

**Classroom Design & Advisory Committee Workgroup Meeting  
12/12/2006**

Attending:

Tu Dang, Learning Services Design  
Jeremiah Joyner, Classroom Hotline  
Joe Schuch, ITS Multimedia Classrooms  
Sherry Younger, Office of the University Registrar  
Karla McClure, Office of the University Registrar  
Megan Keefe, Office of the University Registrar  
Jerry Guerrier, Facilities Planning & Construction  
Michael Pierce, Facilities Planning & Construction

**Agenda Items:**

- Review Mitchell programming
- Update on current projects (Wilson, New West, GEC, etc..)
- Confirm classroom renovation schedules and projected start/end dates for the following upcoming projects (affecting Fall 2007 term)
  - Mitchell (09, 106, 205 & 305)
  - Hamilton (420, 423, 425, 452, 470, 517, 523 & 570)
  - Greenlaw (301, 304 & 305)
  - Manning Hanes Venable - demolition date

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Michael Pierce joined us to provide updates on his upcoming projects (Manning & Mitchell).

**Manning Hall Update:** Plans have been resubmitted to DOI, without including any work on the stacks (includes limited classroom renovations only). DOI has still not reviewed the revised plans, but Michael hopes that they will review this month, and he will have a response by the first week in January 2007. If the plans are approved, construction would start no earlier than summer. The Registrar's Office will put Manning back online for Spring 2007, with a revised construction schedule of 5/07-12/07, remaining offline for Spring 2008 (safety net for a/v install & construction problems). SILS (School of Information & Library Science) will be moving from Manning to a new building, but probably not for 5-7 years, at which time the problems with the stacks can be re-addressed.

**Mitchell Hall Update:** CD will be submitted 12/20/06; Final approval from DOI should be received by 4/17/07, and project should go out to bid in April/May with construction expected to start at the end of June. Registrar's Office will put Mitchell back online for Spring 2007, new construction dates will be 6/07-10/07,

Review of Mitchell programming: Screen sizes in all Mitchell rooms need to be adjusted to conform to 4:3 ratio.

Mitchell 09: furniture type will be movable tables and chairs. Michael will ask the designers to add an additional row of tables to bring the post-construction capacity up to 30.

Mitchell 106: Conference style setup with tables and chairs, will seat 20 post construction. A/V equipment will be located in a credenza underneath the screen on the window wall. There will be a control station for the instructor located at this end of the conference table. Tu will send the specs for this to Michael.

Mitchell 205: Post construction seat capacity will be 26 with movable tables and chairs.

Mitchell 305: Movable tablet arm chairs – capacity is only at 18 in current plans which is an unacceptable drop in size from the current 28. Michael will see if the designers can re-configure the arrangement to increase the capacity.

#### **Hamilton Hall Update:**

HM 569 – currently a departmental classroom, they are asking to have it added to the project and will supply their own funding, they would like a projector, screen, and window shading.

HM 150 & 351 - Jerry & Tu have some concerns regarding whether the height of the credenzas are ADA compliant – Michael will check them out and notify if they are a problem. There is still construction equipment/boxes stored in these rooms, Jerry will make sure that they are cleared out in time for Spring classes.

**Wilson Hall Update:** Final inspection is scheduled for 12/21/06, a/v install is progressing, and everything is looking good as long as they pass the final inspection.

**Greenlaw Update:** Rooms should be done, and ready for Classroom Hotline sign-off this week.

**New West Update:** Missing light for document camera in room 219, also no writing surface in room 219. Classroom Hotline will offer to purchase a white board for the room, and hope that in exchange Paul Kapp will get the document camera light installed. The furniture and podiums for this room have still not arrived.

**- Meeting adjourned at 2:15**