

**UFFAB Meeting Minutes**  
Thursday January 31, 2013  
Early Childhood Center - Washington School

**Members Present:** Vincent Crespín, College of Liberal Arts, Chair  
Jenna Muniz, ULC, Vice Chair  
Hillary Brown, College of Applied Human Sciences  
Alex Brown, College of Engineering  
Robert Harris, College of Natural Sciences  
Lexi Evans, Warner College of Natural Resources  
Ryan Knodle, College of VMBS  
Kayln Miller, College of Business

**Members Not Present:**

**Members at Large Present:** Andrew Olson, ASCSU Representative

**Members at Large Not Present:**

**Associate Members Present:**

**Associate Members Not Present:**

**Ex – Officio Members Present:** Steve Hultin, Faculty Advisor  
Toni Scofield, Staff Support  
Lindsay Brown, Staff Support  
Daphne Frey, Staff Support

**Ex – Officio Members Not Present:** Kristi Buffington, Manager for Space and Information Management, Facilities Management  
Patrick Burns, Ex – Officio Member  
Lindon Belshe, SFRB Liaison

**Visitors:** Lisa Youngblade, Department Head HDFS  
Karen Rattenborg, Executive Director  
Jesse Parker, College of Engineering  
Barry Willier, Project Manager for ECC

## **I. Call to Order**

Meeting called to order.

## **II. Approval of Minutes from December 6, 2012**

Motion made to approve minutes by Alex Brown. Lexi Evans made second to the motion. All Board members were in favor of approving the minutes from December 6, 2012.

Minutes approved.

## **III. Introduction from Early Childhood Center**

Lisa Youngblade and Karen Rattenborg introduced themselves and thanked the Board for everything they have given to the new school. The Department of Human Development and Family Studies – about 700 students, 30 staff members, all the faculty who have children at the center, and all the students who are benefiting from the new facility – also thanks the Board for the new facility. Lisa and Karen both expressed deep gratitude and love for the beautiful facility. Karen expressed how wonderful it is to be here, that the children have brought life to building, and that it feels like home. She couldn't thank the Board enough for their support.

## **IV. Announcements – Vincent Crespín**

Vincent started the meeting by welcoming everyone back for the spring semester. He explained meeting dates for the upcoming months and stated that the Board may need to add a meeting or two due to the large amount of projects received this semester. He also noted that SFRB passed all projects the Board recommended to them unanimously. The projects will now be passed on to Amy Parsons for her approval. The third announcement Vincent made was an invitation to the Design and Merchandise open house. If anyone would like to attend, please see Daphne or Toni for more information. Vincent also announced that Amy Parsons, responded by memo, supporting the UFFAB decision regarding the Behavioral Science Building. The final announcement Vincent made was regarding the SFRB budget spending report. A spreadsheet of spending was handed out to all Board members for their reference.

## **V. Review of Projects**

### **1. Adams Atkinson Arena Classroom Air Conditioning**

- a. Equine Sciences – Animal Science
- b. Total amount requested - \$12,000
- c. Project Description
  - ✓ Install air conditioning in the second floor classroom due to extreme heat conditions in late spring and early fall. The classroom is used to teach undergraduate Equine Science students. This classroom is the only classroom

at the Equine Teaching and Research Center and is ideal for teaching due to the close proximity to the animals. The classroom is also used when recruiting freshman/new students, during the Legends of Ranching Horse Sale and Education Day, and during outreach events.

d. Checklist for Project

- ✓ Department Head/Director Approval
- ✓ College Dean Approval
- ✓ Cost Quote by Facilities – Date: 1/14/2013

**2. Expansion and Renovation of BMB Undergraduate Resource Room (MRB 103)**

a. Biochemistry and Microbiology

b. Total amount requested - \$42,500

c. Project Description

- ✓ This project is to expand and renovate the BMB undergraduate resource room. It will expand from 255 sq ft to 335 sq ft, and allow more computers to be available to students as well as group study workspace. The expansion will come from decreasing the closet size of the adjacent room. This project will include pushing back a wall, painting, rewiring walls for technology, carpeting, installing doors, white boards, computers, conference table, printer stand, and chairs. The room is used by BMB majors for printing and studying, access to BC401 textbook, access to BC404 computer software's Kaleidagraph and Pymol, and by seniors working on their thesis. The room is not aesthetically appealing or safe. The quote given was preformed by Facilities in 2011 and the department is estimating that it will increase by 20-25% making the new estimate \$42,500.

