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Building and Grounds Committee Meeting Minutes, September 21, 2009

Building and Grounds Committee

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UNIVERSITY BUILDING AND GROUNDS COMMITTEE
MEETING MINUTES
21 September 2011

Attendance:

Voting Members:

Matt Rizki, CECS
Linda Ramey, CEHS and Chair of Sustainability
Nick Reo, BSOM
Steffan Chinov, COLA
Lisa Kenyon, COSM/CEHS
Ann Stalter, CONH

Steve Young, Student Government
Vicky Davidson, Associate Vice-President, Facilities
Planning and Development
Jeff Trick, Director, Physical Plant
Rob Kretzer, Director of Transportation and Parking
Mary Clem, Assistant Director, Client Services, CaTS
Mary Holland, Associate Registrar Registrar's Office

Members:

Guests:

Debbie Whisler, CTL Classroom Technology Support

Call to Order

The meeting commenced at 3 PM.

Discussion

1. Under the revised Faculty Constitution, the UBGC is responsible for appointing members to the Parking Advisory and Appeals Committee. The committee needs to appoint one member from each college, a representative from UBGC and a representative from Disability Services. Linda Ramey agreed to serve as the UBGC representative to the Parking Advisory and Appeals Committee. The members of UBGC agreed to forward nominations of potential committee members to Matt Rizki within a week.
2. The representatives of CaTS and CTL described some of the activities taken over the summer to improve services including the purchase of 200 clocks that will be installed in classrooms and the possible addition of a second table wing to instructor stations. In addition, Mary Clem reported that the new system faculty use to order equipment is working well.
3. Matt Rizki described a problem with the layout of the new instructional station in room 155 Russ and suggested that one of the tasks for the UBGC this year is to develop some guidelines and recommendations for how classrooms and instructional stations should be laid out.
4. The representatives from CaTS and CTL described a problem with the quad classroom buildings open access policy. The classrooms are left open to allow student organizations access to the rooms and electronic equipment in the evening. There is some concern that the rooms are being used by students who are not associated with student organizations and, therefore, there is no one responsible for the protection of equipment or classroom facilities. It was noted that some of the classrooms have been left in disarray. Several suggestions were made regarding reducing access to the classrooms. The UBGC asked the representative of SG to seek student comments before making a recommendation.
5. CaTS is adding signage to all classrooms listing the Help Desk priority access phone number. This change is in response to a problem that involved a faculty member who was assigned to teach in a non-electronic classroom. These non-electronic rooms typically do not have phones and they do not have

priority access to the Help Desk.

6. Mary Clem asked if CaTS could proceed with the removal of overhead projectors from the classroom. Based on the success of the new equipment order form, the UBGC agreed that this is an appropriate action.
7. The representative of the CONH noted that a number of nursing courses need access to computer labs to conduct testing 3-4 times throughout the quarter. After some discussion, it was suggested that perhaps a solution to this need is for the university to purchase some racks of laptop computers that can be wheeled into classrooms on special occasions. This would be a more efficient use of classroom space and solve the special needs of nursing. The representative of COSM noted that such racks are already in use in the College of Education.
8. Facilities and Planning reported that the plan to build a classroom building is moving forward. A program requirement document (?) will be released soon that will allow architectural firms to compete for the job of designing the new building. The new classroom building will hold four 72-seat classrooms and two 125-seat classrooms and some additional huddle rooms. The proposed site of the new building is on the hillside behind the TV Center. The UBGC asked if that site choice was appropriate. The location of the building was selected based on a plan to build a parking garage behind Millett Hall. The UBGC asked if the Senate could still influence the site choice and we were told yes, but the window of opportunity is closing because once the program requirement was finalized, some of the costs will be locked-in (cost of connecting tunnels and site preparation etc.). The University is also preparing to create classrooms in several existing spaces on campus. The renovation includes the creation of nine classrooms (4 in Allyn, 3 in Med Sci and 3 in Oelman (replacing 112 Oelman). When asked if the faculty could influence the layout of these spaces, we were informed that some of the costs associated with the renovation will be fixed and it would not be possible to make significant changes. The UBGC asked which faculty body was consulted regarding choices related to the classroom layouts if these decisions involving instructional space are fixed once the program requirement document is drafted.?

Adjourned

The meeting ended at 4:30 PM.