

May 2, 2008

MEMORANDUM

TO: Don Coers, Provost and Vice President for Academic and Student Affairs

FROM: Greg Pecina, Executive Director for Business Services

RE: 2nd Follow-up -Space Utilization Initiative (UPDATED)

I am requesting your approval as part of our initiative to improve classroom utilization the removal of seven classrooms from the available academic scheduling list for Summer I & II and Fall 2008. The classrooms that are closed for academic scheduling in the Fall will provide for critical space needs for information technology department, faculty offices, PT research lab, International studies office, and a few study lounges throughout the campus. The four recommended enhancement/innovation rooms will need to be moved off-line this summer for construction upgrades. Thank you for your consideration.

Summer only:

- 1) All Classrooms in Math-Computer Science
- 2) All Classrooms in Center for Human Performance
(All PT labs and specialized areas to remain open) Four classrooms in CHP and Main Gym will be used for Camps and Conferences.

In an effort to try to separate summer camps from academic classes we will pull two building off-line during the summer to facilitate camps and conferences. Normally CHP will be one of the buildings due to the needs of sports camps and depending on building repair schedule the other academic could rotate around campus.

Summer and Fall 08:

- 1) Remove Rassman Classroom # **108** and Offices # **113 , 114, 115**
 - These rooms will be converted to Information Technology academic support space.
 - This proposed change will be permanent once completed.
- 2) Remove Rassman Classroom # **101** and # **102**
 - Classrooms converted to International Studies Office Suite.
 - This conversion is temporary, approximately two years until the completion of Hardeman Building construction. The plan is to convert these two classrooms into one large classrooms after the International Studies Office moves out in two years.
- 3) Remove Math Computer Science (MCS) Classroom # **119**
 - Classroom converted to Student Study Lounge.
 - This proposed change will be permanent.

- 4) Remove Cavness Classroom # 119, # 202, # 029C
 - Classroom # 119 converted to Student Study Lounge. Permanent change.
 - Classroom # 202 proposed conversion to PT Research Testing Lab Area. Temporary until construction of new Allied Health Science Building completed in three years.
 - Storage Room # 029C . Permanent change to Faculty Offices.

- 5) Remove Vincent Classroom # 146
 - Convert to Kinesiology Exercise Lab
 - Temporary until alternate academic space in the CHP is available in approximately two years.

RECOMMENDED Enhancement/Innovation Classroom Upgrades

Classrooms under consideration for upgrades-

First Priority: (Academic 205), (Rassman 104), (Vincent 158), (CHP 203), (Vincent Student Study Lounge, Cavness Science Student Study Lounge, MCS Student Study Lounge)
 \$250,000.00 is budgeted for these upgrades.

Second Selections: (Cavness 200 & Carr 101 - Moved to 2nd year - possible Meadows Foundation Funding), (Academic 239 & 101), (Cavness 219), (Vincent 250)

Funded only if budget allows : (MCS 214 & 216)

Special Funded Classrooms- (Carr 124) , (Rassman 263)
 - Pending donor final approval and funding.

Recommendations:

All Classrooms should have the following upgrades if necessary:

- A) Paint- All walls should be painted a neutral color
- Cork Strip- All room should have a four inch cork strip on two side walls to hang display materials.
- B) New Tables (locking wheels) and Chairs- example:(Carr EFA Room #192) Remove all tablet seating and swivel seating.
- C) Document Camera- All rooms should have a "Wolf Vision" brand document camera. (Should include updated electrical & data)
- D) Computer & Monitor for "Powerpoint Presentations"
- E) Teaching Podium- Local construction.
- F) Video Projector- All rooms should have a "Epson" Optiplex Video Projector mounted in the ceiling.
- G) Lighting- All rooms should have a separate light switch near teaching station for dimming light in front of room.
- H) White Boards- All rooms should have at least two 4' X 12" whiteboards at head of room. No State Contract.(Remove all green chalkboards)
- I) Window Blinds- All rooms should have window blinds on windows.
- J) Clock- All rooms should have clocks mounted on the center wall opposite of teaching station.