d. Checklist for Project

- ✓ Department Head/Director Approval
- ✓ College Dean Approval
- ✓ Cost Quote by Facilities – Date: 11/10/2011
- ✓ Design layouts/Renderings (Not required but encouraged)

**3. Chemistry Lobby Renovation: Creation of Student Advising Center and Study Space**

a. Chemistry

b. Total amount requested - \$148,275

c. Project Description

- ✓ This project will renovate 2,117 sq ft of the lobby to make a welcoming place for current and potential students, visiting dignitaries, and other members of the community. The renovation includes furnishings, lighting, decor, and ADA access to all study areas, student advising center, drywall, paint, flooring, and student study materials. Approximately 75% of CSU

students take a chemistry class and nearly 800-900 students passing through this space each hour. The lobby is a common study space in between classes and is the face of the department. The cost quote was performed in April 2012.

d. Checklist for Project

- ✓ Department Head/Director Approval
- ✓ College Dean Approval
- ✓ Cost Quote by Facilities – Date: 4/21/2012
- ✓ Design layouts/Renderings (Not required but encouraged)

**4. Counseling and Career Development (C&CD) Program’s Practicum Training Facility Upgrade**

a. School of Education

b. Total amount requested - \$150,492

c. Project Description

- ✓ This project will update and coordinate the design, furniture, sound proofing, and safety equipment of the facility in keeping with a CACREP approved practicum-training facility. This project benefits CSU graduate students and undergraduates that are clients. (C&CD students provide around 600 hours of free counseling services to an average of 75 CSU undergraduate students per academic year.)

d. Checklist for Project

- ✓ Department Head/Director Approval
- ✓ College Dean Approval
- ✓ Cost Quote by Facilities – Date: ?
- ✓ Design layouts/Renderings (Not required but encouraged)

**5. Upgrade to General Assignment Classroom AZ W205, NR109, and NR113**

a. Facilities Management

b. Total amount requested - \$339,379

c. Project Description

- ✓ This project will finish the classroom remodel project. The Board decided to leave these three classrooms out of the remodel project, due to lack of funds, so other classrooms would receive complete updates instead of half updates. Seating has been ordered for the rooms and if Facilities does not take possession of the seating, they will need to pay back \$50,000 to the vendor. All three classrooms are general assignment rooms and open to all departments on campus. They would receive an upgrade in technology, furniture, carpet, paint and made ADA compliant.

d. Checklist for Project

- ✓ Department Head/Director Approval
- ✓ College Dean Approval
- ✓ Cost Quote by Facilities – Date: 1/10/2013

## **6. Development of Permanent Office Space for Undergraduate Psychology Organizations**

- a. Psychology Department (CNS)
- b. Total amount requested - \$22,625
- c. Project Description
  - ✓ This project will provide Psychology with space for two undergraduate organizations. Both organizations currently have space in BSB, but it is small and insufficient and would like to move Clark C38. Funds are requested to abate any asbestos, renovate the room, and provide appropriate office furniture. The department does not need an immediate start on this project because they have room for their organizations in their current space.
- d. Checklist for Project
  - ✓ Department Head/Director Approval
  - ✓ College Dean Approval
  - ✓ Cost Quote by Facilities – Date: 1/10/2013

## **VI. ERC ADA**

Alex Brown, representative from the College of Engineering, began by thanking the Board for all their support on all the COE projects. He then began to update the Board on the handicap ramp and the Engineering Research Center. He reminded the Board that the handicap ramp was a requirement that the Board made when the COE came to them with the project.

Since then, Alex, Steve, project managers, and members of the COE met to try to find room in the budget for the ramp but unfortunately they were unable to find funds. Alex explained that the group then met with Rose Kreston to explore their options. She determined that the east side entrance allows better access to the building. This was determined due to high winds on north side entrance, the east side has more accessible parking, and the best dollar will be spent by updating the east side ramp. Alex explained to the Board that the north side entrance is still in design and when the COE has the money, they will add a ramp to the north side. The repair to the east side ramp will cost around \$30,000 and that money is coming from the current budget for the project.

Alex made a motion to approve the recommendations made by Rose (repairing the east side ramp and installing a ramp on the north side when funds come available) and Ryan Knodle seconded the motion. All Board members were in favor.

**VII. Tour**

The Board toured the Early Childhood Center with Lisa Youngblade and Barry Willier.

**VIII. Next Meeting: February 14, 2013, 5:00 to 6:00 p.m. in 303 GSB**

**IX. Adjourn**