Facilities Subcommittee of the Institutional Effectiveness & Assessment Council

Meeting Minutes

<table>
<thead>
<tr>
<th>Subject</th>
<th>IEAC Facilities Subcommittee</th>
<th>Date</th>
<th>August 29, 2018</th>
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</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Cheryl Hanson, Facilities Assoc. VP</td>
<td>Time: Start</td>
<td>11:00 am</td>
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<td>Location</td>
<td>President’s Large Conference Room</td>
<td>Time: End</td>
<td>12:00 pm</td>
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Members Attending: Joseph Simonson, Deb Easterly, Karen Wilson Scott, Lowell Richards, Vince Miller, Mark Norviel, John Gribas, Todd Adams, Cheryl Hanson, Brian Hickenlooper, Kathleen Kangas, Patty Marincic (Meridian)

Outline

<table>
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<tr>
<th>#</th>
<th>Item(s)</th>
<th>Details</th>
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<td>1</td>
<td>Approval of previous minutes (July 26, 2018)</td>
<td>Minutes Approved.</td>
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| 2 | Introductions | - Joseph Simonson – Staff Council Representative  
- Todd Adams – Facilities Services  
- Mark Norviel – Networking and Communications. Mark will be retiring and this will be his last meeting. Tony Lovgren from IT will be replacing Mark on the committee.  
- Deb Easterly – Office for Research  
- Lowell Richards – Office of Student Affairs  
- Brian Hickenlooper – Finance and Administration  
- Kathleen Kangas – Health Sciences  
- John Gribas – College of Arts & Letters  
- Vince Miller – Institutional Research  
- Karen Wilson Scott – College of Education  
- Cheryl Hanson – AVP for Facilities Services  
- Jason Adams – Facilities Services  
- Patty Marincic – Health Sciences Meridian |
| 3 | Rubric Discussion | John Gribas  
John wanted to go through the suggestions on Box to get the opinions of the committee and make final decisions.  
- The changes made on the rubric are highlighted in red.  
- The collaborators in box needed to be updated to include the new member of the Facilities Subcommittee.  
- Darren suggested that criteria 7 should be moved to the top of the list.  
  - The committee agreed to move criteria 7 to the number 1 slot, and to move criteria 6 to the number 2 slot.  
- Criteria number 9 ask, “Will this project increase the University’s research initiatives.”  
  - Would we like to change the wording to “research initiatives/scholarly activity?”  
  - It seems that projects that are related to research are getting points from many different criteria. We need to make sure the rubric is measuring the projects in a meaningful way.  
  - We may want to include a criteria that asks if the project will create a new revenue stream or new cost savings to the University.  
- There is confusion about the meaning of criteria 8. Does technical operations mean a physical facilities focus or a business operations focus? John will follow up will Darren and get clarification. |
Darren commented that we need to be careful that we don’t make the rubric too long. We don’t want the rubric to be a burden to the departments.

If a project is over $30,000 and is already completely funded, it will not have to be put on the funding list, but the committee will still need to review it. One of the main purposes of the IEAC Committee is to provide transparency and allow others to weigh in on University decisions.

- It was suggested that language can be added to the fast track form that states that if a project is over $30,000, but is completely funded, it can go straight to the committee for review.

John will make the discussed changes to the rubric and send it out to the committee for review.

4 Adirondack chairs on the Quad  Cheryl Hanson

- A suggestion was given to Facilities to provide Adirondack chairs on the Quad. This would be a way to invite students to stay on campus, and provide a welcoming atmosphere. Other Universities have outdoor seating on their campuses, and it has worked great.

- Adirondack chairs are not the only option. We could talk about installing benches, or more picnic tables.

- If we did want to proceed with the Adirondack chairs, we may want to do a test run with a group of ten chairs to see how it goes.

- Some issues/comments that were discussed were:
  - How do we prevent the chairs from being taken off campus?
  - Who will maintain the chairs? The Student Union could partner with the Facilities Services grounds crew to help with the chairs. The chairs would need to be moved when the sprinklers are running and when the grass is mowed. Someone will have to take responsibility for them.
  - There needs to be room to store them in the winter.

- The chairs that will be purchased will be all weather heavy duty chairs. They will cost about $250 each.

5 Additional Discussions

- It was brought up that we may need to meet more often than once a month.
  - When we are reviewing and scoring projects we add additional meetings to the schedule. We may only add additional meetings on an as needed basis. Thursdays at 11:00 are good for the committee members.

- A call for projects will go out next week.

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Handouts

Next Meetings:
September 20, 2018