

**UFFAB Retreat Minutes**  
Saturday, September 21, 2013  
Legends Ballroom - Hilton

**Members Present:** Jenna Muniz, ULC, Chair  
Lexi Evans, Warner College of Natural Resources, Vice Chair  
Riley Smith, College of Health and Human Sciences  
Alex Brown, College of Engineering  
Michelle Staros, College of VMBS  
Matt Lancto, College of Liberal Arts  
Jeff Cook, Graduate School

**Members Not Present:** Kalyn Miller, College of Business

**Members at Large Present:**

**Members at Large Not Present:**

**Associate Members Present:** Samantha Guinn, College of VMBS

**Associate Members Not Present:**

**Ex – Officio Members Present:** Steve Hultin, Faculty Advisor  
Toni Scofield, Staff Support  
Lindsay Brown, Staff Support  
Cassidy Collins, Staff Support  
Andrew Olson, SFRB Liaison  
Kristi Buffington, Manager for Space and Information Management,  
Facilities Management  
Tamla Blunt, Ex-Officio Member

**Ex – Officio Members Not Present:** Patrick Burns, Ex – Officio Member

**Visitors:** Mike Rush, University Architect, Facilities Management  
Mike Davis, RCS Manager, Facilities Management

## **I. Call to Order**

- a. Meeting called to order.

## **II. Introduction – Jenna**

- a. Hand out notebooks, go over content and use.

## **III. History – Tamla and Toni**

- a. Jenna pointed out that within the first tab on the notebooks is the History of UFFAB. She highlighted that we started at \$10 per credit hour, but now we are at \$15.
- b. Tamla explained that in 2005, ASCSU decided to start the fee to help fund capital construction on campus because state budgets were not available. “It has been awesome to see how UFFAB has changed campus and how the students have funded those changes.” She gave an example of the 37 million that was funded for Engineering 2.

## **IV. Review of Bylaws**

- a. Our Mission – To improve the campus based on what it needs and considering the interests of the students. We are all here to represent the opinions of the students, we should listen to them.
- b. Voting – Who does and doesn’t vote was discussed. If you can’t attend – email Cassidy with an associate representative vote for your college. [Cassidy.collins@colostate.edu](mailto:Cassidy.collins@colostate.edu)
  - i. We need 7 members for every meeting so please find an associate.
- c. We discussed that Jenna and Lexi are Chair and Vice Chair. We went over the role of Facilities in preparing agendas and taking care of accounting. Steve informed the group that Facilities pays for all of the food for the meetings, and it is not on the backs of the students.
- d. Mtg times- Jenna told the group that we typically meet every other Thursday from 5-6, but be prepared for a meeting to go late. Also, sometimes we will have to meet every week when presentations are being made.
- e. Presenters will come and show us what they want to do and why, we listen and ask questions. With the revised bylaws, we can ask people to leave and go into an executive session to make decisions about the proposals.
- f. Minutes will go out every week, please review them and make sure they’re correct.
- g. Article 6: Discussion about our responsibilities – listen to proposals, think about the whole student body before making a decision.
  - i. We require the presenters to have a project budget that is approved by a Facilities project manager; it will hold them accountable for the amount of money they originally ask for.
  - ii. Each proposal should have a project manager signature on it that will approve the numbers again.
- h. It was mentioned that SFRB has the right to reject any approved project, however, that hasn’t happened since UFFAB began.
- i. Funding rules: Discussion about knowing the direction of the Board and the directions we follow.
- j. Legitimacy vote: Discussion about if the project follows the funding rules, is it legitimate? Conclusion is that legitimacy does not mean the project has final approval, only that it meets all the requirements set out in UFFAB bylaws.

k. No decision has been made for this portion (legitimacy vote) of the bylaws.

**V. Schedule:**

- a. Request for projects advertisement should be done by September 27<sup>th</sup>.
  - i. Toni mentioned that sometimes sending letters to the Deans isn't the best way to reach out. The Collegian would be better because the students and campus community are more personally connected.
- b. Meeting on October 10, 2013: HES and A/Z is in the procurement and design process – Mike Rush:
  - i. We get the very best consultants for even small projects. This is the same architect that developed the vision at Visual Arts. He does everything on his own, and takes on one project per year. His name is Art Hoy.
  - ii. On Oct. 10, we will tour Visual Arts.

**VI. Agendas/Meetings**

- a. Jenna mentioned that it's important for staying organized.

**VII. Budget and Expense review**

- a. Steve reviewed the accounting worksheets, and explained that Ginger has created the documents to keep the Board advised.
- b. Discussed a 3, 5, 10 year view of revenue from increased enrollment.

**VIII. "CSU Capital Construction Process"**

- a. Mike Rush Presented.
- b. Jenna asked when the Eddy renovation will be happening. Mike explained that we just bonded another \$4.8 million for that project, and January 15 is an estimate of when that building will be occupied.

**IX. "CSU Small Construction Projects Process"**

- a. Mike Davis presented.
- b. It really helped give a visualization about the before and after of many classrooms and the students were impressed.

**X. Project Log**

- a. Steve summarized the log.

**XI. Project Proposal form:**

- a. Department Head and Dean approval will be important.
- b. Steve mentioned that Rick Miranda may need to approve these, but we have not confirmed that.
- c. Item 5 is where the project manager can sign off on the proposal.

**XII. Philosophy of funded allocations and philosophy of Benefits:**

- a. Bonded debt is all used up, so each year we are limited to 2 million for cash funded projects.

- i. People want multi-year funding, so people are going to present proposals that are beyond what we have available.
  - 1. Andrew: If it's beyond our funding ability would we even take a presentation?
  - 2. Steve: This comes down to the legitimacy vote.
    - a. According to the Bylaws, lack of funds would make the project illegitimate.
    - b. Or we could change that and call it legitimate, but deny it for a lack of funding.
  - 3. Matt: If we do the multi-year funds our yearly budget would drop down, which poses a problem.
  - 4. Steve: Yes, since \$13 of \$15 goes to bond funded projects there is still value.
- ii. Lexi suggested that students respond better to small projects, because they have the ability to see the before and after more quickly.
  - 1. Jenna discussed how she has seen large projects pass over and over again, and some of the classrooms are just too outdated and need renovating. She supports small projects.
  - 2. Tamla agreed with the small projects.
- iii. Lindsay took it back to the legitimacy vote: If you throw a project out for being illegitimate, there's less of a chance for them to get donor funds.
  - 1. Legitimacy will help the project gain the support they need.
- iv. Lexi agreed with Lindsay and suggested that project proposals can always be amended.
  - a. Toni confirmed this.
- v. Steve mentioned that the Board should be aware of new space as opposed to renovating space. Program level under departments under colleges, there is pent up demand in order to build new space. Many proposals address the classroom renovations.

**XIII. Rick Miranda and Amy Parsons role**

- a. Guidance, insight, and partnership.
- b. Steve briefed the Board on what they will do when they visit on November 7<sup>th</sup>.

**XIV. Advertisements**

- a. Discussion on opinions and feedback.
- b. Changes have been made and will be sent out for the Board's approval.

**XV. Video – Where do your tuition dollars go?**

**XVI. Adjourn, Next meeting Thurs., Oct. 10, 2013, 5:00 to 6:00 p.m., 303 GSB**