Date: February 2, 2004

To: Advisory Committee on Space Members

From: Joey Riley
Assistant Director

Re: Meeting Minutes

Attendees: Dean Richard Andrews, Mike Devaney, David Dunkin, Michael Kyd, Joey Riley, Brenda Selman, Scott Shader, Bob Unrath and Bill Wiebold

Guests: Lori Franz, Carla Klein, Ann Korschgen, Larry Linneman, Mike Prewitt, Ted Tarkow, Lisa Wimmener and Steve Winters

An Advisory Committee on Space meeting was held on Monday, February 2, 2004 at 1:30 p.m. in room 249 within Engineering Building West and the following was discussed.

1. Classroom Utilization Analysis

Scott Shader began the discussion by stating that this was a continuation of the Fall 2003 Classroom Utilization information discussed at the December 2003 ACS meeting.

Bill Wiebold distributed several handouts to the Committee members from the utilization data supplied by Brenda Selman at the December 2003 meeting. The purpose of gathering the classroom utilization is to determine if the classrooms are being used to their full potential. The handouts that Bill shared with the Committee showed only the large auditoria that seated 100+. The peak scheduled day and time was Monday, Tuesday, Wednesday and Thursday from 9:30 a.m. through 3:00 p.m. The utilization graph for Friday indicated that the majority of the auditoria was scheduled between 10:00 a.m. and 12:00 p.m. The auditorium in Cornell Hall was scheduled for one class in the 2:00 p.m. to 3:00 p.m. slot on Fridays. Scott Shader invited the following administrators and faculty from across campus for their opinions relating to the utilization assessment: Lori Franz, Carla Klein, Ann Korschgen, Larry Linneman, Mike Prewitt, Ted Tarkow, Lisa Wimmener and Steve Winters.

Recommendation: ACS suggested that a similar summary sheet be created for smaller auditoria on campus and brought back to the next ACS meeting scheduled in March. Listed below are the other topics of discussion that were missed due to time, but will be brought back to the ACS meeting in March.

1. Course section enrollment data anomalies – music labs, writing labs
2. Maintenance of classrooms
3. Departmentally controlled classrooms/should they all be in the general pooled
4. Policy/guideline for removing classrooms from the general pool
5. Handouts on time of day – classroom utilization, auditorium utilization and station utilization (Use fall 2003 data)
6. Enrollment status – Will we grow?
7. Technology enhancements for the general pooled classrooms
8. Classroom security issues
9. How should we view the Health Sciences Center classrooms? Should they be included in future upgrades/enhancements?
2. Middlebush Auditorium Renovation – Informational Item

Bob Unrath stated the renovation would be split between two phases. First phase cost estimate $610,000. This first phase would be this summer, commencing on or about March 15, 2004 and finishing on or about August 1, 2004. The work for phase 1 will include:

- Demolition of ceiling, lighting chair life and the stage
- Carpet replacement (assuming no change in the aisle layout)
- Installation of new ceiling, lighting and new flooring (carpet) where stage was removed
- New A/V infrastructure and sound system equipment
- Replace HVAC unit and all ductwork etc. (funded by Maintenance)
- Painting
- Refresh the lectern
- Install 70 new seats in the front and rear of the auditorium (may be part of phase 2)
- Acoustical treatments

Second phase cost estimated at $300,000. The second phase will consist of:

- Renovating the lobby, restrooms and entrance doors
- Replacing the old seating
- Patch/repair epoxy flooring where necessary
- Exterior steps and storefronts

The schedule has not been set for the second phase at this time. The lobby renovation may allow the work to take place over the Winter Break or Spring Break. The seating replacement could also occur at a break or over the summer. The goal would be to complete the entire project no later than August 2005.

As a part of this project, a new air handler unit will be located on the roof of the west entrance lobby of Middlebush, which will serve the main auditorium. A pre-finished horizontal aluminum lowered screening is proposed to conceal the air handler unit of the west and east elevations.

The meeting adjourned at 3:00 p.m.

CC: Provost Brady Deaton