

UFFAB Meeting Minutes
Thursday February 9, 2012
Room 303, General Services Building

Members Present: Tamla Blunt, Graduate School, Chair
Laura Bishop, College of Vet. Med. & Bio. Med., Vice Chair
Jesse Jankowski, College of Engineering
Matt Baca for Cody Stoltenburg, College of Applied Human Sciences
Lexi Evans, College of Natural Resources
Jacob Medina, College of Natural Sciences
Jenna Muniz, ULC

Members Not Present: Chris Johnston, College of Business
Vincent Crespin, College of Liberal Arts
Cody Stoltenburg, College of Applied Human Sciences

Members at Large Present: Andy Shank, ASCSU Representative

Members at Large Not Present:

Associate Members Present:

Associate Members Not Present: Elan Alford, Graduate School
Jessica Toney, College of Business

Ex – Officio Members Present: Steve Hultin, Faculty Advisor
Robert Harris, SFRB Liaison
Toni Scofield, Staff Support
Daphne Frey, Staff Support
Lindsay Brown, Staff Support
Kristi Buffington, Manager for Space and Information Management, Facilities Management
Matt Wurst-Caligiari, IT Staff Support
Patrick Burns, Ex – Officio Member

Ex – Officio Members Not Present: Per Hogestad, Facilities Design Consultant

Visitors: Alexandria Schultz, College of Liberal Arts

I. Call to Order

Meeting called to order.

II. Approval of Minutes from January 29, 2012

Motion made to approve minutes by Jesse Jankowski. Matt Baca made a second to the motion.

Minutes approved Unanimously.

III. Classroom Utilization Report: Pat Burns, Co-Advisor to UFFAB, VP for Information Technology and Dean of Libraries

Pat Burns presented a power point presentation to The Board on FA 08 and 10 Course section Capacity Analysis. He explained to The Board that the University is growing and it currently has more students than seats in classrooms. Pat also explained that the number of rooms has grown with the growth of students but the number of seats has not grown congruently with the number of students. Pat told The Board that at CSU there are currently two types of classrooms, general assignment classrooms which get filled with class's first, and also Departmental classrooms which get filled with classes once the GA rooms are filled if the department isn't using the classroom. Pat's charts showed The Board a few things about current classroom use. First, most GA classrooms are medium size holding 31-100 students, then small classrooms holding 1-30 students, and then large classrooms holding 101 or more students. Secondly, Pat's charts showed The Board that most classrooms are not being filled to capacity. Finally, the charts showed that above 90% of large classrooms are being used between 9am and 2pm.

Tamla added that Pat's presentation was to help The Board make an informed decision on building the large lecture hall.

IV. Discuss Spreadsheet Showing Savings Account for Lecture Hall: Steve Hultin, Advisor to UFFAB, Director of Facilities Management

Discussion was then led to the spreadsheet on Cash Flow for Lecture Hall Savings. The 25% savings was determined to not have been calculated correctly but the 50% and 60% savings were calculated correctly. The spread sheet showed that with 25% savings, 9 million would be saved by 2030 and with 50% savings it would be saved by 2022. Another option discussed by The Board was to save up to around 50% and then borrow 50%. With that option, UFFAB could ask permission to borrow money, begin the project because design will take around one year, construction will take around two to three years, and the overall The Board should expect the whole process to take around five

years. Once construction has begun The Board could then borrow money. This allows for savings to accumulate while the building is being constructed. Rick and Amy will be back on March 22, 2012 and The Board will present the idea of bonding to them.

V. Discussion of Proposal Submission Timeline: Steve Hultin, Advisor to UFFAB, Director of Facilities Management

Steve began by explaining that there are three types of project costs that can be submitted to The Board. The first type is a concept cost guess which is a guess on the cost without much effort and it uses the dollars per square foot rule. The second type is a budget opinion which is an informal cost estimate provided by Facilities Management without charge to the requestor. This does show the scope of work but also leaves room for uncertainty. The final type is a cost quote. A cost quote is a formal cost bid where the cost is well known, a design process has taken place, the requestor has paid to have the cost quote, and there is very little uncertainty.

Overall The Board liked the idea of having projects come to The Board with budget opinions or cost quotes and that the people proposing a project need to be aware that their project may not get funded or be asked to return with a firmer budget opinion/cost quote. Right now the current proposal states that it is mandatory to have a Facilities contact. It was decided that definitions of concept cost guess, budget opinion, and cost quote will be added to the proposal sheet, along with a statement explaining that if not enough information was given up front they may be asked to return with a firmer budget delaying their project.

VI. Next Meeting: February 23, 2012; 5-6pm in 303 GSB

VII. Adjourn