

**Date: April 9, 2012**  
**To: Classroom Review Board**  
**From: Rusty Scott**  
**Re: Minutes of April 5, 2012**

**Members present:** Tamla Blunt, Jack Brouillette, Kristi Buffington, Pat Burns, Dave Carpenter, Steve Hultin, C.W. Miller, Julia Murphy, Al Powell, Doug Satterfield, Rusty Scott, Dan Turk, and Pete Winterscheidt

**Members absent:** Shaun Beaty, Al Powell

1. Approval of minutes

The minutes from March 1, 2012 were unanimously approved.

2. MRB Follow-up

R. Scott met with CSUPD regarding reports filed in and around MRB. No reports were filed during the calendar years 2009 or 2010. In 2011, nine reports were filed, 5 listed as theft. None of the thefts indicated forced entry indicating that the doors were either unlocked or that a key was used to access the rooms. Five additional cameras have been installed on the first floor since January, 2012 to provide more coverage of the entrances. The installation of additional cameras is being planned, making the MRB one of the best covered buildings on campus, according to CSUPD. P. Burns and Scott will consult with Provost Miranda before proceeding. K. Buffington will look into the lock/unlock schedule for the building related to after-hours use.

4. INTO update – J Murphy reported that INTO sections have been booked in the three GA rooms reserved for the Fall 2012 semester. Rockwell 36 is fully scheduled. Natural Resources 106 and 112 are being scheduled and have remaining availability. The true number of registrants will not be known until the week before classes begin. Six departmental rooms are also being scheduled for IEP-INTO classes. Five additional rooms will be available for additional IEP sections for the beginning of the fall semester.

5. CRB budget update for FY12 – The CRB remaining budget for FY12 was approved for spending as follows:

Balance	\$37,000
Repairs through June 30 (est)	\$5,000
Wireless microphones (40)	\$11,625
Document cameras	\$3,000
VoIP in Clark classrooms	\$17,000
End balance	\$375

The checkout process for wireless microphones in GA classrooms was reviewed. Approximately 90 microphones are checked out each semester, and typically 10 not returned costing the CRB budget approximately \$5,800 annually. The board proposed that CSS staff should obtain a fund number from faculty checking out microphones, and charge the specific department if microphones are not returned. D. Turk will consult with the Committee on Teaching and Learning and provide a report during the May CRB meeting.

6. Student use of GA classrooms

- a. UFFAB Communications – T. Blunt will follow up and report back to CRB at the May meeting.
- b. Student use of distance rooms – J. Murphy reported there are approximately 15 instances of student groups using Distance Ed classrooms each semester (Behavioral Sciences 103 & 107). A. Powell offered to provide student assistance to verify functionality if the rooms after events in these rooms. Murphy will follow up with Powell to make the necessary arrangements.

7. GA room requests

- a. Gifford 113 – Murphy reported that Gifford 113 has been assigned to the Early Childhood Center for Fall 2012 due to project delays related to Washington School. S. Hultin reported that funds have been set aside to remodel the room this summer and that it will be converted back to a GA classroom for Spring 2013.
- b. LSC remodel – Murphy will work with the LSC staff to coordinate scheduling events that will be displaced by the remodel of LSC. All rooms on campus are being considered as alternative locations for events throughout this process.
- c. Facilities request to limit/discontinue music events – J. Murphy has received communication from Lori Meyers, Sandy Sheahan, and Emilia Parker regarding complaints of noise and damage to furniture and equipment in rooms used for music events. Hultin will follow up and report back at the May CRB meeting.

Other items

T. Blunt reported that the UFFAB would be voting on a possible addition to the Behavioral Sciences Building at their next meeting. This addition would provide another 250 seat lecture hall. Sufficient funds were left from the initial building bonds. The original architect and contractor are available, providing continuity of the construction of the proposed addition. She will report back at the May meeting.

**Next meeting: May 10, 2012, 8:00 – 9:00 a.m., Lory Student Center 211E**