

CDAC Programming Meeting
August 23, 2004
Meeting began 1:00 PM

Hoke/New Vision Architects

- Greenlaw- There are 17 classrooms that will be renovated
- It is divided into 2 parts
 - One group gets full upgrade; the other, more minimal upgrade
- The rooms scheduled to have a smaller upgrade were intended to roll depending on what could be given up by the registrar's office
- The classroom renovation will probably be a semester at a time
- The rolling classrooms are all about the same size
- Are we going to take all rooms off at the same time?
 - Could do them half and half
 - Anything is better than all of them at the same time
- If started one set at the beginning of the summer, would it be finished by the end?
 - Construction wise, yes
 - That first part of the contract is not starting the phase, it is waiting for supplies
 - It would be close, but could probably do that with the help of IT
- How will a loss of 4 classrooms of this size affect the registrar's office?
- In 2005, classes start back August 30 and the spring semester ends May 10
- 103,4,6, and 7 in the summer of 05 would be alright
 - Summer of 05 does not have much on the calendar
- 3 1/2 months to get this turned around; should we look at construction going into September or the 1st of October?
 - If it does that, could we wait to start the next phase the following summer?
 - Facilities planning would like to compress the schedule if possible
 - Do the bidding all at once
- It is in the size range that is the worst (20-30)
- What does the fall of 05 look like?
 - 20-29 are some of the ones that have the worst seat loss
- Because of the change of bidding strategy, do not have to stick with the same construction schedule
- Could do it on a semester basis
 - Have groups
 - Toughest is probably going to be the summer and getting it started up
- If you could spread those out to 4 at a time during summer, Fall and Spring
 - Could pull classrooms up rather quickly
 - If you look at taking out a group of 4, 4 sets of equipment
- Rather have 4 off the first two semesters and then start staging
- As for as provisioning goes, can do it in 30 days
- Make sure the first four are finished before taking off the next four
 - Can keep sliding people

- Give them this option, but also let them know if they want to finish the project early, they can
- On the auditorium space, when is it appropriate to take that out?
 - More work done in there
 - They are the biggest problem because there are so few to choose from
- Room 101 in Greenlaw (176)
- Down to 13% reduction in room size
- Going to end up with 152 + four handicap accessible seats
 - Not going to count accessible seats because it cannot be used by everyone
 - Could have extra chairs to use with the tables for the handicapped students
 - How reliable is that to the inventory since chairs disappear
- When would be a good time to work on Greenlaw 101?
 - It's hard to tell with the paperwork David has
- Right now, it is Spring 07 to Summer 07
- Fall 05 may be better because they have the least number of classrooms of that seat range off
- Two rooms blocked off now: Coker 201, Fetzer, Phillips 215 (was actually completed a long time ago), Hamilton 100
- The auditorium can come out the summer of 05
- Shut down lobby right off the bat to work on asbestos cleaning
 - First of the summer is not a bad time
- Propose taking off the big room in Greenlaw the summer and fall of 05
 - Will also take 103,4,6 and 7
 - Bring them back on as soon as they can
- Spring 06, start moving up: 222, 317-319
- 301,2, 4, 5 in the Fall 06
- Do the lobby the first two semesters that things are down
- Do 431 and 526A as a small final phase?
 - Either that or put them into the summer
- Could do four in the summer once things are up and running
 - Put them in the summer of 06
- Will be finished at the end of 2006
- David going to check and make sure it all works and get back to Diane

Greenlaw 101

- Should there be data or power to the seats?
- The platforms that are currently there are not wide enough to install the seating and have the egress requirements; adding a little space to each platform
- Already a little tight, so power and data added may be a little tough
 - Going to have to ask the people who are going to be in the room
- Is there money in the budget to accommodate that?
 - Do not know because they have not run estimates on it
- Projection booth behind the seating is not going to be used
 - Mount the cameras from other locations
- If we were to do power and data, would have to wire behind

- Would only give to half of our seats
- Platforms are two tiered
- Plan on it at this point in time
- Two screens for the room
 - Would like to have three screens (one being a center)
- Center screens allow professors to show a movie to the class
- Would need a throw projector as well
- There's probably no reason not to take the projection wall out and put it flush with the back wall; would probably give 4 extra seats
- The ceiling in this room is pretty low and there are mechanical rooms on the sides
- There is no reason why the wheel chair accessible seats can't be put in front of the doorway
 - May have a 156 seat room
- The stage is coming out
- Putting up sound panels for room noise and outside noise
- Vinyl tile instead of carpet
- For the instructor, doing an ADA moveable podium
- Would like to bring in an outside designer to work with Hoke on this because they are pressed for time

