

**UFFAB Meeting Minutes**  
Thursday 7 April 2011  
Room 303, General Services Building

**Members Present:** Tamla Blunt, Graduate School, Chair  
Jesse Jankowski, College of Engineering, Vice Chair  
Laura Bishop, College of Vet. Med. & Bio. Med.  
Brittany Bernard, Warner College of Natural Resources  
Lizzy Wolfson, College of Agricultural Sciences  
Vincent Crespin, College of Liberal Arts  
Joseph Garcia, College of Business  
Lisa Vigil, College of Natural Sciences  
Jenna Muniz, ULC

**Members Not Present:** Matt Baca, College of Applied Human Sciences

**Members at Large Not Present:** Justin Safady, College of Business

**Associate Members Present:** Teresa Molello, College of Applied Human Sciences  
Jacob Medina, College of Natural Sciences  
Hilary Smith, College of Vet. Med. & Bio. Med.  
Christopher Johnson, College of Business

**Associate Members Not Present:** Elan Alford, Graduate School

**Ex – Officio Members Present:** Toni Scofield, Staff Support  
Lindsay Brown, Staff Support  
Patrick Burns, Ex – Officio Member  
Brian Chase, Faculty Advisor

**Ex – Officio Members Not Present:** Eric Berlinger, SFRB Liaison

**I. Call to Order**

Meeting called to order.

**II. Approval of Minutes from 7 April 2011**

A motion was made to approve the minutes. Minutes approved.

### **III. Presentations for Small Cash Funded Projects**

#### **a. Update: Engineering II: Steve Keiss, Project Manager, Facilities Management**

Steve Keiss introduced himself and gave a brief background of the Engineering II project.

Steve Keiss stated that work started on the Engineering II project during Spring Break 2011. The work that has begun has been putting in steam lines and utilities and construction of that nature. He stated that the ground breaking was last Thursday, April 14, 2011 during Engineering Days. The official dirt moving for the project would begin the Monday after school gets out through Fall 2011. A year from now the external structure should be entirely built and after that it will take about another year to finish filling the inside. At the moment the project is still facing shelled out second and third floors.

Steve Keiss showed the Board a video from the architect firm, Slaterpaul, that shows three-dimensional images of what the building will look like both from the exterior and interior.

Tamla Blunt stated that the Design Review Committee for the project had a lot of input on making sure that all entrances were easily accessible for students as well as the internal hallways. She also stated that landscaping was taken into great consideration so that the building is obviously part of Colorado State Campus and that the landscape would have a smooth transition from Engineering II to Rockwell Hall West.

#### **b. Update: Library Cube: Mike Rush, University Architect, Facilities Management**

Mike Rush introduced himself and updated the Board on the Study Cube as part of the Morgan Library Renovations. He described the schedule and stated that it is really complicated in terms of phasing. There are currently three bid packages on the entire Library project and it is currently an under construction project. The building will be done in its entirety when students return for the Fall 2012 semester. The plan is to really load up on construction this summer and work hard on the top and main levels of the building. Actual construction on the Study Cube will begin in late summer and will take approximately a year to complete. The goal for the space is a “see and be seen” space with the added benefit of a great meeting area. Mike Rush showed the Board posters of the Study Cube that were created by design students in Facilities Management. Currently there is site utility construction going on for the project.

Mike Rush stated the entire Library project has three different bid packages. There is currently construction in other parts of the library which is somewhat disruptive and there are places in the Library blocked off for safety. The Library will include five assisted technology rooms where students can work on video productions and prepare presentations. There will be living room type areas and books will be relocated to moveable shelving so that there will be fewer books in the Library. There will also be group study and presentation rooms as well as collaboration areas.

Brian Chase asked how many students could fit into the Study Cube at one time.

Mike Rush responded that right now it is expected that 216 students could be in the building at once however, they expect that number to increase to perhaps 300 to 400 students at once as construction continues on the area. He stated that there is a lot of seating in The Cube and there is a bench that runs around the entire perimeter of The Cube.

