Discussion Items

- Carissa explained the building layout on the ground floor level, in relation to their concern about exposure, visibility and accessibility.
- It would be acceptable to pull the security doors back into a pocket buried back into the Print center space. It will open up visibility to their space from the lobby area.
- Print Center staff provided a potential layout.
- There are usually 3 people working at one time.
- Display case for retail items built into front counter, roll up door.
- Dispersed coin-op copiers (2) in other areas of the EMU. Currently 1 is right outside the print center and 1 is in the vestibule in the fishbowl and is seldom used. Need to locate these in the new plan. The group discussed the potential for a copier in the north wing for 24/7 use, and one that could be used for conference functions.
- Possible future inclusion of postal boxes for foreign students.
- Possible UPS shipping function.

Wrap-Up / Next Steps

- Send furniture and equipment inventory form for staff to complete.
- SERA to update the floor plan layouts.

End Time: 1:30 pm
Recorded by: Carissa Mylin
Date of Report: 08/09/2013