

**UFFAB Meeting Minutes**  
Thursday 20 October 2011  
Room 303, General Services Building

**Members Present:** Tamla Blunt, Graduate School, Chair  
Laura Bishop, College of Vet. Med. & Bio. Med., Vice Chair  
Teresa Molello, College of Applied Human Sciences  
Lexi Evans, Warner College of Natural Resources  
Vincent Crespin, College of Liberal Arts  
Chris Johnston, College of Business  
Jacob Medina, College of Natural Sciences  
Jesse Jankowski, College of Engineering  
Jenna Muniz, ULC

**Members Not Present:** Lizzy Wolfson, College of Agricultural Sciences

**Members at Not Large Present:** Justin Safady, College of Business

**Associate Members Present:** Jessica Toney, College of Business  
Cody Stolenburg, College of Applied Human Sciences

**Associate Members Not Present:** Elan Alford, Graduate School

**Ex – Officio Members Present:** Steve Hultin, Faculty Advisor  
Robert Harris, SFRB Liaison  
Toni Scofield, Staff Support  
Lindsay Brown, Staff Support  
Daphne Frey, Staff Support  
Patrick Burns, Ex – Officio Member  
Kristi Buffington, Manager for Space and Information Management, Facilities Management  
Steve Abt, Vice President of University Operations Facilities Advisor

**Ex – Officio Members Not Present:**

**I. Call to Order**

Meeting called to order.

**II. Approval of Minutes from 21 April 2011**

Motion made to approve minutes by Jacob Medina. Teresa Molello made second to the motion.

Minutes approved.

**III. Washington School Early Childhood Center: Lise Youngblade, Dept. Head, Human Development & Family Studies; Barry Willier, Project Manager for Washington School Project**

Washington School presentation postponed.

**IV. Resources for Disabled Students New Testing Rooms: Rose Kreston, Director of Resources for Disabled Students; Kristi Buffington, University Space Manager**

Rose Kreston presented the proposal that was developed by Kristi Buffington. Rose passed around a sheet that gave statistics and numbers, which she would use as the basis of her proposal. Rose first described that the office for RDS provides accommodation for any student with a disability. RDS provides services such as alternative testing, sign language interpreters, and books in electronic format. Essentially the program provides support to make sure students with disabilities are able to participate as all other students on campus without having their disabilities exploited, since many disabilities are very tested in this form of academic setting.

Rose Kreston described that RDS offers extra test time outside of the classroom for many students with disabilities like ADD. This gives students a chance to demonstrate their abilities accurately. There are currently ten testing rooms with only two of those rooms being strictly used for testing. The volume of students using the office greatly exceeds the capacity of the rooms. Rose demonstrated this by the statistics sheet showing that in one day in September RDS administered 90 exams and the week prior to the UFFAB presentation, October 20<sup>th</sup>, RDS gave 140 exams in one day. Rose emphasized the problems that surround testing and finals week. During finals week RDS must extend out around campus to accommodate the number of students taking tests and RDS tries to ensure that students take tests at the same time as the rest of their class.

Rose Kreston stated that they desire to remodel the 1<sup>st</sup> floor of the General Services Building to include seven new testing rooms and one new conference room which could accommodate up to six students at once for testing. She believes this could get them by for the next couple years and would enhance University retention efforts because students will stay in school when they can stay in their classes by receiving alternative testing.

Tamla Blunt confirmed that the publications warehouse would be what is being remodeled.

Kristi Buffington stated that the publications warehouse was recently reorganized to be more efficient.

Terry Schlicting, Coordinator for RDS, said that there are also desires to have a surveillance system to make sure that students are being honest; therefore, proctors are hired for testing sessions. He stated that during finals a faculty member must go with students around campus to take their tests and that when students know they are being proctored they are less likely to cheat.

Tamla Blunt asked if The Board had any other questions.

Rose Kreston stated RDS's excitement for the potential of the expansion.

Terry Schlicting mentioned that during finals RDS must borrow rooms from other departments and sometimes the departments must take the rooms back in the middle of student tests, which really stresses the students.

Pat Burns stated that he believes this proposal is a good way to accommodate the need.

Steve Hultin asked if RDS must increase their staff during high testing times.

Rose Kreston stated that if RDS increases their staff at this point there is no place to put them due to space restrictions.

