same time, we also ask members of the University community to be prepared for some disruptions in normal campus schedules, traffic and facilities availability. For example, athletic facilities will be unavailable from Wednesday, July 24 through Sunday, July 28. The opening ceremony Wednesday evening -- including a march of the athletes, comments by Governor Cuomo and an address by Olympic Gold Medalist Jeff Blatnick, a torch lighting ceremony, fireworks and other entertainment -- will bring thousands of spectators onto the campus, increasing demand for food service, bookstore, parking and other services.

Given our tight budget, I want to assure you that the University is bearing no costs for the Games. Our costs will be reimbursed by the state Department of Parks and Recreation, and a Local Organizing Committee of private citizens has raised funds to pay for the opening ceremony and other activities.

I am certain that faculty, staff and students will make our guests feel welcome, and I urge you to attend as many of the exciting Empire State Games events as possible and cheer on the athletes, especially students from the University at Albany. A "Master Pass" for the opening ceremony and all competition costs \$11 for adults and \$5 for children 6-12, and can be obtained by calling the Empire State Games office at 426-7054.

University employees who wish to volunteer to work at the Games may do so by calling 426-7054. Those who wish to make donations to help offset the costs of the Games may obtain details at the Office of Student Affairs, AD 129.

Sincerely,


Mitchel D. Livingston
Vice President for Student Affairs

July 12, 1991

Ms. Lisa M. Del Signore
Empire State Games
NYS Office of Parks, Recreation
and Historic Preservation
Agency Building 1
Empire State Plaza
Albany, New York 12238

Re: Pontiac Commercial

Dear Lisa:

I am pleased to be able to support your request for Pontiac to shoot a commercial for their product on campus. We will be viewing this as "incidental use of University facilities".

There are several standard conditions which need to be met to gain access to these facilities. They are as follows:

1. Provide insurance covering the State University of New York at Albany in the event of personal injury or death arising out of the use of University facilities. The coverage required is \$300,000 for each occurrence.
2. Provide insurance covering the State University of New York at Albany in the event of property damages arising out of the use of facilities. The coverage required, \$25,000 for each occurrence.
3. Observe established campus regulations and policies.
4. Indemnify the University from any liability arising out of the actions of the non-commercial organization or its agents incidental to the use of the facilities by the organization.
5. Reimburse the University for any damage (beyond normal wear and tear) to the facilities resulting from their use.

6. Make it clear that there is no explicit or implicit endorsement of Pontiac or GM by the University.
7. There is no fee for use of these facilities unless they require some staff or service beyond what is routinely available; however, we would be most appreciative of a donation to the University at Albany Fund should Pontiac wish to do that. The detail for that donation is as follows: Payable to: University at Albany Fund Account RP 114. Address: University at Albany, 1400 Washington Avenue, Albany, New York 12222.

I have asked Joel Blumenthal to be our campus contact for this activity. He will assist with any campus arrangements you require. Joel's phone number is 442-3070.

Sincerely,

Mitchel D. Livingston
Vice President for Student Affairs

From ~~Henry~~ Kirchner

Lou Rosenthal

7/9/91

Incidental use of
Unin. Facilities

-
- Coordinate w/ U.P.D.
 - Phys Educ.
 - Get Permit.

GM Cert of Ins.

Cover. Area in Accident
Injury



EMPIRE STATE GAMES

Albany, New York 12238

(518) 474-8889

call Leo

Orin Lehman
Commissioner

N.Y.S. OFFICE OF PARKS, RECREATION
AND HISTORIC PRESERVATION

Brendan McCann
Executive Director
EMPIRE STATE GAMES

MEMO

To: Dr. Mitchel Livingston
From: Lisa M. Del Signore *Lisa*
Re: Pontiac Commercial
Date: June 21, 1991

Mr. Mehdi Mehrpad, Zone Manager of the Pontiac Motor Division, has inquired about the possibility of shooting a commercial on the University at Albany Campus.

Mehdi is my liaison with Pontiac. Pontiac has been a major sponsor of the Games since 1980, and this year will again provide us with 40 new Pontiac Automobiles for the week of the Games.

Pontiac's Ad Agency would like to shoot the commercial at the Track Stadium on either the Monday or Tuesday after the Games (July 29 or 30). The ad would involve parking about 25 vehicles on the service road, in front of the bleachers. The commercials will be aired by the Capital District Pontiac Performance Dealers immediately after the Games.

I would appreciate it if you could let me know if this would be possible, and if so, who Mehdi should contact at the University to give additional details.

I look forward to hearing from you soon.



James P. Doellefeld

7/7

TO: Henry

Here're the forms for
ESG/Pactrac. Even
though these are for "non-commercial"
organizations, I'd use these
forms for Pactrac.

D

P.S. Page 2 deals with insurance etc.



Department of Campus Life
518 442-5566

Division of Student Affairs
Campus Center 130
Albany, New York
12222

Thank you for your interest in the State University of New York at Albany. University facilities and services, considered among the best in the region, can be made available to qualified non-commercial organizations to conduct programs and activities. The purposes of the programs must be consistent with the University purposes of education, research and public service. The Department of Campus Life, a unit of the Division of Student Affairs, has responsibility for scheduling the use of campus facilities and the implementation of services. In making facilities available, the University does not intend to compete with local private business enterprises.

Please complete and return the enclosed application to use facilities. You may also apply by letter including the relevant required information. Also enclosed is a Revocable Permit for Non-Commercial Organizations which must be signed and returned. Upon approval of the application, the Revocable Permit will be issued to your organization. Confirmations for specific facilities and services will follow based upon availability and scheduling. Please read the enclosed Conditions for Use of Campus Facilities and carefully note that it is required that the University must be covered by appropriate insurance.

We strive for excellence in assisting you in planning and managing a successful program. We are available in Room 130 of the Campus Center and may be reached at (518) 442-5566.

Sincerely,

A handwritten signature in cursive script that reads "Donald P. Bielecki".

Donald P. Bielecki
Director, Campus Center
and Conferences

DPB:alm

Enclosures
0383

Revised November, 1983

CONDITIONS FOR THE OCCASIONAL USE OF
STATE UNIVERSITY OF NEW YORK AT ALBANY FACILITIES BY
NON-COMMERCIAL ORGANIZATIONS

These conditions apply to all non-commercial organizations wishing to use facilities of the State University of New York at Albany. Non-commercial organizations must submit a completed application to use University facilities. Organizations may be required to accompany that application with information concerning the proposed use of facilities. Requests for specific campus facilities are not to be considered definite until written confirmation for specific facilities is received by the organizations and a Revocable Permit has been issued to the organization.

In order to reserve facilities, the organization is required to:

- (1) Provide insurance covering the State University of New York at Albany in the event of personal injury or death arising out of the use of University facilities. The coverage required is \$300,000 for each occurrence.
- (2) Provide insurance covering the State University of New York at Albany in the event of property damages arising out of the use of facilities. The coverage required, \$25,000 for each occurrence.
- (3) Observe established campus regulations and policies.
- (4) Indemnify the University from any liability arising out of the actions of the non-commercial organization or its agents incidental to the use of the facilities by the organization.
- (5) Reimburse the University for any damage (beyond normal wear and tear) to the facilities resulting from their use.
- (6) ~~Compensate the University for the use of facilities.~~

Public advertisements for proposed activities shall be submitted before their release.

Charitable or public benefit organizations may charge an admission fee or accept donations subject to pertinent State and Local laws. Where admission fees are charged or donations accepted, the organization shall make it known in all publicity that the proceeds are for the benefit of the organization and not the State University of New York.

**State University of New York
Revocable Permit
Non-Commercial Organizations
Occasional Users**

THIS AGREEMENT, made this _____ day of _____, 19_____, by and between the State University of New York, an educational corporation organized and existing under the laws of the State of New York, and having its principal place of business located at State University Plaza, Albany, New York 12246, hereinafter referred to as "State University", acting for and on behalf of the State University of New York at Albany hereinafter referred to as the University Center, and _____,

(Incorporated, Not Incorporated), a non-commercial organization having its principal place of business located at _____ hereinafter referred to as "the Permittee."

WITNESSETH:

WHEREAS, the Permittee will be conducting an on-campus event which requires certain facilities, hereinafter referred to as the "event", and

WHEREAS, State University has such facilities available at the University Center, and

WHEREAS, the parties desire to enter into an agreement whereby State University will make such facilities available to the Permittee for the event.

NOW, THEREFORE, be it known that a revocable permit is hereby granted to the Permittee, subject to the terms and conditions as herein after provided, to use the facilities and services designated in "Exhibit B" on the date(s) and at the times specified thereon.

1. State University shall supply all ordinary and necessary water, gas, electricity, light, heat and sewerage facilities for the premises. Unless specifically indicated otherwise in Exhibit B, no telephone service shall be provided by State University to Permittee hereunder.

2. The Permittee shall take good care of the premises, fixtures and appurtenances to preserve the premises in good order and condition.

3. Upon the prior written approval by State University, the Permittee may use other areas of the University Center Campus upon the same terms and conditions as provided herein.

