

UFFAB Meeting Minutes
Thursday 10 March 2011
Room 303, General Services Building

Members Present:	Tamla Blunt, Graduate School, Chair Matt Baca, College of Applied Human Sciences Lizzy Wolfson, College of Agricultural Sciences Vincent Crespin, College of Liberal Arts Joseph Garcia, College of Business Laura Bishop, College of Vet. Med. & Bio. Med. Lisa Vigil, College of Natural Sciences Jenna Muniz, ULC
Members Not Present:	Brittany Bernard, Warner College of Natural Resources Jesse Jankowski, College of Engineering, Vice Chair
Members at Large Present:	Justin Safady, College of Business
Associate Members Present:	Teresa Molello, College of Applied Human Sciences Christopher Johnson, College of Business Jacob Medina, College of Natural Sciences Hilary Smith, College of Vet. Med. & Bio. Med.
Associate Members Not Present:	Elan Alford, Graduate School
Ex – Officio Members Present:	Brian Chase, Faculty Advisor Patrick Burns, Ex – Officio Member Lindsay Brown, Staff Support
Ex – Officio Members Not Present:	Eric Berlinger, SFRB Liaison Toni Scofield, Staff Support

I. Call to Order

Meeting called to order.

II. Approval of Minutes from 24 February 2011

Joseph Garcia and Tamla Blunt commented that Matt Hoppel would no longer be a representative of the College of Business.

A motion was then made to approve the rest of the minutes. Minutes approved.

III. Presentations for Small Cash Funded Projects

a. Engineering: Create 6 Collaboration Spaces: Presented by Dean Sandy Woods and Kathleen Baumgardner, Director; College of Engineering

Dean Sandra Woods stated that her main purpose is to reduce confusion and increase student collaboration in the Engineering building. Dean Woods then passed around a hand-out to the Board. The Dean asked the Board to look at the pictures of hallways in the Engineering building pointing out that they all look the same. She stated that the Engineering students do work that is important and creates leadership. She wants to hang banners up in the hallways of the building labeled collaboration, purpose, impact, and leadership that will demonstrate the qualities of Engineering students as well as help create easier ways for students to navigate the Engineering building. Dean Woods stated that these banners would introduce color into the building as well as help to think.

Dean Woods also commented on collaboration spaces that she would like to have created at the end of corridors with windows. She stated that most places lack furniture and she would like to create living room environments in these spaces for students to study.

Kathleen Baumgardner stated that all the random furniture in the buildings ends up in these spaces because the lighting is great.

Dean Woods commented that the Engineering building houses what is known as the longest hallway on campus. She stated that all students who go through tours before entering CSU walk through this hallway. She commented that the hallways have worn out carpet and need to be repainted on the first floor. She would like to replace the carpet for two long hallways.

Dean Woods thanked the Board for the investment in the Engineering II Building and that the beginning stages of construction have been started.

Tamla Blunt asked how the banners would help students.

Dean Woods commented the banners would be more of a directional placement for students to help find their way and she thinks they will help visitors and students.

Kathleen Baumgardner said that all people ask for room numbers but most people do not know how to look for the right rooms. For example, the BC Infill has no lab number but is simply located between the B and C- wings.

Lizzy Wolfson commented that she has gotten lost in the building and ask Dean Woods how the banners would help outside students.

Dean Woods commented that it would be more focused on people who are regularly in the building and the banners would serve directional uses, however, she stated that the buildings would definitely help people who visit the building more often.

Dean Woods asked if anyone had any more questions and then thanked the Board for their time.

b. Mechanical Engineering: Renovation Instructional Lab: Presented by Steve Schaeffer, Instructor, Mechanical Engineering

Steve Schaeffer from Mechanical Engineering introduced himself as well as student presenters Jessica Olsen and Caylee Johnson. Steve Schaeffer commented that he would like to change the Manufacturing Instructional Laboratory to the Engineering Main Educational Center.

Caylee Johnson stated that the project would be done in two phases. Phase one would begin at the end of the Spring 2011 semester and Phase II would begin with the completion of the Engineering II building. She stated that this is the second most used lab in the Engineering College. She stated that students begin hands on experience in their sophomore year at CSU, which is different from other Universities that do not introduce this kind of experience until their senior year.

