

CDAC Meeting  
March 22, 2004  
Meeting began 12:05 pm

Last Meeting:  
Real Agenda #1  
Furniture

- Wireless access points:
  - They are moving to the G
  - Does it make a difference?
  - There are multiple standards for wireless
- It means it is up in megabits/second going across
- 802.11 b is the standard, shared bandwidth
- Moved to the g, which handles both b and g
- The G standard is 54 megabits instead of 11, which means it should be faster
- The new access points are firmware upgradable
  
- Facilities person who is changing clocks:
  - What do they care about?
  - During spring break, had a person going around changing all the clocks
  - Resetting atomic clocks that were incorrect in the past
  - No longer buying atomic clocks
  - Know there is a problem with clocks, actively working to reset them
  - Trying to get the clocks at eye level
  - Stanley Young in charge of all the clocks
  - Follow up again on the clock situation
  
- Furniture
  - Difficult issue for CDAC
  - Cheryl Leguilo & Midge Methini from Interiors at the meeting to discuss possibilities
  - Focus is classroom furniture
  - Issues that arise: Size of chairs
  
- KI Podium
  - Team from the last CDAC committee
  - ADA specialist also involved
  - Brainstorming session on how faculty wants the podium to work
  - Decided podium that not necessary a bunker, accessible, can hold equipment
  
- This is how they came up with latest standard
- Also concerned about chairs in rooms
  - After looking at several vendors, standardized on particular model
  - Size of tablet allows for laptop

- Cost is a factor, and since we're a State University, it has to fall under a specified contract
  - Durable
  - Decided on Einstein, KI
- The question from the committee is the size (especially for football players, larger people)
  - Taken a standard that other universities use
  - Added 2 inches to stomach room, weighted table for laptops standard typical for UNC
  - Worked with KI on design, largest they can get it so that it is stable
  - Accommodates 95<sup>th</sup> percentile
  - For disabilities, they do provide tables
    - Maybe use for larger people
  - Can't meet everyone's needs because of seat count
  - How many would put in room? Needs to meet 5<sup>th</sup> percentile
  - For table, what does it do for seat count?
    - Tablet more like a desk
    - Allows for a non handed surface
    - There are other alternatives, but need best solution without giving up space and price
  - Nothing on the market that meets the needs
  - If size growing, may need to think more of disability space
- Cost of Einstein desk: \$85 a student
  - Sturdy, so best solution
- Not supposed to sit on them
- Would it tip over rather than bend if someone sat on one? It would tip
- What's the clearance- 2 more additional inches, do not have belly room dimensions
- Peabody has some of the old and some of the new, shifted design midstream
- Haven't considered flipdowns because of money
  - Since a bid item, get lowest price
- More manufacturers looking into that type of design
- The typical desks are tight, including on the sides
  - They make a specification, isn't always used
- May lose seat count if put regulations on the width of seats and size
- Einstein chair compared to fixed auditorium seat-about the same, but do not have side desks so there is more room
- Auditorium losing space because of the side desk, but with Einstein has the movement
- Where did 10<sup>th</sup> percentile of desks for left handed come from? Do not know
- How come up with percentage for this next issue-largest?
  - Is there data for 18-22 size; there is anthropometric data on all of that
  - Could use real data
  - Anthropometric data for men's shoulders=20.7 inches
- The data is showing that people are getting bigger
  - If using older data, may need to update

- Problem is, these classrooms need to have a certain number of seats
- May need more research on anthropometric research, in order to provide disability seat
- For each new renovation, do we check on anything new with the vendors?
  - Most of the time predetermined at Capital Project Level and sent out to bid
  - It's at Peter's level
  - Bid would be more competitive with flip down table
- Send things out to bid or under state contract
  - Limited to several vendors-several on state contract
  - Sometimes even when on state contract, send out to bid
- Science Complex Auditoriums
  - Starts with Paulien report, which dictates that classroom of a certain size be put in by a certain date
  - Design format of Boston emailed about type of auditorium seating
    - What were looking for
  - Called different manufacturers-fabric, thickness of foam (didn't do size of chair because that's a space allowance)
- In those design parameters, can something go in there about seating?  
There are a set of design guidelines that are being reassessed by interior design
- When CDAC looked at seat counts, didn't have any idea or say on that
  - Didn't realize there were a set size working with
  - Assumed it was a minimum standard that was being met
  - Didn't realize that focused was on amount of seats in the room
- When we get schematics, useful to know how wide the seats are
- Have a CAD drawing of a typical Einstein chair and podium
- Every project is assigned only so much money
  - Every little group increases their needs, and by the time it reaches interiors, there is very little money left
- What about tables and chairs?
  - Who decides how wide a table is?
  - Chairs the same size as an Einstein without a tablet?
  - Table=18-24" deep unless there are specific needs
  - Usually use "84's" and have 3 people at a table
  - Can vary
  - 27" per person at a table
- CDAC will see specs when they are done
- Gathered specs for various seating manufacturers; comparing because last was terrible

- If you look at back of chair, have details coming off back, newest chairs
- Peabody 218 and 220 has new chairs
  
