Campus Life and Facilities Committee
Lehman College
The City University of New York
Minutes of the Meeting
April 7, 2020 @ 2 p.m.
Zoom Link
https://zoom.us/j/93893678038?pwd=VnVOSWhyRnZNWFFmTGtBbnVCaEF0UT09

Members Present – Jen Collett; Robin Auchincloss; Penny Prince; Carole Baraldi; John Ongley; Kofi Benefi; Zenab Louche; Caleb Kim

COACHE FOLLOW-UP SURVEY
- Committee discussed the results of the COACH follow-up survey. There were 133 completed surveys and while some comments identified locations (etc. building and room numbers), many of the comments were vague. There was a discussion on how to get the 133 completed surveys so that we can align comments with the initial question on the survey: "Please identify the buildings and classrooms where you teach."
- The survey is lengthy and since we have one more meeting for the 2020-2021 academic year, there was a discussion to prioritize certain elements of the survey to include: 1) ventilation and air quality; 2) classroom accessibility; 3) concerns or accommodations for returning to campus. These areas are directly related to the transition back to campus during this era of COVID.

NEXT STEPS:
- Jen will send an email to Brian Ribeiro in IT to determine whether the data can be organized by building, specifically so we can understand how the comments align to certain buildings on campus.
- If we cannot retrieve the data that organizes the comments with question 1 on the survey, John Ongley will attempt to organize the data to align comments to buildings. If this is too much work for one person to complete, the committee will divide the work.
- Jen will create a template to work from during the May 5th meeting so that the committee can complete a report that prioritizes: 1) ventilation and air quality; 2) classroom accessibility; and 3) concerns or accommodations for returning to campus.
- Our next meeting on May 5th @ 2PM will be spent writing up a report of the findings aligned to the aforementioned three areas which will be sent to Buildings and Grounds.