Facilities Subcommittee of the Institutional Effectiveness & Assessment Council

Meeting Minutes

<table>
<thead>
<tr>
<th>Subject</th>
<th>Date</th>
<th>Chair</th>
<th>Time: Start</th>
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<tr>
<td>IEAC Facilities Subcommittee</td>
<td>March 15, 2018</td>
<td>Cheryl Hanson, Facilities Assoc. VP</td>
<td>10:00 am</td>
<td>11:00 pm</td>
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Members Attending: Nancy Devine, Jason Adams, Deb Easterly, John Gribas, Vince Miller, Todd Adams, Mark Norviel, Cheryl Hanson, Brian Hickenlooper, Karina Rorris, Karen Scott (Idaho Falls) and Lowell Richards

### Outline

#### 1 Approval of previous minutes (March 8, 2018)

Mark Norviel had some clarifying comments sent by e-mail. They will be implemented into the March 8th minutes. Minutes are approved after changes.

#### 2 PSR 18-037 Student Union ceiling and lighting

- This project is completely funded by the Student Union building.
- This will not be a major time consuming project, so Facilities Services feels good about taking this on.
- The rubric score was approved as is at 28.

#### 3 PR 17-136 New carpet on 3rd floor library

- Pictures that show the condition of the carpet were given to the committee members.
- The carpet is old, outdated, and stained.
- It was determined that there was no safety concern or physical safety issue associated with this carpet. That description will be taken off of the spreadsheet.
- In criteria 14 the rating was increased from a 0 to a 3. Is this a bit of a stretch. The reason this score was increased was if the carpet is replaced it will improve the space dramatically. The improvement of this space will help more than one department. It will also help students.
- In criteria 5 the rating was increased from a 1 to a 3. The committee agreed to keep it at a 3.
- The rubric score was approved at 45.

#### 4 Recommendation to the steering committee for the prioritized project list

- The prioritized list for FY2020 was re-ordered based on the any changes we made to rubric scores.
- Once the prioritized list is approved by our committee it will go to the Steering Committee in April and then to the State Board of Education.
- The projects in gold are those that will most likely get funded in July 2019. The white items are those projects that we did not have last year. We put them together to show how the new projects compare.
- If we have some additional funds more projects may get funded.
- Projects on this list must be submitted every year. They do retain their original PSR number.
- The prioritized list was approved by the committee.

#### 5 Recommendation to the steering committee for the capital outlay plan

- This is the six year improvement plan for Idaho State University.
- For the Gale Life Science cost (54 million) we will want to subtract out individual phases.
- The Alumni Center is a new item on this list. We have not gone over
this project as a committee because we have not received a PSR or a rubric. Foundation has made the decision to move this forward.

- This project will be brought before the State Board in April. The presenters will ask for permission to begin fundraising.
- We will work on getting the proper documentation for this project.
- It was brought up that with a project like this we need to plan for future costs and not just the building. We will need to plan for maintenance costs, custodial costs, Utilities, etc. It would be wise for the University to set up an endowment to cover future costs.
- This will be a non-academic building so it is very important that we plan for future costs.

- The above information will apply for the new museum project. This will most likely be a fundraising effort.
- It will save costs if we reduce our footprint. Facilities Buildings would like to take down some buildings.
- It would cost money to take a building down, but in the long run we would be saving money on maintenance, utilities, custodial, etc. When we ask to take down a building it will be very important to show the saving to the University.
- The state may give us some funding if we decide to take down a building.

- There are some projects on this list that have been there forever. For example, the projects starting with Gravely Hall and going through Renovation of CoB are all historic.
- What should we do with the historic projects?
  - It is important that we have an individual or department take ownership of the project. This will ensure that we have support and have someone to turn to if we need documentation or clarification.
  - It was suggested that we if the project is not resubmitted it will be taken of the list.
  - The point was brought up that there is a lot of shift in departments, and if a dean supporting a project leaves it doesn’t mean the project does not need to be done.
    - Facilities Services should set up a system where before they take the project off the list they will contact the department and let them know. This will give them the option to re-submit if needed.

- The top 8 projects on the capital outlay were included in the project submission spreadsheet.
- The committee approved the capital outlay plan, but they will evaluate it next year to determine what historic projects should remain on the list.
  - It would be helpful to have a more realistic plan.

6 Revised Rubric

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<td>The revised version should be easier for the customer to use, and easier for us to review.</td>
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<td>The revised rubric was approved by the committee.</td>
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<td>It will be put onto our website.</td>
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7 Additional Discussions

<p>| Why is PSR 17-155 in the Alteration and Repair request spreadsheet instead of the ADA spreadsheet? |
| PSR 17-155 is in both the Alteration and Repair spreadsheet, as well as the ADA spreadsheet. In the past we have had only one ADA project funded per year. By putting ADA projects on the A&amp;R list we may receive funds to get them completed so we do not have to wait for years to get ADA funding. |
| Facilities Services will help to find a strategic way to get these ADA projects completed in a timely manner. |</p>
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<td>Project Submission Spreadsheet</td>
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Next Meetings:
April 26, 2018
May 24, 2018