Facilities Subcommittee of the Institutional Effectiveness & Assessment Council

Meeting Minutes

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<tr>
<th>Subject</th>
<th>Date</th>
<th>Chair</th>
<th>Time: Start</th>
<th>Location</th>
<th>Time: End</th>
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<tr>
<td>IEAC Facilities Subcommittee</td>
<td>April 25, 2019</td>
<td>Cheryl Hanson, Facilities Assoc. VP</td>
<td>11:00 am</td>
<td>Sargent Boardroom</td>
<td>12:00 pm</td>
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Members Attending: Todd Adams, Joseph Simonson, Lowell Richards, Deb Easterly, Cheryl Hanson, John Gribas, Karina Rorris, Brian Hickenlooper, Robert Houghton, Kathleen Kangas, Jason Adams, Dotty Sammons

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<tr>
<th>#</th>
<th>Item(s)</th>
<th>Outline</th>
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<tr>
<td>1</td>
<td>Approval of previous minutes (April 18, 2019)</td>
<td>Minutes Approved</td>
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| 2 | PSR 19-302 Bengal Theater Fast Track Project | • #1 – This project will support the University as a whole. The rubric score will be increased from 1 to 3. (+8)
  • #2 - The seating installation supports goal 4 of the university strategic plan by granting access to all members of the Bengal community and general public. The rubric score will be raised from 1 to 3. (+8)
  • #4 – The project is necessary to comply with ADA and DBS requirements. The score will be increased from 0 to 2. (+10)
  • #11 – This project has the potential to increase the University’s ability to attract/retain students. The rubric score will be reduced from 2 to 1. (-3)
  • #17 – This project will support the University. The rubric score will be raised from 0 to 3. (+6)
  • The rubric score was approved at 73. |
| 3 | Project Submissions for FY 2021 PBFAC Funding. | |
| 4 | PSR 19-114 | • #7 – This project addresses a moderate physical safety risk. The rubric score will be raised from 1 to 2. (+6)
  • #12 – This project will promote success for a large portion of students. The rubric score will be raised from 1 to 2. (+2)
  • #16 – This project needs to be done in the summer months. This time requirement is self-imposed. The rubric score will be raised from 0 to 1. (+2)
  • The rubric score was approved at 74 |
| 5 | PSR 19-115 | • #7 – This project addresses a moderate physical safety risk. The rubric score will be raised from 1 to 2. (+6)
  • #12 – This project will promote success for a large portion of students. The rubric score will be raised from 1 to 2. (+2)
  • #16 – This project needs to be done in the summer months. This time requirement is self-imposed. The rubric score will be raised from 0 to 1. (+2)
  • The rubric score was approved at 74 |
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<th>Project Code</th>
<th>Notes</th>
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| PSR 19-119  | • This project is only $10,982.00. We do not need to score this project.  
  • Facilities will add additional scope to this project. |
| PSR 19-125  | • #2 – This project directly supports the University’s strategic plan. The rubric score will be raised from 1 to 3. (+8)  
  • #8 – This project will address a potential data security risk. The rubric score will be increased from a 0 to 1 (+6)  
  • The rubric score was approved at 98 |
| PSR 19-127  | • It was suggest to reduce scores for criteria 11, 12, 13, 14. The committee agreed that the HVAC system plays a huge part in the success of students, faculty, and staff. People cannot work/teach/learn in a building that does not have adequate temperature control.  
  • The rubric score was approved at 88. |
| PSR 19-128  | • #4 – This project establishes compliance with an upcoming policy. The rubric score will be reduced from 2 to 1. (-5)  
  • #9 – This project mitigates a known risk. The rubric score will be increased from 1 to 2. (+4)  
  • #13 – This project will increase effectiveness for a limited number of faculty. The rubric score will be reduced from 2 to 1. (-2)  
  • The rubric score was approved at 68. |
| PSR 19-129  | • #4 – This project establishes compliance with an upcoming policy. The rubric score will be reduced from 2 to 1. (-5)  
  • #17 – The project will support two units or a division/college. The rubric score will be reduced from 3 to 2. (-2)  
  • The rubric score was approved at 73. |
| 19-130      | • #6 – The project has no potential for a financial return on investment. The rubric score will be reduced from 1 to 0. (-5)  
  • #11 – This project does not increase the University’s ability to attract/retain students. The rubric score will be reduced from 1 to 0. (-3)  
  • #12, #13, #14- all three of these rubric score were reduced to 0. It should either be scored as a 3 for impacting all or most students, faculty, and staff or a 0 for not having an impact on students, faculty, and staff. The committee agreed to reduce the scores to 0. (-6)  
  • The rubric score was approved at 83. |
| 19-131      | • There were no comments on the rubric scores for this project.  
  • The rubric score was approved at 48. |

**Additional Discussions**

• We will meet three times over the summer to discuss the rubric.  
• We may want to check with the President, or with Dani, to make sure that we, as a committee, are in line with what they are expecting.  
• During our summer meeting we may want to put together a set of instructions for filling out the rubric.  

**Suggestions for rubric**

• It may be beneficial for the submitter to fill out the justification and not score the criteria. They can submit the rubric with the justifications to Facilities, and Facilities can do the scoring. This may encourage the submitter to provide a clear and thorough justification.  
• We may want to simplify the rubrics into themes. For example, safety, University Advancement, financial return, student success, etc. We could score the individual theme as a whole and then apply the weight to the final number.
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<td><strong>1.</strong></td>
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Next Meetings:
May 23, 2019