- Removeable Podium
- One of the engineers in Phillips saw there was a problem, contacted Diane Gillis
- Box using to feed power and data-that's the problem-want it to be flush
- With existing building, there has to be a firewall break between every floor
- Usually have to do with concrete floor going across
- Cut concrete through the floor to get a box in there, firewall problem
- Phillips 332 is the room-meeting with users next Wednesday to address the problem
- Possible Solutions:
  - Maybe putting a firewall break around the box?
  - Pour concrete around the box?
  - Move fixed podium off to the side may be the answer
  - One idea: If there is a feeling that removeable podium presents a clear advantage, engineers provide a solution for the problem.
- The box is hanging below-code problem
- Floor blocks-house keeping come through and buff, wax is causing problems with connections
- Floor wax is also dripping down below
- Doing damage to both floor and electronics
- See what customer comes up with
  
- Requests for one time funding
- Provost sent Scott a letter for request on behalf of classroom technology
- Jeremiah working on a portion-what is not covered on his budget
- Other things that need to make requests that would be beneficial
- If going to make request does it always have to be on multimedia side?
- In the past, provost has asked departments to submit proposals and CDAC reviews. -Going to happen?
  - Scott has not heard anything
  - Have not seen anything for that
  - Call gone out for proposals
  - Scott assumes that we would
  - Ask Rick
- CDAC makes a onetime request, though it does not specify that it be technology related
- There was a mention sometime ago for money for upkeep
  - Budget set aside awhile ago
  - Where is that=\$10,000 from the Provost
  - Special account for work request
  - Might need to ask for more, Jeremiah will let know
- Do we need to include furniture needs?

- Jeremiah has pictures of pitiful rooms-send URL to CDAC
  - Took a picture of room and specify what is wrong with them
  - Older rooms; fiberglass chairs
- Set target of how much we should ask from Provost
- Have \$1.2 million to support classrooms for each year
  - This year was a short fall of \$800,000, but got \$500,000 this year
  - Short fall of \$300,000
- Start with worst classrooms and move forward
  - Pick 3-4 classrooms and create a budget
- Is the idea to just go after furniture?
  - Will send out current project from Jeremiah
  - Send out a link about bad rooms
- What about wireless?
- Wireless comes through ATN's budget
  - Departments need to say that they need a room to be wireless
  - Have had requests that have been rejected
  
- Faculty Liaisons
- Some commitment that faculty will stay on long term?
- A lot of faculty are rotating off-Karen only one staying on committee
- What do faculty think about committing to a project and are they going to stick to it all the way through
- Would be in touch with facilities person, would know the details
- If something did come up, would only need to make an appearance at the meeting
- Have someone who is a CDAC rep to serve and think about purpose of GP classrooms
  - Seems like it has to be someone who is a longterm CDAC member
  - What official role would a non member have?
- First person would not know enough
  - These projects would take one year or a little longer
- How many faculty members are on the committee?
- Only 4 bond projects will come up this year, 4 next year
- Sideline-Fetzer
  - Davis Kane are designers and started on it
- Makes sense to have active member to serve as liaison
  - Can also have adhoc faculty involved
- If a project in transition, meet with new member and bring them up to terms
- Only give projects to late first year people and second year people, though it decreases amount of people available-an idea
- May have to have a transition period
  - Who would be the recipient?
  - Presumably people already here
  - 2 people staying
- The provost asked that two people continue: Dulci and Todd
- Suggestion:

- There are many little things to learn, takes a year
  - Over the next year, experienced person working onward (ex-Hamilton)
  - Pick 2-3 projects-to say with design process alone
  - Rely on notes when construction comes around
  - Like to see faculty continue with projects
- Jean: With new faculty, especially with Hamilton, would make sense to have someone who is coming in work with that particular project
  - Have more involvement in first six months over last six month
  - With Hamilton, the CDAC person would also be a liaison to the department
  - The CDAC member is the input back out; Facilities Planning project manager will continue to schedule and control project speed
  - Classroom programming will be one facet of design process
  - CDAC will be final decision makers
  - Person would be there at faculty meetings
  - Jean will stick with Hamilton for 6 months
- Who is picking?
    - Anyone should give suggestions
    - People who teach in room, but are outside of department
    - Hoping for 4
    - Someone from the College
    - Provost ask for suggestion, give a list of 10 names, and Provost can ask if want to be on committee
    - Someone who teaches in a number of different rooms is a good idea
    - If anyone who knows teachers on campus, talk/email to get an idea if they want to be involved, send to Scott who can send an email to Provost this week
    - Then, new people may be able to attend a couple of meetings at the end of the year
    - Just want people who teach and use classrooms
    - Ask Deb to serve one more year
    - Jean will do another 6 months tentatively or until no longer needed
    - Academy of Distinguished Teaching Scholars is another avenue to look for potential committee members
  - Use Larry as a faculty liaison
  - Maybe get Deb to commit
  - Send something out next Tuesday with a completed form of Project Review
- Jean's message about the survey
    - Send something back to people who completed survey
    - Send mass email?
    - Send a mass email to the faculty; should not be the same as letter; maybe link to letter or survey
    - All instructors were surveyed
    - Institutional research will know where the surveys went to

- Lynn Willerford will know database that was pulled from the survey
  - Instructor on Record, ask Lynn to send email about what was learned
  - Deb and Jean wrote a letter-have another faculty member edit what they did
  - Ask Todd to do this, send document to him
  - Send mass email to respondents of survey
- List of rooms that are currently being renovated:
    - Make it live and send an email about that

Meeting adjourned 1:35 pm