

February 6, 2008

To: Classroom Review Board

From: Sally Hibbitt

Re: Minutes of February 6, 2008

Members present: Tamla Blunt, Jack Brouillette, Pat Burns, Dave Carpenter, Brian Chase, Mike Hanna, Sally Hibbitt, Loree Morse, Jan Nerger, Mike Palmquist, Bolivar Senior, Andre' Smith, and Jim White.

Members absent: Craig Birdsong, and Sage Morris-Greene.

Agenda item 1. The minutes of November 7, 2007 were approved.

Agenda item #2. D. Carpenter, on behalf of the College IT Administrators, asked about the disposition of the remaining \$500,000* that was approved for project "Icky" beyond the rooms on Attachment #1. These rooms were identified by Jim White and Andre' Smith, both on the CRB, and Allen Sneesby, Classroom Support Services.

B. Chase explained these funds were designated for use in response to requests from Provost Anthony Frank for maintenance and repair of classrooms. These funds are not allotted for routine room remodels or upgrades. Provost Frank prioritizes the requests brought to him by the Deans. GA classrooms have priority over departmental classrooms. The CRB could prioritize a list of GA classrooms that are in need of maintenance or repair. Chase felt there was between \$50,000 and \$100,000 that could be used to satisfy the needs on such a list without limiting the Provost's ability to satisfy requests brought to him by the Deans.

P. Burns suggested the formation of a sub-committee to create a list that could be put before the entire CRB and the UTFAB. This list would include rooms that need upgrade or remodel, as well as rooms that need technology repair or refresh. S. Hibbitt indicated that a sub-committee typically meets each spring to review the requests to the CRB that are generated through the Physical Development Plan (PDP) process. B. Chase informed the group that the PDP process had been changed. A sub-committee to review the current list of requests will be formed by P. Burns, S. Hibbitt, A. Smith, J. White, L. Morse, and any other CRB member who wishes to participate.

Agenda item 3. P. Burns brought forward a request from C.W. Miller, Biomedical Sciences, for some work they would like to have done in W205 Anatomy Zoology Building. They are requesting that the opaque projection wall be removed and replaced by a drop down screen and that the projector be reoriented to be used with this drop down screen. Currently, while using the projection, the whiteboards are covered up. They also would like to move the podium to allow the students in the front rows to view the center whiteboard. S. Hibbitt, A. Smith, J. White, and L. Morse went to W205 to take stock of the problem. Hibbitt believes that there are some functionality issues that can be addressed.

J. White looked at the wall that Miller asked about being removed. There is a projection room behind the wall. To remove the wall would require the demolition of a good amount of concrete. White feels that the expense of such an effort would not be cost effective for the limited amount of space that would be gained.

The committee decided to add this room to the list that the sub-committee, referenced above, will be putting together.

Agenda item #4. L. Morse asked the committee about adding a second screen and projector to 243 Physiology. Daniel Bush, Chair of Biology, contacted Morse about the room. It is short and wide. The students on the edges are not able to see the screen well. Morse was able to move Bush's class to another room to better accommodate his needs. In addition to a second projector and screen, the existing screen and projector would need to be moved. The projectors would display the same image. This would mirror what was done in Microbiology 101.

The committee decided to add this room to the list that the sub-committee will be putting together, also.

Agenda item #5. S. Hibbitt told the group about a request from Greg Luft, Chair of Journalism and Technical Communications. He sent Hibbitt a letter asking for the re-designation of C238 Clark from GA classroom to departmental space. Hibbitt and White directed Luft to the Space Request Committee information on the Provost's webpage.

The instructions can be found at:

<http://www.provost.colostate.edu/print/SpaceRequestProcess.doc> (see Attachment #2)

And the form itself can be found at:

<http://www.provost.colostate.edu/print/SpaceRequestForm.doc> (see Attachment #3)

If Luft completes and submits the form, since the space impacts a GA classroom the request will come to the CRB for review. The CRB will then provide a recommendation to the Space Request Committee, which is responsible for making the final decision.

Agenda item #6. A. Smith spoke to the group about the need to convert the existing analog wireless microphone systems on campus to digital by February 17, 2009. The estimated cost is \$12,000. There are 22 systems on campus. A system with a single microphone and transmitter is approximately \$500 to convert. A system with multiple transmitters could cost as much as \$1,500 to change. The committee decided to bid all 22 systems at once to try to achieve better pricing. The change over would be phased in.

The group decided to add this item to the sub-committee's list, as well.

Agenda item #7. A. Smith asked the committee about changing the Standard Definition projection systems in his room configurations to High Definition. The committee agreed that it was necessary as the technology demands of the faculty are reaching that level. Smith noted that with the present room configuration, he is able to remodel 11 or 12 rooms with the \$175,000 from UTFAB. The HD configuration could cost between \$2,000-\$3,000 more per room. This may limit the number of rooms that could be upgraded to 8 or 9.

L. Morse suggested that we not start with the newest list of rooms to be upgraded as these rooms are lower on the technology priority list. She suggested instead that we start to refresh the rooms with higher technology demands that were upgraded to SMART in years past. The discussion turned to what Smith should ask for on his presentation to UTFAB. The group felt that he should do as he had done in years past, ask for some room remodels (using the Standard Definition configuration) and for the refresh of some of the more heavily used classrooms to High Definition projectors.