Jessica Olsen stated that this lab has helped her get work experience.

Steve Schaeffer stated that this lab assists a lot of students in their Capstone projects. He showed the Board a graph that demonstrated the steady increase of use of the lab and stated that there is a steady increase of undergraduate use. He also explained that the lab and experience is one of the reasons why students choose to come to Colorado State University.

Caylee Johnson stated that one of their proposed goals would be to increase the overall size of the space and then showed the Board pictures to demonstrate how small the space actually is. She stated that they hoped to have an increase in space of 47%. She demonstrated the many safety hazards that come with having such a small space. Caylee Johnson stated that because of the lack of space they couldn't have new equipment. She demonstrated where there are two-foot walkways that are really supposed to be three-foot walkways. She stated that they are receiving donations for new equipment however; there is not enough room to put new equipment.

Steve Schaeffer stated the MEC Lab has rooms which should not have walls but do, and that they should be setting examples on how things could be, but can not.

A student presenter showed a picture of the coat rack in the room which showed a big pile of backpacks and mentioned that there have been several thefts recently because the coat rack is so close to the hallways. A renovation would allow moving the coat rack further into the lab.

Steve Schaeffer showed the Board a model of how the rooms of the lab would change in the remodel. He showed a room that was intended to be a classroom but had turned into a storage room. He described how he intended to take a wall out of the classroom so that the room becomes one large classroom.

Caylee Johnson described that the Mill Foundry is located four miles off campus.

Steve Schaeffer described that the Foundry does metal crafting by melting. The Foundry has historical significance and phase two of the renovations would bring the foundry back onto the Main Campus.

Caylee Johnson stated that there just is not enough space to do it right now. She asked for the money for these renovations to be moved to the Board's top priority and thanks the Board for the opportunity to present.

Steve Schafer showed the building model again and described how he wants to take out two walls that separate the main area so that there can be a large open main area. He would like to add doors and windows to the elevated classroom so that it looks over the main open space. He stated that a research lab in a smaller office would be moved to the Engineering II building. Therefore, he would take out the wall separating that room to allow for more space. He made an emphasis on his feelings that he wanted this lab to be all about the students.

Steve Johnson introduced himself and stated that he had been in front of the Board before for the Washington School. He stated that he got a petition of a list of about 230 names. All of these names are mostly mechanical engineering majors however; there are some majors from other Engineering concentrations. He thanked the Board for their time.

Joseph Garcia commented that he understands students want it and that there is a need for the space but he asked why the space was not incorporated in the new building. He stated that they ask it be a priority of UFFAB however, he was concerned that it was not a priority of Engineering when they were designing the new building.

Steve Schaeffer stated that there has been discussion about this but it has not been formal discussion. He explained that it would be a huge investment to move the machinery and it would be wasteful to move out of the current area to somewhere

else. In addition, some of these machines would be difficult to recalibrate if they were to be moved.

Sue James stated that moving the lab would have taken up space in the new building and it would not have fit into the theme of the new building.

Dean Woods commented that the new building is largely biologically related things and this lab was not consistent with the biological engineering theme.

Sue James commented that Engineering II is enabling the remodel of this space and it was considered in coordination however it is a separate remodel from Engineering II.

Tamla Blunt asked if they brought a budget.

Steve Schaeffer replied that he did not bring a detailed budget for this project. He stated that part of the \$232,423 budget is utilities being moved however, that majority of the cost will be the infrastructure. He also commented that the budget he received from facilities has not changed.

Tamla Blunt thanked him for bringing the model commenting that it was very a very helpful visual.

The presentation concluded with the presenters passing out metal doorstops to the members of the Board.

c. Mechanical Engineering: Renovate MERC: Presented by Don Radford, Associate Professor, Mechanical Engineering

Tom Bradley and Jake Enquist introduced themselves.