Greenlaw 431

- Much better orientation for screens and seating if the classroom is turned sideways
- What is the ceiling height?
 - It is very low
 - Closer to the screen would be better
- It is only 8 feet high to the finished ceiling
- Viewing distance is the same for either direction
- In a room like this, consider mounting the screen dead front to each half of the room
 - Shorter max viewing distance, so the screen could be kept smaller
- End up losing more chalkboard or whiteboard with two screens
- Seat count goes up if the classroom is turned
- Work out at the end of programming with the user group
- There is a mechanical room above the room and it is loud
 - Additional isolation of mechanical equipment that sits above?
 - Trying to create a cavity filler to deaden some of the sound
 - If the noise level in this room would exceed NC35, would not recommend renovating the space
- Will talk to PWI about it
- Need to add to exit doorways for number of seats, which will also mean a removal of seats
- Proportion is funny and it is not attractive, may lead to avoidance of teaching in there

- Will there be any possibility to reallocate the space as offices and taking a quieter office area and making it a classroom?
 - Hoke has not looked at that

Typical classroom size

- Not looking at putting power/data to seats
- Need to maintain capacity
- In 301 and 101 rooms (35 seats), in new configuration, going down to 33
- In 2-1 proportion classrooms, it is 36 under table and chairs (302- 42 right now)
- On the first floor, level 0 MM classroom, on the third, level 1
 - Designated in the classroom study
- Can do level 1 on all classrooms, no obstacles
 - Also have to look at the budget
- In 302, there is already equipment (maybe done 2 years ago)
 - Is there any reason to do it again-no

For programming meeting

- Do it in Alumni 203
- David will look into when it is available (will let David know) and the Greenlaw users (will send to Diane)
- Joe will get Diane the final Program document Thursday afternoon

Global Ed Center

- Designed by Accentac
- Diane has asked for some process changes
- The Multimedia Classrooms Business Processes document lays out what happens when designing a classroom
- Design Process Timeline (Figure 1 in document)
 - Certificate of Occupancy (Critical Point 3) is important to PM
 - Customer Acceptance (CP 4)- Jeremiah is the customer of the rooms and accepts or rejects the rooms (rooms cannot be used until then)
- The main difference on Global Ed is that onsite installation has moved into the construction phase
- Is there any reason why people can't move in while the construction is finishing up?
 - Until beneficial occupancy is established, building belongs to contractor
 - Can work something out sometimes, but cleaner to have a finished building and then do installation
- When ATN does installation, like to be able to lock door and use security cameras
- There are 5 GP Classrooms, but there are a number of spaces that will have AV technology that are owned by the building
- They are spaces that require a precise interrelationship between technology and architecture
 - Would be beneficial to have AV bid out as part of the construction

- There is a CM at risk on this project, which means there is someone very familiar with the project who is also overseeing design
 - Will bid out different packages at different times
- The AV installation will be done by an outside contractor as part of the project before we accept the building
- The architect knows he has to spec out the technology that is being used
- All on-site installation will be completed before Certificate of Occupancy
- When Jeremiah goes in after Certificate of Occupancy is granted, he will be able to have a punch list that will be resolved with the contractor
 - Need to be addressed before construction is accepted and before room is ready for use
- Include a connectivity area that occurs after occupancy but before Jeremiah comes in
- Why are they charging this part of the process?
 - Because the AV process is so integrated into the architecture of this building, they felt it was a better way to complete this project
- This particular building is a little bit different because it is a highly detailed, modern building; it is the only modern building that the board of trustees has accepted recently
- The architect is from Boston and their signature is precise detailing
- System Design Process (Figure 3, page 10)
 - Different entities have processes assigned to
 - Have new entity: AV Design Contractor
 - This part is not going to change; that part would still remain as our responsibility and would be presented to the bidders at the pre bid conference
- The AV Designers role would be to prepare bid documents for contractor to bid on
- Working with the architect to place the equipment
- From the system work, we are able to say what we need (ie-conduit)
- In this case, Accentec is doing that part
- In order for them to have a basis, would have to do the system design work
- The only piece they are not doing is the very specific (which VCR, which projector)
- Need to coordinate with Accentec to make sure everything is being done correctly
 - Conference call with Accentec, architect and CM at risk
- You cannot specify exactly what you want, have to specify three different manufacturers
- Procurement Process (page 14)
- We're still going to do equipment procurement, but not the installation procurement
- We'll receive the equipment (page 17)
- Off-site Installation (page 18)
- Once they have been selected, they will pick up equipment and install it
 - Will have them sign off to receive equipment

- Once the installation contractor receives the equipment, we are out of the picture until Jeremiah comes in
- Diane thinks we would want to be involved
- Send someone to the weekly meetings or send someone to the site to oversee installation
- The installer works for the CM at risk (Barnhill)
 - Need to know what Jeremiah wants; give them a copy of the checklist
- Joe going to contact Accentec (David) to get more information

Meeting adjourned 3:48 PM