4. In consideration of the facilities and services to be provided by State University as enumerated herein, the Permittee agrees to reimburse State University in accordance with the costs or services stipulated on the Attached EXHIBIT "C" and any other extraordinary costs incurred by the University Center to meet the requirements of the Permittee. Payment shall be made by the Permittee upon receipt of an official billing statement from the University Center. The form and manner of presentation of the statement shall be mutually agreed upon by the Permittee and the University Center.

5. The Permittee shall be responsible for any and all damages or loss by theft or otherwise of property whether such property shall belong to State University or to others, and for injury to persons (including death) which may in any way result from the operation or conducting of the event, or may be caused by any of the persons involved in the event, whether or not directly caused by the Permittee.

6. The Permittee shall be responsible for and shall maintain good discipline and proper behavior on the part of all persons in any way involved with the event and agrees to remove any personnel involved in the event whose actions, or failure to act, shall in the sole judgment of State University, after consulting with the Permittee, be deemed to be detrimental to State University.

7. In addition to the authority of State University of New York under paragraph 21, if, in the judgment of the State University, activities of any personnel in any way involved in the event should be such that State University, after consultation with the Permittee, shall determine that the continuation of the event for the then remaining period covered by this agreement shall be contrary to the best interest of State University, State University may terminate this agreement without liability of any kind whatsoever therefor, and the Permittee and all personnel so involved shall be thereupon removed from State University premises.

8. This agreement shall be interpreted according to the laws of the State of New York. The Permittee shall comply with established University and University Center regulations and policies and with all laws, rules, orders, regulations, and requirements of federal, state and municipal governments applicable thereto including the provisions contained in the rider attached hereto and made a part hereof as EXHIBIT "A". If necessary, Permittee shall obtain and keep in force at its sole cost and expense, any permits or licenses which may be required by any local, State or Federal Governmental body.

9. The Permittee agrees that the issuance of this permit shall in no way diminish the statutory authorization of State University to possession, pursuant to the Education Law, of the State-controlled property to which this permit relates; nor shall the dominion and control by State University over the said State property be in any way diminished.

10. The Permittee specifically agrees that this permit does not create the relationship of landlord and tenant between the State University and the Permittee to which this permit relates.

11. The Permittee specifically agrees that this permit shall be void and of no further force and effect upon any use of the State controlled property to which this permit relates which is inconsistent with State law or which in any way conflicts with the purposes or objectives of State University.

12. Upon removal from said premises, the Permittee shall, at its sole cost and expense, restore the premises as nearly as possible to the condition in which these premises were in when the use by the Permittee began, other than ordinary wear and tear to the premises.

13. The Permittee shall have the right, so long as this permit shall remain in force, to enter upon said State lands for the purpose of maintaining, operating and using facilities designated in Exhibit B.

14. The Permittee specifically agrees not to hold itself out as representing the State of New York or State University of New York in connection with the use of the State-owned property to which this permit relates, nor shall the name of the State of New York or the State University of New York be used by Permittee for any purpose without prior written approval of the State University.

15. The Permittee assumes all risk incidental to the use of said facilities and shall be solely responsible for any and all accidents and injuries to persons and property (including death) arising out of or in connection with the event, use of facilities, its appurtenances and the surrounding grounds and hereby covenants and agrees to indemnify and hold harmless the People of the State of New York and the State University of New York from any and all claims, suits, actions, damages and costs of every nature and description arising out of or relating to the use of the facilities, its appurtenances and the surrounding grounds or the violation by said Permittee, its agents, employees or contractors of any law, code, order, ordinance, rule or regulation in connection therewith. The Permittee further agrees, on being requested so to do, to assume the defense and to defend, at its own cost and expense, any action brought at any time against the People of the State of New York and/or the State University of New York in connection with the claims, suits and losses, as aforesaid.

16. The permittee agrees to provide evidence of appropriate insurance protection or, subject to campus determination, reimburse the campus for its pro-rated share of insurance purchased on behalf of non-commercial organizations covering property damages, personal injury or death arising out of the use of University facilities.

17. The Permittee specifically agrees that if this permit is cancelled or terminated for any reason, the Permittee shall have no claim against the State of New York nor its officers and employees, and the State of New York, its officers and employees shall be relieved from any and all liability.

18. Any notice to either party hereunder must be in writing signed by the party giving it and shall be served either personally or by registered mail addressed as follows:

TO THE UNIVERSITY CENTER:

TO THE PERMITTEE:

Or to such other addressee as may be hereafter designated by notice. All notices become effective only when received by the addressee.

19. This agreement constitutes the entire agreement of the parties hereto and all previous communications between the parties, whether written or oral, with reference to the subject matter of this contract are hereby superseded.

20. The relationship of the Permittee to State University and the State of New York arising out of this agreement shall be that of independent contractor.

21. The permission hereby granted shall continue only during the pleasure of the State University of New York and may be revoked at any time without cause. Upon revocation of the permission hereby granted and notice thereof served either in person or by registered mail, said Permittee shall and will promptly discontinue the use of the premises and shall thereupon remove all of its property from the premises and shall restore the premises to the same condition it was in before use by the Permittee commenced, except that this permit shall terminate _____ in any event, if not sooner revoked. Under no circumstances shall State University of New York be held liable for damages of any kind, either direct or indirect, for termination of this permit.

IN WITNESS WHEREOF, the Permittee has caused this instrument to be sealed and signed by its duly authorized officer, and the State University has caused this instrument to be executed by its duly authorized officer.

STATE UNIVERSITY OF NEW YORK

By: _____
Campus Chief Administrative Officer

By: _____
Official Representative of Permittee

Campus Center Room 130
 1400 Washington Avenue
 Albany, New York 12222
 Telephone (518) 442-5566

ACTION
 Approved
 Denied
 See letter Attached
 By _____
 Date: _____

APPLICATION FOR USE OF UNIVERSITY FACILITIES
 BY NON-UNIVERSITY ORGANIZATIONS

This application is intended for use by non-University organizations which are requesting use of the facilities of the University at Albany. Complete this application and return it in the enclosed envelope. Approval of this application does not constitute a commitment for specific space and services. These arrangements must be subsequently made with the appropriate University facility manager. Include with this application a budget i.e., source of funds and anticipated expenditures, and a tentative schedule of activities for the function(s).

Indicate below Facilities and Services requested

I. Date(s) of Program: _____ Expected Attendance: _____

II. Exact Title of Event: _____

III. Purpose of the event: _____

IV. Name of Organization: _____

V. Person responsible for arrangements: _____
 Phone: _____ Address: _____

VI. Person to bill: _____ Phone: _____

VII. Address: _____

VIII. Source of Funds: _____

IX. Tax exempt number of the Organization: _____

X. SUNYA Sponsoring Organization: _____
 SUNYA Contact Person: _____ Phone: _____
 Address: _____

PROGRAM SPACE: Attach audio-visual and equipment needs.

Type of Room	Date(s)	No. of People	Time
Discussion, auditorium, banquet			
1.			From: To:
2.			From: To:
3.			From: To:
4.			From: To:

5. Comments: _____

Food Request	Date(s)	People	Time
1.			From: To:
2.			From: To:
3.			From: To:

University Housing (summer only) Date of Check in: _____
 Check out: _____ Number of Expected Residents: _____
 Approximate Number of Males: _____ Females: _____

Signature of Applicant _____ Date: _____

July 11, 1991

E. Norbert Zahm
General Manager
University Auxiliary Services
Commissary

Re: Attached X-Ray Contract

Dear Norb:

I have attached the original and several copies of the contract with Mobile Imaging Limited for x-ray services at the Empire State Games.

Would you please have UAS take the role of vendor on behalf of the University. The bill from Mobile Imaging to you will be paid by you and reimbursed by Parks and Recreation as an element of our primary contract with them.

Thanks for your assistance. Please note a July 15, 1991 postmark deadline for the contract and a deposit of \$1,000.

Mitchel D. Livingston
Vice President for Student Affairs

c. N. Dennis, M.D.
E. Rivero
B. McCann
J. VanVoorst
all w/copy of contract

AGREEMENT

THIS AGREEMENT is made the _____ day of July, 1991, by Mobile Imaging Limited, a corporation duly organized under the laws of the State of New York, having its principal office at 878 Albany-Shaker Road, Latham, New York, 12110, hereinafter called the "VENDOR", and:

, hereinafter called the "VENDEE".

The vendor is engaged in the business of providing portable x-ray services on an independent basis and it is mutually agreeable that a contract for the performance of those services on behalf of the VENDEE is in the best interests of both parties and is set forth as follows:

1. NATURE AND TYPE OF SERVICES TO BE PERFORMED:

The VENDOR will provide staff and equipment for the performance of x-ray as described in Attachment A for injuries incurred by participants of the EMPIRE STATE GAMES when such injuries have occurred as part of the EMPIRE STATE GAMES COMPETITION. The VENDOR will NOT provide or be responsible in any way for the INTERPRETATION (Physician readings) of any x-ray examination or for any TREATMENT or lack of TREATMENT incurred as a result of said examinations.

