



## Meeting Minutes

**Date**      **October 1, 2019**

**Project**    **SSU Stevenson Hall**

**Topic**      **Department Meeting – Dept of Criminology, Sociology, and Women & Gender Studies**

**Location**   **Stevenson Hall 3036**

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- Renderings
  - Presented latest BOT renderings.
    - Exterior Renderings – Existing panels maintained. Every other panel removed and replaced with glazing.
      - No comment.
    - Interior Renderings – L5 Classroom & Corutyard.
      - No comment.
- Overall Floor Plans
  - Presented current floor plans.
  - Level 1 Comments:
    - Question: Is there only 1 restroom per floor? (Confirmed restrooms have been consolidated on west side of each floor in darkest area and to improve acoustic separation.
  - Level 2 Comments:
    - Size of kitchenette questioned. Is it also a break room? (Confirmed it is large enough to have a small table but not meant to be a break room. Multiple large refrigerators can be integrated if budget allows.
  - Level 3 Comments:
    - Concern raised that since Sociology is no longer in their own suite, they no longer have a gatekeeper function to prevent students from accessing faculty at any time. They also have both regular and confidential meetings with students with office doors open to prevent the possibility of potential harassment issues. Currently the fact that students can not hang out outside their offices allows for them to have both confidential meetings and

- keep their doors open. Sociology indicated that they will have to modify their behaviors to adapt to the new office layout.
- Currently almost all faculty offices for WGS face onto an interior corridor, it was suggested that a few switches be made so at least 2-3 tenured faculty have a window towards a view out. EHDD can make the change in the drawings, but acknowledged that room/office assignments will ultimately come from the Dean's Office.
  - Question was raised about the location of shared printers. EHDD will be looking for opportunities to distribute smaller printer rooms on the floor in addition to the main workroom. Sociology currently has their own printer for confidential material and was concerned about sharing a printer and having someone else take their prints. Mike Ogg mentioned that the campus printers have the functionality to spool but not print out documents until one is physically at the printer and authorizes it to do so.
  - Concern raised about intruders. It was noted that building is not designed to have bulletproof glass, but that hardware design has improved significantly to provide better locking mechanisms. EHDD will also be meeting with Campus Police to review security standards.
- Criminology/Sociology/WGS Dept Specialty Spaces
    - Sociology Special Instruction
      - Requested that the room should accommodate 12-16 people seating in a ring for focus groups, or 8-10 people at tables in workshop/lecture format. During focus groups, the tables would need to be stacked and put away at one end of the room.
      - Requested a minimum of 2 lateral files, 4 drawers high for equipment and file storage.
      - Requested a projector, screen and screen capture for teaching and audio/camera capabilities to record focus group sessions.
      - Requested floor outlets for flexibility. It was noted that installing floor outlets in an existing slab has limitations and will need to be weighed against total budget. Power towers were brought up as another option, but those are also not ideal due to small room size.
    - WGS Special Instruction
      - Similar setup as Sociology Special Instruction, but no storage is needed. WGS to send over any additional detailed requirements.
    - Department Suite

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- Reviewed current staffing. Criminology has 2 full time and 1 part time. WGS has 1 full time and 1 part time. There was no clear direction in terms of how staff might be allocated amongst all the department suites, nor how the departments would be located on the floor. It was suggested that a private office is not needed for this department suite, and having more workstations would be ideal. EHDD will need to be get clarification from the Dean's Office in terms of staffing and room requirements.
  - It was noted that heavy student traffic happens during the beginning, middle, and end of the school year when students are in the most need to seek advice or fill out forms. However, during most of the year, there might be 5-6 students at the most waiting for assistance.
  - It was also noted that the department suites should provide a sense of community, identity and function as a home-base, where one can come for a break and feel a sense of comfort and familiarity.
  - Staff in the department suite currently act as reception and gate keepers for the department. It was recognized that with the proposed plan diagram this function will not be able to happen in the same way.
  - It was preferred to have mailboxes be located in the suite so staff can track that important items has been delivered/received.
- Next Steps
    - EHDD requests that all comments and feedback be sent to Christopher within the next 2 weeks.
    - 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.
  - Attachment: Sociology Special Instructional Space Description