Other. S. Hibbitt will prepare a communication to the Deans, Directors, Department Heads list regarding the creation of the room remodel/upgrade/repair/refresh list. She will ask for recommendations from the Deans. The recommendations will not be restricted to GA rooms only. However, priority will be given to GA rooms. Any departmental/non-GA rooms will be grouped into a list and presented to Provost Frank. Faculty input/feedback will be welcome, but it will be requested to come by way of the Deans.

The next CRB meeting will be Wednesday, March 5, 2008, 12:00 noon - 1:00 p.m., in 202 Weber.

*Excerpt from October 3, 2007 meeting minutes -

Other #1. J. White updated the group on project "Icky." B. Chase, Provost Frank, and Bob Rizzuto, VP for Finance and Administration, visited Colleges on campus over the summer break. They saw a lot of good stuff and a lot of "icky" stuff (e.g., run down classrooms and faculty offices). Chase put together a list of needed repairs that was presented to, and approved by the Board of Governors in August. The Board approved \$500,000 in funding to address the issues on Chase's list. These issues are in GA classrooms as well as departmental rooms. White provided an initial list of classrooms identified for this project.

Classroom Review Board

Wednesday, March 5, 2008, 12:00 noon - 1:00 p.m.

202 Weber

AGENDA

1. Approve the minutes of February 6, 2008.
2. S. Hibbitt – CRB remaining budget expenditure list.
3. P. Burns – Classroom Utilization Study update.
4. B. Chase & J. White – New general assignment classrooms update (new construction projects and room remodels).

Schedule of Spring 2008 upcoming meetings:

Wednesday, April 2, 2008, 12:00 noon – 1:00 p.m., E. Atrium Conference Room, LSC

Wednesday, May 7, 2008, 12:00 noon – 1:00 p.m., E. Atrium Conference Room, LSC

Attachment #1

October 1, 2007

ICKY Classroom upgrade candidates

Rm.	Repairs	Est \$	Cap.
Eddy 100	Replace ceiling tiles / acoustical panel replacement or repair / painting / new carpet	\$12,000	100
Path 101	Rem. monitors / repair ceiling / water damage (carpeting / painting)?	\$25,000	145
Glover 201	Replace fixed seating / mod. ceiling / ltg. / carpet / painting / acoustical pnls.	\$45,000	65
Mil. Sci 105	Specifics not defined	\$12,000	49
Animal Sci 110, 112, 200, 205.	Finish upgrades (interior rooms-tired)	\$30,000	134
*Music Bldg.	Replace fixed seating / carpeting, painting asbestos removal, ADA compliance	\$90,000	140
Education 105B	Remove equipment, painting, carpeting	\$12,000	25
Engineering Lab 34	painting, carpet? Other minor alterations	\$15,000	?
Misc. carpet / Painting	As needed	<u>\$40,000</u> \$281,000	----

*The CRB will acquire this classroom and three on the first floor of the Music Building with the move of Music to the UCA. The Music Building will become "The Learning Center", an initiative by the VP for Undergraduate Affairs and the VP for Student Affairs

Attachment #2

Space Approval Flow

Statement to Recipients: Vice Provosts, Vice Presidents, College Deans, and Agency Directors.

Building space is a valuable university resource. During these times of growth, change, escalating construction costs and land values, The University must increase efforts to maximize the utility of both space types. In order for the University to better manage these resources, we are instituting a space review procedure. Vice Provosts, Vice Presidents, College Deans and Agency Directors will submit the attached Space Request Form (SRF) to be considered in the University's space allocation planning process.

Space Request Forms can be submitted to the Provost at any time during the year and will be considered on a scheduled basis.

For more information about the space allocation process, contact Jim White, Facilities Management, (970) 491-0101, or Kathy Duquoin, the Office of the Provost and Sr. Vice President, (970) 491-4838.

Process Sequence:

1. A review team (Facilities Management and Provost Office) considers the request.
2. The review team may request additional information of the requestors.
3. Review team recommendations or concerns are forwarded to the Provost.
4. Submittals are presented to the VPOF for discussion.
5. Requestors will receive a written response, acceptance or rejection.

University Space Policy:

The University assigns space to support institutional priorities. Should space be vacated to occupy space granted through this process, the vacated space will be subject to consideration for reassignment to other priorities.

Colorado State University Space Request Form (SRF)

Date Submitted: _____ Project name: _____

Submitted by: _____ Title: _____

Point of contact: _____ Telephone: _____

Purpose of request:

___ Relocation of existing functions ___ Additional space for existing functions
___ Additional space for new functions

Brief narrative (indicate linkage to the University's strategic plan): _____

Space type (indicate numbers of people in appropriate categories):

- Office: ___ Faculty ___ Director ___ Support Staff ___ Post Doc ___ GTA
___ Technician ___ Student ___ Other (list) _____
- Specialized space (computer training room, etc.) _____
- Lab: ___ Wet ___ Dry # of positions _____
- Special equipment considerations (excessive size, weight, other) _____

Location:

- Specific building or preferred area of campus? _____
- Desirable adjacencies with other University functions? (explain) _____

Timing

- When is the space required? _____ (mm/yy)
- How long will the space be required? _____ (months or years)
- Do you anticipate additional growth? ___(y/n)
Quantify _____ when (mm/yy) _____

Funding

- Is funding secured for move / alterations? ___ (y/n) Funding source _____
- If a research project, is funding secured? ___ (y/n), Project # _____

Space vacated by this request

- If space will be vacated as part of this request, what space (building/room numbers) will become available for reassignment? _____

(Attach additional pages if needed)