2. DATE AND TIME OF SERVICES TO BE PERFORMED:

The VENDOR will provide services mentioned in #1 during the following times:

Wednesday, July 24, 1991	6:00 p.m. to 10:00 p.m.
Thursday, July 25, 1991	8:00 a.m. to 10:00 p.m.
Friday, July 26, 1991	8:00 a.m. to 10:00 p.m.
Saturday, July 27, 1991	8:00 a.m. to 10:00 p.m.
Sunday, July 28, 1991	8:00 a.m. to NOON

The VENDOR will take unexposed films to be developed every 2 hours. It will be the option of the VENDEE to transport unexposed films to 878 Albany-Shaker Road, Latham, if the VENDEE wishes films processed in a time frame of less than every 2 hours. The VENDOR will not be responsible in any way for transportation of x-ray films if this option is exercised by the VENDEE.

3. PAYMENT FOR SERVICES TO BE PERFORMED:

The VENDEE agrees to pay the VENDOR \$3250.00 for the above mentioned time. This rate will cover the first one hundred and fifty (150) x-ray examinations. These examinations are outlined in Attachment A of this agreement. For each examination in addition to the first 150 the VENDEE agrees to reimburse the VENDOR \$30.00 PER EXAMINATION. A patient may have multiple examinations. In this instance, EACH examination will be counted toward the final number. (i.e.; hand and wrist x-ray on same patient is equal to two exams) There will be no refund by the VENDOR if the VENDEE asks for less than 150 examinations to be performed.

The VENDEE agrees to make PAYMENT IN FULL of all monies owed the VENDOR under this agreement, minus the deposit mentioned in paragraph 4, to the VENDOR NO LATER THAN AUGUST 15, 1991.

4. DEPOSIT FOR SERVICES TO BE PERFORMED:

The VENDEE will pay the VENDOR a non-refundable deposit of \$1,000.00, to be sent certified mail, return receipt, postmarked NO LATER THAN July 15, 1991. This deposit WILL NOT be refunded in the event that the EMPIRE STATE GAMES are cancelled, or for any other reason that is not the responsibility of, or under the control of the VENDOR, or not contained in this agreement.

5. LIABILITY:

The VENDEE agrees to assume all professional and administrative liability for the services performed by the VENDOR at the VENDEE's place of business, including liability related to the INTERPRETATION of x-rays performed by the VENDOR at the request of the VENDEE or its agents.

The VENDEE, its agents, and the participants of the EMPIRE STATE GAMES agrees to INDEMNIFY AND HOLD HARMLESS The VENDOR for any injuries sustained during the EMPIRE STATE GAMES by any of the participants, which may or may not arise from the VENDORS services. The VENDEE agrees to be responsible for all treatments and/or lack of treatments deemed appropriate by the VENDEE'S physicians or the VENDEE'S interpretation of the x-ray examinations performed by the VENDOR.

6. MEDICAL CONSENT/MEDICAL AUTHORIZATION:

The VENDEE agrees to provide all necessary SIGNED MEDICAL CONSENT/AUTHORIZATION OF TREATMENT for each participant in relation to the VENDORS service before the VENDOR provides service to that participant. It is further agreed that if a participant DOES NOT provide necessary consent that the VENDOR will not be obligated IN ANY WAY to provide service as described in this agreement. (Attachment C)

The VENDEE also agrees that no examination will be requested by anyone other than A PHYSICIAN LICENSED IN THE STATE OF NEW YORK. Such orders will be SIGNED BY THE ORDERING PHYSICIAN using the x-ray request form (Attachment B).

7. RECORDS:

The EMPIRE STATE GAMES will return ALL FINISHED X-RAYS to MOBILE IMAGING LIMITED by Monday, July 29, 1991. Said radiographs will remain the property of MOBILE IMAGING until their destruction at the end of a period of time authorized by the New York State Department of Health.

8. DURATION OF AGREEMENT:

This agreement shall continue, and the services outlined in paragraph 1 will be performed, during the time outlined in paragraph 2 of this agreement. No services shall be provided BEFORE OR AFTER the times set forth in paragraph 2, but this agreement will be NULL AND VOID if not SIGNED by an agent authorized to do so by the Empire State Games and returned to the VENDOR along with the deposit requested in paragraph 4 NO LATER THAN July 15, 1991.

9. CONTRACT TERMS TO BE EXCLUSIVE

This written agreement contains the sole and entire agreement between the parties and shall supersede any and all other agreements between the parties. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this agreement or any representations inducing the execution and delivery hereof except such representations as are specifically set forth herein and each of the parties hereto acknowledge that he or it has relied on his or its own judgement in entering into this agreement.

The parties hereto further acknowledge that any statements or representations that may have heretofore been made by either of them to the other are void and of no effect and neither of them has relied thereon in connection with his or its dealings with the other.

10. WAIVER OR MODIFICATION INEFFECTIVE UNLESS IN WRITING:

It is further agreed that no waiver or modification of this agreement or of any covenant, condition, term, or limitation herein contained shall be valid unless in writing and duly executed by the party to be charged therewith.

11. CONTRACT GOVERNED BY THE LAWS OF THE STATE OF NEW YORK:

The parties hereto agree that it is their intention and covenant that this agreement and performance hereunder shall be construed in accordance with and pursuant to the laws of the STATE of NEW YORK.

12. NON-DISCRIMINATION:

There shall be no discrimination based on race, creed, color, sex, national origin, or handicap by either party to this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

BY: _____
MOBILE IMAGING LIMITED

BY: _____
EMPIRE STATE GAMES

(STATE OF NEW YORK)
(COUNTY OF ALBANY) ss.:

On this day of 1991, before me personally came _____, to me known, who being by me duly sworn, did depose and say that he resides at 6 Dyer Drive, Latham, New York 12110; that he is the President of Mobile Imaging Limited, the corporation described in, and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto like order.

NOTARY PUBLIC

(STATE OF NEW YORK)
(COUNTY OF ALBANY)

On this day of 1991, before me personally came _____, to me known and known to me to be the same individual described in and who executed the foregoing instrument and he acknowledged to me that he executed the same.

NOTARY PUBLIC

ATTACHMENT A

X-RAY EXAMINATION PROTOCOL-ESG

Ankle	AP, OBL, LAT
Abdomen	AP
Cervical Spine	AP, LAT
Chest	PA
Clavicle (Shoulder)	AP, ANGLED CEPH 20
Dorsal Spine	AP, LAT
Elbow	AP, OBL, LAT
Facial Bones (ORBITS)	PA, WATERS, LAT
Femur	AP, LAT
Finger	AP, OBL, LAT
Forearm	AP, LAT
Foot	AP, OBL, LAT
Hand	PA, OBL, LAT
Hip	AP, LAT
Humerus	AP, LAT
Knee	AP, LAT
Lumbar Spine	AP, LAT
Nasal Bones	BILAT, WATERS
Pelvis	AP
Rib Cage (unilat)	AP/PA, OBL
Shoulder	AP (INT, EXT Rotation)
Skull	AP, LAT
Tibia-Fibula	AP, LAT
Toes	AP, OBL, LAT
Wrist	PA, OBL, LAT

ATTACHMENT C
EMPIRE STATE GAMES
X-ray Exam Request

PATIENT NAME: _____
(PLEASE PRINT) Last First MI

DATE OF BIRTH: MM / DD / YY

ADDRESS: _____
STREET CITY STATE ZIP

REASON FOR X-RAY: _____

BODY PART TO BE EXAMINED (BE SPECIFIC-SEE ATTACHMENT A)

1. _____
2. _____
3. _____
4. _____
5. _____

I certify that the above requested examination is MEDICALLY NECESSARY.

REFERRING PHYSICIAN'S SIGNATURE

DATE

OFFICE USE ONLY

of films

of views tech

TIME IN

TIME OUT

COMMENTS:

July 11, 1991

William Weitz
President
Student Association
CC 116

Re: Empire State Games

Dear Bill:

I understand from Mr. Kirchner that Student Association wishes to have a table in the small fountain area in front of the Campus Center on Wednesday, Thursday and Friday during the Empire State Games to showcase the student programs of the campus. I am totally supportive of this initiative by Student Association.

I also understand that WCDB wishes to do "live" broadcasting on those afternoons as well. That too is acceptable to me with one caution that the activity not be so loud as to interfere with or disrupt classroom activities on the podium. Please work directly with Mr. Doellefeld on reserving space.

There has been some mention of Student Association or recognized student groups vending items during that period as well. For this period only we are operating under a contract with Empire State Games which places some different restrictions in place than we would normally have. For that reason solicitation activity must be approved through University Auxiliary Services. I support the fundraising efforts of Student Association and recognized student groups and have asked that approvals be granted where appropriate and not in conflict with the provisions of the contract. I expect that all items will be in good taste and reflect well on the University and its outstanding student body.

I am very pleased with the positive and supportive role Student Association leaders have evidenced this summer and look forward to a highly productive and rewarding year of working with you and others in Student Association.

