



February 7, 2007

Katie Pierce, Chair
Christopher Dinno
Vanessa Franklin
Jim Christmann
Elaine Leeder

Katie Dahlstedt
Tom Ormond
Melinda Milligan
Mary Gendernalik-Cooper

Agenda

- I. Stevenson 1050 update
- II. Classroom Renovation Program
- III. Preparatory Discussion:
Classroom allocations to Schools

- The meeting convened at 4:05 pm.
- Notes from the November 1 meeting had been distributed by email. There were no corrections or suggestions for change.
- Katie Pierce reported that the Committee's plans for re-utilizing St.1050 developed last semester had received the Provost's endorsement and were moving forward. To recap; St. 1050 will be remodeled to house the 2 employees of the Office of Research and Sponsored Programs (ORSP), 1 employee of University Scheduling, and the Data Coordinator from the Office of Institutional Research. Relocation of ORSP clears the way for the installation of a Nursing Skills Laboratory at the west end of the first floor of Nichols Hall. Christopher Dinno reported that SSU has one-time, restricted funding that can be used for the Nursing Lab and must be encumbered by June 30, 2007. Katie further reported that relocating the Data Coordinator will allow employees of the Pre-College Programs to move into St.1054 from the overcrowded area in the Field House.
- Christopher Dinno reported that he received news in January that the campus has received \$200,000 for classroom renovation. These funds must be encumbered by June 30, 2007. Christopher reactivated the Classroom Renovation Committee and invited members of the Space Committee on a classroom inspection February 2. That group came up with a list of eleven classrooms in Nichols and Stevenson Halls that are in need of attention. Several were identified as possible "smart technology classrooms." Christopher estimates the cost of all desired improvements is approximately \$276,000. The Renovation Committee will meet again on February 9 to refine and prioritize the plans. Tom Ormond suggested that some classrooms be wired for "smart technology," so that even if funding doesn't permit adding new equipment at this time, should any year-end funding be identified, the rooms would be ready for installation. Wiring the rooms

- would also make it possible for faculty to bring in their lap-tops and utilize the network capabilities. The committee endorsed the suggestion.
- Elaine Leeder asked that the Space Committee undertake a review of classrooms allocated to the five academic schools. It has been several years since SSU moved to a decentralized scheduling model and it was suggested that, in view of classroom upgrades to “smart technology” and changes in enrollment patterns, a review of the allocations would be appropriate. The committee agreed and discussed what analyses of information would be useful for this review. Vanessa Franklin distributed a list of current classroom allocations. It was agreed that Vanessa and Katie should prepare an analysis of classroom utilization patterns and a comparison of classroom allocations with FTES targets. This item will be scheduled for full discussion at the next meeting.
 - Katie suggested that a similar review of faculty office assignments would be timely, considering the growth in FTES and FTEF that is anticipated in the near term. The committee agreed.
 - Katie said she had agreed to put an inventory of outstanding space issues on the meeting agendas, but had not done for this meeting. That list will be included on the next agenda - including issues that have been successfully addressed.
 - Meeting adjourned at 4:55