

## University Facility Fee Advisory Board

### Meeting Minutes

Thursday, October 13<sup>th</sup>, 2016

303 GSB

<b>Members Present:</b>	Clayton King Tristan Syron Rachel Largay Anthony Taylor Jeff Cook Amanda Evans Kalyn Blach	Chair Vice-Chair Warner College of Natural Resources College of Liberal Arts Graduate College CVMBS College of Agriculture
<b>Members at Large Present:</b>	Daniela Pineda Soraca Nick Bohn	ASCSU ASCUS
<b>Associate Members Present:</b>	Alex Statley Raleigh Heekin Ben Lorden	CVMBS College of Health and Human Sciences College of Engineering
<b>Other Members Present:</b>	Becca Wren Tom Satterly Kristi Buffington Dan Kozlowski Savanna Bunnell	Staff Support Associate Vice President Facilities Management Facilities Management Staff Support

#### 1. Meeting was called to order

- a. Meeting was called to order at 5:00.

#### 2. Approval of minutes from Thursday, September 29<sup>th</sup>.

- a. Anthony moved to approve the minutes.
- b. Kalyn seconded.
  - i. All in favor: 8
  - ii. All opposed: 0
  - iii. Abstained: 0
  - iv. Motion passed, minutes approved.

#### 3. General Announcements

- a. Tristan will be chairing this meeting. Clayton is graduating in December and is training Tristan to become the Chair of the Board.
- b. Tristan asked the Board to be diligent about arriving to the UFFAB meetings promptly at 5:00, in order to be seated with food in time for presenters to start at 5:00.

#### 4. Binder Review

- a. Tristan reviewed the UFFAB binder with the board.
- b. It is important to bring the binders to every meeting. It is helpful to have bylaws on hand to review and to keep proposals and minutes organized.
- c. The binder consists of the following sections
  - i. Members list – list of contact information of the other members.
  - ii. Schedule – a list of meeting dates throughout the semester.
  - iii. Agendas – for filing meeting agendas.
  - iv. Minutes – for filing meeting minutes.

- v. Bylaws – it is important to be familiar with the bylaws. They include all of the Board’s rules and standards, most importantly the funding rules. The funding rules are the criteria used by the Board to pass the legitimacy vote at the end of presentations. The Board can edit and change the bylaws at any time.
- vi. Project log - includes the projects UFFAB has funded since 2010.
- vii. Proposal form – an example of the form submitters must complete before presenting to UFFAB.
- viii. Process – explains the process proposals go through in order to get funded.
- ix. Spring proposals – a place to file proposals that come to the board over the spring semester. It is helpful to keep this section updated and organized so as to reference them when the funding discussions take place.

**5. Remodel & Construction Services Presentation – Dan Kozlowski**

- a. Projects that come to UFFAB for consideration have to be approved by a number of officials including Project Managers, who work with the Remodel and Construction Services (RCS) section of Facilities Management.
- b. RCS provides design, engineering, estimating and construction project management services for campus projects under \$2 million.
- c. RCS offers services to the campus community and some external State of Colorado divisions.
- d. Construction Services is responsible for single trade craft modifications including -
  - i. Carpentry, painting, plumbing, electrical, and low voltage.
- e. They are responsible for renovations, site improvements, and remediation.
- f. Project Managers are responsible for:
  - i. Providing free budget opinions,
  - ii. Overseeing large multi-trade/craft projects,
  - iii. Designing and estimating project costs and schedule work,
  - iv. Providing in-house and contracted architectural, engineering and interior design,
  - v. Managing service providers, professionals, contractors
  - vi. All other aspects of project controls.
- g. RCS is responsible for following all applicable international building codes.
- h. The design team is responsible for providing in-house and contracted architectural, engineering and interior design, as well as provide construction documents and renderings. Additionally, there are student interior design interns.
- i. The process typically goes as follows-
  - i. Customer submits online work request form
  - ii. Request is assigned to appropriate Trade Supervisor or Project Manager (for multi-trade and larger projects)
  - iii. Budget opinions are rendered.
  - iv. Design /schematics are developed with detailed scope of work.
  - v. Quotes/funding are produced.
  - vi. Code compliance is checked.
  - vii. Scheduling is organized.
  - viii. Finally, completion/closeout of work.
- j. RCS has developed what they consider “UFFAB Standard Improvements” for general assignment classrooms. They include:
  - i. Increased classroom quality and aesthetics.
  - ii. Improved ADA accessibility in classrooms.
  - iii. Updated technologies to facilitate teaching and learning.
  - iv. Improved energy efficiency of lighting and audio-visual systems.
  - v. Increased collaborative learning experiences.
- k. The Board will most likely see proposals for flipped classroom. These classrooms are designed for collaborative learning and include mobile furniture to help facilitate group work. They provide a more flexible environment for both students and teachers.