Sincerely,

Mitchel D. Livingston
Vice President for Student Affairs

c. J. Doellefeld
H. Kirchner
N. Zahm

Minutes

Empire State Games Campus Committee

July 8, 1991 - Monday - 3:00 P.M.

Present:

MEMBERS: M. Livingston, H. Kirchner, J. Martone, G. Pelton, J. Doellefeld, W. Moore, J. Van Voorst, K. Scharl, D. Stevens, S. Galime, R. Clough, D. Bielecki, K. Radliff.

I. Mayor's Press Conference:

Dr. Livingston opened the meeting with the announcement that the State will fund the Empire State Games. He also reported that the mayor, members of the local organizing committee and several local athletes were on hand for the press conference and were enthusiastic about the games.

II. Contract:

Dr. Livingston and Henry Kirchner will meet with Brendan McCann (ESG) at 2:00 P.M. on Tuesday to discuss the distribution of funds to the University. They asked committee members to submit revisions for the contract and questions to be answered by ESG to them by noon on Tuesday. In addition, they urged committee members to confirm prices from their suppliers before this meeting. A change form should be filled out for any significant changes.

III. Early Departures:

There are scheduled departures for Friday and Saturday. According to ESG, there will be no more than 250 athletes leaving early from each region.

IV. VIP Reception:

Approximately 547 invitations will be sent out this week for the VIP reception scheduled before the opening ceremony on Wednesday.

V. Announcements:

-Please tell any University staff interested in volunteering for the games to contact Skip Hutson.

-Pontiac is interested in shooting a commercial on campus during the games. Dr. Livingston will review University policy on the use of the campus for commercials.

NEXT MEETING: Wednesday, July 10th at 3:00 P.M.

MINUTES

EMPIRE STATE GAMES CAMPUS COMMITTEE

June 19, 1991

Members Present: S. Hutson, V. Sweeney, K. Scharl, D. Stevens, R. Clough, J. Martone, J. Williams, D. Munoz, S. Galime, J. Maymi, J. Doellefeld, G. Pelton, J. VanVoorst, H. Kirchner, M. Livingston, Chair

Guests: D. Barrett, Albany Parks, Sergeant Green, Albany Police, _____, ESG Finance Department, _____, Albany Parks.

M. Livingston reported on the developments with the Local Organizing Committee, the Legislature, and a recent Times Union article, copies of which were distributed. The envelope stuffer developed by the LOC for use in mailings by corporate sponsors was also distributed. The volunteer reception following the opening ceremony was discussed. TV spots and coverage are starting to be seen. A request to vend souvenirs was referred to UAS.

D. Stevens gave a detailed update on the parking plan and the decision to not charge for any parking on campus during the games. The topics covered related to the list of concerns from Lisa Delsignore (copy attached) and other campus concerns. The items were: shuttle bus from state campus lots; disabled and handicapped parking; ESG staff parking; ambulance and medical parking/station; VIP parking and shuttle to the games and back; special permits for ESG live-in regional staff (10 authorized per region); shuttle busses from the campus quad lots will not be provided; charter bus arrival and drop-off of athletes on the quads; movement of the athletes who will reside on other campuses; the shuttle system to other venues and our role in it; campus pick-up point for shuttle to the off-campus venues.

Other business included an update on the cellular phone system, assignment of J. Doellefeld to work with the volunteer program, a strong urging for all who need volunteer workers to identify how many, when, what skills, type of training and schedule for training and the like and communicate those needs to S. Hutson. For campus employees who wish to volunteer the question of supervisors approval and release time were raised. This topic will be discussed with S. Beditz with a request then going forward for approval.

Residential Life will be hiring about 50 employees for the week to assist in their activities. Food Services will also be hiring. If you know anyone who is available, please have them contact these departments.

NEXT MEETING: June 26, 1991 -- four weeks from opening day!

Things are looking up for Games

By Al Hart

Staff writer

ALBANY — The chairman of the state Assembly committee studying Gov. Mario M. Cuomo's proposed legislation to save the 14th annual Empire State Games said Tuesday he expects the bill eventually will be passed.

Joseph T. Pillittere (D, Niagara Falls) said the Assembly's Tourism, Arts and Sports Development Committee will address the bill at its 10 a.m. meeting today.



EMPIRE STATE
GAMES

Pillittere said he expects the bill will then go to the Assembly's Ways and Means Committee Thursday or Monday, then on to the Rules Committee and finally to the floor of the Legislature for a vote.

"I anticipate the bill should hit the floor sometime early next week," said Pillittere.

Asked if the input and general feedback he's received from other legislators leads him to believe Cuomo's bill will be passed by the Legislature, Pillittere answered, "Yes. ... It's getting support from both sides of the aisle."

Meanwhile, the state Senate's Tourism, Recreation and Sports Development Committee, chaired by John B. Sheffer II (R, Amherst), also must act on the legislation. A Sheffer spokesperson said the committee will meet Monday and at that time address Cuomo's bill.

The bill, which would also allow 20 state parks which might otherwise have closed to remain open, in effect would restore \$400,000 cut by the Legislature June 3.

While the impending meetings of the committees in the two legislative houses can be viewed as good news for Empire State Games supporters, it also means they will wait still longer for definite word that the Games will go on as scheduled July 24-28 in the Capital District.

ESG officials, supporters and athletes, some of whom already have qualified for berths on sports teams in the six regions of the state, have gone ahead with their plans even though the status of the event has been in doubt

Somebody here likened our situation to being in a maternity ward. We're walking back and forth with plenty of plans, but we're still waiting for the delivery.

— Games PR director Fred Smith

because of the state's fiscal problems.

Fred Smith, Games public relations director, is getting very weary of waiting.

"Somebody here likened our situation to being in a maternity ward," Smith quipped. "We're walking back and forth with plenty of plans, but we're still waiting for the delivery."

Notes: Framed inspirational message on a wall in office of Fred Gula, Adirondack Region director: "Live for today, dream for tomorrow, learn from yesterday" ... There cannot be a tie in an Empire Games judo match. There are two judges and a referee at each match, and at the end of the competition (five minutes for men, four minutes for women) the referee calls for a decision and majority rules.

Three men who successfully defended their Adirondack Region weight class championships head the 11-man region Open men's boxing team. They are: Shawn Powell (125), Anthony Acevedo (132) and Jaamel Eaddy (156). A fourth, Bannon Corbett (119), competed two years ago. This year, he will compete along with his brother, Brett Corbett (106). Brett, by the way, competes tonight in the 106-pound title bout at the USA Junior National Boxing Championships in Marquette, Mich. Corbett, 17, fights Joey Smith of Las Vegas.

Not much going on in the way of Adirondack tryouts this weekend. Open men's and women's rowing is scheduled Saturday on the Hudson River at the Corning Preserve in Albany at 8 a.m. Sunday, it's open men's and women's canoe/kayak competition at 10 a.m. on the Mohawk River at the Poplars Restaurant in Fonda. Ongoing tryouts continue in both Scholastic women's basketball and Scholastic women's soccer.

Empire State Games Campus Committee Meeting

Wednesday - June 12, 1991 - 3:00 p.m.

Present: Mitchel Livingston, Ron Clough, Lisa Delsignore, Steve Galime, John Martone, James Doellefeld, Karl Scharl, Gary Pelton, Henry Kirchner, Jim Van Voorst, Mike DeRensis, Chuck LaMalfa, Diago Munez.

I. University Parking Plan:

Due to the absence of Dennis Stevens, an official University parking plan was not presented at this meeting. Karl Scharl was able to share with the committee some of the details that have been worked out for parking on Wednesday, July 24th:

-The University will make available the four larger exterior parking lots (approximately 3,000 spaces).

-A parking fee of \$2-\$3 was discussed. This fee was to be collected once the car is parked. John Hartigan, after consultation with Dennis Stevens, decided to drop the idea of the fee because of logistical reasons.

-Special parking spaces (VIPs, medical staff, etc.) will be available in the interior lots. A shuttle bus will bring them to the opening ceremony.

-All University classes will be canceled after 4:00 p.m. on Wednesday.

Lisa DelSignore added that we also have available to us the Washington Avenue parking lot and the State Offices lots next door once the on-campus lots are full. Shuttle buses will bring people to the campus. In addition, she suggested that the sooner the University can make parking information available (such as maps, VIP parking passes, etc.) to participants and staff the better. She will include this information in the packets her office will be sending out in early July.

II. Traffic Control : Wednesday, July 24th:

Jim Williams informed the committee that additional University officers, as well as officers from Albany City Police and the State Police, will be on duty Wednesday to control traffic. Stop signs at the entrance of the campus from I-90 will be covered to keep traffic flowing. If necessary, police officers will be used to direct traffic at the Washington Avenue light at the I-90 intersection. University police will be on-duty from 4:30 - 9:00 p.m., outside police units will not be needed until 5:00 p.m. The Albany City Police will inform the local media of the possibility of a traffic tie-up during these 2 hours, so local residents can

avoid the area. Lisa Delsignore will also talk to the State Thruway Authority about posting signs at the exit to direct people to campus, as well as broadcasting information on the new Thruway radio station.