Terry Schlicting stated that these staff members are responsible for exams going on across campus and RDS would like more control over their testing environment therefore the increase in staff.

Rose Kreston stated that during finals week RDS will still have to outreach through the campus however, they hope to decrease that use with the expansion. She reminded The Board that RDS is all about student success.

Rose Kreston and Terry Schlicting expressed their excitement for the project and left.

**V. Engineering B1/B3 Request to Change Scope and Use of Funds: Susan James, Dept. Head, Mech. Engineering and Mark Ritschard, Director, Dean's Office**

Sue James, head of Mechanical Engineering introduced herself and reminded The Board that her department was here in Spring 2011 and presented a proposal for the MIL expansion. She briefly described the proposal and stated that there was a change of plans that she wanted to inform The Board about. The last part of the project took classrooms B1 and B3 and combined them into a larger classroom that looked over the EMEC. However, one of the rooms (B) cannot be used and the Dean thought she could find space for people to move to, however, she was unable to. So now, until the

new building is completed, they cannot utilize that space. She stated that they may end up returning money. There will still be a staircase and door leading up to the rooms but the technology in the room will remain that same.

Tamla Blunt stated that there is a chance that money will come back to The Board.

Steve Hultin stated that there is a reduction in the scope of work, which is perhaps five percent.

Sue James stated that she was very grateful for UFFAB funding the proposal because it is needed so badly.

Pat Burns questioned if this would require a new cost opinion.

Steve Hultin stated that it would be a new budget opinion.

Kristi Buffington stated that the budget opinion problem was that the cost did not include the elevation change and room rotation.

Steve Hultin said that he would get with the project manager, Mark Ritschard and Sue James to determine exactly what Engineering wants to do, then work with the project manager to revise the budget opinion/quote.

## **VI. Discuss Lecture Hall Charette Request From Per Hogestad**

Tamla Blunt stated that Per Hogestad would like to show a design Charette for a meeting. This would take place between the next two meetings (November 10). A reminder will be sent out.

Pat Burns encouraged The Board to make the most of attending this meeting.

Steve Hultin enlightened The Board with the history of a Charette, describing that it is a work in progress... and interactive work project that The Board helps to finalize.

Tamla Blunt stated this would be a fun meeting with no formal characteristics. The meeting is scheduled for November 10, 2011.

## **VII. Legitimacy Vote on Projects Presented at This Meeting.**

Tamla Blunt proposed a legitimacy vote for the Resources for Disabled students proposal for \$295,247.07. She opened the topic up for discussion.

Chris Johnston stated that he feels it is extremely needed.

Tamla Blunt agreed that the expansion was very needed especially since the program has almost doubled in the last couple years.

Vincent Crespín stated that of all of the presentations he has heard during his time on The Board that this is the one that needs funding the most out of everything.

Steve Hultin clarified the difference between budget opinions and a commitment to cost. In a budget opinion the architect/engineer has not laid out anything. Pipes and walls are believed to not be hiding anything. There is not a complete commitment to cost because design and engineers can create significant change orders because they may find different circumstances upon construction. Therefore, a budget opinion is written with the intent of being large enough to cover the project but they are still just estimates. So theoretically unless there are problems then the budget opinion is right.

Pat Burns commented that budget opinions during the recession have been overestimated and he proposed that The Board discuss the situation of having extra or not enough money.

Tamla Blunt stated that is The Board starts to approve money over the regular amount then they set a precedent of that, so perhaps an option is to approve the budget opinion amount and if needed Departments can come back for more money.

Pat Burns suggested giving projects a little bit of wiggle room without setting the idea that The Board over funds. He suggests discussing this at a later meeting.

Tamla Blunt says that for the moment The Board should approve the budget opinion and that if projects go over funding then Colleges/Departments return to The Board to propose additional funding. However, perhaps the project manager should come back instead of the College/Department.

Pat Burns brought up that it should be discussed how much should be kept in reserves for contingencies.

Jenna Muniz made a motion to legitimize the budget opinion amount for the RDS. Vincent Crespín made a second to the motion. All were in favor therefore the proposal was legitimized.

**VIII. Next Meeting: November 3, 2011 @ 5pm in 303 General Services Building**

**IX. Adjourn**

Motion made to adjourn meeting. Meeting adjourned.