**Questions:**

- a. What is the starting place to submit questions or concerns when we see issues across campus?
  - i. Dan is always accessible via email or phone. His email address is [Dan.Kozlowski@colostate.edu](mailto:Dan.Kozlowski@colostate.edu)  
On the Facilities webpage, you can also find forms to complete and submit to RCS and they will provide free budget opinions.
- b. Do projects need funding sources before obtaining budget opinions, is that information included in budget opinions?
  - i. Typically budget opinions are drafted first, and that information is taken to potential funding sources.
- c. Does RCS play the role of general contractor for projects?
  - i. For projects under \$2 million, RCS serves as the general contractor. Sometimes, they collaborate with architects and engineers from outside sources. It is cheaper, however, if they work for smaller projects is done in-house. It typically saves the university 30% and it is completed much more quickly.

## 6. General Discussion

- a. Clayton asked Anthony and Jeff to highlight various roles and responsibilities they have as Board members. Anthony explained he keeps his eyes and ears open around campus to see what issues he feels are pressing, as well as has discussions with students and staff from his college. Jeff explained he asks critical questions from the presenters such as matching funding for projects and asks students for input on issues of fee increases.
- b. Clayton, Tristan, and Anthony brought an idea to the board for discussion. In hopes of expanding the role and involvement of board members, members would be included in the list of signatures required on proposals sent to UFFAB from the college they are representing. This signature would not be an approval of the project. The signature instead be a mechanism that would require board members to speak with the people involved in projects so the members are informed and involved early on in the process.
  - i. Clayton emphasized that it would be helpful for the Board to be proactive and know what to expect from the spring presentations.
  - ii. Jeff pointed out that the signatures exist to ensure the projects are complete and accurate before they come to UFFAB and Board members do not have the expertise to sign off on them.
  - iii. Daniela added that it would be beneficial to incorporate the senate into discussion as well, because they are a representative body.
  - iv. Nick questioned if having Board member's sign off of projects creates a certain conflict of interest. Would Board members be allowed to vote on projects baring their signature?
  - v. Anthony shared that he did not see a conflict of interest, because the Board members would not be fathering projects, just signing that they have reviewed the project. However, Board members could always elect to abstain from voting if they felt too involved to vote.
  - vi. Nick also asked what the Board does currently in terms of outreach.
    1. Outreach includes emails sent to deans, directors, and department heads, as well as plaques on buildings, and general communication between college councils.
  - vii. Jeff mentioned how the Board discussed possibly touring project sites before voting on funding, because it helps inform board members more on the project and merit.
  - viii. Rachel echoed the importance of touring, and explained how last year she toured the geoscience lab and came away with a better understanding of the urgency of the project.
- c. Jeff made a motion that site visits should be standard practice for Board members before voting on funding.
- d. Raleigh seconded.
  - i. All in favor: 9
  - ii. All opposed: 0
  - iii. Abstained: 0
  - iv. Motion passed.

**Meeting Adjourned at 6:00 PM.**

**Next Meeting on Thursday October 27<sup>th</sup> in GSB 303.**