III. Empire State Games Financial Transactions:

James Van Voorst passed out a memo to the committee regarding the income fund reimbursable process for University departments.

IV. Closing Announcements:

Dr. Livingston concluded the meeting with the following announcements and reminders:

-Regional and local fund-raising efforts have raised approximately \$295,000. In addition, "Keep the Torch Alive" decals will be sold for \$5.00 a piece to local businesses to display in their store windows.

-We need to decide where on campus we should set up a command center for the games.

-We will finalize the University parking plan at our next meeting on Wednesday, June 19th.

Respectfully submitted by

Kimberly D. Radliff
Graduate Assistant
June 17, 1991

Minutes
Empire State Games Campus Committee
June 5, 1991

Members Present: B. Moore, D. Stevens, J. Van Voorst, R. Clough, N. Zahm, V. Sweeney, K. Scharl, J. Williams, J. Martone, D. Bielecki, G. Pelton, H. Kirchner, M. Livingston, Chair

Dr. Livingston reported on the financial status of the games as discussed in the press and at the Local Organizing Committee meeting Wednesday morning. There is the strong intention to move forward with the games regardless of the state support level.

N. Zahm: Bob Fox of his staff is trying to finalize the food portion of the VIP reception. Meal cards will have a corporate sponsor so that expense will not have to be passed on to ESG.

J. Van Voorst: In those instances where we will be doing work for other than ESG we should seek payment prior to providing services. The LOC, press and similar groups are examples of this type of item.

G. Pelton: One request for a cellular phone thus far. He will write to determine if other needs have been overlooked.

J. Martone: The linen package remains an unresolved matter. Time has passed when we could go through the state bid process even if a decision was made today as to the items desired to be provided. The linen costs have again been verified with Associated Linen. Their charges last year were very low because Syracuse is a regular customer of theirs and because no blankets were provided. In addition, Associated said that they did not make their expenses last year and can not afford that again.

J. Williams: The issue of parking and charging for parking remain a traffic flow and control concern as well.

K. Scharl: There are now students on payroll cleaning for the games.

V. Sweeney: An "800" number is being created to answer questions about the games and another for those wishing to make contributions and donations to support athletes.

D. Stevens: The parking plan calls for staff and volunteers to direct cars to parking lots and into specific spots as done in all large parking arrangements. Once a car is stopped our employees will obtain the parking fee from the driver. This should eliminate any concern that the collection process will delay the parking. Four main lots will be used. They are Dutch, Colonial, Indian, and State. Summer sessions will be cancelled at some time in late afternoon and no classes offered in the evening.

J. Van Voorst: Would like to see a greater level of detail on the traffic and parking plan with staffing, communications, and the like fully developed.

M. Livingston: We will know more by this Friday. If the games are still on there will be an off-campus press conference on next Tuesday. We will continue to proceed with planning and actions necessary to host the games until they are cancelled officially.

EMPIRE STATE GAMES

OPENING CEREMONY (Tentative Program)

WEDNESDAY, JULY 24, 1991

5:30 PM	Gates Open
5:30-6:45	Prelude: Clowns and Jugglers Entertaining
6:30-6:50	Entertainment on Field - Hot Air Balloons/ Trampoline
7:00	Ceremonies Officially Begin: Introduction of Reviewing Board
7:05	F16 Fly-over
7:07	Parade of Athletes led by Pipe & Bugle Band Hudson Valley, Long Island, New York City, Western, Central, Adirondack regions, Medical Staff, Ham Radio Operators, Empire State Games Banner
8:05	Mayor Thomas Whalen Welcome H. Patrick Swygert and Al Lawrence speak
8:12	Presentation of Colors and National Anthem
8:17	Invocation by Rabbi
8:19	Governor Cuomo/Commissioner Lehman speak
8:25	Main Speaker
8:30	Athletes' Oath, Officials' Oath
8:33	"New York, New York" by
8:37	Arrival of Torch and Lighting of Torch
8:42	Slide Show
8:52	Fireworks
9:00	End of Ceremony

**EMPIRE STATE GAMES
PLANNING COMMITTEE MEETING**

May 29, 1991

AGENDA

1. **Opening Ceremony - Garry Kearns**
2. **Budget - Mitchel Livingston/Henry Kirchner**
3. **Parking Plan - Jim Williams**
4. **Volunteers Needs - Mitchel Livingston**
5. **Review of Accounting Procedures - Jim Van Voorst**
6. **Telecommunications Cost - Gary Pelton**
7. **Agenda and Minutes of Meetings**

January 23, 1990

Mr. Brendan McCann
Executive Director
Empire State Games
NYS Office of Parks, Recreation
and Historic Preservation
Empire State Plaza
Agency Building 1
Albany, NY 12238

Dear Mr McCann:

A few University at Albany staff and I met with you over lunch several weeks ago to discuss the New York State Empire Games, with Albany as your primary venue. At the conclusion of that meeting you indicated that you would provide me with the necessary details for our consideration of your requests.

I am concerned that I have not heard from you and therefore request the information you promised. As soon as we have adequate opportunity to review your proposal, we can establish a follow-up meeting with appropriate parties.

Thank you for your prompt response to this request.

Sincerely,

Mitchel D. Livingston
Vice President for Student Affairs

c. President O'Leary
William Moore

Minutes
Empire State Games Campus Committee
May 22, 1991

Members present: J. Doellefeld, S. Galime, K. Scharl, S. Hutson, J. Williams, J. Martone, G. Pelton, J. VanVoorst, B. Moore, D. Bielecki, R. Clough, H. Kirchner

Mitch Livingston distributed the approved campus logo for the games. This may be used on all of our printing and signage.

Mitch reviewed his meeting with Brendan McCann and described the remaining concerns. Mitch and Hank will meet with McCann and staff next Wednesday between 1:00 and 3:00. Please be available by phone for consultation and clarification of your portions of the contract. It is Mitch's hope that this meeting will lead to closure on the contract. All subsequent changes will be amendments to the main contract. McCann has indicated that he will probably not use campus facilities for the media center and for the computer facility. He has far cheaper alternatives fairly close to the campus. This represents a loss of revenue for several of our departments. J. Doellefeld and others are to provide estimates of loss of revenue and are free to seek conferences for these dates. It was also announced that bleachers for the opening ceremony would likely be too expensive and the local organizing committee is now seriously entertaining not renting them. Seating would be on the hillside surrounding the field.

~~The information and referral phone at the Lawrence Group is 426-7054.~~

The press conference is scheduled for June 4, 1991 at 10:30 am at the Physical Education Building. We are all invited.

Garry Kearns will be invited to our next meeting to discuss opening ceremony. Have a list of your questions to Mitch by noon on Friday for transmission to Mr. Kearns.

Parking remains an issue. The logistics of parking, especially for the opening ceremony and a plan for the parking fee should be in place for discussion by next meeting. The issue of where the revenue will be spent should there be any left after expenses remains for further discussion.

Procedures for payment and types of revenue (contract versus concession and special events) were discussed. Care must be taken to direct all requests for events and/or services through this group to insure that all costs are identified for each activity.

Jim Van Voorst provided a detailed description of the financial system to be in place for the games (a copy of his memorandum is attached). Each activity will be assigned an IFR account with a beginning allocation. Adjustments to the contract will result in adjustments to the allocation. Spending will be permitted up to the allocation level. Beyond that there will be a requirement for exceptions to be made. There will be no overhead and M&O charges on these accounts. Jim will coordinate billings - we will have to provide detailed bills. Jim will also coordinate the repayment of accounts for overtime and regular time charged to ESG for our employees and for employees of other campuses. Deficits incurred without adequate back-up documentation will be the responsibility of the department. Jim will produce a form for use as this back-up documentation. The cash advance will go to UAS since they will have up front costs and can gain interest. The IFR accounts will permit expenditures prior to the receipt of funds.

NEXT MEETING: May 29, 1991 at 3:00 PM in AD 123

GARRY KEARNS
OPENING CEREMONIES
434-1550

MITCHEL D. LIVINGSTON
Vice President for Student Affairs

University at Albany
State University of New York
Administration 129
Albany, New York 12222

3:00

(518)442-5500

May 23, 1991

Mr. Garry Kearns
74 North Pearl Street
Albany, New York 12207

Dear Mr. Kearns:

Enclosed please find a map and parking pass for your meeting with Mitchel Livingston on Wednesday, May 29 at 3:00 PM concerning the Empire State Games. The meeting will take place in the Administration Building, room 129. We look forward to seeing you at that time.

Sincerely,

Christie King, Secretary for
Mitchel D. Livingston

April 25, 1991

Mr. Brenden McCann
Executive Director
Empire State Games
Agency Building #1 - Empire State Plaza
Albany, NY 12238

Dear Brenden:

I thought it necessary to write in response to your letter of April 22, 1991, not to promote a series of letters and responses, but to clear the air to facilitate our successful hosting of the games.