Brian Chase made a comment that on the presentations boards there is the image of a giant big screen plasma television facing The Plaza.

Mike Rush responded that right now that is an option but Facilities has not located funding for that specifically. However, currently the project is being over planned because building into an existing building is something somewhat new to campus and project managers do not entirely know what to expect. However right now the project is under budget so there may be money left for amenities such as the television.

Mike Rush also stated that the building sits in the middle of a lawn so there will be outside study space as well. However, he is unaware of where the Ram statue will be moved to at the moment.

Pat Burns asked Mike Rush to explain the thoughts behind the building schedule.

Mike Rush responded that the majority of demolition and heavy construction would take place Summer 2011 so that construction was as minimally disruptive to the learning environment of the campus as possible.

Joseph Garcia asked if there would be wireless outside.

Pat Burns responded that the highest tech wireless adaptations were being put into the building so that as many students that could possibly fit into the outside study area of The Cube would all have wireless internet access.

Lisa Vigil asked about a nook space that she noticed in the poster boards of the Library renovations.

Mike Rush responded that there would be single seating areas that are built into the wall that have a ceiling. Some of the same type of nook would be created that would be able to seat four people.

**c. Proposed Lecture Hall Surveys: Presented by Pat Burns**

Pat Burns stated that he has been doing studies of classrooms utilizations since 2007. The biggest factor has been the availability of classrooms. For example, how many empty classrooms are there at any given hour of any given day of the week, Monday through Friday. He stated that this study also included the fraction of seats occupied in classrooms during those times. He stated that right now on campus the scale of size of classrooms is considered as a small classroom having 30 or less seats, a medium classroom having 30-100 seats, and large classrooms are those which are 100 seats or more. Currently campus is lacking larger classrooms and it is hard to schedule large classrooms because they are unavailable most of the days of the week. The greatest need on campus is for larger classrooms.

The Behavioral Sciences Building classroom number 131 is a huge classroom which seats between 273 and 275. He stated that he has been given feedback about the classroom and the arrangement of the room does not make the classroom feel like a huge classroom.

He proposed that instead of a 500 seat lecture hall for the it has been proposed to have two-275 seat lecture halls.

Brian Chase indicated that this would be the ideal size of a classroom for the student learning environment.

Pat Burns stated that classes are not determined by what classes match which classroom but instead which classroom matches the size of a class. He stated that the most available size classroom on campus is the medium classroom size. The small classrooms are great in number but not always in availability but most are not large enough. The 200 plus seat classrooms are commonly the most requested and are the most restricted in amount and availability.

Vincent Crespín asked Pat Burns and Brian Chase where on campus the lecture hall would go.

Brian Chase stated that it is really up to the Board and that if it is indeed decided that the Board will use their funds for this project that it is a conversation that should take place next fall. He stated that one spot is south of the Lory Student Center and east of Hartshorn Health Center, just west of the Library. This would be an optimal spot because it is close to the plaza and close to the Lory Student Center so it could be used for other events as well. He stated that there are a few other areas to study in more detail and that he will have something more refined

to show the Board in September. The lecture hall would not just be classrooms but it would also have a lobby area with restrooms and study areas. He said that it could be similar to the theater in the Behavior Sciences Building where students would go down into it or it could be built where students go up into it, which would change the circulation of the area. He stated that the question is if the BSB classroom is the right design for the number of students in the classroom.

Lisa Vigil stated that the classroom is a gorgeous classroom with two screens on each side and balcony areas that are intended for handicap student but work for other students as well.

Tamla Blunt asked the Board if they are inclined to discuss this next fall because if so, she would have Facilities work on designs over the summer.

Brian Chase stated that not only would the screens be like other rooms but the seats as well. There would be no sharing of elbow space and the seats would be about 22 to 23 inches wide which is significantly bigger than the average seat on campus which is only about 17 to 18 inches wide. He stated that he feels close to the Student Union is the best place in his opinion but other places could be looked at as well.

