Facilities Subcommittee of the Institutional Effectiveness & Assessment Council

Meeting Agenda

<table>
<thead>
<tr>
<th>Subject</th>
<th>Date</th>
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<tr>
<td>IEAC Facilities Subcommittee</td>
<td>May 24, 2018</td>
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<tr>
<th>Chair</th>
<th>Time: Start</th>
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<tr>
<td>Cheryl Hanson, Facilities Assoc. VP</td>
<td>11:00 am</td>
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<tr>
<th>Location</th>
<th>Time: End</th>
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<tr>
<td>President’s Large Conference Room</td>
<td>12:00 pm</td>
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Members Attending: Deb Easterly, Nancy Devine, Karina Rorris, John Gribas, Cheryl Hanson, Karen Appleby, Vince Miller, Doug Milder, Brian Hickenlooper, and Jason Adams

Outline

1. Approval of previous minutes (April 26, 2018)
   - Located in the third bullet point from the bottom, the word “thing” needs to be changed to “think”.
   - With the above change, the minutes were approved.

2. 18-056 Holt Arena Seating
   - This project will be completed with donor funds. The donor has not made any specification in regards to the money. The donor did say that they would like the project completed by the 2019 football season.
   - In Criteria 5, the committee agreed that this project does not support the University strategic plan. The score was reduced from a 2 down to a 0. This reduces the score by 8 points.
   - The committee discussed criteria 8. We were originally going to reduce the score from a 3 to a 0. However, we discussed that this criteria does not refer to graduate students, it refers to students in general. The committee agreed that the look and feel of the University contributes to attracting and retaining students. The Holt Arena is a place where the community gathers and it represents ISU.
   - There is internet connectivity under the seats at Holt Arena. This information will need to be considered and given to the designers and architects assigned to the project.
   - The cost estimate listed on the project was 1.8 million dollars. This equals approximately $150.00 per seat. This seems like a low number. It was clarified that in the budget there is 2.5 million for this project.
   - One thing that was not mentioned in the packet was the life of the seats. The current seats in the Holt Arena have lasted decades. We will want to make sure that we will not have to replace the seats again in the near future.
   - Because this is a high cost project, this will be a Department of Public Works Project. The design will have to be approved, and the construction will need to be approved.
   - The project will be on the June Agenda.

ADA

- Criteria 13 is about a risk to the University. The justification for criteria 13 is, “We have been notified by the State of Idaho that our special needs seating is inadequate…” Facilities Services adjusted the rubric score from a 2 to a 1. It is a self-imposed time requirement.
- There are many issues that may need to be addressed if we do a big remodel in Holt Arena. For example, we may need to evaluate egress
width, railings, ADA access. Currently all of the ADA seating is in specific locations, and we may be required to find additional areas.
- It was brought up that if we do a large scale remodel, we may be required to bring the Holt Arena up to code.
- Department of Building Safety will make the ultimate decision on what we will be required to do.

Approval:
The adjusted rubric score was approved at 52.

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<th>Project Description</th>
<th>Applicant</th>
<th>Notes</th>
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| 3 | PSR 18-052 Dental Hygiene Tanks | Jason Adams | • It was unclear from the packet where the funds were coming from.  
  o Dental Hygiene is trying to come up with the whole amount. It was not given the full points for funding source.  
  • Criteria 7 is in regards to research. Facilities Services reduced the score of 1 to 0. In the justification it states that a clinical research project is currently in progress and requires a vacuum system. The committee agreed that this project directly increases the University’s research initiatives. The score was changed from a 0 to a 2. This increases the rubric score by 6 points.  
  • Dental Hygiene and Dental Education are two different units.  
  • This project was given points for Criteria 15. The committee was confused as to when we use the “FAC Projects Only” criteria and when we don’t. We should provide more clarification on the rubric form.  
  • The adjusted rubric score was approved at 64. |
| 4 | Meridian Clinic | Cheryl Hanson | • This project was originally taken off the list, but it has now been placed back on. It has already been scored by the committee. It may or may not get funded.  
  • The Project Submission spreadsheet was sent out for review so the committee members can see where it falls in relation to other projects. |
| 5 | Schedule for the call for projects | Cheryl Hanson | • Facilities Service has decided that they would like to do 2 separate submissions and 2 separate lists. In January the Facilities Subcommittee will review and score projects for central ISU funding. In March the Facilities Subcommittee will review and score projects for PBFAC funding.  
  • We will need to make sure that this schedule will align with Darren’s schedule. |
| 6 | Additional Discussions (Funding) | | The prioritized list we worked on as a committee was given to the IEAC Steering Committee. The Steering Committee approved the list, but none of the items on the list have received funding. This list can still be used and reviewed, but as of right no funding has been given. |
| 7 | Additional Discussions (Rubric Changes) | | • As a committee we have discussed on multiple occasions that we may want to revise the rubric. It seems that some important projects are not getting the attention that they need because they are not scoring high enough on the rubric.  
  o For example, the ADA projects cannot compete with some of the other projects. A specific issue that was brought up is the restrooms at Speech Pathology. The restrooms are not ADA accessible and it has caused a hardship to both the clients and the workers at Speech Pathology. This is a situation that needs to be resolved as soon as possible. It is not something that can wait years on a list.  
  o There is a code compliance criteria question, but the weight is only a 3. We may want to consider doing a higher weight for this criteria.  
  • The IT Committee uses the same rubric that we use to score their projects. It was decided that we would like to form a committee with a group from the Facilities Committee and a group from the IT Committee. The purpose of this group will be to go through and revise the rubric.  
  o To start the process of revising the rubric, everyone from both |
committees will be given the chance to give suggestions and observations they have in regards to the current rubric.

○ Once the suggestions and observations have been gathered, the committee, formed by IT and Facilities members, will meet and go through the rubric.
  ▪ They will look for revisions that need to be made, or areas that need to be clarified.

○ After the rubric has been revised we will want to run existing projects through and see if the results of the rubric are accurate.

○ Member of the Facilities Services Committee who volunteered to be on the rubric review committee are Karina Rorris, John Gribas, Jason Adams, Doug Milder. Mark Norviel was suggested.

○ John Gribas will send out a note to Karina Rorris to send out to the IT Committee.

Additional Discussion

- The department list on number 3 of the Project Submission Spreadsheet should be changed from Biological Sciences to Office For Research.
- Next meeting we will be discussing the space policy.

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<th>Item</th>
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<tbody>
<tr>
<td>1.</td>
<td>Two (2) IEAC Packages – PSR 18-056 &amp; PSR 18-052</td>
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<tr>
<td>2.</td>
<td>Project Submission Spreadsheet</td>
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<td>3.</td>
<td>Timeline Document</td>
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Next Meetings:
June 28, 2018