Please know that we are no less enthusiastic about hosting the games now than we were earlier. We too, however, face very serious budgetary problems for the present fiscal year and for the next few years as well. We cannot be in a position of underfunding our real expenses. Given that, and some lack of detail as to what was requested, each department had to come in with a "top end" figure from which our discussions could begin. Our meeting on Wednesday was particularly useful in increasing our knowledge and understanding of your needs. Other discussions with members of our staff who are involved as volunteers with various aspects of the games have helped in that understanding as well. You will see that reflected in dramatic fashion, I believe, in our revised estimates for both the venues and the Campus Center.

The room and board package is more problematic. In originally presenting a daily rate of \$24 there was a total lack of specificity as to what that rate covered. If that has been the rate during recent years, it would be appropriate to expect at least inflationary increases. Our circumstance and administrative structure causes us to build this budget based on numerous separate cost centers. The fact that we do not have a major ongoing conference program causes us to have expenses associated with opening and closing residence halls and dining halls which must all be charged to this event. Other campuses with summer long conference programs with staff hired for conferences only can spread these costs among numerous groups. For staff on salary with the State, their time spent on Empire State Games will be time taken away from other pressing tasks. It is not the case that since these individuals are on the payroll, there is no "cost" to their support of the games.

You speak of other entities being extremely cooperative and of them even absorbing some of the costs. Rest assured that our initial budget submission did not include all of our real costs. We too are absorbing some costs, however, the scale of our involvement far exceeds any other entity's and we have very real limits to what we can absorb. We will stretch those limits to be supportive and accommodating, but there is a point beyond which we cannot go and continue to be responsible managers.

I believe that we will have to be energetic and creative in this process if we are to be successful. I look forward to our continued joint efforts to reach accord on a workable budget and I remain as enthusiastic as ever about hosting the 1991 Empire State Games.

Sincerely,

Mitchel D. Livingston
Vice President for Student

Affairs

c. Jack Prenderville, Deputy Commissioner

Bank
gets discuss

this over lunch

Finance Com
1) V.I.P. Reception
2) #

1. Empire State Games
2. 5th Quarter Targets
3. Commencement Staffing
4. Budget / Campus life
5. Undergrad Bulletin
6. Stud. asst. for Middle East



EMPIRE STATE GAMES

Albany, New York 12238

(518) 474-8889

Orin Lehman
Commissioner
N.Y.S. OFFICE OF PARKS, RECREATION
AND HISTORIC PRESERVATION

Brendan McCann
Executive Director
EMPIRE STATE GAMES

Mitch,

Please don't read anything personal into this note. I am just concerned that last week's meeting has had a negative effect on the progress we seemingly were making.

I will be back in my office between 3 and 5 PM this afternoon. Let me know if you would like to discuss any of the contents of this letter.

Brendan



A program of the NYS Office of Parks, Recreation & Historic Preservation



EMPIRE STATE GAMES

Albany, New York 12238

(518) 474-8889

Orin Lehman
Commissioner

N.Y.S. OFFICE OF PARKS, RECREATION
AND HISTORIC PRESERVATION

Brendan McCann
Executive Director
EMPIRE STATE GAMES

April 22, 1991

Dr. Mitchel Livingston
Vice President for Student Affairs
University at Albany
State University
Administration 129
Albany, N.Y. 12222

Dear Mitch:

To say that last week's meeting on a contract was a disappointment would be an understatement. Our discussions up until that point led me to believe the following:

1. SUNY Albany was eager to have the opportunity to be the primary residential host and focal point for the 1991 Games, without incurring additional costs or losing any revenue. In doing so, SUNY Albany would be in a position to reap many benefits, including increased exposure to many potential students and athletes, statewide publicity, and the opportunity to perform a very visible service to the Capital District community. You have expressed and implied this desire a number of times, and our staff has always tried to satisfy this desire by considering SUNY Albany before any other site. Unfortunately, your enthusiasm and concern does not appear to be shared by all of the members of your staff with whom we met last week. It has been brought to my attention that some of those involved in preparing cost estimates look upon it as an opportunity to improve their fiscal positions at the expense of another branch of NY State government, and are not especially enthused about hosting the Games. They obviously do not see, or care about, the intangible benefits that might come to the University.

If I am correct in assuming that SUNY Albany, President Sweigert, and you want the Games to play a major role on your campus, I would suggest that this message be made known to all staff members involved in our contract negotiations. We want SUNY Albany to play the major role, without incurring additional costs, but we cannot negotiate without a very serious concern about our estimated budget allocation. We anticipate that the cuts we will face, on a percentage basis, will be greater than the University faces.



Livingston - P.2

I would further suggest that I should negotiate with you and/or your representative, rather than each of the entities represented at last week's meeting. In this way I would better understand the position of the University, rather than a number of different positions. This is the procedure used in past Games, and it seems to have worked well.

2. At our initial meetings we agreed upon a per diem charge of \$24.00 per day for room and board. We provided copies of our previous contracts that defined what was included in room and board, and assumed that your proposal would define room and board in the same manner. In fact, we subsequently reduced our needs (the elimination of 3 towels for each participant) and thought we were making it easier to meet the agreed upon \$24.00 per diem.

If we accepted your initial proposal the per diem cost would exceed \$32.00, an impossible figure for us to meet. The \$32.00+ per diem cost, along with the other site and venue proposals, would total more than the cost of the 1990 Syracuse University contract, which included the costs of LeMoyne College. Your proposal does not include the cost of housing approximately 1,000 participants at Siena College, R.P.I., and the College of St. Rose. Our agreements with them will include an all inclusive cost of \$24.00 per diem.

3. Members of your staff had an opportunity to speak and meet with their counterparts at Syracuse University, so I don't understand why they are proposing additional charges for similar services, especially since we (SUNY Albany and the Empire State Games) are both part of the "family" of NY State government. We are not asking SUNY Albany to "give anything away", we are just asking to be billed for additional costs incurred over and above the normal costs associated with operating the University.

I sincerely hope that we can conclude these negotiations in the very short future, and as cost effectively to both SUNY Albany and the Games as possible. Our expected budget allocation will dictate what we can contract for, and our initial plan for using SUNY Albany may be adjusted accordingly, leaving us with no alternative but to utilize less costly sites and venues for competition, meeting sites (headquarters, media center, computer center), opening ceremonies and receptions. Other entities, such as Albany County, the City of Albany, and local schools and colleges, have been extremely cooperative in providing services and facilities, often absorbing some of the costs. They recognize the benefits to the community and have responded in a very positive, welcoming manner.

Livingston - P.3

We look forward to the revised proposal and hope that we can come to a mutually beneficial contract agreement.

Sincerely,

Brendan

Brendan McCann
Executive Director

cc: Jack Prenderville, Deputy Commissioner

Jim Doellefeld
Campus Life
CC 130
442-5566

Norman Dennis, M.D.
University Health Center
SHS Bldg.

Mike DeRensis
Summer Sessions
ULB 66
442-5140

John Martone
Residential Life
Eastman Lounge
State Quadrangle
442-5875

Bill Moore
PEAR
PE 342
442-3076

Jim VanVoorst
University Accountant
AD 338
442-3195

Chuck LaMalfa
ECC
ULB SB26
442-3646

Gary Pelton
Telephone Systems
BA B21
442-3456

Dennis Stevens
Plant Department
SBA
442-3400

Jim Williams
Public Safety
442-3130

Norb Zahm
University Auxiliary Services
Commissary
442-5950

Joel Blumenthal
University Relations
AD 233
442-3070

Hank Kirchner
Student Affairs
AD 129
442-5501

Skip Hutson
Student Services
CC 137

Don Bielecki
Campus Life
CC 130
442-5566



UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

May 16, 1991

MEMORANDUM

TO: Members of the Campus Committee for Empire State Games

SUBJECT: Minutes of the Meeting of May 15, 1991

Members Present: Henry Kirchner, Jim Williams, Don Beliecki, Jim VanVoorst, Steve Galime, Ron Clough, Charles LaMalfa, Gary Pelton, Karl Scharl

The meeting began at 3:00 with Henry Kirchner chairing in the absence of Mitchel Livingston. Copies of the most recent version of the contract with Empire State Games were distributed with the request that each individual review the document for accuracy and completeness and report any corrections or deletions to Henry Kirchner.

Henry Kirchner reported on the recent ESG Local organizing committee activities and passed out schedules for the VIP reception and for the Opening event. He also announced an on campus press conference for June 4.

Jim Williams reported on the meeting he attended with local police agencies. Traffic control for the opening event on Wednesday was their primary focus. Both Guilderland and Albany Police will provide traffic control on that evening on roads leading to the campus. The entrance from I 90 will likely be the most congested and unfortunately does not have a controllable light to facilitate the flow of traffic onto the campus. Twelve officers from other SUNY campuses will be requested for that night and will assist on campus. They will be housed overnight at the Ramada and will only be used that evening. Once campus lots are filled the campus entrances will be closed and traffic directed to the State Office Campus peripheral lots. Traffic control and directions for parking there are the responsibility of ESG and the local organizing committee which is dealing with that matter at this time. They will provide shuttle bus service to the opening event. Charging for parking is still an issue to be resolved!