Tom Bradley commented the he was here to present a request for funding for renovations on the MERC. He stated that the MERC has historical use, is located on the Foothills Campus, is a large space of 14,000 square feet and has three full-time staff, and serves about fifteen graduate students and forty undergraduate students. He stated that the problem with the MERC is that it has out-grown its usability. The building is not usable year around because of HVAC and weatherproofing. He stated that there is large-scale equipment that is not usable in the spacedue to weatherproofing issues. He commented that there are classrooms, research labs, unique equipment, fuel powered machinery and that the students created a formula hybrid car that placed second in the nation in 2009. He stated that the facility is a student centric facility and they would like to keep it that way. The building has a large grad student presence and a lot of office space. Every senior must go through a capstone course that demonstrates their knowledge and experience of the systems in the building. The MERC plays a special role at CSU because there is space to focus on industrially relevant projects.

Jake Enquist introduced himself. He commented that the Eco-car, which is a huge project that took place in the MERC and was supported by 60 undergraduate students as well as all of the graduate students and the teachers.

Jake Enquist stated that the proposed improvements for the building regard safety, security, and functionality. He showed pictures of exposed insulation and commented that the building needs soundproof walls. He commented that the improvements on the infrastructure include the composites lab that is not being used because the machinery it houses is unusable due to poor ventilation in the room.

Jake Enquist stated that the aesthetics of the building are outdated and deteriorating and the building needs uptodate weatherproofing. He also commented that they wish to pave the parking lot, create covered entrances, fix ergonomics, make areas more accessible and improve the appearance of the building.

Jake Enquist showed the Board a breakdown of the \$350,000 budget and stated that 74% of the budget is facility requirements, 15% is aesthetics, and 11% is the infrastructure. He stated that these renovations would allow for a safe functional facility. He commented that MERC owns equipment that they have no place for in the building. He stated that the renovations will support both short term and long-term usage and will allow for year round ventilation. He showed the Board a graph that demonstrated the use of the facility over the last ten years and pointed out the significant increase in student activity.

Jake Enquist thanked the Board and asked if there were any questions.

Tamla Blunt asked which months the MERC is not in use.

Dr. Radford, a professor at the MERC, commented that when it is above 80 degrees outside the MERC could have an internal temperature of 95 degrees. So essentially the building is unusable May through September. He commented that most of the building is unusable but not the entire building.

Tamla Blunt asked if classes were regularly held at the MERC.

Dr. Radford commented that they do not have undergraduate classes because of the distance away from campus but that they have in the past held graduate classrooms in their conference rooms and lecture hall facilities.

Tamla Blunt asked the Board if there were any further questions.

Joseph Garcia asked is the undergraduate classes were mostly capstone classes.

Dr. Radford commented that most undergraduate classes at the MERC are for Capstone and MILL projects.

Sue James commented that capstone courses have been growing a lot every year as more students become seniors and as more freshman enter the program they anticipate a rise in capacity for capstone courses in the future.

Lizzy Wolfson asked if the machinery that was not being used was not being used at capacity or if it was not being used at all.

A student that came to assist with the presentation commented that some of the equipment is not used at all because there is not an appropriate infrastructure to operate the machinery.

The presenters thanked the Board for their time and everyone that came to watch the presentations from Engineering, (about 30 observers) left.

d. Board Discussion of Presentations

Tamla Blunt asked the Board is everyone was all right staying late to discuss the projects and everyone agreed.

Laura Bishop asked if parking lots are part of UFFAB criteria.

Tamla Blunt asked everyone to look at the copy of the bylaws, which were passed out to everyone at the beginning of the meeting. She went over the funding rules that include benefit to students, academic research environment to students, quality of design, anticipated lifetime, and ongoing maintenance.

Tamla Blunt opened discussion on the six collaboration spaces, which included renovations like furniture and carpet.

Brain Chase stated that there has already been a 21% budget cut in Facilities so there is not enough money to replace everything and there won't be a bunch of money to replace anything. He gave the example of when the library needed new carpet that it came down to where the money was.

Vincent Crespin commented that he thought that there was another project that UFFAB approved carpet for.

Brain Chase commented that classroom renovations in Clark and Eddy were getting new carpet tiles.

Tamla Blunt stated that UFFAB has approved carpet before.

Lizzy Wolfson commented that she was concerned that this only helps engineering students.

Laura Bishop commented that she sees the need for direction in Engineering II but she feels that is ridiculous to rename the halls. She feels a map of the wings would be much easier.

Lizzy Wolfson said that the words are confusing and no one other than Engineering students will understand what the words mean.