#### **IV. Elections: UFFAB Chair and Vice Chair for Academic Year 2011/2012**

Tamla Blunt opened the floor for nominations.

Lisa Vigil asked first for a count of people who would be returning next year. Those students are Jesse Jankowski, Vincent Crespín, Laura Bishop, Jenna Muniz, Lizzy Wolfson, Teresa Molello, Jacob Medina, Tamla Blunt, and Lisa Vigil.

Jesse Jankowski, Laura Bishop, and Vincent Crespín nominated Tamla Blunt for Chair.

Tamla Blunt Accepted the nomination.

Joseph Garcia stated that Tamla has done a wonderful job.

Lisa Vigil stated that Tamla does a lot of work on the side that the Board members don't always recognize and appreciate and she agrees with the nomination for Tamla.

As there were no other nominations, by acclamation, Tamla Blunt accepted and there were no objections.

Tamla Blunt opened the floor for nominations of the Vice Chair.

Tamla Blunt nominated Jesse Jankowski.

Hilary Smith nominated Laura Bishop.

Vincent Crespín seconded the nomination for Jesse.

Lizzy Wolfson seconded the nomination for Laura.

Jesse Jankowski stated that he accepted the nomination for Vice Chair since he was Vice Chair the year of 2010-2011 he stated that he would be happy to do it again but also would not mind seeing someone else take the position as well. He stated that he has been on UFFAB for two and a half years and will be here all through next year.

Laura Bishop stated that she has been on UFFAB for two years and graduates in May but will be coming back to CSU for graduate school and that her schedule for next year allows her to attend meetings. She stated that this is one organization that she actually cares about in is interested in and she would be happy to hold the position but she feels that Jesse is also very qualified.

Laura Bishop was voted in as the new Vice Chair for UFFAB for the 2011-2012 academic year. She stated that she appreciates the position and is excited to participate as the Vice Chair.

#### **V. UFFAB Preliminary Fee Advisory Board (UFFAB) form approval.**

Tamla Blunt stated that a new proposal submittal page will be going on the UFFAB website for the 2011/2012 year. The proposal submittal will include two separate deadlines: September for first semester and January for second semester. This is intended to alleviate stress and last minutes proposal submissions for projects. This would also create a strict set of deadlines that would eliminate late submittals. If a proposal is submitted late, this new policy will allow that submitted proposal to simply rollover to the next semester. After UFFAB reviews the proposal and decides to hear a presentation, then it is at that point that the party will go to Facilities for budget opinions. There will also be a link that would take submitting parties to the UFFAB bylaws which are required to be read before submitting their proposals to ensure that their proposal is in compliance with UFFAB bylaws.

Laura Bishop stated that she feels that the form is very user friendly and she likes how the proposal sheet is laid out.

Laura Bishop and Jenna Muniz made a motion to approve. All were in favor and the motion passed to put this page on the UFFAB website for assistance with further submitted proposals.

#### **VI. PR Advertisement to Students on UFFAB-funded Projects**

Tamla Blunt stated that Toni Scofield has created an advertisement that is to be displayed on Today at Colorado State, the Collegian and around campus that would describe to students where the Facility Fees that they pay are going and what projects those fees are being used on. The Board looked over the current advertisement and asked for any members to send comments to Tamla or Toni the following week.

Lisa Vigil commented that she noticed that only some of the renovated classrooms have signs that stated “funded by Facility Fees and UFFAB” and she was concerned why not all classrooms have those signs.

Brian Chase stated that they are all supposed to but the people putting them up have most likely fallen behind.

Joseph Garcia stated that he wanted to thank Tamla Blunt, Brian Chase, and Toni Scofield for the work they do because UFFAB makes a difference on campus and learning facilities really do matter. He also greatly appreciates the time he has spent on the Board.

**VII. Next Meeting: (Tentative) 8 September 2011 @ 5pm in 303 General Services Building**

**VIII. Adjourn**

Motion made to adjourn meeting. Meeting adjourned.