VIP's will have to receive a map for the campus and a parking permit for their car. Once the campus lots are full only those with VIP parking permits will be permitted onto the campus. Jim Williams will provide 500 maps to be used with invitations to VIP's and also for invitations to the June 4, 1991 press conference at the Physical Education Building to which we are all invited. It starts at 10:00 am.

Jim mentioned that at Syracuse the ESG requested that the campus provide a spot to store 50 to 80 firearms. Our facilities and staffing do not accommodate that easily and while no request has yet been received, he advises that an alternate site should be sought by ESG.

The original cost estimate from Jim of \$29,500 will be more than is actually used and billed to ESG based on current expectations. We are unsure if we will be billed by Guilderland and Albany Police for their extra service.

The VIP reception was discussed at some length especially relative to the need for signs, traffic control, shuttle service to the opening event and back afterwards, and the like. Both the estimated numbers and the price were questioned. The price covered only the food costs and not other related expenses including invitations, postage, staff time, additional custodial services, shuttle bus service, and the like.

The opening event was also discussed briefly. It is assumed that the LOC and the campus have representatives working together to do the planning and execution of this event although our representatives were not present at this meeting we understand that things are moving along. A report on this activity would be important at our next meeting.

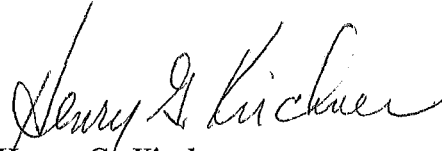
The post opening ceremony traffic control was discussed. There is likely to be a mass exodus from the campus and a simultaneous effort by some parents to see their students rooms, etc. At the same time there will be a party in the LC area for coaches and officials. This event will be from about 9:30 to 11:30 pm. A number of concerns surfaced in this discussion. The most important of these is the issue of coordination of services. The ESG and the LOC have been working with some individuals and offices on campus on specific programs such as this opening party. Given our separate cost centers they may get a price for one part of the event such as food and assume that it is the total cost. In fact, there will be other charges which will have to be included such as custodial services for opening the LC area for those extra hours, staffing to clean bathrooms and to standby in case of plumbing problems, and a clean up crew to police the podium and areas leading to the quads so that trash from the party goes is cleaned up before morning. Those costs are not in the food estimate, and are not in the contract with ESG. In fact, this example is one in which the campus will be generating a separate bill to the Local Organizing Committee and it will not appear in the contract at all. The VIP reception is likely to be billed to the University Foundation. The method of billing was discussed as was the need to be very conscious of others who may have responsibilities and costs related to a project you are working on with either ESG or the LOC. We will have to be very careful about running all agreements through Mitch and the campus committee for their review before making any commitments.

Chuck LaMalfa asked if there will be any need for PA systems for the press conference, the VIP reception, or the party after opening ceremony. Similarly, Karl asked if there were special electrical or other needs for these events.

Gary Pelton asked for details of the phone needs in residence halls for the regional coordinators. He also asked that any person or office needing a cellular phone contact him at the next meeting. He will need a name and the location of the individuals who need these phones.

Next meeting Jim Van Voorst will detail the financial structure and we will continue to review the events day by day starting with Thursday.

Next Meeting: Wednesday, May 22, 1991. 3:00 pm in AD 123



Henry G. Kirchner
Associate Vice President
for Student Affairs

EMPIRE STATE GAMES

**VIP RECEPTION
(Tentative Plan)**

Place: Art Gallery

Co-Sponsors: President's Office
Council for Intercollegiate Sports,
University Foundation

Date: July 24, 1991

Time: 5:00-6:30 PM

Guests: 100 invited by the President's Office
50 invited by the Local Organizing
Committee
50 members of the University Foundation
25 members of Campus Planning Committee
25 media
25 Empire State Games staff

Cost: Approximately \$3,500

Program: Welcome and introductions by President
Swygert and Bob Fortune
Comments by the Governor Cuomo and/or
Mayor Whalen
Comments by Al Lawrence, Chairperson of
Local Organizing Committee
Comments by VIP athlete(s) who were past
Empire State Games participants
Closing comments by Dr. William Moore,
Director of Athletics

EMPIRE STATE GAMES

OPENING CEREMONY (Tentative Plan)

5:30 PM	Gates Open
6:00 PM	Entertainment - Band
6:30 PM	Trampoline Act
6:50 PM	Airplane demonstration/ fly-over
6:55 PM	Hot air balloons take off from field
7:00 PM	Parade of Athletes (approx. 1 hour)
8:00 PM	Reviewing Stand Program MC/VIPs etc.
8:15 PM	Main Speaker
8:30 PM	Lighting of Torch, Pledge of Athletes, Slide Show (approx. 10 minutes)
8:45 PM	Fireworks (approx. 10 minutes)

EMPIRE STATE GAMES

**OPENING CEREMONY
(Tentative Plan)**

5:30 PM	Gates Open
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January 16, 1991

MEMORANDUM

TO: President Swygert

SUBJECT: Empire State Games Update

The process of developing budgets for the various components of this campus' support for Empire State Games is moving forward. Individuals who are responsible for activities which will be charged back to the Department of Parks and Recreation have developed their budgets during the semester break. Those budgets have been shared with all others on the campus coordinating committee for their review.

It is apparent that areas of overlap and some gaps exist among the budgets. We are meeting early next week to review them as a group and to eliminate overlap and remove the gaps. The budget as it exists after that meeting will be shared with Parks and Recreation for their review. I fully expect that some negotiations will be called for at that time and that some of their stated expectations for the campus and some of their requests for service and staffing will be modified in that process. Once this phase is concluded, John Hartigan and I will meet with you as you had requested to develop appropriate response strategies. We have identified the fiscal people at Parks and Recreation and will be in contact with them regarding any budget concerns after our strategy discussion.

The State budget crisis will be felt by the Department of Parks and Recreation and, of course, the Empire State Games as well. They have indicated that their total budget has been targeted for a reduction of \$250,000 which they plan to absorb in items other than those which we are providing. Travel and uniforms have been mentioned by them as areas for major saving efforts. We must remain aware, however, that their ability to cover unanticipated expenses which become contract additions may be very limited.

MEMORANDUM FOR PRESIDENT SWYGERT

January 16, 1991

Page Two

Budget revisions and clarification should proceed for a brief period. I will seek to expedite the process and at the same time have Parks and Recreation develop the contract language for your review and approval. The budget decisions will be reflected in appropriate language in the contract.

One remaining area of uncertainty is the finalizing of the venues by the Sports Committees of the Empire State Games. They met in Albany last Sunday and should conclude their work in the near future. In any event, we can expect that the opening ceremony and a number of other high visibility events will be held on campus. After budget confirmation, I believe that we should begin to be more public in promoting our role as host campus and will pursue that at our meeting of the campus coordinating committee next week. We will recommend a few items for your consideration after that meeting.

On a related note, the decision of the New York State Racing Authority to extend the season for the Saratoga flat track meeting this year will have an impact on the games in some ways. Both will begin on July 24 and that will place extraordinary pressure on hotels, motels, restaurants, roads, and other services in the Capital District. I do not believe that it will have any significant bearing on our activities but parents and spectators may find it more difficult than previously expected to secure rooms and services. Mayor Whalen has spoken to this issue and the Local Organizing Committee will have to address it along with the Empire State Games staff.

I will keep you apprised of our progress.

Mitchel D. Livingston
Vice President for Student Affairs

c. Vice President Hartigan
Vice President Kersten



UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

May 14, 1991

MEMORANDUM

TO: Empire State Games Campus Coordinating Committee

SUBJECT: Next Meeting - Wednesday, May 15, 1991
3:00 PM in AD 123

When we meet on Wednesday we will be 10 weeks away from the opening day of the Empire State Games. Those weeks will have to be very productive for us all if the Games are to run as smoothly and as well as we believe they should.

I assume that each of you continues to actively and aggressively organize for your part in the Games. Our meeting Wednesday will begin with reports from each department and area of responsibility. Please identify areas of concern and items which need attention, especially where coordination with others is required. You should take the initiative to make direct contact with others on and off campus as needed to get the job done. Copies of correspondence and proposed commitments should be provided to me as per our previously determined procedures.

Some items identified last meeting as needing our attention include: Linen package, billing process, payroll procedures, vending and subcontracting, freedom quad, parking (especially for opening ceremony), volunteers, uniforms for campus employees and volunteers, President's reception (invitations, location, guest list, menu, funding, parking, transportation to opening ceremony, etc.).

We have lots to do -- let's move quickly to the next level of detail in planning for the Games.

Mitchel D. Livingston
Vice President for Student Affairs

Office of the Vice President
for Student Affairs



Administration 129
Albany, New York 12222

518/442-5500
Fax: 518/442-5799

UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

April 30, 1991

Mr. Brendan McCann
Executive Director
Empire State Games
Agency Building #1 - Empire State Plaza
Albany, NY 12238

Dear Brenden:

I thought it necessary to write in response to your letter of April 22, 1991, not to promote a series of letters and responses, but to clear the air to facilitate our successful hosting of the games.

