

**UFFAB Meeting Minutes**  
Thursday April 25, 2013  
GSB 303

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

**Members Not Present:** Robert Harris, College of Natural Sciences

**Members at Large Present:** Andrew Olson, ASCSU Representative  
Samantha , FY14 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  
Patrick Burns, Ex – Officio Member  
Lindon Belshe, SFRB Liaison  
Kristi Buffington, Manager for Space and Information Management, Facilities Management  
Tamla Blunt, Ex-Officio Member

**Ex – Officio Members Not Present:**

**Visitors:** Cassidy Collins, Staff Support  
Michelle Staros, CVMBS Representative FY 14

**I. Call to Order**

Meeting called to order.

**II. Approval of Minutes from**

Motion made to approve minutes by Ryan Knodle. Alex Brown made a second to the motion. All Board members were in favor of approving the minutes from April 11, 2013.

Minutes approved.

**III. Vote for Chair and Vice Chair for FY14**

Ryan made a nomination for Jenna Muniz to become chair for FY 14. Jenna accepted this motion and made a statement to the Board explaining why she wanted to become chair of the UFFAB Board. Jenna stated that she has been on the Board for a while, is experienced since she was the vice chair this past year, and is very passionate about UFFAB. The FY 2014 Chair of the UFFAB Board is Jenna Muniz by acclamation.

Ryan made a nomination for Alex Brown to be vice chair and Andrew made a nomination for Lexi to be vice chair. Both Alex and Lexi accepted these nominations. Alex explained that he has been on the Board for a year now and is very involved in his college and on campus and believes these fact will help him be a great vice chair. Lexi explained that she has been on the Board for 2 years now, is on the Warner College Council and is very involved with ASCSU. She stated that she loves UFFAB and would be a great vice chair.

Board members voted and with a 5:4 vote, Lexi is the FY 14 vice chair.

**IV. Associates and Replacement for FY14 – Introductions**

Ryan introduced his associate Michelle for the FY 14 Board. Michelle explained that she is a transfer student from Florida, is a biomed major, and is excited about getting involved on campus.

Andrew introduced his associate Samantha for the FY 14 Board. Sam explained that she is a micro bio major and is very passionate about campus activities.

Daphne introduced the new Assistant to the Director that will be taking her position and will serve as the lead staff support for the FY 14 year. Cassidy explained that she is a nutrition major and is very excited to be working with Facilities and getting to work with everyone on the Board.

## V. Review of Bylaws for Updates/Changes/Edits

Steve Hultin began discussion on the proposed changes to the Bylaws for FY 14.

1. Add a revision date to the footer of each page.
2. Article V: Section 2 – “All Board meetings shall be open to the public and interested parties are welcome to attend. During project voting, meetings shall be conducted in executive sessions.”
  - a. Discussion regarding changes to executive sessions for voting on projects. Board members commented that it is awkward asking presenters to leave and wait for them to exit the room. Another comment was made regarding the ability to have an open discussion and that presenters hinder this from happening. Ryan made a motion to change Article V: Section 2 to the statement above. Lexi seconded this motion. All Board members were in favor of this change.
3. Article VI: Responsibilities – “...all projects considered by the Board shall include a description of the scope of work and a project budget opinion or cost quote reviewed and approved by a Facilities Manager. The Advisor....a discussion of the degree to which the proposed project aligns with the University Master Plan...”
  - a. Steve explained that this change would ensure that departments are coming to Facilities for a cost opinion and prevents them from coming up with their own. He also added that projects do not need to be approved by the Design Review Committee, as stated in the previous bylaws. Steve also made a clarification on projects being in accordance with the University Master Plan because some colleges have their own Master Plans.
4. Article VI: Section 2 – “All funded projects under the purview of the Board shall annually make a presentation to the Board until completion. Such presentation shall include summaries of: 1) the project’s scope of work and budget, 2)...”
5. Article VI: Section 4 – NOTHING WAS DECIDED ON THIS.... OOPS.
  - a. Discussion on Article VI: Section 4 dealt with the proposal to change the acceptable time to receive proposals. There was concern about proposals not being turned in to the Board in time and for enough time to see a presentation. A suggestion was made to have a quota or number of proposals the Board can receive. Discussion was had on this topic but the Board felt it was important to encourage many people to write proposals and not restrict the number.

6. Article VI: Section 6 – “...The UFFAB Advisor and Chairperson, with information from the Associate Vice President for Finance shall report annually to the SFRB the bonded indebtedness of the University Facility Fee.”
7. Add Article VI: Section 7 – Guidelines for informing Deans and Colleges about submitting to UFFAB.
  - a. Steve explained that Amy Parsons has had the task of sending out notices to campus but Steve will be asking Amy to give this task to him and Facilities will send out a spring reminder and then another reminder in the fall. Pat suggested this message also be presented to the Council of Deans at their retreat.
8. Add Legitimacy Rules between Article VI and Article VII.
  - a. The Board decided that they could not come up with proper wording for this topic at the moment, so they delegated this section to be written by Pat Burns and Steve Hultin. The Board agreed that the legitimacy vote should not depend on money but the second (and Final vote) should take the current budget into account when making a funding decision. Pat reminded the Board the main reason for the Legitimacy vote is to allow Board members to return to their colleges and discuss which projects are potentially being funded by UFFAB. Ryan made a motion for Steve and Pat to define a definition for legitimacy and bring this to the UFFAB Retreat and Chelsey seconded this motion. All Board members were in favor.
9. Article VIII: Section 3 – “The Chairperson shall poll members who vote “no” on the project proposals, legitimacy, and funding approvals to clarify reasons for their “no” votes. The reasons for voting “no” on projects shall be recorded anonymously in the meeting minutes. This information shall be collected to determine if members are basing their votes on accurate information. The reasons for denial of legitimacy or final funding shall be communicated to the project proposers by referring them to the minutes of the Board.”

Lexi made a motion to accept the changes presented in the revised bylaws and Hillary accepted this motion. Alex made a motion to accept all changes to the bylaws as amended and Hillary seconded this motion. All Board members were in favor of this motion.

Next the Board discussed the topic of changing the voting procedure to one time per year. Currently the Board votes each semester but is moving to voting once per year. The proposed deadline for proposals would be December 1<sup>st</sup> and the final vote would happen in March. This allows the Board to see all proposals and spend the money accordingly and gives signature authority approval enough time to review and approve UFFAB’s decisions. This change does not affect anything or make any changes to the bylaw’s. Alex made a motion to approve the new voting schedule and Chelsey seconded this motion. All Board members were in favor of the changes.

The last item discussed was the edits proposed on the proposal form. Discussion was had on Provost approval but agreed upon that it should be required on the form. Alex made a motion to accept the changes to the project proposal form. Lexi seconded this motion and all Board members were in favor of the changes.

**VI. Fall Retreat: Saturday September 21, 2013**

**VII. Adjourn**