Brent Brady agreed with the need for collaboration spaces and the need for clarification on hallways however he feels that calling them different names still seems confusing and students would still run into the problem of names.

Tamla Blunt made that comment that when students register for classes it would not say the name of the halls, it would state the classroom number.

Lizzy Wolfson referred to the colors in the library and stated that she felt that makes more sense than banners.

Tamla Blunt asked the Board for their opinions.

Joseph Garcia directed a question toward Brian Chase asking how 18 chairs could cost \$13,000.

Brian Chase replied that the chairs would not be that expensive even if they were very nice and that there is something else going into the budget.

Brent Brady stated that he remembered someone has mentioned that they needed to keep the chairs in place in the spaces so that could be an additional cost.

Tamla Blunt stated that Engineering needed to provide clarification for the price of the furniture because it is too expensive to spend almost \$1000 per chair. She also believes that the banners are a bad idea

Justin Safady stated the he believes there is a better way for direction than the banners.

Tamla Blunt asked the Board on their opinion of the paint and carpet.

Vincent Crespino stated that he feels that if the Board has legitimized it for other proposals then it should be considered in this one.

Lisa Vigil asked if the Board has approved carpet in projects before the 2010-2011 year.

Tamla blunt stated that there have been some approvals of this kind in the past. She asked the Board if they would like to do a partial legitimization or wait for clarification.

Joseph Garcia motioned that the Board wait for clarification.

Tamla Blunt stated that the Board would wait for clarification before making legitimacy votes.

Tamla Blunt proposed discussion on the Instructional Lab. She commented that there was no budget breakdown but that the budget mostly consisted of breaking down walls and moving utilities.

Vincent Crespín commented that the lab is incredibly uncomfortable, students have to walk sideways to get in some places, there are dangerous machines and lots of students but he agrees with Joseph Garcia that this should have been incorporated into the new building.

Brent Brady commented that the cost of moving all heavy machinery would cost more than the cost to expand the current lab. He stated that there is a lot of unnecessary work because there is less heavy material in other aspects of Engineering.

Vincent Crespín, Laura Vigil, and Lisa Bishop expressed their concern that Engineering keeps asking for a lot of money and they want to know what their priority is.

Tamla Blunt stated that Engineering II won't be finished for two years and she wonders if they are going to wait for two years to do the renovations on this project.

Joseph Garcia commented that he felt that right now they are doing patchwork and that this room should have been considered before.

Brent Brady commented on the sensitivity of the instruments and that the most efficient allocation of resources was to move easily moveable projects to the Engineering II Building.

Lizzy Wolfson expressed that she felt the most important thing to consider is why there were even 24 students working in a room meant for 14.

Tamla Blunt commented that if they were a professional organization OSHA would have shut them down.

Laura Bishop stated that she feels that Engineering needs to prioritize their requests and perhaps stagger them over a couple years.

Tamla Blunt responded that Engineering will be asked to prioritize their projects and she reminded the Board that UFFAB is the only group on campus with money to give and that the groups presenting have nowhere else to go.

Joseph Garcia commented that he feels that the MERC is not a good project because it benefits so few students and it is off campus and thinks that increased student fees for the individuals who use it should be increased to pay for all the renovations.

Lizzy Wolfson commented that it is wrong that they are buying machinery when they do not have the space to use it.

Matt Baca commented that he works in a class that builds walls in places and feels that a lot of these groups should entertain ideas like student construction classes for their renovations.

Tamla Blunt commented that collaboration like what Matt Baca discussed should be encouraged.

Pat Burns stated that a sheet should be made that describes square feet per dollar per student for all projects so the Board can see all of the project proposals back to back.

Tamla Blunt stated that the Board ultimately needs to know what is a priority for Engineering.

Lisa Vigil commented that she is concerned that Steve Schaeffer mentioned a ballpark number but did not give a break down and felt that a break down of the budget would be appreciated.

The Board decided to wait on all legitimizations until the next meeting and feels that Engineering needs to clarify their budgets as well as prioritize their projects.

IV. Next Meeting: 24 March 2011 @ 5pm in 303 General Services Building

V. Adjourn

Motion made to adjourn meeting. Meeting adjourned.