

## University Facility Fee Advisory Board

### Meeting Minutes

Thursday, February 11, 2016

303 GSB

Members Present:	Clayton King	College of Liberal Arts
	Grace Clark-Rabinowitz	College of Natural Science
	Rachel Largay	Warner
	Luke Yeager	College of Business
	Landon Wright	College of Liberal Arts
	Noah Taherkhani	College of Engineering
	Annalis Norman	CVMBS
	Jeff Cook	Graduate School

Members at Large Present:	Madison Tolan	CVMBS
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Associate Members Present:	Liz Danke	CVMBS
	Tristian Syron	College of Liberal Arts

Other Members Present:	Becca Wren	Staff Support
	Sandy Sheahan	Advisor
	Pat Burns	Ex Officio
	Kristi Buffington	Facilities Management
	Tamla Blunt	Ex-Officio
	Savanna Bunnell	Staff Support

### 1. Meeting was called to order.

### 2. Presentation from Dan Kozlowski

- a. Dan is the Project Manager from the Remodel and Construction Services section of Facilities Management. Dan is presenting a total of 10 general assignment classroom remodel projects across campus.
  - i. Classrooms include -
    1. Wagar 132, 133, 231
    2. Microbiology A108, A113, A114
    3. Military Sciences 200, 201
    4. Glover 201
    5. Engineering 100
- b. Together, the classrooms total about \$1.5 million in ask, though the Board is not being asked to fund all 10 classrooms. In addition to seeking funding for some of the classrooms with UFFAB's input of priority, Dan is also looking to have a dialogue about the status of other classrooms around campus based on the board's personal experience and ideas.
- c. Over the years, Dan and his team have developed what they call "UFFAB standards" for the projects they present to the board. They look for projects that in general need:
  - i. Increased room quality and aesthetics.
  - ii. Improved ADA accessibility.
  - iii. Updated technology to facilitate teaching and learning.
  - iv. Improved energy efficiency of lighting and AV systems.
  - v. Increased collaborative learning experiences.

- d. Overall, all general assignment classrooms in Dan's presentation are in need of lighting upgrades, audio and visual upgrades, aesthetic improvements, better usability and comfort.
- e. When planning and designing these remodels, Dan collaborates with people and departments across campus to ensure that every aspect of the project is developed in the best way possible.
- f. One of the most important components to these remodels is improvement to HVAC units. It's important to invest in deferred maintenance, and things that will contribute to the longevity of the rooms.
- g. There are specific needs in each room. For more detail, see proposals.
  - i. In Glover, the furniture is greatly outdated and has accessibility challenges.
  - ii. Engineering 100 is a large lecture hall that holds many students and is in need of general updating.
  - iii. In the Military Science classrooms, the HVAC is in very poor condition, which leads to uncomfortable conditions.
- h. Questions:
  - i. Landon asked what happens to the outdated furniture after a remodel.
    - 1. Whatever furniture is still usable is shuffled around campus and replaces any furniture that is even more outdated. Some furniture is kept in storage, some goes to surplus, and the remaining furniture is recycled.
  - ii. Alex asked how many years we typically get out of updated furniture.
    - 1. Typically, the furniture comes with a 10-15 year warranty. If furniture is kept in good condition, it can last up to 20 years. Furniture is getting more expensive but the quality should last long.
  - iii. Alex also asked if the university makes an effort to purchase green furniture.
    - 1. It can be challenging to buy furniture that is actually green, especially for classroom furniture that often has hard metals. But the university is always trying to purchase sustainable green products.
  - iv. Jeff cook asked if there is a priority of renovation within the general assignment classrooms listed.
    - 1. In general, the classrooms are all very similar in need. All 10 classrooms are on the top of the list of poor condition classrooms.
    - 2. Kristi Buffington pointed out that the Classroom Review Board gets the most complaints about Glover, Engineering, and Military Sciences.
  - v. Annalis asked if it is possible to complete the classroom renovations and the HVAC updates separately to decrease cost.
    - 1. Yes but the HVAC upgrades would be needed first. However, it would be best to do all piece at once.
  - vi. Noah asked if all these rooms are running at capacity and if renovations would increase utilization.
    - 1. General assignment classrooms, even in the worst conditions, are heavily used. Making these improvements would absolutely increase utilization and make learning and teaching in them more enjoyable.
- i. Legitimacy Vote:
  - i. Jeff moved to legitimize all classroom remodels.
  - ii. Noah seconded
  - iii. All those in favor - 8
  - iv. Opposed - 0
  - v. Abstained - 0
  - vi. Projects are legitimized

### **3. Nomination of Vice Chair:**

- a. Landon nominated Tristan Syron for UFFAB Vice Chair. Landon thought he would be a good fit for the board because he is a freshman and will therefore be able to serve on the board for a long time and grow into the role. Landon also believes that Tristan is a smart and driven student who will take his position seriously.
  - i. Tristan accepted the nomination.
- b. Landon nominated Madison Tolan. He felt Madison would make a great Vice Chair because she has demonstrated her commitment and work ethic in her roles on other boards. She is also a junior and has experience on the campus.
  - i. Madison accepted the nomination.
- c. Madison nominated Luke Yeager because she felt he would do a good job and offer great insight.
  - i. Luke declined the nomination.
- d. Both candidates made brief statements as to why they felt they would be an effective vice chair. Madison articulated that she enjoys the UFFAB process and enjoys participating on other boards across campus. Tristan discussed how he looked forward to the opportunity to stay with the board and grow with the board because he is only in his first year.
- e. While the candidates stepped out in to the hallway, the board had a discussion as to who they felt would be the best fit. In general, the Board felt each are capable. General comments included that Tristan is a good public speaker, has good parliamentary procedure skills, is passionate and would make a great impartial leader. Madison has experience both as a student and as a member of a student committee.
- f. Clayton mentioned that he would like the Vice Chair to become more like a co-chair because Clayton is graduating next December.
- g. The board elected Tristan for Vice Chair.

### **4. Meeting Adjourn**

**Next Meeting - Thursday February 18<sup>th</sup>, 2016 in GSB 303.**