Please know that we are no less enthusiastic about hosting the games now than we were earlier. We too, however, face very serious budgetary problems for the present fiscal year and for the next few years as well. We cannot be in a position of underfunding our real expenses. Given that, and some lack of detail as to what was requested, each department had to come in with a "top end" figure from which our discussions could begin. Our meeting on Wednesday was particularly useful in increasing our knowledge and understanding of your needs. Other discussions with members of our staff who are involved as volunteers with various aspects of the games have helped in that understanding as well. You will see that reflected in dramatic fashion, I believe, in our revised estimates for both the venues and the Campus Center.

The room and board package is more problematic. In originally presenting a daily rate of \$24 there was a total lack of specificity as to what that rate covered. If that has been the rate during recent years, it would be appropriate to expect at least inflationary increases. Our circumstance and administrative structure causes us to build this budget based on numerous separate cost centers. The fact that we do not have a major ongoing conference program causes us to have expenses associated with opening and closing residence halls and dining halls which must all be charged to this event. Other campuses with summer long conference programs with staff hired for conferences only can spread these costs among numerous groups. For staff on salary with the State, their time spent on Empire State Games will be time taken away from other pressing tasks. It is not the case that since these individuals are on the payroll, there is no "cost" to their support of the games.

You speak of other entities being extremely cooperative and of them even absorbing some of the costs. Rest assured that our initial budget submission did not include all of our real costs. We too are absorbing some costs, however, the scale of our involvement far exceeds any other entity's and we have very real limits to what we can absorb. We will stretch those limits to be supportive and accommodating, but there is a point beyond which we cannot go and continue to be responsible managers.

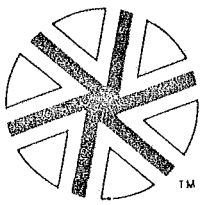
I believe that we will have to be energetic and creative in this process if we are to be successful. I look forward to our continued joint efforts to reach accord on a workable budget and I remain as enthusiastic as ever about hosting the 1991 Empire State Games.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mitchel D. Livingston". The signature is written in dark ink and is positioned above the typed name.

Mitchel D. Livingston
Vice President for Student Affairs

c. Jack Prenderville, Deputy Commissioner



EMPIRE STATE GAMES

Albany, New York 12238

(518) 474-8889

Orin Lehman
Commissioner
N.Y.S. OFFICE OF PARKS, RECREATION
AND HISTORIC PRESERVATION

Brendan McCann
Executive Director
EMPIRE STATE GAMES

TO: MEMBER OF THE EXECUTIVE COMMITTEE
FROM: THOMAS M. WHALEN, III
RE: SCHEDULE FOR EXECUTIVE COMMITTEE MEETINGS
DATE: FEBRUARY 20, 1991

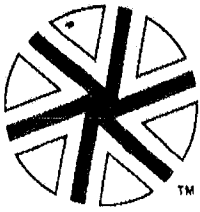
I have reserved my conference room to accommodate our Executive Committee Meetings for the Empire State Games for consecutive Wednesdays at 8:00 a.m. beginning on April 3rd. Please mark your calendars to reflect the following dates:

April 3rd	June 5th
April 10th	June 12th
April 17th	June 19th
April 24th	June 26th
May 1st	July 3rd
May 8th	July 10th
May 15th	July 17th
May 22nd	
May 29th	

I look forward to your attendance at the upcoming meetings.



20 copies



EMPIRE STATE GAMES

Albany, New York 12238

(518) 474-8889

Orin Lehman
Commissioner

N.Y.S. OFFICE OF PARKS, RECREATION
AND HISTORIC PRESERVATION

Brendan McCann
Executive Director
EMPIRE STATE GAMES

January 15, 1991

Mr. Bill Moore
Athletic Director
SUNY-Albany
1400 Washington Ave.
Albany, NY 12222

Dear Bill,

I hope you enjoyed attending the coaches meeting and getting a look of how we attempt to put things together. At this time I can present some of the schedules for the events that will be using SUNY facilities. Final detailed schedules should be available within two weeks, as some sports will be mailing their schedules to us. We should plan on meeting after the Winter Games to review final set-up and equipment needs.

ARCHERY

Thursday-Friday	8:00 AM - 2:00 PM
Saturday	8:00 AM - 4:00 PM
Sunday	8:00 AM - 1:00 PM

TRACK & FIELD (O/S)

Thursday	8:00 AM - 4:00 PM
Friday	8:00 AM - 2:00 PM; 4:00 PM - 6:00 PM
Saturday	7:30 AM - 1:30 PM

DIVING

Wednesday	12:00 PM - 5:00 PM
Thursday	6:00 AM - 9:30 PM
Friday-Saturday	7:00 AM - 9:30 PM
Sunday	8:00 AM - 2:00 PM

TENNIS

Thursday-Friday	8:30 AM - 6:00 PM	
	6:00 PM - 8:00 PM	(Rain schedule)
Saturday	8:30 AM - 12:00 PM	
	2:00 PM - 8:00 PM	(Tie-breaker/Rain schedule)
Sunday	8:30 AM - 1:00 PM	(Tie-breaker/Rain Schedule)

SOFTBALL

Thursday-Friday	8:30 AM - 7:00 PM	
Saturday	8:30 AM - 1:30 PM	
	1:45 PM - 4:00 PM	Tie-breakers
	4:15 PM - 8:00 PM	Medal Games

Please note that Softball has asked us to secure Knickerbocker Park in Troy as their primary site. If we get it arranged, all games will be played there.



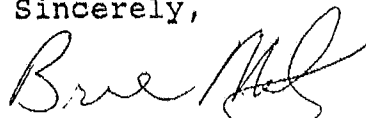
BASKETBALL
Sunday

8:00 AM - 3:00 PM

Weightlifting, Soccer, and Volleyball schedules will follow as soon as we receive them.

If you have any questions, please feel free to call.

Sincerely,

A handwritten signature in cursive script, appearing to read "Bruce Mosberg".

Bruce Mosberg
Sports Coordinator

EMPIRE STATE GAMES
1991 STAFF ASSIGNMENTS*

ESG STAFF: Brendan McCann
Lisa Del Signore
Bruce Mosberg
Lori Mulholland
Fred Smith

Office Phone: 474-8889

UNIVERSITY FUNCTIONS

LISA

Housing/Dining
Medical
Phones
Box Lunches
Gasoline

BRUCE

Venues
Parking
Shuttle Transportation

BRENDAN

Contracts
Finance
Housing Security

LORI

Meeting Rooms
Admin. Ctr.

FRED

Media Center
Automation

LOC FUNCTIONS

LISA

EMT
Ham Radio
Road Signage
Medical

BRUCE

Sport Support
Venues
Saratoga Park Region
OC Transportation

BRENDAN

Contracts
Finance
Law enforcement
Opening Ceremonies
Sponsors
Advance Tickets

LORI

Venue Decoration
Sponsors
Opening Ceremonies
Awards Protocol
VIP/Volunteer Party

FRED

Public Relations
Sponsors
Promotions/Merchandising

INTERNAL ESG FUNCTIONS

LISA

Charter Buses
Officials
Trainers
MD
Communications

BRUCE

Purchasing
ID Cards
Uniforms
Equipment
Event Schedules
Budget

FRED

Media Relations
Sponsors
Merchandising
Program
Poster
Games Plan
Parks Automation
Promotion
SRE
FAX

LORI

Games Plan
Promotion
Merchandising
Sponsors

BRENDAN

Budget
Sponsors
NHT
Contracts
Merchandising

*If the staff member under your area is not available, another staff member may be able to help you.

SYRACUSE UNIVERSITY 6/18/90
 1990 EMPIRE STATE GAMES STEERING COMMITTEE
NAME AREA CAMPUS ADDRESS, EXT.(=443-), TITLE

David Kohr	Co-chairman	201 Steele Hall x2720 Asst. V.P., Res. and Din. Services
Peggy Page	Telecommunications	Skytop Office Building x4730 Mgr., Telecommunications
Toby Peters	Schine Student Ctr. Oper., Recreation and Activities	231 Schine Student Ctr. x2718 Dir., Student Center
Barbara Adams	Athletic Facilities and Venues	Manley Field House x 3117 Asst. Dir., Athletic Department
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David Anderson	Opening/Closing Ceremonies (consulting role)	468 Newhouse II x4021 General Manager, WAER
Susan G. Casscles Cindy Felice	Olympic Village/SU Staff	606 University Ave. x1347 Dir., Conference Services 108 Lehman Hall x1373 Asst. Dir., ORS, East Area
Rick Goodrich	Carrier Dome	Carrier Dome, Prod. Off. x4634 Mgr., Dome Events
Jim Maroney	Catering/Concessions	Faculty Center x3208 Dir., Catering/Concessions/Cash Oper.
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