



## Meeting Minutes

**Date** September 19, 2019  
**Project** SSU Stevenson Hall  
**Topic** Department Meeting – School of Business and Economics  
**Location** Wine Business Room 1002

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- Overall Floor Plans
  - Presented current floor plans. There are now two 35-seat computer classrooms, and two 45-seat computer classrooms instead of four 40-seat computer classrooms.
  - Level 1 Comments:
    - Need to make sure there is adequate seating and space to handle surge of students between classes. Acoustics was also raised as a concern for the open areas.
    - Question about lighting controls in classrooms. Request for ability to dim lights at the front for adequate projection, but have brighter lights for the rest of the room to still allow notetaking and not put students to sleep.
  - Level 2 Comments:
    - Having printers located in one workroom is not enough and is too far for faculty located at the other end of the building. Request for more printing stations distributed around the floor. See Ricoh printers typical on campus. Should provide casework with each station for paper storage. Printer stations should be somewhat secure.
    - Consider locations for departmental displays, either digital displays or pinup space, this may vary by department. School of Business can work with digital displays.
  
- School of Business and Economics
  - Reviewed Dean's Suite with the following comments:
    - No need for a group table with 4 chairs, that can be replaced with the large Ricoh copier.
    - Christopher requested that all Dean's Suites should accommodate one Ricoh copier.
    - The shelving outside the Marketing office can be bookcase shelving for office supplies and paperwork.

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- Chair's Office at the southwest corner is awkwardly configured. In general, there is no need for a separate table with 2 chairs, would prefer a larger desk that can be used to meet with students/guests.
- Need to review where mail is stored. Mailboxes could potentially go in Deans Suite, but faculty would need 24/7 access.
- Question raised about security in the Dean's Suite and if there should be some kind of alert system in case there is a threat of violence. Currently they use a doorbell as an improvised alarm.
- Reviewed Compact Storage with the following comments:
  - Storage is mostly used for events and marketing, with some box storage for miscellaneous items like Christmas decorations. Room can be organized with shelves at the perimeter and open space left in the middle for potentially larger items.
- Reviewed Faculty Office with the following comments:
  - Concern raised about privacy. EHDD noted that there will be a mechoshade at glazing that allows views out, but not in.
  - Offices to have sit-stand desks.
  - Requests were made for different or flexible types of furniture to suit individual offices. It was noted that office including furniture would be mocked up for comments, but the furniture would be standardized across offices.
- Upcoming events/meetings:
  - Faculty Offices will be mocked up in October.
  - Furniture fair will happen at the same time to review different types of seating for different environments. Request to have stackable/nesting tables be brought to the furniture fair as well.
  - Christopher also requested Oct 1 10-11am meeting with technology group.