

The (formerly known as CDAC) Workgroup Meeting  
May 16, 2005

Swain 21A  
12:30 – 2:30

Attending:  
David Lanier  
Ted Hoskins  
Joe Schuch  
Megan Keefe  
Jeremiah Joyner  
Diane Gillis  
Tu Dang

- End of CDAC: David distributed copies of the Provost's memo from 5/11/2005 disbanding CDAC, and explained that the workgroup will continue to function with him as leader.
  - Importance of keeping the workgroup going, need for workgroup to continue to monitor the design & modification of classroom space on campus.
  - David wants to meet with Jerry Guerrier in the upcoming week to get updates on the status of each project.
  - Anything that previously went to Scott Adams should now go to David.
  - David would like to re-establish some sort of faculty advisory committee to replace the full CDAC committee at some point; Importance of faculty input on the classroom design process.
  - David is waiting for Kim Leonard from Little to send him updated data for Fall 2006.
  - Per Bruce Runberg, David will re-establish the committee from last fall that looked for classroom alternatives (for Fall 2005). A similar committee is now needed to look at alternatives for Fall 2006, since much of the construction has been put off until then.
  - David is aware of the issues that may arise from having the Registrar's Office (or representative of) serving as both the authority on, as well as a user of the classroom design and advisory process.
  - A new position of Associate Registrar/Classroom Czar has been submitted for approval with the pending budget request. David will handle these issues until his retirement, after which Kelly Rowett/Donna Redmon will take over until the position has been filled.
- There were no questions, comments or suggestions from the workgroup.
- Howell 104 update from Diane Gillis (Project Manager) & Ted Hoskins (Designer)
  - Some changes that have been implemented from the workgroup's last review of Howell:
    - Aisle has been re-configured to a central aisle to arrange for the maximum number of seats.
    - 2<sup>nd</sup> exit has been moved from the back of the room to the front (now 2 exits at front of room, one on either side of stage)
    - Changed from all 24" seats to a mix of 22" and 24" to give a current seat count of 156 (original pre-renovation seat count was 192). Ted said that consultants had come up with an alternative floor plan that added 20 more seats by pushing the rows closer together, which would require

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them applying for an exception from the building code. Workgroup expressed concerns about the leg room that would be available with this configuration, but also wants to increase seating if possible. (How much more would 20 seats cost?) How is the room being used now? Megan will check on the current class sizes and email the group. Current design configuration with 156 seats has 1/6<sup>th</sup> smaller seats (22") rest 24"

- Stage at front of room – Back of stage area will remain unchanged and become a storage area. (cannot be removed structurally) Existing partition will remain, but can be slid to open. Two doors on either side of storage area will be keyed and controlled by Jeremiah – Jeremiah will take care of getting the doors keyed. (possibility of using this space for chair/desk storage in future)
- Joe wants to make sure that screens in front of room are tilted toward the viewer rather than flat against the wall; There should be no additional costs – mechanisms for tilted mounting should be included with screen hardware.
- Concerns with existing hardware on that wall and location of shelf for projectors- Joe suggested that we use wall mounts instead of a shelf. This will save \$\$ but may not be as aesthetically pleasing. Wall mounts will need to be on plywood mounted to masonry wall. Workgroup decided to change plans to remove shelf and say that projector mounts will be provided by owner and installed by contractor.
- Move equipment racks from left side, front of room to front of stage: It was decided that spaces for a dvd, vcr, and drawer will go into front of stage and be accessible from front. Rest of equipment will go in a box, on stage (?) Tu will provide Ted with rough openings for racks.
- Additional asbestos (1 of 4 ceiling tiles tested positive) has been found in the existing lay-in ceiling tiles. This could potentially increase the asbestos abatement budget from \$9,000 (originally budgeted) to \$40,000.
- Where can costs be cut?
  - Motorized shades? Suggested to only install on south side of room (no – aesthetically bad). Possibility of fixed interior dark fabric shades instead? These would let less light in the room, but you would still be able to see outside. (similar to what's currently in Abernathy 102). Concern that light colored panels might let too much light in, importance of color co-ordination (rest of room) with shade color.
  - Sound Panels?: These are on design as extras only, will only be installed if there is extra money.
  - New drop ceiling: New ceiling grid needs to be installed (current grid cuts into window frames which are damaged from that and will need to be restored/replaced as well)
  - Replace drop lighting on design with 2x2 troughers (sp?) may be able to save some money there.
- Jeremiah wants to know if there is space for a videoconferencing polycom unit (wall mounted at back of room) could use existing raceway for projectors? Joe would rather try this in a smaller room first. Diane suggests that it could always be retrofitted later using the existing crawlspace.
- Concern with current light zone configuration – Joe wants to separate 3 lights at front to better isolate screens from rest of room. Workgroup agrees that they could be reconfigured.

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- AV budget for this room is \$40,000.
- Action Items for Tu: Cutsheet for tilt-out screen; wall mount specifications; rough openings for equipment at stage front.
- Ted will take comments, revise design, & send out to bid

(Diane & Ted leave)

- Concern with Howell AV budget: Joe says the budget for a room this size should be 2x as much, recommends that Jeremiah says that's not enough to David, and that David needs to pass that up.
- Megan asks Jeremiah/Tu for update on Saunders: Still waiting on hotline phones, cable install and furniture is there but not arranged. Tu will send email to Joe regarding cable tv install problems (also in Phillips). Tu will contact Jason Kidd about getting furniture set up (responsibility of contractor)
- GL 221 is definitely a GPC per Bruce Carney via David. GL 221 will not be included in any of the upcoming GL construction phases.
  
- David suggests that the workgroup should probably meet next Monday to discuss the projects that we were unable to get to today (Michael Pierce did not show up to discuss Mitchell or Coker)

Meeting Adjourned at 1:55