

May 6, 2009

To: Classroom Review Board

From: Sally Hibbitt

Re: Minutes of May 6, 2009

Members present: Tamla Blunt, Jack Brouillette, Kristi Buffington, Pat Burns, Dave Carpenter, Brian Chase, Mike Hanna, Sally Hibbitt, CW Miller, Loree Morse, Andrew Norton, Doug Satterfield, and Pete Winterscheidt.

Members absent: Jan Nerger and Mike Palmquist

Guests Present: Eugene "Skip" Ackler, Registrar's Office, Enrollment and Academic Records

Agenda item #1. The minutes of April 15, 2009 were approved.

Agenda item #2. S. Hibbitt announced to the group that M. Hanna will be retiring from the University in September 2009. She asked the committee to put forward names of a replacement on the board for Hanna. D. Satterfield suggested Allen Sneesby even though he is not an academic faculty member; Sneesby knows all the nuances of the GA classrooms and works well with faculty in meeting their requests. B. Chase suggested that rather than adding Sneesby as a member, that he continue to act as a resource to the board. Further discussion followed. If no names come forward from the committee, Hibbitt might put out a call to the Academic Faculty list serve to request a volunteer. The committee would like to find a teaching faculty member with a good amount of experience in many different teaching venues. The board's recommendation will be sent to the Provost for approval.

Agenda item #3. S. Hibbitt opened a brainstorming session regarding the budgetary needs of Facilities Management for classroom facility repairs and upgrades. The committee discussed various ways to try to escalate the serious need for monies to not only maintain the University's classrooms, but to renovate and upgrade them.

Seven years ago when B. Chase came to the University as the Director of Facilities Management, the Vice President for Administration, Gerry Bomotti, provided between \$200,000 and \$400,000 each fiscal year for renovations. After Bomotti left the University, the funds for renovations were no longer automatically provided. Additionally, Facilities spends between \$2.5M and \$3M each year to fix the existing fixtures in classrooms that break or need replaced. The budget line for these urgent repairs has been projected at only \$1M for Fiscal Year 2010. Chase has had to use any budget he receives to maintain the facilities but this leaves nothing for improving the same.

Hibbitt will work with K. Buffington, L. Morse, and D. Satterfield to physically inspect the general assignment classrooms over the next several weeks. They are going to put together a specific needs list including photographs to prioritize the greatest needs. This list will be refreshed each semester. Hibbitt will also send a message to the University faculty before the end of May to seek their input on the rooms that most need renovation.

She sent a similar message at the beginning of the semester to determine repair needs in classrooms.

The next scheduled meeting is Monday, September 21, 2009, 11:45-12:45 p.m., 211E Lory Student Center.

Classroom Review Board

**Monday, September 21, 2009, 11:45-12:45 p.m.,
211E Lory Student Center.**

AGENDA

1. Approve the minutes of May 6, 2009.
2. S. Hibbitt – CRB membership.
3. S. Hibbitt – Classroom updates.

Spring Schedule

Monday, October 5, 2009, 11:45-12:45 p.m., 210 Lory Student Center.
Monday, November 2, 2009, 11:45-12:45 p.m., 210 Lory Student Center.
Monday, December 7, 2009, 11:45-12:45 p.m., 210 Lory Student Center.