

May 17, 2006

UFFAB Meeting Minutes
March 23, 2006
Room 230, Lory Student Center

Members Luke Coffin, Chair, College of Applied Human Sciences
Attending: Jennifer Debes, College of Agriculture Sciences
Jered Lish, IUAC
Jesse Doerffel, College of Applied Human Sciences
Tamla Blunt, Graduate School
Megan Royer, College of Veterinary Medicine & Biomedical Sciences
Michael Miranda, Member at Large
Sean Timmins, Member at Large
Michael Foxman, Student Fee Review Board
Mandy Elliott, College of Business
BJ Tiemessen, College of Natural Sciences

Facility Advisor: Brian J. Chase, Director of Facilities, Advisor to UFFAB

Ex-Officio Absent: Patrick Burns, Assoc. V.P. for Info. & Instr. Tech., Advisor to UTFAB
Jason Huitt, UTFAB
Michael Foxman, SFRB

I. Call to Order/Introductions:

Chairman, Luke Coffin, calls the meeting to order.

Andre Smith, Office of Instructional Services, introduced.

II. Approval of February 2, 2006 Minutes

The Minutes of the February 16, 2006 and March 3, 2006 meetings were approved unanimously.

III. Old Business:

a. The Board received copies of two worksheet estimates for large and small SMART classroom upgrades prepared by Andre Smith. Andre explained the process used in costing out materials and labor. The worksheets are comparable except a large SMART classroom has a larger podium containing a document camera and labor cost is a little higher.

Andre was asked about service agreements and warranties. He told the group that services agreements and warranties are negotiated but most equipment does not have extended warranties. Equipment purchases have to go through the bid process with Purchasing. Extended warranties increase the cost of the equipment and, from Andre's experience with Purchasing, the vendors chosen for equipment purchases have good, reliable products so extended warranties are not an issue. Also, Andre sends his technicians to the manufacturer's equipment training when new technological equipment is purchased.

Andre advised the Board that there is an agreement with the Classroom Review Board that projectors are on a five-year refresher. Questions were raised about recycling old projectors. Andre told the group that in the past old projectors go to State Surplus where they are auctioned off. State Surplus takes their commission and forwards the remaining proceeds back to Instructional Services (OIS). OIS is also looking at loaning used projectors to schools that are in need of such equipment.

b. The Board previously received a copy of Pat Burn's Analysis of Technology in University Facility Fee Projects Draft for Discussion.

This discussion is about who should be responsible for technology costs for remodels or new construction projects, UTFAB or UFFAB. There was some concern about UFFAB money used to fund technology upgrades when UTFAB should be funding technology projects.

The UFFAB funds facilities projects, new construction and remodels. Included in the cost for the project is the wiring infrastructure, that is, what's behind the walls and in the ceilings. UTFAB money is used to refresh and upgrade technology equipment in the classrooms according to their schedule.

Pat explained that UTFAB money funds new technology and technology upgrades and the CRB prioritize the projects and determine where the greatest need is. UTFAB and OIS are responsible for integrating all technology on campus.

There was discussion about the amount of money UFFAB and UTFAB fees are able to put towards technology needs in the classrooms. If UFFAB money takes care of the infrastructure technology needs during remodel and new construction; the UTFAB money will be used to refresh and upgrade technology in the classrooms on a five-year rotation schedule. This is the current way of handling these projects.

A motion was made to maintain the status quo and continue as described in the above paragraph. The motion was seconded and carried unanimously. UFFAB will pay for the initial installation as part of remodel or new construction costs. UTFAB will be responsible for funding technology upgrades and refreshers.

The group talked about the reuse of technology and Andre will do an analysis of that and present the information at the next meeting.

Brian reminded the Board that he will be presenting UFFAB's recommendation for approvals of the construction projects to the SFRB at their April 10th meeting.

V. Next Meeting – April 6, 2006 in Room 230, LSC.

a. 5:00 to 6:00 p.m.

VI. Adjourn