

SPACE COMMITTEE

Minutes of Meeting
September 14, 2004

Present: J. Blake, A. Chai, J. Daponte, R. Drobish, R. Jirsa, P. Loescher, R. Sheeley and S. Tucker

Absent: J. Dolan, R. Farricielli, E. Harris, S. Murray, K. Ritter and T. Lenda

1. **Call to Order**

The meeting was called to order at 3:00 PM.

2. **Updates on projects for FY2003-04**

- Communication Lab – Almost complete – some ceiling tiles and millwork to be completed.
- Art History – Almost complete except for some millwork.
- Morrill Hall lecture hall – Project is complete except chairs did not arrive as scheduled but are expected by 10/1/04. Engleman Hall 115 and 9 will be used on a temporary basis.
- Nursing Building – There have been two bids received both of which exceed the budget. The building plan will need to be reviewed to see where savings can be obtained.

3. **Schedule date for campus tour**

J. Blake suggested that the committee go on a campus tour to review 2004 projects and to inventory areas that have space issues. Email will be sent out shortly to propose several dates – ideally it will be a Friday afternoon when there are no classes.

4. **Safety Issue – Emergency Telephones**

An issue was raised concerning emergency telephones in Engleman Hall. R. Sheeley updated the committee that the situation had been rectified by CSU Telecom with the installation of 14 emergency telephones in A, B & D wings.

5. **Presentation by Suzanne Tucker**

S. Tucker presented seven principles to keep in mind when space is designed.

- 1) Equitable Use
- 2) Flexibility in Use
- 3) Simple and Intuitive
- 4) Perceptible Information
- 5) Tolerance for Error
- 6) Low Physical Effort
- 7) Size/Space for Approach & Use

The presentation included guidelines for each principle. The committee found the presentation very informative.

6. **Adjournments**

The meeting adjourned at 4:00 PM

Respectfully Submitted, James E. Blake